

Bainbridge Island Rowing
Board of Directors Meeting
MINUTES OF MEETING – October 25, 2023



Location: Boathouse and via Zoom Videoconference

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

Absent: Grant Colburn, Jill Bamburg

Quorum: Yes (12/14)

Others Present: Lindsay Browning, Bruce Beall, Kurt Frost

Proceedings:

Meeting was called to order at 7:15 PM by Kris K.
Members “went around the room” catching up.

MOTION to approve the Meeting Agenda.

Moved by John F. 2nd by Andrew B.

Motion passed unanimously.

MOTION to approve September 27, 2023, Board Meeting Minutes as submitted.

Moved by Laura B., 2nd by Jennifer A-K.

Motion carries unanimously. (Melanie E., Jill B. – abstaining, not present at previous meeting)

Kris K. presented reasons and sought approval of the following bank motions:

Motion: The Board affirms the validity of the four documents recently presented by Kitsap Bank and signed by Kris Kutchera, John Foy, and Melanie Edenholm as BIR’s President, Vice President, and Treasurer, respectively. It is the Board’s intent that all the authorizations specified in those documents be fully valid.

Moved by Andrew B. 2nd by John F.

Discussion: Melanie E. explained the signing powers of the Debit Cards and that only one will be issued to the Junior parent serving as the kitchen lead.

Motion carries unanimously.

Members Code of Conduct

Kris K. explains the written Code of Conduct, asks for signatures of all Board Members, and instructs the members to retain the copy for their reference. There is a team registry of signatures obtained that Judy Friesem is managing and maintaining. Please sign that once you review and sign a copy of the Code.

2024 Financial Forecast – presentation to the Board by Kurt Frost

- At the annual meeting Kurt revisited what we are going to learn (trend lines of rentals, payroll costs). Some of this information can now be included the 2024 Forecast Budget.
- Presented items the BOD needs to address in 2024 – e.g., pay rate issues, rising repair and maintenance budget, investment in hours for coaching and personnel to run the club.
- Presented model of ten-year revenue projection/ progression – resulting trend lines are up
- 2024 Forecast Assumptions were presented:
 - Income statement, Balance sheet, Revenue, Fundraising, Rental Revenue, Payroll, Regatta, Expenses
 - Income Statement shows increases in payroll, operating expenses, loan payments, and pay rates

DRAFT minutes to BOD at 12/13/23 mtg

- Conservative estimate in numbers of rowers was used in modeling in anticipation of decreasing participation should member rates increase
- Fundraising efforts to pay for loans (assuming a 7-year repayment plan)
- Rental forecast - \$20,000 profit (will go to pay the loans)
- Overall Result: Positive 2024 Forecast with balanced Statement of Income
- Are the programs self-sustaining? Forecast shows YES.
- Fundraising for Scholarships was undertaken in anticipation that the coming rate increases will necessitate the need for more scholarship funds.
- Premise: we will make an investment in equipment and have reserves of equipment
- Maintenance reserves and Repairs & Maintenance are needed.
- Multi-rower families were raised: further discussion is needed around offering a sliding scale, family discounts, and their asking for scholarships if needed.

Financial Report – Melanie Edenhalm

- Working on accounting and tracking assets to correct accounts.
- Almost done collecting for Dream Big.
- Merchandise is being kept as a separate line item. Note that expenses are almost covered by sales.
- Melanie E. is working with Penni/accounting to truth accounts and be sure everything is on track for continued 2024 forecasting work.

President's Month in Review – Kris Kutchera

- Fall season is in full swing with Tail of the Lake and American Lake Fall Classic. We had good participation from both junior and adult rowers. We'll wrap up the season with Frostbite and Head of the Lake in a week and a half.
- The Code of Conduct is being well-received; provides a solid structure of expectations for coaches.
- Joanie and Andrew organized the Waterfront Park clean up with 62 volunteers last weekend.
- The Junior Parent Leadership team met and assigned parent leads. Finding volunteers for the parent roles is very challenging and they are looking for ideas to increase volunteerism.
- The winter training schedule has been developed for juniors and registration will be open in the next two weeks. The schedule for adults is in the works.
- We're in the final round of interviews with two strong candidates for our program coordinator to support coaches and programs and expect to make an offer next week.
- Boat repairs are falling behind due to limited resources. Mike Kalstrup has volunteered to help, and Bruce is actively recruiting for more. Next steps are to organize the workshop and streamline the equipment repair process.
- The t.william was damaged in a collision during TOTL. Bill McGonagle is helping (pro bono) to secure reimbursement for repairs.
- Jennifer and John submitted a grant to the Parks Foundation for new sculling oars and next up is the Rotary grant request for a mid-weight stern coxed quad.
- Laura and Mirén are finalizing the boat storage agreement.
- Laura is setting up CPR classes for members and helping coaches to improve the safety of rowing in the dark with additional lights and headlamps.
- About 1/3 of our adult rowers have expired float tests (10 years) and coaches are enforcing use of life vests until float tests are renewed.
- John is resurrecting the Facilities Committee to support operation & maintenance of the rowing center. Outstanding punch list items from the construction project will be prioritized by this group.
- Lindsay and Mary are finishing outfitting the upper level for venue rentals, actively responding to inquiries, and booking events.
- Donor recognition and history wall displays will be coming to the rowing center soon!
- Lots of work to reconcile and wrap up Dream Big. Many thanks to Jennifer, Melanie, and Penni.
- Lots of work on the 2024 budget that Kurt just gave us a first look at tonight.

2024 Board Member Brainstorm – Kris Kutchera

- Kris K. reviewed the draft Slate of BOD Candidates.
- Bylaws lay out framework for Board to be 1/3 Junior parents and 1/3 Adult rowers.
- Kris presented that the Board needs people with development skills, leadership skills, financial expertise, and operations background. We need to demonstrate that we have a commitment to succession planning (so candidates aren't scared away by what have become overwhelming leadership roles).
- Regarding the Junior rower representative – Kris raised exploring having one representative from Boys and one from Girls Team. To make this clear, at a future meeting a BOD member will need to make a Motion to Amend the Bylaws to lay out that structure.

Development Report – Jennifer Ames-Karreman

- Presented the breakdown of Dream Big categories and total amounts raised.
 - This year was the first year that we directly fundraised for the Scholarship Bucket – it was a successful strategic ask.
 - This year's Dream Big raffle was the best yet!
 - \$200,000 gross was excellent. Net proceeds are approx. \$166,000.
- Next Grants – BCF 2024 (sweep oars) and Rotary 2023 (sculling oars)
- 11/1 @ 7:15 – the Development Team is meeting. Please join; we are strategizing sources of revenue and scenario-based planning.
- Confidential donor meetings continue to be underway.
- *Boys in the Boat* – plans for a screening and possibly a pre-screening are underway. Stay tuned.

Business Director Report – Lindsay Browning

- Presented the use of BIR's Social Media:
 - Instagram and how BIR is trending (followers have doubled since January).
 - Lindsay is planning to use Q4 to tidy up our social platform presence.
 - BIR has over 20% engagement (anything over 10% is excellent) – due to our youth population really promoting it, we have strong social media showings.

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

Moved by Kris K. 2nd by Jennifer A-K.

All in Favor. Meeting adjourned to Executive Session at 8:45 pm.

Jennifer Ames-Karreman left the meeting at this time. Executive Session was held.

8:58 Meeting was adjourned.

Minutes Submitted by Stacey Nordgren, BIR Secretary.

-END-