



APPROVED BY BOARD ON FEBRUARY 3, 2018

Tawas Bay Yacht Club

Board Meeting Minutes

January 6, 2018

Present: Jon Banner, Cristi Gettel, Dave Larue, Rich Main, Paul Nice, Jennifer Prancing, Nancy Prancing, Rob Thwing, Donna Zobel

Not present: Jane Olgaard, Mike Scott

Guests: Matt Haglund, Rob Stork, Dave Gettel

Call to order – C. Gettel 12:17pm

Review minutes from the November 4, 2017 Board Meeting for approval

Motion: Approve minutes of the November 4, 2017 Board Meeting as presented.

By: R. Main Second: D. Zobel

Discussion: None

Unanimous vote in favor, motion passes

Review minutes from the November 4, 2017 General Membership Meeting for provisional posting

Motion: Accept minutes of November 4, 2017 General Membership Meeting as Provisional Pending Membership Approval as corrected.

By: N. Prancing Second: D. Larue

Discussion: As corrected to the few typos noted by D. Zobel and corrected by J. Prancing

Unanimous vote in favor, motion passes

COMMODORE'S REPORT – C. Gettel

Cristi excited for the new season and to work with the board. Will need the help of everyone.

Continuing to work on the roofing repair project. Trying, but having difficulty getting additional bids. Weather got too cold to complete the project in the fall. Plan is to have it complete by April.

Still pursuing Mathew Barnett as food service prospect. Working with N. Prancing on this.

Hoping to have a great year, enjoying the club an inclusive place for all our members.

Welcome to new board members Paul Nice, Rob Thwing, and Dave LaRue.

There are no new member applications.

Made a video of season highlights for Facebook. 1031 views so far. This is great visibility for the club.

TREASURER'S REPORT – D. Zobel

See attached

Has transferred all financials into a single Quickbooks account for management.

Terminated contract with accountant Ken Cook CPA. We will utilize Ken's services as needed per standard billing rates. This change should make the Treasurer's job much more efficient.

J. Princing – thank you Donna for your hard work on this critical change. She is skilled and committed.

Did not print November financials, but they will be available as part of the record.

Balance sheet:

Recommend combining regatta funds into a single account. Three accounts currently for J22 NA, WJM, Opti. Comment from C. Gettel – make sure we can produce a number that we made on each event. D. Zobel says that is no problem, it just won't show up as separate on the balance sheet.

R. Thwing – what is that money for? D. Zobel - seed money for future regattas, otherwise to use at Board's discretion.

J. Princing needs to get input from Opti team on ideas for allocation of the Opti regatta income.

Motion: Approve D Zobel's recommendation to combine the regatta accounts into a single line on the balance sheet.

By: J. Banner Second: C. Gettel

Discussion: None

All in favor, motion passes

Deposit for Flotation Docking Systems recorded as Other Assets (\$14,000). It will move into fixed assets harbor improvements when the Flotation Docking Systems 2018 Dock Renovations project is done.

Income statement:

Made changes per harbor renewal fund plan.

Bottomland lease from DEQ. Our lease has been reduced to \$5741. DEQ has made a review and determined that we have been paying higher than needed. Donna is expecting a letter from them explaining.

Split Sunrise Disposal out of building and maintenance. This change makes it easier to keep an eye on our waste disposal expense.

Membership dues. 94 plus a few more already renewed. Dropping: Ron and Ruth Frakes dropping their social membership. Should we send a letter wishing them well, welcoming them to come back any time?

Winter maintenance – billed 13 boats.

Billed dockage for 40 boats.

Motion: Waive winter maintenance fee already billed for Dennis Princing.

By: D. Zobel Second: R. Main

Discussion: The boat was just in the yard for a few days in the fall after the winter maintenance billing

Unanimous vote in favor, motion passes

Budget and audit committee to include: D. Zobel, C. Gettel, and J. Olgaard. D. Zobel is looking to add another member (not from the Board) to this committee.

Question, D. Larue: Do our bylaws require that we have a CPA review financials? Donna – no, we do have directors' insurance though.

