

**Bair Island Aquatic Center
Board Meeting
January 21, 2009 (Friday) 7:00 pm
Minutes**

Attending at BIAC: Ram Fish, Mike Martinez, Stephen Sakai
Also: Pat Worthington, Vangie Crump-Rosario

Prelude

Topic	Discussion	Actions & Decision
Last month's minutes		Approved
Next board meeting:		Wednesday Feb 18, 2009 at 7pm. Location – Peter house.
Special Topic1 : LTR	Pat presented upcoming LTR plans Main change: 2 weekends each session instead of 4. Aligned with other clubs LTR programs No need for marketing budget as most people join from word-of-mouth. Suggested to Pay to expand LTR to cover basic sculling	Approved
Special Topic2 : Check	Vangie raised concerns regarding BIAC regatta financials handling Discussed that the specific incident has been investigated and the board does not believe any intentional wrong doing. Discussed and agreed on need for better financials process	No Action required
Special Topic 3: Chuck's Boat	Discussed Chuck Soto death and his boat.	➤ Mike will track Chuck and title.
Special Topic 4: Paddlers & Dragons	Stephen gave a quick update on his research into the Paddlers & Dragon boaters agreements Re: Paddlers: (AKA Out Rigger). 45 Members paying \$250/year Stanford equipment is used by Paddlers Paddlers are paid \$7500 / year for office managements. But duties not clearly defined and they didn't bill us in 2008 CDBA: more murky \$600/month [525 boats storage, 75 trailer parking] Usage: 6 month of a year.	➤ <u>Stephen</u> will complete for next board meeting ➤ <u>Adrienne</u> to check if we bill "NCOCA" for their trailer \$75/month

Financials

Review financials of the last month	<p>Bank balance = \$42,300</p> <p>Discussion of process</p> <p>Cash deposit: Claire lists incoming checks. Puts in folder.</p> <p>Bookkeeper deposit and enter in QB.</p> <p>Collection Process: 30-60-90: Claire runs report by program and sends to program leads & individuals.</p> <p>Others needed: Expense checks, New member</p>	<ul style="list-style-type: none"> ➤ We need to setup QB Online. ➤ <u>Adrienne</u> will go through the receivable one by one. Friday next week meeting ➤ <u>Ram and Adrienne</u> will define process and bring to approval for next board meeting. ➤ <u>Adrienne</u> will update Board weekly this month on collections ➤ <u>Ricardo</u> will not issues any checks for next 60 days without Ram or Adrienne approval. ➤ <u>Ricardo</u> will track membership by program ➤ <u>Ricardo</u> to issue a Cash flow report
Members in financial distress	Adrienne proposed allowing financially challenged members to make dues payments in installments.	Adrienne will use her discretion and allow members in distress to divide the payments

Fundraising plans

Party Discussion	<p>Discussion of format: Formal vs. BBQ in boathouse</p> <p>Not likely to raise \$6k in this economy. We think much less.</p> <p>Socialize: community building as the first priority, secondary to celebrate achievements</p> <p>Candidates to run: AlexO</p> <p>Other programs: No juniors and no Los Gatos. We have enough people</p>	<ul style="list-style-type: none"> ➤ Recommended informal BBQ this year ➤ <u>Mike</u> will check with Dragon boaters. ➤ <u>Stephen</u> will identify two volunteers from the paddlers.
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Facilities & Marina

FlapGate	Short discussion	➤ Decided <u>not to spend</u> in the next 30 days – In the meanwhile get clarity on long term lease or answer from Cemex.
Launches	One motor up for sale (another one coming)	➤ <u>Mike</u> still working on it
Tenants	Ramp: No Discussion Rent rates: Discussed if our current slip fees are inline with market rates	➤ <u>Mike</u> will check with doctown to compare rates

Programs (Paddling, Rowing)

Equipment	Boat Insurance Equipment insurance renewed. Adrienne signed the check	
Sweep Growth Plans	LTR to grow from 40 people in 2008 (Novices: 30 started -> 20 now). Intermediate is 9. So anticipate by the end of Summer 25 Intermediates + 25 Novices + 25 Advanced.	<u>AlexO and Sweep Ops</u> will update their equipment plan with quantitative analysis of what are the 2009 needs
Volunteers & coaches	No New discussion Volunteer tracking program still needed. List needed and enforceable policy. This will be done along with our Membership dues and fees structure. (Claire, AM, Ricardo)	
City and Port relations	No news	
Lease	Updated the board that the future foundation is handling with city and details are sensitive.	Anybody interested in details should contact Ram or Peter

Communications

Website	No News - Peter continues to maintain this BIAC asset	
Upcoming Events	No news	
Newsletter	No news	