Alameda Yacht Club Board of Directors Meeting

July 2018

Minuets

Present: Commodore, John Dovano; Vice Commodore, Valerie Storm; Rear Commodore, Forrest Reed; Secretary, Joanne Weeton; Treasurer, Barbara-Ann Patnode; Staff Commodore, Tom Tazelaar; Port Captain, Tom Eelkema; Directors, Randy Weeton, Lorraine Fisher, Erich Schoenwisener and Laura Hendrickson

Absent:

Meeting called to order @ 6:31 pm

1. **Reading of Minutes** 
   1. Request motion to forgo the reading of the July 2018 minutes and approve.
      1. Motion by: \_\_Randy W\_\_\_\_\_\_\_
      2. Second by: \_\_\_Tom E\_\_\_\_\_\_
      3. Discussion: \_\_error in 1.a. the incorrect month has been carried over and will be removed\_\_\_\_\_\_\_
      4. Approve
2. **8 Bells for Maureen Weaver**
3. **Commodore Report**
   1. It’s been great at AYC from late June to present. We’ve had the following:
      1. A table at the West Marine Open House
      2. Swap meet and Open House
      3. Alameda 4th of July Parade
   2. Cruise Outs
      1. Sequoia
      2. Clipper Cove
   3. AYC Birthday Party is this weekend
4. **Vice Commodore Report**
   1. New/Returning Member Applications
      1. Cheryl Franklin
         1. Dues needs to be paid.
         2. Valerie will check to make sure all dues in paid
      2. Patrick Neal
         1. No motion is needed to reactivate a member, they just have start paying dues.
      3. Fred ?? -- Need to confirm if he submitted application and payment
         1. Sailed up from Guatamala
         2. Val will talk to Clair or Fred to get an application
   2. No resignations
   3. Request to use the club
      1. 8-18-18 Matt Hires Acoustic musician wants to play music from 8-10 pm. He plays for tips (He also sells his CDs and Tees). Possibly 10-30 non-members will show up. No food or decorating. Laura and Ian will bartend. (request form needs to be submitted)
         1. Motion by: \_\_Tom E\_\_\_\_\_\_\_
         2. Second by: \_\_\_Tom T\_\_\_\_\_\_
         3. Discussion: \_\_ This is the weekend of the Sequoia Cruise Out. Laura was aware of the cruise out. It was discussed that drinks will not be raised a dollar.
         4. Approve
   4. Items of House
      1. Labels and pen have been placed by fridge in galley for labelling food. Food not having labels will be tossed on a weekly basis, if not more frequently.
         1. Question – Is there a sign in the galley?
         2. Answer – It’s been put in the Newsletter and a sign will be posted.
      2. There is a shopping list on the door of the liquor closet. If we are low on ANY house related items, please add to the list so I am aware. Note that Forest has a separate list for bar items.
         1. Question – Is it ok for members to use Ziplock baggies and aluminum foil for personal use?
         2. Answer – If they pay for a meal, they can wrap it to go.
         3. Question – Plastic straws aren’t allowed in Alameda.
         4. Answer – Forrest and Valerie will see if we can use plastic straws.
      3. Still Outstanding - I received comments back from the environmental health inspector regarding requirements for written sanitary food handling procedures and the use of the BBQ. I have not had the opportunity to respond. I hope to get to it by end of July. Anyone wanting to assist with this, contact me.
         1. Dora and Nicole volunteered to be on the committee
   5. AYC Out and About/Membership related Items
      1. Looking for activities for remainder of July and August. I will be out of town from August 8 to August 20, so someone else will have to oversee activities.
         1. Poker, Dominos and a game night were mentioned for activities

d. Galley Clean up – Friday Night cooks have had to clean up the galley before they can begin cooking. If you use the galley clean-up after yourself.

1. **Rear Commodore Report**
   1. A potential member, Jeanine Perez, has been denied. An application and the money needs to be turned in before the application will be posted.
   2. The bar brings in around $300 a day during the weekends.
      1. Forrest took out what he was owed.
      2. Deposited $500
      3. We’re going through kegs of beer fast – It’s good money
      4. There’s been no negativity about the bar
      5. If a dollar is missing here or there it’s nothing to worry about.
2. **Secretary Report**
   1. No report
3. **Treasurer Report**
   1. Working with new bookkeeper and making progress with correcting all the issues.

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| --- | --- |
| Cash Basis | Total |
| Gross Profit | $78,346.06 |
| Total Expenses | $77,336.52 |
| Net Operating Income | $1,006.54 |
| Net Income | $1,854.40 |

|  |  |
| --- | --- |
| Accrual Basis | Total |
| Gross Profit | $83,288.42 |
| Total Expenses | $77,336.52 |
| Net Operating Income | $5,951.90 |
| Net Income | $6,781.90 |

* 1. 15 members are past due.
     1. Letters will go out, we’ve been lenient
  2. The bar has picked up, we’re getting money form due and parties
     1. We’re not making lots of money, but we’re in the black
  3. The insurance bill is coming up. It’s about $7,000 a year. It is NOT in the Accrual.
  4. All membership accounts are cleared-up.
  5. We went to Quickbooks in November of last year and the November statements was done differently with a quarterly bill.
  6. Inventory needs to be updated.
  7. You can have your bank set up to pay your dues monthly or quarterly
  8. Commodore John thanked Barbara Ann for all the work she’s done

