

FINAL

Bainbridge Island Rowing
Board of Directors Meeting
MINUTES OF THE MEETING - November 15, 2023



Location: Zoom Videoconference only

Board Members Present: Jennifer Ames-Karreman, Jill Bamburg, Laura Bottger, Grant Colburn, Kim Dalan, Melanie Edenholt, Mirén First, Brandon Fleet, John Foy, Kris Kutchera, Stacey Nordgren, Joanie Ransom

Absent: Andrew Block, Celia Clark

Quorum: Yes (12/14)

Others Present: Lindsay Browning, Bruce Beall

Proceedings:

Meeting was called to order at 7:02 pm by Kris K.
Members went around the room with thoughts on the end of this season.

MOTION to approve the Meeting Agenda.

Moved by Brandon F. 2nd by John F.

Motion passed unanimously.

Secretary noted that she will seek approval of past minutes at the December 2023 Board Meeting.

Month in Review by President – Kris K.

- The fall season finished with a stormy Frostbite regatta followed by beautiful weather for Head of the Lake. Congratulations to our coaches and teams for some nice showings!
- Winter training started this week. Weight training through Elevate Strength & Conditioning is being incorporated into the junior program and an option for adults is being developed.
- Prompted by a proposal from Kim Dalan, we are now offering a new adult winter mini-membership for KRA members and other experienced rowers who may want to join during winter training. Kathy Maher is developing a proposal for Learn to Erg starting in January.
- Surveys for fall season have been sent out to adults and junior parents, and coaches will ask juniors to complete the survey during practice to increase their participation.
- We have hired our new program coordinator, Danielle Scheibe, who started last week. Her initial area of focus is working with Bruce Beall, Chelsea Vessenes, Brandon Fleet, and others to organize the lower level and implement a new equipment repair process.
- John Foy has resurrected the Facilities Committee and has already addressed some high priority repairs. He is developing relationships with outside contractors for facilities repairs, enhancements, and routine maintenance.
- Frank Karreman is assisting a small group of administrative staff and coaches design the plan for outfitting the office.
- The rowing center is now designated as an official disaster hub for the Bainbridge Island community.

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- John Foy worked with Jennifer Ames-Karreman and Bruce Beall to submit grant requests to Parks & Trails Foundation and Rotary for new sculling oars and a mid-weight four/quad. Gabriella Pinto, one of our spring LTR grads, has joined the Development Committee. Jennifer worked with the Development Committee on a 2023 review and 2024 look ahead.
- Lindsay Browning is developing a framework to improve internal and external communications, writing a newsletter, and working with Olivia to update the BIR website.
- Lindsay Browning is organizing a community Holiday Open House and a staff Holiday Party for next month.
- Jill Bamburg is developing the plan for our Strategic Planning Workshop on 12/2/23.

Financial Report – Melanie Edenhalm

- 2022 Form 990 has been completed – a major undertaking.
- The Budget to Actuals submitted with the Consolidated Report show that we are looking good so far this year.
- Questions? A previous budget report showed a deficit, however, increases in rowing fees and other moves are begin planned to cover the deficit. Additionally, Dream Big outcomes were not in the original projection, therefore we are in a better position than previously shown. In August, we increased the fall fees and dues to help make up for some of the shortfall.
- For 2024 planning, more conservative assumptions about fundraising have been made.
- Questions? Why is there a gap in the Budget to Actuals for salaries? The extension of the DOR position accounts for this.

Development 2023 Review & 2024 Plan Report – Jennifer Ames-Karreman

- Jennifer presented the Development Planning Results, the 2023 results and a 2024 plan draft PowerPoint presentation that she prepared for the Development Committee.
- We owe \$900,000 to lenders and currently have a three-year horizon to pay off loans.
- New sources of funding brainstorming are always sought – in the pipeline are Archibald Charitable Fund, Norcliffe, and Kitsap County Health.
- Immediate needs & 2024 immediate and strategic items were presented.
- Questions? Everyone involved with BIR can attend the *Boys in the Boat* prescreening once its logistics are sorted out. However, it cannot be a BIR fundraiser!
- Jennifer asked each Board member to consider giving to BIR via One Call for All – know that every \$20 gift gets credited to that organization’s pool of unallocated funds. Tell your friends that this is an excellent way to give to BIR. If you give a monthly gift of \$20 (instead of a one-time \$240 gift), your impact is multiplied by 12.

Business Director Report – Lindsay Browning

- Lindsay discussed One Call for All and the ad/insert that BIR invested in this year.
- Friday 12/8 from 1:00 – 3:00 BIR is having an Open House to showcase our space.
 - Board members are encouraged to attend if available.
 - Tracey Sublett has agreed to provide cookies from her new business.
- Staff holiday party is being planned and BOD member are welcome to attend.
- Web site overhaul has begun—massive facelift on our current platform is being done by Olivia Gangmark-Strickland who is savvy in WordPress and will be handling updates for the time being.
- Communications Matrix (attachment in the Consolidated Report):
 - Purpose is to update our systems and bring order to the chaos of our communications.
 - Each component will also get a deeper dive at a later date.

