

**Bair Island Aquatic Center (BIAC) Board Meeting Minutes  
September 10, 2003, 7:07-9:20pm**

**Present:**

**Board Members:** David Abraham, Mike Martinez, Dave Jensen, Victoria Szabo

**Others Attending:**, Sue Rowinski, Laura Foster, Janiece Prieur, Eric Nguyen, Brian Dour

Meeting called to order 7:07 pm.

**Minutes:** Minutes approved.

**Finance** Janiece provided update on year-end close, discussed revised chart of accounts. Discussion of credit card payment for dues; potential policies and costs. associated with this option. Sue Rowinski (former BIAC President) updated club on 501c status , history, and renewal requirements. Discussion and verification of dues structure.

**BOARD ACTION:** Approved dues structure to be rolled out at annual meeting, subject to fine tuning as mentioned below.

**Action Items:**

- JP to prepare Year's End Profit and Loss report for Annual Meeting on 9/20/03
- JP to pursue credit card payment of dues through Quickbooks .[post Board meeting Mike Martinez provided info on potential contact for deal for POS tools— will contact JP about this]
- DA to follow up on revising and updating 501c application materials, including independent financial audit, mission statement, financials, minutes etc.
- Ongoing discussion of dues structure for exceptional cases; need to clarify credit card agreement commitments.

**Facilities and Site:** SR expressed concerns about the parking situation at BIAC, particularly in the north side. Discussion of dock/repairs improvement permits, fence repair plans and cost-sharing options.

**Action Items:**

- Dave Jensen and Mike Martinez will look into non-BIAC equipment and waiver status for this equipment.
- DJ and MM will work with Serra to rearrange equipment to provide more parking space.
- DJ and MM will plan ordering of materials for dock repair/Aero rack construction.

**Programs:** Discussion of Sculling program coaching. Discussion of Brian Dour's enhanced role in novice sculling program: he will be temporarily replacing Mike Sullivan

as of September 1. Discussion of Nora Cain's role with intermediate scullers. Discussion of sculling equipment purchases. Update on CAPS sessions. Discussion of CDBA/BIAC relationship and BIAC's potential interest in creating a Dragonboating program of its own with support from CDBA. Introduction of Novice Paddling Program leader: Eric Nguyen. Discussion of need for Junior Paddling Coach.

**BOARD ACTION :** Approved Brian Dour as Interim Novice Sculling Coach. Approved up to \$500 for miscellaneous sculling repairs and equipment.

**Action Items:**

- Brian will fill out an independent contractor agreement with Jeniece and discuss equipment and repairs with Carl as needed..
- MM, DJ, DA continue to work with Ken Hong on possible CDBA options; Board will continue to discuss.
- DJ, MM will look out for possible junior paddling coaches.

**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:** Laura Foster outlined goals of marketing plan and general operations observations: membership enhancement both through getting people in and keeping them happy through positive club experiences, enhancing club profile, improving administrative processes for greater efficiency and greater member happiness. Discussion of Laura's changed job status.

**Action Item:**

- LF to write up BIAC marketing plan
- LF to send membership lists to program heads to get updated status
- DA to revise and repost job description for Intem Recruitment Manager pending Board approval
- PR plans TBD with new IRC and existing staff

**Communications and Operations :** Discussion of BIAC elections. Clair Biron until September 17. Discussion of voting methods. Discussion of newsletter and website materials.

**Action Items:**

- LF to provide "paid" member lists to Claire supplemented by information from Dave Jensen to ensure fullest tally.
- CB to organize and run the election.
- Craig Canine to continue soliciting newsletter copy partly through program leader initiatives and publicize online resources.

**Regattas:** Discussion of Redhead Regatta—registration opening this week. Discussion of sponsorship package status.

**Action Item:**

- LF to follow up on sponsorship package mailing.

Meeting Adjourned 9:20pm.