

**BIAC Open Board Meeting
February 11, 2004**

Board Members Attending: David Abraham, Mike Martinez, Dave Jensen, Victoria Szabo (no Kevyn)

Others Attending: Claire Biron, Anny Choi, Ian Cox, Peter Allen, Dan Alexander (new novice program leader)

Called to Order at 7:09

PROGRAMS

Future plans: Novice/Intermediate Morning program: Dan Alexander

FINANCE

Budget needs:

Financial Concerns:

- Discussion of pass-through items in budget and total losses
- Insurance is listed
- Serra, SVC, CDBA: billing is outstanding, which accounts for much of the loss; porta-potty for 2004 [also extra expenses for insurance and taxes] (26 SVC, Serra 56-58); CDBA flat fee
- 140 members who have not paid; maybe 70 are active: membership numbers are getting closer to accurate
- Slip rentals: partly up to date; 2 still outstanding (Chuck) & Paul Anderson
- Question: is the budget basically accurate except for the junior pass-thru?

Issue: difficult to track income and expenses that are center based as well as income and expenditures that are program based. Future concern: policy about fundraising.

ACTION ITEMS:

- Take clothing and coaching pass through items out of budget totals--review QB and figure out how to do this so we don't see these in the the final totals (Anny)
- Get a Quickbooks manual for Anny (mark reports)—or set a separate account for juniors so we can code against specific reports.
- Set system with Ally to clarify how juniors payments get processed so we can track better how the accounts get processed—Ally and Janiece get together and discuss this
- Anny will follow up with Mary to get the update on tax exempt status and 2000 tax liability. Also San Mateo county version of personal property tax—do we need to file?

Wells Fargo: updated: for this round of people who are due we will ask for checks—as people renew we will have a rollout .

ADMIN

- Pay phone replaced with the external local-only line

- Billed Serra 2/12/04, CDBA,SVC (all forms are in database)—Serra we are waiting for waivers. Check comes from business office. Serra charged \$11,400 . CDBA 3600...

ACTION ITEMS:

- Claire will buy first aid kits: \$80, \$135
- New phone. The other phone will be outside—already paid for the exterior phone.
- Quickbooks manual.

COMMUNICATIONS

Newsletter: what is its function or purpose (9 times/year)

David:

- consensus communication about what is occurring and how things are going on. People need to know what is going on. Board and actively interested parties might know but others do not.
- Strategic use: recruiting: external communications document
- Monthly?
- Program leader responsibilities for creating content

WEBSITE: published on the website—news bits; more visible

ACTION ITEMS: who is communicating and who isn't?

- Solicit info: questionnaire each month?
- At the end of each month—give info: what we did and what we need to
- Set deadlines, content and put on a website:

WEBSITE:

ACTION ITEMS:

- redo the artwork on the website so it is clear that it is an aquatic center more generally rather than just a rowing site
- Virgil Vidal: Wavechaser—paddler who did the wavechaser website (contact them)
- George Willet: graphics and design work for the overall look and feel
- Update contact page: Dan Alexander
- Sculling program information needs to be updated—Mike Sullivan is back and will be taking over from Brian Dour—contact Mike about updated info@ian.cox.oracle.com (feedback on sculling site content)
- All contacts: info@gobair.org on the external site and then internal names of program leaders
- Contact program leaders about the content of the sites

PROGRAMS:

- HBTB group is meeting tonight (sponsorship activities Jennie and Fiona)
 - Still need confirmation that we can actually run the regatta

- Launch purchase and refit: Rhett and Bob Miller. David gave Bob Rhett's cell phone number. Launches need to be available on Sunday. Bob and Mike will discuss mahogany on the whaler.
- Paddlesports: Holly Lawrence and Scott Whitney (HL is a police officer in Sunnyvale) about neighbor watch people---officers will hand out brochure; probationary group interested in setting us up with BIAC reform school group; Scott Whitney is a national journal editor: he will help get the word about paddling in this area. One stop paddling shop. Bringing in lots more people (adults as well as kids). Juniors dragonboating program.
- Gina is here and they want to do a paddle sport camp in the summer. Cassandra wants to run a summer camp. Ally wants to do a summer program. They are on a trailer—they need to pay attention to traffic, says Sue. Equipment will be moved soon.

FACILITIES:

Use Permit: Marty and David met with the city. Very cooperative in that they understood that a lot is required and allowed us to cut some corners. Want everything by Friday, 13 February. Marty has emailed Blake that he wants to get part 1 to them this week:

1. programs, number of personnel, automobiles, use times for various
- 2.
3. Fprograms
4. updated plan from Dave Jensen—in lieu of drawn elevations we can use a digital camera and annotate
5. verbiage will be copied from previous plans

We reviewed the plan (part 1) for accuracy.

Marty will email revised info to David. David will provide Claire with the info—so we can get the info. CLAIRE is getting directly from Marty.

[Sue: they know that our highest peak is February. BUT: Different people and have lost our information. (put the materials on the website as well)—by Friday Marty will send to Blake at RC. Dave is providing the plan with some emendations.

ACTION ITEMS:

- Dave Jensen gives Marty the updated plan with some revisions (squares with shading) for racks and with updated annotations as needed
- Marty provides docs to David A for approval
- David and Marty submit to the city by late this week or early next: usage info

RACKING:

We need to expand racking on the east side of the boathouse for small boats, moving a rowing singles rack near the building, putting in a 4s rack and moving aerox down to the

water. Land racking stuff: we have some preliminary ideas. On the plan we'll elaborate. "Gas caddy" so we can pump larger quantities of gas.

LONG TERM PLANNING:

March for long-term relocation planning: need to get a letter of intent between us and Mark Sanders so we can determine how large we can be. 8000 sq ft with 2 stories, which works out to be about 4 bays. NAC runs all their programs out of 4 bays, to compare.

Santa Clara university may want to move their program up here and use a bay.
Small boats in the new boathouse: we need to make a proposal. David Lee and Kent Mitchell have had some input—exclusively for rowing thus far. They had 60' on the plans and we have to counter-offer in some way. [We need to do a needs analysis!]

Westpoint AC has broken ground. Fundraising: who does what and how does it relate?

\$ We can get the land (potentially) at a low cost. We do the rest.

KEVYN's position

Small boat representative: who should do that?

Small boat committee: Ian Cox, Peter, George Willet, Sue Rowinski

ACTION ITEMS:

- Dock usage patterns—help make it easier to get down to the water: evaluate traffic patterns and see what makes sense
- Work on getting the coaches more aggressive in getting people out of the way: Small Boat Committee will look into this
- David will meet with sculling committee next Wed (or Thurs) to discuss small boating needs, dock request etc. etc.
- SBC will recommend someone to replace Kevyn on the board

MINUTES:

EQUIPMENT:

- Sculling boats on racks needing to get fixed
 - Mike Sullivan should be taking care of these: need to get together a group to work on this
 - Last year Sally Fuss, Nora Cain and others made a list of what needs to be done and hand it over to Mike to get addressed

EVENTS/SPECIAL ACTIVITIES: June 12

- US Rowing: National Learn to Row Day: volunteers to do what? Novice and Intermediates want to participate in this (add to calendar)

Adjourned 9:32.

Mike Sullivan involved in the small boat meeting.

Yahoo email list for scullers? Not yet available. Should we create one?