1. **Staff Commodore**
   1. No Report
2. **Port Captain Report**
   1. Cruise In: September 2, 2018 – Loch Lomond – Lobster Feed
3. **Director Reports**
   1. **Randy** – no report
   2. **Raine** – no report
   3. **Erich** 
      1. Asked for an update on the grill. Val said she’s enlisted a committee to look into getting it ready to use for dinners. People can personally use the grill.
         1. Q – Regarding dinners - Can something be started on the grill and finished in the galley?
         2. A – No
         3. Q – What will it take to get the grill ready to be used for dinners?
         4. A – It’s a major deal to upgrade the grill and meet requirements.
         5. Q – Is it practical to upgrade?
         6. A – Both Forrest and Tom T said, “No”.
         7. Q – Will this impact the Lobster Feed?
         8. A – Yes
         9. Q – Can the griddle be removed from the galley stove for steaks?
         10. A – Valerie replied the inspector has been very agreeable. She said the surface below the BBQ grill must be non-flammable. It can’t be hosed off, it must be commercially cleaned. A group will be formed after tonight’s meeting.
         11. Q – Do we have a tent?
         12. A – Yes
         13. Erich asked the room how many new members were present? A few hands were raised. He stated we should have a membership retention committee. Someone who follows up with new members.
   4. **Laura** - No report
4. **Committee Reports**
   1. Finance – Daryl Silva
      1. We’re close to breaking even – we haven’t been dipping into reserves.
      2. TaxNija.com will do out taxes for free. We’ll look into using him next year.
   2. Planning – Tom Tazelaar
      1. Dave is back will be cooking
      2. Barbara Ann said, if anyone cooks, she’ll do the dishes
      3. Tom is ALWAYS looking for cooks
   3. PICYA – Erich Schoenwisen
      1. 9/15 Coastal Clean-Up
      2. Wheelchair Regatta @ Encinal Yacht Club. Looking for volunteers who have a powerboat that can take 2-3 ppl in wheelchairs.
      3. June/July 2019 – Lipton Series Cup
         1. Was hosted by Richmond YC, next year may be hosted by Encinal YC.
      4. ¼ of a scholarship for $250. The college student must have a family member who is a member of a yacht club to apply.
         1. Wednesday or Friday Night Dinner benefit to raise the money.
         2. If the dinner doesn’t raise all the money, the club will make up the difference.
            1. Motion by: \_\_Barbara Ann\_\_\_\_\_\_\_
            2. Second by: \_\_\_Rainie\_\_\_\_\_\_
            3. Discussion: none
            4. Approve
   4. Social – Shirley Tess Huffman
      1. 8/25 Tropical Pary
      2. 9/15 Lobster Dinner
   5. Safety – Todd Charchenko no report
   6. By-law – Tom Tazelaar no report
   7. Cruise out – Dorothy & Kevin Mueller
      1. 8/18 is the Cruise Out to Sequoia YC
         1. A catered dinner and a band
         2. Some of our members a driving in
         3. Everyone must RSVP for headcount
      2. TI was AWSOME
         1. 8 boats rafted
         2. The Port Captain wasn’t there due to medical issues
   8. Newsletter/website – John Delano
      1. John mentioned it’s always a challenge to get the news letter full. John asked for articles or anything water related w/pictures be sent to him.
   9. Ship’s Store – Laura Hendrickson
      1. Laura stated that she will have a book for tee-shirt orders at tomorrow dinner
      2. Q – Can we get jackets?
      3. A – An order of 15-20 is needed. Laura will take names and sizes
   10. Race – David Tucker
       1. The first race was a success!
          1. Jeff came in 1st
       2. The next race will be in August perhaps the day of the Tropical Party.
5. **Unfinished Business**
   1. John - move para. 6.2 Delinquent Memberships to new para. VII.2. and incorporate existing para. 2, 3, & 4 into it. Changing the location only, not the wording.
   2. John - Upload all AYC documents and forms to Dropbox under the control of the Commodore & Secretary but with "read only" access to Board Members and certain other members.
   3. Val – Access to Suggestion Box and procedure for addressing comment/complaints
      1. Val will get a key to the box.
      2. If there’s anything in it, the flag officers will be notified.
      3. Only flag officers have a key.
   4. Grievance Process – Table this topic
      1. Need to finalize flow chart
      2. Review By-Laws
   5. Office equipment – Clair is looking into
      * 1. New printer
           1. The new bookkeeper donated a used printer
   6. Galley hood, Tom will clean, Randy said he’d help
   7. Maintenance agreement/schedule – Forrest will set up a schedule for maintaining the primary systems of AYC
      1. Galley and Bar
         1. On-going
      2. A/C Unit
         1. The Harbor Master maintains the A/C Unit
   8. Key code entry system
      1. John took the lead
6. **New Business**
   1. John - Provide a continually updated list of restricted or revoked memberships behind the bar.
      1. Tabled
   2. Val - Lots of members behind the bar without badges. Per Standing Rules Section II. Clubhouse, Paragraph 2 - All members are required to wear their membership badges before ordering or consuming alcoholic beverages. In the event a member has misplaced his badge, a temporary guest sticker must be used. Individuals without badges or a guest sticker will not be served.
      1. Tabled
   3. Val - Incident on July 15th – I would like to discuss the events that resulted in a water bottle being thrown at, and hitting, a guest’s dog. What is the expectation of officer/member conduct while at the club? On the deck?
      1. John stated there’s a procedure for flag officers, 5 members need to sign a grievance.
      2. Nicole stood before the Board and presented the bottle that was allegedly thrown at the dog.
      3. Words were said by the members present and also from the accused, Forrest Reed. The secretary did not take notes of what was said by either side.
   4. Nicole would like to hold a dinner fundraiser for Back-to-School.
      1. To be held the first week of August
      2. Donations of school supplies worth at least $5.00 or a cash donation for dinner.
7. **Next board meeting August 16, 2018**
8. **Meeting adjourned at:** 
   1. Motion by: John
   2. Second by: Tom E
   3. Approve 8:04 pm