

Bair Island Aquatic Center (BIAC) Board Meeting Minutes
April 14, 2003, 7:25-9:17pm

Present:

Board Members: David Abraham, Kevyn Allard, David Oliver

Officers Attending: Saghir Munir, Fiona Ashley

Others Attending: Sue Rowinski (former BIAC President)

Meeting called to order 7:25 pm.

Minutes: Minutes for February and March 2003 Approved. Request for minutes to be published on website and club notice board. Action Item: Fiona Ashley follows up.

Facilities and Site: Sue Rowinski continued briefing the Board on the relationship between Downtown and the City Council and how this affects the permitting and building processes.. Discussion of need for Aero storage space and allocation of additional funds if needed.

Action Items:

- Sue Rowinski will introduce Mike Martinez to the Mayor and Director of City Planning for Redwood City to discuss BIAC (stage 3) building plans.
- Dave Jensen to put together a plan in consultation with Sue Rowinski to discuss dock and storage plans with goals of moving heavy boats out of the yard. Plans should be available for next meeting.
- Board should schedule discussion of another rowing dock.

Finance Saghir Munir, VP of Finance, reported on monthly budget. Status report: Legal invoice complete with one year statute of limitations. Discussion of club account presentation, need for exclusion of reimbursable expenses from program account summaries. Goal of reorganizing account structure to keep accounts separate and balanced monthly. Discussion of BIAC tax payments and extended filing deadline. Discussion of past due accounts for CDBA and marina tenants. Concern over Dave Jensen's workload. Discussion of vending machine status. Discussion of Doug Wood's \$4200 loan to club, contact info, and repayment process. Location requested for property tax form, equipment list. Discussion of credit card application status. Discussion of bylaw stipulating \$500 check authorization; affirmation of current procedures.

Action Items:

- Kevyn Allard to help SM and Barbara Probert organize accounting structure in QuickBooks.
- DA to discuss tax payment with BP.
- KA to talk to BP about BIAC taxes after tax season. SM to talk to DJ about rent checks. DA to talk to DJ about workload.
- DA to follow up with SM about CDBA, Pore-Potty.
- FA will call vendor to collect vending machine.
- SM to draft letter to Doug Wood for DA to approve about repaying the loan he made to BIAC

- SM to contact Victoria Szabo for property tax form
- FA to email SM equipment list
- SM will revisit credit card application after April

Membership: Discussion of membership dues-paying reinforcement and need for standard policies. Discussed need for help in tracking members.

Action Items:

- SM to talk to Jenny Anton about special deals; DO to follow up. SM to provide DO with names of non-payers.
- KA to ask Karen to help with membership tracking

Programs: DA: Status report on CDBΩ contact. Report on equipment purchasing: no new purchases without fundraising. DO: Affirmation of Equipment coordinators for sweep and sculling: Ret Smith for singles and doubles; Carl Sziebert for sweep boats. Team responsibility for individual boats. Roster use plan in progress. Discussion of South Bay Open Day scheduled for April 12. Discussion of Junior equipment use policies

Action Items:

- DA to contact Key Hay about contract.
- DO provides proposal for Junior equipment use policy at next board meeting

Regattas: Kevyn Allard reported on planned regattas. CA Henley, June 7-8. Discussion of sponsorship opportunities, marketing, administration. Fall Regatta set for November 9 as “Red Head.” Discussion of concerns about dredging.

Action Items:

- KA to consider sponsorship opportunities with Linda
- DA to contact Ron Hudson for marketing help
- FA to forward KO email to KA
- DO to find contact name for Foster City Lagoon

Membership: DA informed the board that Cindy Leigh has taken over as CAPS Program coordinator. Claire Biron will concentrate on Membership, working with VS and FA.

Communications and Operations : FA reported on member website, FAQ status, procedure log, insurance form copies, director’s insurance.

Action Items:

- VS/CC to launch members website to club
- NC to obtain FAQs for paddlers
- FA to work on SOPS
- FA/VS to file insurance forms
- FA to organize director’s insurance

Meeting Adjourned 9:17pm.