R. Main. Reasonable to spend some money to get financials in order as we're working through the transition. We were spending \$6800 a year, could spend \$1000 or so for extra work needed this year and still be way ahead.

Focus on implementing the POS system, with some demos scheduled. D. Larue and C. Princing have offered to help evaluate.

Note on financials – This year you will not see any QuickBooks reports showing comparisons to prior years. We were not able to get prior data from Ken Cook's office in the electronic format required to generate the reports. We're just going to be looking forward.

At the end of the year, D. Zobel will summarize the important year-to-year comparisons.

Financials should be much easier, more transparent with the change.

Question, N. Princing: who will do payroll? K. Cook will do the end of year tax and payroll activities. For the next year, D. Zobel plans to use a payroll service: SurePayroll. They are a Paychex company that focuses on small business payroll.

Question, R. Thwing: how much is the savings from terminating the Ken Cook relationship? We've been paying between \$6000 and \$8000 a year. Now we'll expect to spend several hundred with an accountant annually, ; and \$5/employee/month for payroll services plus a monthly service fee of approximately \$35 only in the months we process payroll. D. Zobel estimates \$5000 savings.

R. Thwing: as we transition to the new accounting system, need to make sure when the next treasurer steps in they have the tools and help they need. D. Zobel is working on a plan to make sure this happens.

D. Larue recommends that D. Zobel starts looking for her future replacement now.

Read letter dated December 7, 2017 from B. Brugger requesting reimbursement for boat damage. See attached

“dock fee” in the letter, D. Zobel confirmed that this means her harbor fund. D. Zobel can repay this as requested and as communicated to members in the BREEZE.

B. Brugger is asking for reimbursement for replacement of her tiller.

This request is related to the August 2015 storm – main dock broke free and several boats including B. Brugger’s were moved during the incident to protect them. She indicated that she did not want her boat moved.

D. Zobel does not have pictures of the damage. Board did approve \$500 reimbursement to B. Brugger in 2016 for damage to paint and hull. Tiller was also damaged, M. Smith offered to make a new tiller, that didn’t happen and B. Brugger purchased a tiller and is submitting the invoice for reimbursement. D. Zobel had a conversation with M. Smith about the situation and he recommended we reimburse B. Brugger. Age of boat – 1970’s.

Motion: Reimburse Brenda Brugger \$210 for replacement tiller for her boat that was damaged in the August 2015 storm.

By: D. Zobel Second: N. Princing

Discussion:

The Board is concerned about the precedent a reimbursement will set. We should not be responsible for damage to boats in the harbor. Concerned that the Board has made some bad decisions in making this kind of reimbursement in the past.

Some opinion that we should request the old tiller once it is removed

We should be sure that all of our documents (policies, dock contracts, etc.) are clear that the club has the right to move boats as required. Need to review our policies or dockage contract so that we don’t get ourselves in this situation again.

Dockage committee should review the dockage contract. D. Zobel will provide a draft.

Our understanding of the set-up of B. Brugger’s boat is that it is possible to damage the tiller by turning it too far in the wrong direction. It was noted that while this is true, there could have been further damage if the boat were not moved.

Propose that we should go ahead and grant this request and then change policy to avoid a similar situation in the future.

Amendment to the motion: Include stipulation that Brenda Brugger provides the club with the damaged tiller and that there will be no additional reimbursement for damage or installation related to this incident.

By: D. Larue Seconded: N. Princing

N. Princing called the question

All in favor, motion passed.

VICE COMMODORE’S REPORT – N. Princing

See attached

House committee: Nancy Princing, Jane Olgaard, Dave Larue, Mike Scott. M. Haglund and M. Smith will provide support for events.

Recommend that we do not have the winter fest party. It was not well enough attended last year to justify the expense. Won't be put on the schedule.

Planning is underway for a different winter activity.

Business After Hours for the Chamber of Commerce – Nancy recommends that we get on the schedule to host one for this summer. It was a good event last year. Work with them to schedule either June or August (they don't have a July meeting). C. Gettel – June is good timing.

Kitchen service not yet decided. Working on it.

Heather Wight will stay on as bartender.

Still need to set up cleaning contract. We were happy with Jasmine last year. Cleaning on Thursdays works well for us. Donna – make sure that she has insurance.

