

**Bair Island Aquatic Center  
Board Meeting  
November 23, 2009 (Monday) 7:00 pm  
Minutes**

**Attending at BIAC:** Mike Martinez, Stephen Sakai, Carol Olson, Adrienne Moore  
Also observing: Peter Allen, Pat Worthington, Chuck Bonnici, Julie Powelson, Loraine Carnage

**Prelude**

Topic	Discussion	Actions & Decision
Last month's minutes	None	Approved
Next board meeting:	Wednesday December 16, 2009 at 7pm	Carol Olson- <b>570 Madison Way. Palo Alto CA.</b>

**Financials**

Basics	No Financial Information available for this Board meeting	
Bank	Account status at Stanford Federal Credit Union.	Rebuilding fund in separate fund, savings ~42k. Several months, move to CD. ~20-30k remaining with Citi until end of Dec. Bill Pay – All invoices for program, trial run for submission and approval process of invoices. Ability to specify invoices by category to allow better management.
Budget	Carol has been reviewing the proposed budget for the past 2 weeks. Goal is to clean up and simplify the budget. Needs to meet with Claire to explain few questions.	<ul style="list-style-type: none"> <li>- Board to review reserve level of BIAC account</li> <li>- Board to review cleaned up budget</li> <li>- Review distribution of equipment funds per program</li> <li>- Fall Regatta previously was set up to go to rowing</li> <li>- Tentative budget meeting 9<sup>th</sup> 7:00pm.</li> </ul>
Current spent.	Ear tagged current monies from 2009 for 2010 budget.	Paddling Program – \$9,800 Launch – \$7,000 Quad (Filipi) – \$9,000
Office Management	Carol will speak with Claire to become familiar with the system.	Carol has met with Claire and reviewed the current office duties. Reviewed new bill pay process.
Insurance	Claire has sent reminders regarding insurance and property tax.	Carol to follow up with Ram regarding status of these payments.
Lease	Issue regarding past rent. What do we owe.	Ram – Need update regarding short/long term lease with Redwood City.

## Fundraising plans

Fall Regatta	BIAC Fall Regatta concluded	A great success. Final numbers coming soon.
BIAC equipment proposal	Shortage of fours. Possible solution is to sell old equipment. Oars in the back, few Aeros, possible sell (\$1,100) x 5. Benefits: Gain \$\$ yard space.	- Chuck will forward list of possible equipment to sell to Adrian. - Chuck will also follow up with program leads and coaches to review requirements.

## Facilities & Marina

Changing Room	Changing room is in working order now with curtains.	Marsha to make M/W signs and announce it.
Soda Machine	Machine installed with healthy beverages. Vote was 50/50	Ram: Need usage numbers and financial data
Launches	See Programs discussion below	
Storage Lot	Proposal by MikeM for a 53' container purchase. \$3K	Purchase approved. Capital expense. Waiting for signature, where is the check? Mike to follow up with Claire.
flyweight	Proposal by Pat proposes to purchase fly weight (Moss) \$2,700	Will review in budget meeting
Rack Space	Need additional rack space	Review singles and chuck will help with 8's

## Programs (Paddling, Rowing)

Membership	Masters: Members: Paddlers=67, Scullers=89, Sweep=96, Other: NorCal=80, Serra=35, CDBA=fixed rate	
Quad purchase	Looking for a light weight used quad: Filippi or Vespoli available @\$9K	Purchased Filippi
Ergs	MarshaA extends an offer from Concept2 \$850/erg	Passing.. no ergs.
Launches	Fourth launch needed ASAP (4 coaches sharing two launches today) Third launch needed back from repair.	Budget = \$7K motored. MikeM heading to L.A. this Friday to inspect and hopefully purchase a launch.
Volunteers & coaches	Two open projects: 1) BIAC signs on Maple Ave 2) Stickers to label BIAC common fleet (logos & numbers)	1) StephanieP is on this. Please ask Stephanie sign. 2) MikeM to bring labels from home.
Program Leads	See note below on Equipment Maintenance	
Equipment Maintenance	No more blank checks on maintenance. \$20K last year was too much. Maintain appropriately – not ahead of schedule nor to failure.	Need to communicate this to Program Leads <Ram>. PL's need to propose spending needs to the year ahead. In Progress
Novice program	Novices need a good eight	
Training Equip.	Pat proposes buying Plyo Metric balls and other training gear for \$600	Purchased ½ of the equipments.
Shoes on Dock	MikeM reports some paddlers getting injured by stepping on shoes. Safety concerns now need to change our habits.	Put containers by Oar stand to hold shoes. <MikeM> Post sign saying "No Shoes on Dock". Junior Coaches<RAM> emails
Need more slings	Our ten year old boat slings are wearing out. Need a dozen pairs.	Pending budget approval

City and Port relations	Board and Future Foundation continue to discuss and propose expanded facility and services possibilities.	Jeff, Peter, Carol, Ram crafting a proposal.

### **Communications**

Website	No News - Peter continues to maintain this BIAC asset	New Membership Form posted
Upcoming Events	WaveChaser Race Meeting to be held December 5 <sup>th</sup> f 2009	Stephen to send out email