

## **BIAC Open Board Meeting Minutes November 5, 2003**

Board Members Attending: Dave Jensen, David Abraham, Kevyn Allard, Mike Martinez, Victoria Szabo.

Others Attending: Marcia King, Nora Cain, Brian Dour

**Minutes:** Minutes Approved.

**Finance:** Update on BIAC tax situation: for the last 3 years our federal tax returns were filed but not the state (since 1999). Continued discussion of dues payments and credit card options, pending computer upgrades and repairs.

**BOARD ACTION:** Approve spending on accountant (\$500), Mary Blythe to rectify tax situation, and on new computer system for center. All Approved.

Action Items:

- Credit Card: VS will follow up with Janeice on QB. Board follows up with credit card payment plan policies and exceptional case plans for dues.
- VS shop around for computer—email and follow up on purchase. [Subsequent board action via email: approval to purchase a Dell computer with appropriate software.]

### **Facilities and Use Permit**

Update on fence and dock repairs. Discussion of use permit status and need for continuing work with city planners on this issue. Discussion of dock reconfiguration and its impact (minimal to none) on existing launch areas and on marina income.

Action Items:

- DA follows up on permitting issues
- Continue minimal dock repairs as appropriate within our current agreements (MM/DJ)

### **Equipment**

Discussion of launches and their use/maintenance, club needs and scheduling. Questions about whether all launches are operable and what needs to be done to fix them, and whether purchase of an additional launch (Carl Sziebert's) is advisable.

Action Item:

- MM will follow up on launch to determine if repairable—will talk to Bob Miller about repair needs. Check out Carl's launch as needed.

### **Programs**

Paddling/Dragonboating/CDBA: Discussion of CDBA contract and longer-term BIAC plans for dragonboating development as part of BIAC's paddling program. Preview of discussion paddling integrated plan for juniors programs, cross-membership in different aspects of paddling (paddlesports) throughout the year. Discussion of purchase priorities (advanced flatwater).

Sweeps: discussion of expansion limits for sweeps programs given the amount of equipment and dock space. Discussion of equipment usage, scheduling, and need for better communication about boats and their use, possible future purchases (midweight).

Sculling: discussion of coaching needs, types of support for different levels, group activities, impact of dock configuration on water access, benefits of new Aero racks.

Action Items:

- DA will talk to Jeff about clarifying boat usage policies.
- KA will assemble scheduling group to discuss usage concerns for sweep and sculling.

**Communications and Operations/Administration**

Discussion of admin needs and possible use of labor exchange for needed equipment. Recommendation of Cindy Lee and Claire Biron as admin team members, discussion of compensation terms, responsibilities as outlined dependent upon subsequent proposals. Focus recruitment on individual programs and general info.

Action Items:

- MM confirms with Claire and Cindy about working as admin team.
- VS works with Claire and Cindy, JP, to get priorities and current procedure information.
- Admin team to report back to Board on suggestions for new office admin policies and procedures.
- VS to follow up on web search issues, website updates, links to external related sites.

**Meeting adjourned: 9:20**

**Next meeting: Dec 10**