Need job descriptions for staff – copies if they are available. We will get N. Prancing any past documents.

Would like to have monthly kids' activity. J. Prancing is collecting the kids' names and ages. R. Stork offers to put on astronomy quiz for one of the activities – D. LaRue has a telescope we could use.

Merchandise closet improvements planned. Volunteer help and some donated materials. C. Gettel – can get employee discount on Rubbermaid shelving.

Looking for a group of volunteers to staff the merchandise closet.

If we put a passcode lock it would minimize the issue of needing a key.

Asking for help today to move books out of quiet room to protect them in the winter from mold and moisture damage. Hoping to improve bookshelves this year.

Need C. Gettel to provide a theme for Commodore's Ball.

Outside shower doors – we have a quote and it's in the budget to get replacement door. Paul Hurst has offered to install them as a work project. N. Prancing recommends putting locks on those doors. Keeps non-members out of them. D. Zobel – key code locks are not recommended for outdoor use because exposure to the elements may damage the electronics. Or just have a physical key somewhere in the house.

D. Zobel – shared a notice from the Health Dept. about risk of hepatitis that needs to be posted in the kitchen.

REAR COMMODORE'S REPORT – Jon Banner

Bill Coberly and J. Banner are working on getting materials quotes for DIY dock rebuilds.

Instead of replacing what is currently damaged, replace the whole dock. This is just to clarify what the dock team understands as the right thing to do.

Plan to mark each dock with date of repair/replacement for our records and for ability to correctly depreciate them. D. Larue – router the date right in the dock.

42/43 was pulled – not the one JB wanted pulled, but it's out so there's time pressure to get that one rebuilt before docks in in the spring.

When Flotation Docking Systems replaces docks, we can salvage the hardware. We are also responsible for disposal.

The new docks will not be ready from Flotation Docking Systems before docks in – we will have to proceed with docks in as normal with the old docks. J. Banner to check if there's possibility to adjust the timing to get the new docks in on the normal spring schedule.

Question on if one of the 45' should be changed to a 50'. Has this been resolved? J. Banner – last meeting we decided to stay with the 45'.

Spring plans – a committee to pressure wash all of the docks. Have two pressure washers available. R. Thwing has another one we could use and three should be enough.

D. Larue – when John Henry is here – can we have him pick up the small hoist and reverse it so it is correctly installed. J. Banner says we can do this with scaffolding and get that fixed.

Lawn service to be arranged.

R. Main and P. Nice are the dock and grounds committee with VC Banner. Also expecting commitments from two other members.

Is the money already budgeted for the dumpster fence? D. Zobel – yes, dumpster and mast rack \$2000.

R. Main will lead project to put in dumpster fence.

We are installing a gravity bar on the dumpster that can allow us to lock up the dumpster. Keeps people from putting their personal trash in the dumpster – for offseason.

Will install a light switch for the light outside the outdoor showers. The light that's there just attracts bugs in the summer.

SECRETARY'S REPORT

See attached

Read letter from Cheryl Miller dated January 1, 2018. See attached

Read response by J. Princing to Cheryl Miller letter dated January 1, 2018. See attached.

D. Zobel – this letter turned into an opportunity to correct the record. Thank you Jennifer.

N. Princing – got a note from Chamber of Commerce that they are moving to a new location. Can J. Princing send a congratulatory note?

OLD BUSINESS

Transient dockage - J. Banner.

Definition of transient is when a non-member wants to use our docks. When a full member wants to put in a dock temporarily, this is not transient.

J. Banner proposes changing fee to \$25 per night for transient and for a full member who wants to use a dock and they don't have an annual slip. Exception is for full members participating in a club event, no charge.

Club events examples – Venetian night, regattas, race committee.

If boater has an annual slip, they can bring in a secondary boat, for example a Whaler for the weekend.

J22s going in the water the night before a scheduled race would not be charged.

C. Gettel – make sure the wording of the policy is clear for the condition when our harbor is full. Must be conditional on having open slips.

This change in rates will have to be approved by the membership at the spring meeting.

Benefit for annual dock holders to temporarily put a secondary boat in free of charge should and will be maintained.

