

**FINAL**

**Bainbridge Island Rowing  
BOARD OF DIRECTORS MEETING  
MINUTES OF THE MEETING – April 24, 2024**



Location: SPRC/Boathouse

**Board Members Present:** Jennifer Ames-Karreman, Jill Bamburg, Andrew Block, Sheelagh Carleton, Celia Clark, Kim Dalan, Ben Drury, Melanie Edenholtm, Brandon Fleet, John Foy, Kathy Kalstrup, Stacey Nordgren, Gracie Payne, Gabriela Pinto, Joanie Ransom, Scott Roesch

**Absent:** Kris Kutchera

**Quorum: Yes (16/17)**

**Others Present:** Lindsay Browning

**Proceedings:**

Meeting was called to order at 7:15 PM by Jill B. Jill B. asks all to express in one word what rowing brings to them: team, community, movement, feeling strong, fresh air, connection and connections, adventure, teamwork, accountability, confidence, swing, harmony, nature, still being able to do it, regular exercise, fun, and excitement.

**MOTION to approve the Meeting Agenda. Moved by Stacey N. 2<sup>nd</sup> by Andrew B.  
Motion passed unanimously.**

Secretary sought approval of past minutes:

**MOTION to approve March 27, 2024, Board Meeting Minutes as submitted.**

**Moved by Celia C. 2<sup>nd</sup> by Melanie E.**

Discussion: clarifying language submitted and incorporated.

**Vote: Motion carries unanimously.** Andrew B. and Jill B. abstaining (not present at previous meeting).

**Report of the President – Jill Bamburg**

- Jill presents the current leadership “dream team” of Kathy K, Kris K. and Jill B. and stresses that teamwork will make BIR run smoothly into 2024.
- The Year of the Volunteer – let’s make this the year of improving and increasing our volunteerism: reaching beyond the board to membership to recruit and expand our volunteer base so we can better share the load.
- Jill presents 2024 Key Goals:
  1. Hire a new DOR to replace Bruce B.
  2. Hire a replacement for Lindsay B.
  3. Repay lenders (approx. \$1,000,000 must be paid back in a timely manner)
  4. Expand volunteer capacity
  5. Meet or exceed Dream Big, venue rental, and development 2023 goals
  6. Upgrade equipment (huge gratitude to Mike Kalstrup who is already adding incredible value and caring for our equipment)
  7. Plan for and execute program growth (How can we grow to meet the demand?)

What are our obstacles to growth? How can we overcome them?)  
8. Celebrate success

**Financials – Melanie Edenholm**

- Approve revised Promissory Note term
- Payroll numbers in the Board Consolidated Report show that we are tracking with budget numbers. We will look closer at tracking hours and expenses of all coaches (even those that donate their time to BIR, as some Junior coaches do.)
- Membership numbers are on track and exceeded our expectations. Scholarships have been obtained by all who sought them (with 2 pending). We extend incredible gratitude to Helpline House for making this possible. We do not see evidence of membership numbers having dropped off in relationship to 2024 fee increases.
- The Learn to Row class has filled, and we expanded the participant numbers so more could sign up.

**Venue Rentals – Lindsay Browning**

- 2024 Daytime Recurring Rental Income: Note that the Senior Center is decreasing their rental hours; operating at approximately 50% capacity (10 of 20 available daytime slots filled).
- 2024 Special Events rental income to date: currently booked at 85.3% of our annual goal!
- 2024 YTD Sales Conversion Overview: 2025 bookings are underway. We have 2024 Special event Inquiries. Reasons for lost business was discussed. When “too expensive” is the reason for not securing a booking, Lindsay asks why and tries to help them if BIR is simply not the right fit.
- Board business development challenge: help fill many summer Saturdays that are still available, including all of August.

**Communications Update – Lindsay Browning**

- Instagram now shows on our website!
- An electronic pre-sales pdf brochure has been produced. A post-contracted pdf brochure is also being produced. It’s beautiful and on-brand for BIR and our venue.

**Approve Strategic Plan – Jill B.**

- Gratitude from the full Board to Jill for making this document and undertaking this effort.

**MOTION to Approve the 2024–2027 Strategic Plan, as presented.**

**Moved by Kathy K. 2<sup>nd</sup> by Joanie R.**

**All in favor of approving the plan as written. None opposed. No abstentions.**

**Address Life Jacket Safety Issue – Ben Drury**

- Ben D. investigated our policy documents regarding whether coxes MUST wear pdfs, in conversation with Coach Chelsea, and checked the US Rowing rules. As the new Safety Officer – he wants to be sure we clarify and clearly communicate to all what our policy is and where in the BIR Safety Plan it can be found. Suggests that safety documentation needs to be reviewed and signed off on annually by all members. Ben does not want it to be abandoned, but to find ways to make the key information/policies accessible to all.
  - All coxes are required to wear pdfs; but with clarifying information for bow-loaders.
  - This rule needs to be enforced with Juniors; Coach Addie does consistently require them

to wear it. Gracie suggests that since coxes have passed the float test perhaps it's reasonable that some wear it though many don't.

- o With direction from the Board, Ben will reiterate with the Coaches that pfd's must be worn per the Safety Policy.

### **Committees and Roles – Kathy Kalstrup**

Kathy discusses the need to revamp our committees and membership. Asks each to establish a Charter, with a goal by the next board meeting to have a first draft of these Charters.

Standing Committees required by the Bylaws include:

- **Safety** – Ben D. states no convening has happened yet. Ben has questions about how often they meet and how to move it forward.
- **Equipment** (including equipment acquisition) – Brandon F. is the Equipment Committee Chair but hasn't convened a committee. He has plans for moving it forward. Thinks we need a committee with head coaches, DOR, Treasurer, and Boatman – to meet approx. 3 times/year to set equipment goals for the coming season.
- **Facilities** – John F. convened it once last October 2023. Still in the process of identifying what this committee can do vs. what individuals can do. So far, committee work has been tackling the punch list for the boathouse. Priorities for the punch list items have changed as we settle into the building. John needs to appoint committee members with various facilities management expertise. The budget is allowing stairwell work to proceed. Also, we plan to address the outside decking and visibility of the edge.
- **Development** – Jennifer A-K. presents that major gifts, legacy giving, donor recognition, etc. are moving forward. She is working out how best to flow between full and sub-committees. She is hoping to develop new members on the development team, with a preference for a 2-year commitment to maximize donor connections and grant writing flow. Gabriela P. is already engaged in helping Jennifer.
- **Other committees** – we need people to lead these and move them forward:
  - o Nominating committee – seasonal and can sunset now until next year.
  - o Adult Liaison committee – Kim D. leads; committee needed
  - o Junior Parents liaison – Joanie R. and Andrew B. co-lead; committee needed
  - o Community outreach – for events as:
    - National Learn to Row Day
    - Fourth of July at the Boathouse
    - Other “give back” opportunities (i.e. Arms around Bainbridge, Chilly Hilly)
  - o Dream Big – 2024 teams Leads are Carol Danielson and Cynthia Ocean
  - o Scholarship committee – needs to be formed
  - o BIR Regatta Committee - needs to be formed

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

**Moved by Kathy K., 2<sup>nd</sup> by Jennifer A-K.**

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

Minutes Submitted by Stacey Nordgren, BIR Secretary.

-END-