

**Bair Island Aquatic Center
Board Meeting
May 26, 2010 (Wednesday) 7:00 pm
Minutes**

Attending at BIAC: Stephen Sakai, Ram Fish, Adrienne Moore, Mike Martinez
Also participating: Jeff Birdwell, Chuck, Bonnici, Julie Powelson, Loraine Carnage,

Prelude

Topic	Discussion	Actions & Decision
Last month's minutes	Missing - Need to follow up with Carol	Need to locate person notes from previous meeting.
Next board meeting:	Wednesday June 23rd, 7:00PM	TBD

Financials

<p>Basics Financial summary provided by Carol.</p>	<p style="text-align: center;">Financial Highlights:</p> <p>*Our actual Net Cash position is \$83,798 (including ~\$42,000 in the rebuilding fund). This is \$36,168 below the beginning of the fiscal year.</p> <p>*We have \$8700 in pending expenses: \$6,000 canoe, \$1,900 for launch repairs and \$1,800 for outstanding expenses.</p> <p>*On a seasonally adjusted basis, Net Income is \$98,000, and ~\$2,000 ahead of budget. This excludes \$15,000 for a spring/summer fundraiser.</p> <p>*Total Expenses are \$130,125, ~\$3,000 over budget: Capital expenses for new equipment purchases are \$2225 over budget, plus approximately \$10,000 in additional expenses are pending:</p> <ul style="list-style-type: none"> - \$6,000 for paddlers' canoe (does not include skirt or transport) - \$2,500 for covers for new boats - \$1,000 for new rack purchased - \$500 slings <p>Equipment maintenance expenses are \$3337 over budget, with an additional \$1,900 for launch repairs pending. We under-budgeted for maintenance as we greatly expanded the fleet of boats, use more fuel, and appropriately focused on preventative maintenance for launches and equipment.</p> <p>*On a seasonally adjusted basis (for membership cyclical) through May 10, 2010, Net Income (loss) is \$(32,000) or \$871 under budget.</p>	<p>*Of the ~\$6600 >90 days AR, we will make a determination this month about uncollectable fees, and determine recourse for each individual.</p> <p>*Mike Martinez has an outstanding receivable of \$2700 (\$300*9 months) for storage fees</p> <p>*We will work with individuals, program leads and coaches to identify individuals who are past due and using the facilities.</p> <p>*We continue to maintain the policy that individuals >30 days past due on accounts (without other financial arrangements) cannot use BIAC facilities, equipment or participate in races.</p>
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	Administrative, utilities and taxes are below budget. Accounts Receivable: *We have reduced our total outstanding accounts receivables to \$16,122, a reduction of \$11,320 from \$27,442 in April.	
Membership	Need to verify paddlers in the master list	- Monthly list of current membership should be sent to leads. Paddling requires this list to determine who has paid for novices.
Paddling Fee	Paddling program needs clarification on maintenance groups.	- Proposed additional meeting to review process for paddling program maintenance program (Stephen and Mike to set up time)
Membership management systems	Review two proposed two membership management systems. - NewTek - Club Express The board has agreed that the current process for managing our membership is inefficient and time consuming. However, after reviewing both products the board was unable to determine which system would benefit BIAC the most.	- It's the board's decision to develop a requirements document which will outline the current and future needs of the membership management system. Initial items which should be addressed: - 1) Membership management – billing, payments, reporting, etc. - 2) Membership communication – Ability to reach past/present members - 3) Application support, and ease of use for a user and admin A follow up meeting will be scheduled to finalize the requirements document.

Fundraising plans

Future fundraising	Form a fundraising committee	- Committee will consist of paddlers and rowers
Summer fun event		- Paddling is looking into hosting event will get back to board by next meeting.
Fall Regatta		- A chairperson has not been identified

Facilities & Marina

Launches	Fourth launch needed	<ul style="list-style-type: none"> - Launch has been purchased and is in L.A. - Mike to copy of pink slip (~\$6,200 launch ~\$800 delivery costs) Balance to be returned to biac.
Rack Space	Need additional rack space	<ul style="list-style-type: none"> - Notices with BIAC rack space rules will be placed on all sculls. Unresponsive scull owners will be moved to north lot as 'storage'. - We will review list of unresponsive scull owners at next board meeting. - Remove dead kayaks from north yard. - Review limits for amount of rack spaces per person.
Mike Still	Mike Still's houseboat.	<ul style="list-style-type: none"> - Houseboat is being recycled
City Review	Jeff Birdwell city presentation	<ul style="list-style-type: none"> - Future of BIAC and role which the board and the Future Foundation will play.

Programs (Paddling, Rowing)

Membership	Masters: Members: Paddlers=67, Scullers=89, Sweep=96, Other: NorCal=80, Serra=35, CDBA=fixed rate	<ul style="list-style-type: none"> - Current #'s are being reviewed.
Need more slings	Our ten year old boat slings are wearing out. Need a dozen pairs.	<ul style="list-style-type: none"> - Slings have been purchased
Rowing Operations Committee		<ul style="list-style-type: none"> - No items to review

Communications

Website	No News - Peter continues to maintain this BIAC asset	New Membership Form posted
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