N. Princing. 4th of July last year – a social member came in with a boat for a few hours in the day. Clarify for the policy.

C. Gettel. Social members do not have the use of the ramp or slips, but they can come if there is an open slip for a few hours to use the restaurant or participant in a club event.

D. Zobel – confirm this just a discussion – no motion on the table. Thinks \$25 is high.

R. Main – other clubs charge \$60 or more per night. C. Gettel has paid as much as \$95.

J. Banner – \$10 is so cheap, it would be cheaper to pay by the night whenever they want to be at the club.

D. Zobel – watch the optics, it might look like the J22s are getting a benefit that others don't get. Need to make sure that "club events" are clear and inclusive.

M. Haglund. Initial intent of the "free night" was about the J22s launching for fleet racing on Saturday and then staying in the harbor over Saturday night to participate in the club racing on Sunday.

R. Stork – what about a driesail member who wants to put in their sailboat for the weekend would have to pay for the night if not participating in a race or other organized event.

M. Haglund – there is some concern that the board is heavily weighted to J22 members.

C. Gettel – we have had an understanding of one or two nights free with Bay City Yacht Club.

M. Haglund – make it too cheap and we will fill the parking lot and not the dock.

N. Princing – suggest table until next month. Give J. Banner time to incorporate this Board feedback.

See attached.

CDs will mature Feb. 12 and these will be liquidated for availability to refund harbor funds.

Recommend that we send a letter to everyone with a harbor fund with description and options for their harbor fund. Letter should come from Commodore and/or Rear Commodore. JB will start on a letter draft.

Monies collected from dockage, drysail, harbor fund donation, basically all boating related income will be deposited into the harbor renewal fund. Dock and seawall repair/replacement will come out of this money. Normal operating activity like putting the docks in and out will come out of the operating budget, not the harbor renewal fund.

At each membership meeting, Treasurer will provide a report of transactions in and out of harbor renewal fund.

R. Thwing – what about transfer of \$38,000 back into general fund? Donna explained that at the end of the fiscal year, \$38,000 will be transferred from the HRF checking to the General Fund checking for operations per the Harbor Renewal Program. Should the club dissolve before the HRF program is complete, each contributor to the HRF will receive a percentage of the total balance in the HRF, based on their contribution to the total.

Donna had feedback from accountant that she's working with that the new harbor renewal plan is a good practice that is similar to what many non-profit boating clubs do.

2018 Calendar - all

See attached draft.

Discussion – minor changes were made to the draft. Final will be posted to the web site within a week.

Kids events need to be added. N. Pricing will work on it and have it for us.

Dockage rates for second boats – Donna Zobel

A situation with member who keeps two boats, each in an assigned slip in the harbor. In light of harbor renewal fund changes and increases in transparency, D. Zobel would like to discuss and apply dockage rates fairly for all boats. For board discussion – should we consider discount for members requesting a slip for a second boat?

R. Main. Whatever we do must be consistent offer to all members.

½ off offer for second boats would encourage boats to move into a slip rather than drysail.

C. Gettel. Not a good practice in the case where the harbor is full. What do we do if the harbor is full, including some at ½ price and then a new member comes in wanting a dock?

Allow this on a case by case basis based on seniority, availability, and the best interest of the club.

At ½ price - it would be as cheap to put a J22 in a dock as drysail it.

J. Banner– the harbor renewal fund is a reset on dockage rates. Good opportunity to be transparent, this type of discount is not allowed by bylaws, policies, and member vote.

Recommendation that if a member wants special consideration for a second boat, they will have to come to the board to present it.

Motion: Based on membership vote in November on the harbor renewal fund program, the board determines that it will follow the established rate schedule for all boats requesting annual mooring.

By: D. Larue Seconded: R. Thwing

Discussion: There are several members who do or have second boats who would be concerned about the ½ rate benefit being applied.

Unanimous vote in favor, motion passed.

Long term vision discussion – Rich Main

See attached

Thank you Cristi, Donna, Jennifer for the hard work

We should be working on maintaining that effort and continuing to demonstrate long term thinking.

