

**Bainbridge Island Rowing
BOARD OF DIRECTORS MEETING
MINUTES – September 27, 2023**

Location: Zoom Videoconference



Board Members Present: Jennifer Ames-Karreman, Laura Bottger, Andrew Block, Grant Colburn, Celia Clark, Mirén First, Brandon Fleet, Stacey Nordgren, Joanie Ransom, Kris Kutchera, John Foy, Kim Dalan

Absent: Jill Bamburg, Melanie Edenholm

Quorum: Yes (12 /14)

Others Present: Lindsay Browning, Bruce Beall

Proceedings:

Meeting was called to order at 7:15 PM by Kris Kutchera.

Members “went around the room” sharing highlights about their Dream Big experience.

- Note: Work to fix the calendar link to the Board Meetings for quick access to Zoom meeting.
- Note: See BIR Instagram; today see thanks rolling out to the Juniors for their role in Dream Big.

MOTION to approve this meeting Agenda.

Moved by Andrew B. 2nd by Mirén F.

Motion passes unanimously.

MOTION to approve July 26, 2023, Board Meeting Minutes as submitted.

Moved by Celia C., 2nd by Laura B.

Motion passes unanimously. Brandon Fleet, Grant Colburn abstaining (not present at meeting).

Month in Review – by Kris K.

- Kudos to Jennifer and Lindsay for a hugely successful Dream Big event!!!
- Congratulations to John with help from Jennifer and Lindsay on receiving our Certificate of Occupancy for the rowing center!! Work with Clark Construction is now complete and donor recognition and furniture, fixture and equipment efforts are still in progress. Overall, we estimate finishing \$30K under budget. We intend to put some of these savings toward items deemed essential that were outside the scope of the CCI contract.
- Fall season has begun and Tail of the Lake, our first race for junior varsity and adults, is this weekend. Headcount is close to budget however there are only 7 novice girls. Ongoing recruiting is in progress.
- Coaches are working together with the venue rental team to develop a rhythm of coexistence in the upper-level space - timing of usage, housekeeping, storage, design of the office and more.
- Input from the Adult Spring Survey was incorporated into the definition of fall season by Judy, Kim, Bruce and the adult coaches. We have four focus areas for improvement: communication, coaching, culture, and safety. Kim is taking lead on improved communications.
- Judy has been meeting with teams to roll out the new Code of Conduct. We will ask for acknowledgement from Board members at our next in-person meeting.
- Our fall coaching schedule is covered with additional support from Jane Stewart, Kathy Maher, and new coaches, John Michael Najarian, Greg Nadal and Tim Fowler. Spring will be challenging with Jane away for much of the season and Addie going back to school.

- Bruce has recruited Mike Kalstrup to assist with equipment repair and Scott Strickland continues to provide support; both are volunteers. All teams have recommitted to routine shell maintenance and deep cleaning.
- Kris K. is resuming the search for a program coordinator to support coaches after the resignation of our 3rd hire for this role. Please direct any referrals to Kris.
- Laura B. led our Safety Day in August and over 40 people from BIR, KRA, and Clam Island attended.
- Andrew & Joanie are meeting with Junior Parent Leadership team to talk about the fall season and get a head start on spring season planning.
- Many of us are working with Kurt and Melanie on updates to our financial forecasts for 2023 and 2024. We will share this information with you in the October board meeting.
- Kurt, Melanie, Jennifer, and I are meeting with our lenders in mid-October to discuss next steps.

Boat Naming – Bruce Beall

- The Hunter and the Peter Fischer boats need to be renamed for greater relevance to BIR, rather than their UW roots. Historically we name boats in honor of past or significant members or geographical areas of our Island (e.g., Bill Booth is the t. william).
- Bruce is seeking suggestions for names- submit to him; the Board will vote when names are brought forth.

Construction Update – John Foy

- Work with Clark Construction and COBI is wrapped up. The Final COO is in hand.
- The excessive # of exit/entry doors in the great room means we aren't limited in capacity/occupancy numbers.
- Outstanding is the need to figure out the ongoing management and maintenance of the building. Seeking to reactivate the **Facilities Committee** of the Board. This should be staffed by venue rentals and programs – since they need to coordinate building management.

Motion to form a Facilities Committee to define and oversee ongoing building maintenance, repairs, and improvements. This committee will include representatives from coaches and venue rentals in addition to facilities personnel.

Moved by John F.

2nd by Brandon F.

Discussion:

- Members can be Board members or not; can create a system for submitting building work orders; we would seek a person who has building management experience to lead this.
- Bruce will help approach a potential committee chair. Note that Clark construction has provided BIR a flash drive explaining all the building systems.

Motion carries unanimously.

Development Report – Jennifer Ames-Karreman

- Presented current totals of dollars raised through Dream Big - \$200,000 overall including \$19,000 for scholarships, noting final calculations are pending. Noted that we surpassed last years' fundraising. Costs for the event were approximately \$33,000.
- Grant being written for 4 sets of sculling oars to Parks & Trails Foundation. Rotary Grant coming up next – seeking ideas from the Ops team on needs for application target.

- There is a potential new candidate for grant writing and being on the Development Committee – JAK is excited for this new person’s engagement; still seeking others interested in serving on this committee.

Business Director Report – Lindsay Browning

- Discussion of upcoming event rentals. Noted securing the first ever Book Fest to be at BIR, Moonlight Market, and exploring an Authors of BIR Event.
- 2024 bookings are active (including a May the 4th Be With You wedding!).
- Lindsay presented slides and discussed the actuals in comparison to forecasted figures:
 - Total Anticipated Recurring Revenue for 7/24-12/31 (\$11,050)
 - Special Event Rental Income 8/1 – 12/31 (\$15,190)
 - At the end of Q3 we are \$670 ahead of forecast.
- Question: will the revenue offset the cost of operating the building?
 - This has not yet been determined or calculated fully. Much depends on what is put into the “operating” cost line items. Many things are still unknown: heat, power, water, sewer cost trends are still unknown.
 - The answer will come during the budget process. We need a shared understanding of what kinds of costs are funded by which income stream (e.g., venue, Dream Big, programs operations).
- While it is a goal to not impact programs, certain key rentals will occasionally prevent rowers from getting back upstairs after a practice. Note that the venue staff is working to seriously limit the times this happens.
 - Junior coaches can help diffuse tensions by informing teams when and why this must occur.

MOTION to adjourn the Regular Meeting and move to Executive Session.

Moved by Kris K., 2nd by Kim D.

All in Favor. Meeting adjourned to Executive Session at 8:34 pm.

Motion to adjourn the September 27, 2023 Board Meeting.

Moved by Mirén F. 2nd by Andrew B.

All in favor. Meeting adjourned at 8:47pm.

Minutes Submitted by Stacey Nordgren, BIR Secretary.

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