

NEWPORT YACHT CLUB- STONEY CREEK INC.

Minutes

Monday, November 20, 2017

113 Edgewater Drive, Stoney Creek

Call to Order:

Commodore called the meeting to order at 6:35 PM.

In addition to the Commodore, the following Board Members were present:

Jeff Hansford

Nigel Reed

Terence Hughes

Don Jarrett

Janet Womack

Doug Greenaway

Approval of Minutes of October 16, 2017 Board Meeting were reviewed

Motion to approve the Minutes was proposed, seconded and carried

1. **Review the last Board minutes and follow--up items the 2018 Board will be taking over –**
Reviewed Carryover from the October Board Meeting:
 - Tracking of volunteer hours and what is needed to run our club – each Board member needs to review the lists mailed out — we need to know how many volunteers are needed for what specific jobs to run our club all year – ***Each Director to complete these and share via email for the January meeting***
 - Pump out repair – having a rebuilt on the shelf to avoid the 2-3 week outage we had this year— Property seek a cost effective way to have a back-up on the shelf
 - Electrical Quotes Outstanding – being followed up and will share recommendations when received.
 - Commodore's ball – our first such event – let's do our best as a Board to promote it and have some fun in winter
 - Lights for sailboat – needs follow-up

Agenda

2. **Review responsibilities of the Board & process of tabling motions**
Commodore reviewed the responsibilities and process for tabling motions with the new board – emailed overview of standard practices and a web-link regarding volunteer Board
3. **Review clarify and questions on your role & working together as a Board**

The importance of working together was stressed, leveraging our members and their connections and supporting each other. A list of Members to be sent out, board members were reminded that the list is confidential.

4. **Spending authority and submission of expenses – Finance**

The spending authority was reviewed. An expense form will be sent to everyone. Expense submissions should include what account to charge expense to. Original receipts should be attached. Each Board member can sign up to \$250, \$250 to \$500 will also need the signature of the Treasurer or Commodore, \$500 to \$1000 requires the Board member plus Commodore and Treasurer.

5. **Update on MacDonald Marine status – Finance**

A Board member is keeping in touch with the owner of MacDonald Marine in Hamilton to offer relocating member slips when needed. Date / year TBD

6. **Membership - Provide a list of the new members names, phone and email addresses to Board members - highlight NEW members in 2017**

An excel spreadsheet will be sent to the board members. Each member will make some calls to new members and ask the following questions

Member survey - Canvas current members

- How was their experience last year?
- Are they satisfied with the slip or do they want to change?
- Are they returning next year?
- Will we see you at the Commodore's Ball
- **New members only** – how did they hear about us – 29 new boating – 6 social
- Why did they come to Newport YC

Membership advised that most new members visit the website once they have heard about the club

7. **Update on Commodore's ball – 60 total tickets sold and what we can do to help sell all 125 possible**

Ticket sales 60 sold, Social to find out what the break-even point is – In future breakeven point should be calculated in advance for all the major parties where we hire bands

The current Social Committee are Jan Daniels, Ann Hansford, Bob Irwin, Dave Masney, Janet Wong

The Board discussed how our racing program and regattas are positive for the club. Commodore and Director of On-water activities had attended the end of season Race Award banquet on Friday.

It was tabled that Racers introduce a lot of people to the club as well as donating a lot to the club that most members do not know. We need to make them feel part of the club. The newsletter should advertise that the racers have a BBQ every Tuesday night after the race.

Members should be encouraged to attend. Similarly – we would like the Racers and crew to attend the major club events – we understand the Friday night events don't work for most racers.

The Board discussed concerns for racing guests "CREW" (most are non-members) entering the yacht club during racing hours. Membership was asked to develop a "race crew membership" program and will look into giving access cards only for Tuesday night \$25 per card

8. Reaching out to membership prior to invoicing in February

See survey in point #6 above

9. Calendar of events - co-ordination Social and On-Water and Board - publishing events via Marketing well in advance

GHRYA – 1st week of July – Nov 27th first meeting for GHYRA – Commodore to attend
Peaches n PHRF – August 25th

Sail past and opening party will be tentatively June 9th after the On-Water Boat Show
Mississauga

10. Request for approval to purchase a Pontoon Boat for safe floating dock & Buoy maintenance

Motion to approve the purchase of a Pontoon Boat up to \$3,000" was proposed, seconded and carried

11. Request for Sea Container purchase to replace the two sheds we need to eliminate for clubhouse construction

Board member to investigate a possibility of a donation of a container

Motion to approve the purchase a Sea Container up to \$2,700P was proposed, seconded and carried

Lights – Property to check standard lights – several have blown down – some are out

Signs – Our insurance provider offered us working to minimize club liability on a number of subjects, warnings for the Boardwalk use winter Property to look into quotes and quantity – share drafts for wording and locations with fellow Board members

Minimizing Liability via checklist use and filing of checklists on Boardwalk and facility conditions and maintenance – checklist provided by our insurance company – this will be used as part of the Dockmaster Duties

Dockmaster – Property shared the price of having lawncare taken care of by a company and having the clubhouse professionally cleaned – if 3-4 volunteer dockmasters are found, we will not hire a summer student saving funds for other property needs

Full Time Harbour Master – Commodore shared that we have had 2 offers of full time harbour master – and is concerned that in a 6 month season – 7 days a week – no one person could do this every day without burning out. As this is in Property’s area of responsibility Commodore asked for a draft list of specific duties for the Dockmaster role above and see if these 2 volunteers would take shifts in that role – to be reviewed at next meeting.

12. **Marketing update**, any winter advertising and promotions planned

Motion to approve Marketing be allowed to spend up to \$1,000 on ads in the Newspapers was proposed, seconded and carried

GHRYA members and Cruises – visitor registration forms – Marketing to send a Thank you note and welcome them to visit again

13. **On-Water update**

On-water shared vision of bringing the club closer together on common activity on the water. An investment of time with the racing group and also encourage cruising for both Powerboats and Sail. While Director is unfamiliar with Poker Runs – he will solicit volunteers to help.

Discussion on how to ensure Crew of sail racers have access to the club – but they should have an interest in supporting our club also. Membership was asked to research what other clubs do regarding “Crew Membership” – but at the least they should pay \$25 for – crew gate passes

Telephone – 2 lines are needed, one Mobile (current number we advertise) to be staffed by the Membership Committee volunteers and one land line in club house

Property asked to look at the cost of a land line for the clubhouse and may be able to have Wi-Fi for the clubhouse

Other Business

14. **Club Newsletter:** Commodore shared that last year was the toughest year to get information to Newspaper Editor due to a number of factors. In past Bill Valcour attended meetings and did the Newsletter. We do not yet have a person volunteering to do the Newsletter but it is critical we get communication started ASAP. He asked if anyone would object if a volunteer would sit in our meeting – to listen only – and take notes of what would be a first draft of the Newsletter – added to later by Committee content. – no objections were raised.

15. **Special Meetings:** Commodore suggested that in addition to monthly meetings – topics which may need Board focus discussion may require separate meetings. Topics which may need separate meetings include Club House, Property Improvement Planned Spend, Finance Strategy and how to leverage the Club Beach

Next Meeting: Tuesday - January 9th - location TBD