R. Main proposes several items to take on related to the long term success of the club.

1. Property taxes costs. R. Main feels the property we have is being largely overvalued by the Township. He has done some research and has precedent on this being done successfully by appealing our assessment to Lansing based on land locked property argument. D. Zobel will get our assessment letter from the Township to R. Main when it comes in the mail in the Spring. R. Main and J. Banner will attend the assessment meeting in March – expectation is that just by showing up for the meeting we should be able to achieve a 5 – 10% savings.

Others for consideration.

D. Zobel received a report on our electricity costs from Consumers if anyone is interested. Handed to R. Thwing.

Motion to adjourn the meeting

By: D. Zobel Seconded: N. Prancing

Unanimous vote in favor, motion passed.

Adjourned at 3:58

Recorded by Secretary Jennifer Prancing

- December Financials attached. Please note:
 - Balance Sheet:**
 - Recommend combining Regatta funds into single account.
 - Accounts Receivable high (\$73K) due to recent billing of dues and dockage.
 - Deposit for Floatation Docking Systems recorded as Other Assets (\$14,000).
 - Split out Land separately under Fixed Assets.
 - Still reviewing accounting for playground equipment – should be reported as Fixed Asset.
 - Income Statement:**
 - Per Harbor Renewal Fund (HRF) plan, separated out boating income and harbor expenses into separate category: Boating Related Income
 - Simplified Bar and Restaurant Income/Expense reporting
 - Bottomland Lease reduced from \$7,550 to \$5,741
 - Split out Waste Disposal from Building Repair & Maintenance as separate expense item.
 - Budget Review:**
 - \$950 Waste Disposal; \$4050 Building R&M.

Financial data for prior years are unavailable electronically. Financial performance compared to last season will be briefly summarized at the October 2018 board meeting and Fall General Membership meeting.

- Membership Dues: As of December 31, 2017:
 - 94 members renewed: 41 Full, 53 Social
 - 2 Social members dropped: Ron & Ruth Frakes, Jan Johnson & Donna Thomas
 - 75 members still unpaid. Several members have indicated “check is in the mail”.
 - 4 honorary members
- Winter Maintenance
 - Thirteen boats billed – Need to confirm no additional boats since last count.
- Dockage
 - 40 boats billed.
 - Randy Stevenson (Phase Change) will not require dock this season. Bill & Margaret Coberly returning with Stability Factor. Eric & Rebecca Maillette bringing in new boat, Frances Bea (Niagra 34).
- Budget & Audit Committee – Jane Olgaard, Cristi Gettel, Donna Zobel
- Treasurer Activities since November 2017
 - November and December billings sent out.
 - Transitioned accounting into one system. Ken Cook's office will continue to assist with 2017 payroll and sales tax reporting, W2s and 1099s, per hourly rate.

- Arranged for Charter Internet to be installed. Recommend we have the installation scheduled for April, possibly on Work Day.
- Renewed Tawas Chamber of Commerce, US Sailing, Yachting Club of America memberships
- Reviewing POS systems. Plan to implement in May.

Old Business:

Harbor Fund Renewal Implementation Update

1. Harbor Fund CDs mature on February 12, 2018. At maturation, request Huron Community Bank transfer the CDs to the Harbor Renewal Fund (HRF) account. The CDs will be used to repay the harbor fund notes.
2. Propose we designate the Clubhouse Checking account as the HRF account. Move the \$1,207 currently in the Clubhouse Checking to the General Checking account.
3. Send a letter to all past and current members with a harbor fund. Letter will include Harbor Fund balance, information on repayment and an option to donate a portion of their harbor fund to the new HRF. Recommend this letter come from the Commodore or Rear Commodore.
4. Monies collected from dockage, dry sail, winter maintenance, harbor fund note donation, will be deposited in the HRF. Harbor expenses will be paid out of the HRF, which would include Flootation Docking Systems, dock rebuild by members, seawall and harbor maintenance and repair.
5. Each member who contributes to the HRF will receive an annual statement reporting their contribution as of November 1, 2017.
6. HRF Reporting – detailed report of HRF income and expenses will be provided to the membership at the spring and fall general membership meetings.

