

Bainbridge Island Rowing
BOARD OF DIRECTORS MEETING
MINUTES OF THE MEETING – April 23, 2025



Location: SPRC/Boathouse and via Zoom

Board Members Present: Jennifer Ames-Karreman, Andrew Block, Sheelagh Carleton, Kim Dalan, Ben Drury, Kayla Holbeck, Kris Kutchera, Eric Ludwig, Drew Marlal, Lisa Mudgett, Gracie Payne, Gabriela Pinto, Scott Roesch

Absent: Brandon Fleet, John Foy, Kathy Kalstrup

Quorum: Yes (13/16)

Others Present: Walker Hauptman

Proceedings:

Meeting was called to order at 7:15 PM by Drew M.

Secretary sought approvals from the Board:

MOTION to approve the Agenda as presented.

Moved by Ben / 2nd by Andrew.

Discussion: none

Vote: Motion passed unanimously.

MOTION to approve 3.26 Board Meeting Minutes as presented.

Moved by Kris / 2nd by Andrew

Discussion: none

Vote: Motion carries.

Abstained: Drew, Scott, Ben (not present at last meeting)

MOTION to approve 4.22, Emergency Board Meeting Minutes as presented.

Moved by Drew / 2nd by Andrew

Discussion: none

Vote: Motion carries.

Secretary Items - Kayla

- Group agreed to 5 pm on the second Monday before BOD meetings for Executive Committee meeting holds – Kayla to schedule.
- Kayla gave updates on board member onboarding progress.

Insurance Update & Next Steps- Drew

- Drew gave an update on insurance reviews
 - Andrew proposed reaching out to boathouse members who are insurance experts to see if folks want to help wade through some of this.

Adult & Juniors Membership and Rowing Fees Update - Drew

- Group discussed delayed payments from a few Juniors and the need for a future policy to address them. Delays could partly be due to late iCrew reminders and follow-ups, which has been fixed going forward. Scott, Drew, and Walker will confirm with Melanie that the Juniors in question aren't scholarship recipients and will follow up accordingly, with plans to implement a more formal policy this year for next season.
- A small group in the Adult team who paid their dues but haven't chosen their sessions for the year. Discussed personal outreach to see if they want to opt-in or simply stay part of the community.

Safety Update - Ben

- Ben shared appreciation to all the folks (especially Grant, Walker, and Drew) who have prioritized safety and made it a part of the culture at BIR.
- Presented new Safety One-Page Poster; aim is to summarize BIR's 35-page safety doc for broader audiences and easier consumption.
 - Includes two policy adjustments and a recommendation
 - Tides policy: now consistent between Juniors and Adult team, along with plans to provide adequate notice to rowers for low-tide days.
 - Updated flip test policy: rowers who haven't passed must have a launch present when in singles or doubles
 - Recommendation for solo rows: New logbook to help track singles taken out by rowers who've passed their Captain's test during non-standard hours to ensure safe returns
- Minor language edits underway; poster to be shared with Annual Code of Conduct going forward, and should also be posted in the Boathouse

MOTION to approve this new rowing policy summary with discussed amendments, and post summary in Boathouse (and website)

Moved by Kris, 2nd by Eric.

Discussion: Minor language edits recommended.

All in Favor.

Finance Update - Scott

- Program fee revenue is slightly below target, though most of the gap is expected to close this month.
- Scholarship demand is a bit higher than anticipated; exploring tiered support options and alternative funding sources.
- Overall financial position remains stable and in line with expectations.
- Request to repurpose the rowing center bank account for the Bill Booth Maintenance Fund, which is currently co-mingled in the Operations account.

MOTION to approve the repurposing of the Rowing Center account at Kitsap Bank to be the BBMF account, 2) that all amounts in excess of \$6,400 be transferred from this account to BIR operations account at Kitsap Bank and 3) all future BBMF contribution and payment use this BBMF account at Kitsap Bank.

Moved by Andrew 2nd by Jennifer

Discussion: Some clarifying question on language and totals, all resolved.

All in Favor.

Development Update - Jennifer, Gabi

- Working to clarify fundraising targets and needs through a Theory of Change.
- Community events are low-lift, boost visibility, and bring in donors—often hitting suggested donations and helping support scholarships.
 - Gracie recommended Juniors may help with events for service hours; Andrew flagged it as a good chance for parents to be more involved.
- Creating a development FAQ to support consistent messaging and confident outreach.

Google Orientation - Kris

- Kris walked through BIR's Google Drive Workspace, including accounts, navigation, file sharing, permissions, and groups. Special note taken regarding access for sensitive information.

Operations Report - Walker

- Appreciations
 - Board's decision on Brentwood Regatta.
 - Eric's trailer prep was exceptional
- Covered Bridge results boosted boat entries for Opening Day (4 boats total: 2 Juniors, 2 Adults)
- LTR 1 concluded with 80% continuing to Novices
 - Considering flexibility for participants with families.
- P&L meetings are ongoing and productive.
- Electric launch down; working on parts due to company buy-out, with a solution expected soon.

Motion to adjourn the April 23, 2025 Board Meeting.

Moved by Andrew. 2nd by Eric.

All in favor. Meeting adjourned at 9:00 pm.

Minutes Submitted by Kayla Holbeck, BIR Secretary.

-END-