

FINAL

**Bainbridge Island Rowing  
BOARD OF DIRECTORS MEETING  
MINUTES OF THE MEETING –  
December 11, 2024**



Location: SPRC/Boathouse and via Zoom

**Board Members Present:** Jennifer Ames-Karreman, Jill Bamburg, Sheelagh Carleton (via zoom) Celia Clark, Kim Dalan (via zoom), Ben Drury, Brandon Fleet, John Foy, Kathy Kalstrup, Kris Kutchera, Stacey Nordgren, Gracie Payne, Gabriela Pinto, Scott Roesch

**Absent:** Joanie, Andrew

**Quorum: Yes (14 /16)**

**Others Present:** Bruce Beall, Kurt Frost, Walker Hauptman

**Proceedings:**

The meeting was called to order at 7:20 PM by Jill B.

Jill presented the Board members with holiday gifts (BIR engraved glasses - by Danielle Scheibe's husband and soap made by our own Kristen Gagnon)

Secretary sought approvals from the Board:

**MOTION to approve the amended Agenda.**

Moved by Scott / 2<sup>nd</sup> by Ben D.

Vote: Motion passed unanimously.

**MOTION to approve November 20, 2024, Board Meeting Minutes as edited.**

Moved by Scott R. / 2<sup>nd</sup> by Ben D.

Vote: Motion carries. Kim Dalan, Ben Drury, Brandon Fleet, Kathy Kalstrup abstain (not present 11/20/24).

**Operations Report - Walker**

- A down payment has been made on the 4x (heavy to mid-weight boat), and the new boat will arrive in early January (earlier than expected).
- Staff updates: Chris Hoxie is taking over T/Th erg sessions as a club employee, and Addie Taylor has returned to adult coaching.
- The Oar Team has been mobilized; led by Elizabeth Heffron.
- Mike Kalstrup is back and meeting to organize the boat house and winter maintenance.
- Safety meeting with Ben D. is scheduled for 12/12.
- Bruce is helping with a college recruitment seminar.
- Coxing 101 clinic for adults is being organized.
- We are meeting with COBI to secure a plan for parking a 7th launch enshrined in paperwork and not just a handshake deal, as it was with the former harbormaster. Laura Shore, Deputy City Planner, is our COBI contact.

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- Bruce delivered an old boat to Pt. Townsend and another old boat may be hung in the conference room.

### Financials Report - Scott and Kurt F.

- Discuss the upcoming motion to allow Amanda and Walker to sign contracts on behalf of BIR. Per our bylaws, the board can appoint agents deemed necessary to have this authority.

### **MOTION: Contract Signing Authorization**

**Board votes to authorize Amanda Pekasky and Walker Hauptman to sign contracts and invoices that commit BIR to spending of up to \$5,000 per contract, drawing from available funds within previously approved budget lines. Other contracts or invoices require pre-approval from the appropriate BIR board leader. (Note: in the event of promotions, staff expansion, or staff turnover, this authorization would also extend to BIR staff who hold the following titles: Director of Programs and Business Development, Deputy Director of Rowing, Director of Rowing, Executive Director, Head Coach).**

Discussion: the \$5,000 number per contract is arbitrary. We aim to keep spending and signing power within the budget parameters. Issues that arose were for hotels, ferries, bus contracts - these are large purchases that the coaches would like the authority to sign on behalf of the club, as long as they are within the approved budget.

**Moved by Scott R. / 2nd by Kathy K.**

**All in favor. Motion passes.**

- Cash Flow update: Scott reviewed the P&L and cash flow projections.
  - Be aware of high year-end cash flow and the optics of this on grant reviews. We need to note the reasons for this story (ie, some are restricted, obligated, etc.) We can undoubtedly footnote and explain on grant applications as needed.
- Review 2025 Draft Budget
  - Next BOD meeting is 1/22/25, and we will have an approvable budget by then.
  - The draft 2025 budget was presented by Kurt Frost.
  - Note that we need to discuss and clarify the scholarship policy (parameters, protocol, and amounts for next year). Second is the Junior Nationals fees scholarship policy. Scott Roesch is heading up both these efforts.
  - Dues and Fees in the proposed 2025 budget show a 5% increase to cover growth in expense rates year over year.

### 2024 Strategic Plan Update - Jill B.

- 2025 Planning Meeting: Saturday, January 18, 9:00-1:00
- Summary of 2024 outcomes:

## **Organization and Governance**

25 goals, 21 complete, 84%  
Highlights: Amanda, Walker, Mike

**Junior Programs**

26 goals, 25 complete, 96%  
Highlights: 4 great seasons, strong team culture

**Adult Programs**

14 goals, 13 complete, 93%  
Highlights: Learn to Row/Novice pipeline

**Coaching**

10 goals, 9 complete, 90%  
Highlights: Maintaining and expanding coaching staff

**Equipment**

17 goals, 11 complete, 65%  
Highlights: Mike, Mike, Mike

**Facilities**

16 goals, 10 complete, 63%  
Highlights: first full year of operations, completed punch list

**Culture**

10 goals, 9 complete, 90%  
Highlights: Judy Friesom worked her way out of a job

**Development**

15 goals, 9 complete, 60%  
Highlights: lender repayments begin; Dream Big grosses over \$200K

**Venue Rentals**

14 goals, 12 complete, 86%  
Highlights: Exceeded projected revenues for first full year of operations

**Auction**

8 goals, 7 complete, 88%  
Highlights: Very successful auction with new and traditional elements

**Grants, Corporate Sponsorships and Community Appeals**

17 goals, 11 complete, 65%  
Highlights: Initiated corporate sponsorship program, first ever Brown Bear Regatta

### **Community Outreach**

24 goals, 20 complete, 83%

Highlights: complete 9 events, building platform for major push in 2025

- 2024 Overall Accomplishments:
  - 196 goals
  - 157 completed
  - 80% achievement

#### Nominating Committee Report - Kris K.

- Committee members: Kathy, Amanda, Walker, Kris, Andrew, and Joanie
- Recruiting for VP, Secretary, one Junior parent liaison, 2 junior rower reps, and development support.
- A list of candidates is being compiled, and committee members will talk with prospects. The potential candidates on the list are adequate but not abundant. We seek additional names for those who may be interested.

#### Senior Center Petanque Court request - Jill B.

- Senior Center seeks additional gravel area for expanded courts on the side-lawn area. BIR is exploring whether this expansion would be problematic for our operations or venue rentals. Jill will take our thoughts back to them.

**MOTION TO ADJOURN the 12/11/24 regular Board Meeting.**

**Moved by Brandon F. / 2<sup>nd</sup> by John F.**

**All in favor. Meeting adjourned at 9:03 pm.**

Minutes Submitted by Stacey Nordgren, BIR Secretary.

-END-