01/03/18
 Accrual Basis

Tawas Bay Yacht Club
Balance Sheet
 As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Clubhouse Checking	1,206.99
Common Checking	
General Fund Checking	25,491.87
Harbor Fund Checking	25,283.94
Initiation Fee Checking	24,625.81
Playground Fund Checking	7,954.16
Regatta J-22 NA Checking	5,498.66
Regatta WJM Lightning Checking	3,708.60
Regatta Opti Checking	2,605.53
Total Common Checking	95,168.57
Other Savings	
Harbor Fund CDs	116,347.94
Harbor Fund MM	18,492.11
Initiation Fee MM	11,806.60
Total Other Savings	146,646.65
Total Checking/Savings	243,022.21
Accounts Receivable	
Accounts Receivable	72,667.48
Total Accounts Receivable	72,667.48
Other Current Assets	
Inventory	7,489.50
Total Other Current Assets	7,489.50
Total Current Assets	323,179.19
Fixed Assets	
Harbor Improvements	233,603.98
Land	100,000.00
Building & Equipment	119,218.35
Total Fixed Assets	452,822.33
Other Assets	
Deposits	14,000.00
Total Other Assets	14,000.00
TOTAL ASSETS	790,001.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Federal Unemployment Tax	1.20
Michigan Unemployment Tax	11.33
Michigan Withholding	7.83
Sales Tax Payable	48.88
Total Other Current Liabilities	69.24
Total Current Liabilities	69.24
Long Term Liabilities	
Members Non-Int Note Payable	104,007.57
Total Long Term Liabilities	104,007.57
Total Liabilities	104,076.81

Equity	
Fund Balance	609,635.47
Net Income	76,289.24
Total Equity	<u>685,924.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>790,001.52</u></u>

Jan 3, 2018
Accrual Basis

Tawas Bay Yacht Club
Income Statement
December 2017

	<u>Dec 17</u>	<u>Nov - Dec 17</u>
Ordinary Income/Expense		
Income		
Membership Fees		
Dues/Full Member	0.00	19,500.00
Dues/Social Member	0.00	12,875.00
Initiation Fees	0.00	800.00
Total Membership Fees	0.00	33,175.00
Boating Related Income		
Dockage Seasonal	52,184.00	52,408.71
Dockage Utility	1,950.00	1,950.00
Overnight Dockage	0.00	-340.00
Winter Maintenance & Utilit...	650.00	650.00
Harbor Expense	0.00	-2,200.00
Total Boating Related Income	54,784.00	52,468.71
Merchandise		
Merchandise Cost of Goods	0.00	-462.60
Total Merchandise	0.00	-462.60
Restaurant		
Food Service	0.00	400.00
Food Cost of Goods	0.00	-272.16
Total Restaurant	0.00	127.84
Bar		
Bar Sales	0.00	177.00
Bar Wages	0.00	-136.00
Bar Payroll Taxes	0.00	-10.55
Total Bar	0.00	30.45
Total Income	54,784.00	85,339.40
Gross Profit	54,784.00	85,339.40
Expense		
Advertising and Promotion	0.00	40.00
Bottomlands Lease	5,741.00	5,741.00
Credit Card Fees	0.00	7.90
Dock Expenses	850.00	850.00
Dues and Subscriptions	190.00	790.00
Grounds Maintenance	0.00	200.00
Opti Regatta Expense	0.00	121.96
Telephone	69.14	138.28
Utilities - Cable TV/Internet	94.43	94.43
Utilities - Electric	201.74	455.80
Utilities - Gas	90.40	177.36
Utilities - Waste Disposal	178.00	296.00
Utilities - Water	65.48	144.90
Total Expense	7,480.19	9,057.63
Net Ordinary Income	47,303.81	76,281.77
Other Income/Expense		
Other Income		
Other Income	0.00	7.47
Total Other Income	0.00	7.47
Net Other Income	0.00	7.47
Net Income	<u>47,303.81</u>	<u>76,289.24</u>

01/03/18
Accrual Basis

Tawas Bay Yacht Club
Profit & Loss Budget vs. Actual
November through December 2017