- Explanations were given for each communication tool and its intended use: News from the Crews, News Alerts/Blasts, Junior News Bulletin, Adult Rowing News, Development News, Junior Coaches Messages, Adult Coach Messages, MM Open New, and our social media that includes BIR Instagram and Facebook.

Strategic Plan – Jill Bamburg

- December 2nd 8:30-4:15 – Strategic Planning Workshop at the Boathouse
 - January 2024 – December 2027 timeframe for what we expect to happen and what we want to make happen as result of our planning and effort.
 - Jill explained the draft agenda for the day.
 - Results of the day will be compiled into a draft document and presented to the Executive Committee and Board. Finally, this will be presented to the membership at the March Annual Meeting.
 - Let's spread the word to members to get a critical mass to attend.

Board Slate – Kris Kutchera

- Kris is 2/3 the way through her interviews with board members to gauge their interest in continuing.
- Kris seeks help to identify and vet candidates and seeks to create a Nominating Committee.
- Kris seeks ways to make the Presidents role more manageable over time. As we hire staff this will remove some of the load over time.
- Kris announced that she will not continue as President for another year beyond this term but would like to remain involved in some capacity as Past President, and proposes:
 - President should be responsible for oversight and running of the Board.
 - As Past President, she could work on systemizing processes.
- Kris presented the Draft 2024 Board of Directors Slate and states that she's pleased with the robust list of names we have for consideration at this point in the year.
- Jennifer A-K. is transitioning off as Development Chair but would remain as At-Large member. Both Laura Bottger and Mirén First are not seeking re-election.
- Our Bylaws say that 1/3 of Board needs to be Junior parents, 1/3 adult rowers, and 1/3 others We seek additional Junior Parents at this time.

Motion to create a Nominating Committee to vet and recommend candidates to Board Slate for 2024.

Moved by Kris K. 2nd by Jill B.

Discussion: Kim Dalan and Joanie Ransom are willing to staff this Committee.

All in Favor. Passes unanimously.

Promoting Volunteerism (brainstorm) – Kris Kutchera

- Kim D.- framed one approach to be that volunteer hours are part of your membership dues and have public, visible, and accountable tracking. At her past rowing club, this was built into your membership agreement and built into your membership dues.
- Lindsay B. – framed The Buy Out approach: you either sign up for a job or you pay. There is a buy-out to not volunteer.
- John F. – raises that BIR has had both of the above approaches at one time or another. Suggests that you can't manage what you can't measure.
- Brandon F. – suggests requiring participation of everyone in one maintenance team.
- Possible frame discussed: Manage the organization of repairs into To Do lists – there could be a way that people record what item on the list they undertook and how long it took them to clear that

item. Everyone pays more in dues with the assumption that no one is volunteering. To trigger a refund of some of your Dues, members must apply for it by showing their time spent on clearing some "To Do" maintenance items.

- Volunteer hours can be tracked in iCrew. We can find ways to utilize this tool more effectively.
- Mirén F. – believe it could work for Junior parents to have the Buy Out option. It also takes the guilt out of it for some who are simply unable to volunteer.
- Laura B. – there are ways to volunteer, yet we need to find ways to advertise what those may be.
- Kim D. – speaking to Brandon's idea about awarding and not penalizing, suggests we need easy ways to bait folk. E.g., for every 10 hours you volunteer, you get to skip a coxing turn!
- Grant C. – on the Juniors' side we struggle to get rowers to sign up (e.g., for the Parks clean up). The money approach only applies for the parents, not the Junior rowers themselves.
- Kris K. – regarding Junior parents, consider having a Junior parent social to get them more interested and engaged with each other in order to increase volunteering. Joanie believes that having the parent socially engaged is helpful but has also been tried. It works in some cases but not for all.
- Melanie E. – reminder that Boathouse hours can count for NHS hours (but not every rower is in the NHS).
- Jill B. – building on Joanie's idea for FUN -- the mid-morning rowing group has a lot of fun and may have lessons to share.
- Jennifer A-K. – building relationships and knowing each other will lead to more volunteering. Acknowledge that not everyone can pay their way out, nor do we want everyone to do that.

Motion to Adjourn Regular Meeting and move to Executive Session.

Moved by Kris K. 2nd by Jill B.

All in favor.

Regular Meeting Resumed at 9:01

Motion to adjourn the November 2023 Board Meeting.

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

All in favor.

Meeting adjourned at 9:02 pm.

Minutes Submitted by Stacey Nordgren, BIR Secretary.

-END-