

**Bair Island Aquatic Center
Board Meeting
June 23, 2010 (Wednesday) 7:00 pm
Minutes**

Attending at BIAC: Stephen Sakai, Ram Fish, Mike Martinez, Carol Olson
Observing: Chuck Bonnici, Julie Powelson, Pat Worthington

Prelude

| Topic | Discussion | Actions & Decision |
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| April Month meetings | | No April meeting notes. |
| Next board meeting: | Wednesday July 21st, 7:00PM | TBD |

Financials

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| Basics | <p>Financial summary provided by Carol.</p> <p>Financial Highlights: *Our actual Net Cash position is \$77,941 (including the rebuilding fund). This is \$42,024 below the beginning of the fiscal year. *We have \$7664 in pending expenses: \$7500 in rent due to Redwood City (3 months)+ miscellaneous expenses. * Net Income is \$103,000 on a seasonally adjusted basis, and ~\$27,000 below our seasonally adjusted budget.</p> <p>*Total Expenses are \$141,029, \$14,721 below budget. However, we owe \$7500 in rent and have pending capital expenditures of approximately \$5k for slings, shell rack, and boat covers pending. Equipment maintenance expenses are \$3k over budget. Administrative, utilities and taxes are considerably below budget.</p> <p>*Through June 15, 2010, Net Income (loss) is \$(38,038), a \$12,100 negative variance.</p> | <p>Capital Expenses: *We budgeted \$87,500 for total capital expenses in FY2010. To date we have spent \$66,500, and we have approximately \$5,000 in committed capital expenses outstanding. This leaves approximately \$16,000 in unexpended capital for FY2010. Since we did not have a spring fundraiser (targeted to raise \$15k), we should freeze all additional capital expenses. This impacts the rowing programs as the paddling program has expended its full capital budget.</p> <p>Accounts Receivable: *We continued to reduce our total outstanding accounts receivables to a \$12,842, down \$3,280 vs. May. [Officially we have \$17,242 outstanding; however, I received notice that \$4400 is in process from Serra High School].</p> <p>Historical Accounts Receivable Trend: April: \$27, 442 May: \$16,122 June: \$12,842</p> |
| Membership management systems | Review two proposed two membership management systems: NewTek Club Express | - Decision: Develop a requirements document which will outline the current and future needs of the membership management system. Initial items to be addressed: |

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| | - The board agrees that the current process for managing our membership is inefficient. However, after reviewing both products the board was unable to determine which system would most benefit BIAC. | - 1) Membership management – This includes billing and payments, reporting, etc. - 2) Membership communication – Ability to communicate to past and present members - 3) Application support and ease of use for members and admin A follow up meeting will be scheduled to finalize the requirements document. |
| Darengo | - Proposal to purchase a Darengo for novice program - Proposal to allocate \$3k of next years budget (2011) for purchase. 1.5k for purchase ~1.5k for repairs | - Carol votes yes - Ram and Stephen votes No |
| Representation | | - Electronic system - Move forward with PayPal, Google, and Newtek. Board approval – PayPal, Google |
| Paddling | Mike to review paddling program | - No change pending Mike's proposal |

Fundraising plans

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| Future fundraising | Form a fundraising committee | Committee will consist of paddlers and rowers |
| Fall Regatta | A chairperson has not been identified by end of July | Pat to email program leads to discuss Fall Regatta |
| Boat Clean House Day | Stephanie Prescott | Will be organizing a boat clean house day |

Facilities & Marina

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| Launches | Fourth launch needed | - 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. - Update – In progress |
| Storage Lot | Review contents of storage lot | - Work with Mike to define personal or club boats |

Programs (Paddling, Rowing)

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| Membership | Masters: Members: Paddlers=67, Scullers=89, Sweep=96, Other: NorCal=80, Serra=35, CDBA=fixed rate | - Current #'s are being reviewed |
| Rowing Operations | | - No items to review |
| Christine | New clinic for rowing | - Approved by board |
| Ram | Will be resigning from BIAC as president due to time constraints | - Need to review by-laws for assigning new president |

Communications

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| Website | No News - Peter continues to maintain this BIAC asset | |
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