	Nov - Dec 17	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Membership Fees			
Dues/Full Member	19,500.00	19,500.00	0.00
Dues/Social Member	12,875.00	11,500.00	1,375.00
Initiation Fees	800.00	3,200.00	(2,400.00)
Minimum House Fee	0.00	2,500.00	(2,500.00)
Work Detail	0.00	2,000.00	(2,000.00)
Total Membership Fees	<u>33,175.00</u>	<u>38,700.00</u>	<u>(5,525.00)</u>
Boating Related Income			
Dockage Seasonal	52,408.71	40,000.00	12,408.71
Dockage Utility	1,950.00	2,000.00	(50.00)
Dry Sail	0.00	4,000.00	(4,000.00)
Overnight Dockage	(340.00)	0.00	(340.00)
Winter Maintenance & Utilities	650.00	850.00	(200.00)
Harbor Expense	(2,200.00)	(4,800.00)	2,600.00
Total Boating Related Income	<u>52,468.71</u>	<u>42,050.00</u>	<u>10,418.71</u>
Merchandise			
Merchandise Sales	0.00	5,400.00	(5,400.00)
Merchandise Cost of Goods	(462.60)	(4,800.00)	4,337.40
Total Merchandise	<u>(462.60)</u>	<u>600.00</u>	<u>(1,062.60)</u>
Racing			
Racing Income	0.00	1,800.00	(1,800.00)
Racing Expense	0.00	(1,200.00)	1,200.00
Total Racing	<u>0.00</u>	<u>600.00</u>	<u>(600.00)</u>
Restaurant			
Food Service	400.00	1,250.00	(850.00)
Food Cost of Goods	(272.16)		
Total Restaurant	<u>127.84</u>	<u>1,250.00</u>	<u>(1,122.16)</u>
Bar			
Bar Sales	177.00	1,250.00	(1,073.00)
Bar Wages	(136.00)		
Bar Payroll Taxes	(10.55)		
Total Bar	<u>30.45</u>	<u>1,250.00</u>	<u>(1,219.55)</u>
Total Income	<u>85,339.40</u>	<u>84,450.00</u>	<u>889.40</u>
Gross Profit	85,339.40	84,450.00	889.40
Expense			
Accounting	0.00	3,000.00	(3,000.00)
Advertising and Promotion	40.00	500.00	(460.00)
Bottomlands Lease	5,741.00	7,550.00	(1,809.00)
Building Cleaning	0.00	3,750.00	(3,750.00)
Building Repair & Maintenance	0.00	4,050.00	(4,050.00)
Credit Card Fees	7.90	150.00	(142.10)
Dock Expenses	850.00	3,700.00	(2,850.00)
Dues and Subscriptions	790.00	900.00	(110.00)
Entertainment	0.00	2,200.00	(2,200.00)
Grounds Maintenance	200.00	4,000.00	(3,800.00)
House Supplies	0.00	750.00	(750.00)
Insurance	0.00	10,000.00	(10,000.00)

01/03/18
 Accrual Basis

Tawas Bay Yacht Club
Profit & Loss Budget vs. Actual
November through December 2017

	Nov - Dec 17	Budget	\$ Over Budget
Kids Program	0.00	500.00	(500.00)
Kitchen & Bar Equipment	0.00	300.00	(300.00)
Taxes - Property	0.00	11,500.00	(11,500.00)
Office Expenses	0.00	1,800.00	(1,800.00)
Opti Regatta Expense	121.96	0.00	121.96
Postage	0.00	500.00	(500.00)
Secretary Expense	0.00	1,000.00	(1,000.00)
Treasurer Expense	0.00	500.00	(500.00)
Telephone	138.28	840.00	(701.72)
Utilities - Cable TV/Internet	94.43	1,660.00	(1,565.57)
Utilities - Electric	455.80	3,850.00	(3,394.20)
Utilities - Gas	177.36	1,800.00	(1,622.64)
Utilities - Waste Disposal	296.00	950.00	(654.00)
Utilities - Water	144.90	1,300.00	(1,155.10)
Spec. Proj-POS System	0.00	4,000.00	(4,000.00)
Spec. Proj-Dumpster, Mast Rack	0.00	2,000.00	(2,000.00)
Total Expense	9,057.63	73,050.00	(63,992.37)
Net Ordinary Income	76,281.77	11,400.00	64,881.77
Other Income/Expense			
Other Income			
Dividend Income	0.00	150.00	(150.00)
Interest Income	0.00	150.00	(150.00)
Other Income	7.47	0.00	7.47
Total Other Income	7.47	300.00	(292.53)
Other Expense			
Harbor Renewal Fund Trans Out	0.00	11,700.00	(11,700.00)
Total Other Expense	0.00	11,700.00	(11,700.00)
Net Other Income	7.47	(11,400.00)	11,407.47
Net Income	76,289.24	0.00	76,289.24

B.J. Brugger
2912 Wolverine
East Tawas, Michigan 48730

December 7, 2017

To TBYC

① I am requesting the return of my dock fee.

② Also, I am including a bill for replacement of my tiller which was damaged when you The Club moved my boat without my o.k. when the docks broke loose in the wind storm. I had left notes on the gas tank and inside next to the power to call me so I could move my own boat. Please contact Smitty and he will tell you that the boat and tiller were damaged. I have been paid for the boat repair and Smitty originally said he would order the tiller but in the end left it to me. I will still need it installed but I have the replacement tiller. I may need to pay to have it installed if I feel I can not do it myself.

Thanks Brenda

Print Cancel Reply Forward Delete Reply All

Michiganx.net/Source/Progressive Woodwork of Georgia INC

INVOICE

Progressive Woodwork of Georgia INC
Jonathan Titshaw
jt@progressivewoodwork.com

Invoice #: 7856
Invoice date: Jun 26, 2017

Amount due:
\$210.00

Bill To:
Brenda Brugger
Bjbrugger@michiganx.net

Description	Quantity	Price	Amount
C&C 27 Ash and mahogany wood, 46" Total Length, 9" Curve, 1 7/8 butt Width, 1 3/4" butt Height	1	\$180.00	\$180.00
		Subtotal	\$180.00
		Shipping	\$30.00
		Total	\$210.00 USD

Talk to Smiley - he knows all about this
Brenda

Need Check in Payment
Do NOT APPLY TO my
Account. THANKS BJ

VICE-COMMODORE'S REPORT – January 6, 2018 - Nancy Princing

The House Committee will consist of Nancy Princing, Mike Scott, Jane Olgaard and Dave LaRue. Matt Haglund and Mike Smith will be additions to the committee for special events.

I am recommending we do not have a Winter Fest Party in February 2018. Last year had a poor attendance and became a financial loss to the Club. Instead other plans are in the works for a winter gathering.

Looking to schedule 'Business after Hours' with the Chamber of Commerce in either June or August. Last year's event was a success with many business owners stating they did not know about us, and we had a couple of business owners join as social members after the event. It is a good way to get more community people acquainted with the Club.

Kitchen staff has not been secured at this point but is being worked on. Along with the Friday and Saturday night dinners we will continue with monthly BBQ's chaired by members. The BBQ's would continue to count toward member's house minimums.

Bartender will be Heather. She did a good job last year.

Still need to contract for cleaning. The Thursday morning seemed to work well making the Club clean for the weekend.

Need job descriptions for staff.

A children's monthly activity is being researched. With the new playground we hope to get more children attending the Club with their parents. At this point, a monthly craft/art session before the dinner hour to last approximately 1 ½ hours. The project for the day would depend on the ages (4-7, 8-12) of the children attending, giving the parents time to socialize before dinner. Depending on weather the Quiet Room would need to be accessible to the team heading up that session.

The merchandise closet will be revamped this season. A plan has been chosen and some materials have been donated along with volunteer time of members to assemble.

A volunteer committee will be set up to staff and maintain the closet this year. This will be on a trial basis to see if it is workable.

Looking to have some new, larger book cases built and increasing our lending library. Over the winter months the books become moldy as there is no heat in the Quiet Room. I am asking for some volunteer help after today's Board Meeting to move the books out of Quiet Room into the main room for the remainder of the winter (15 minutes).

Need a theme for Commodore's Ball from Cristi.

Would like some discussion on the replacement of the outside shower doors.

Secretary's report – January 6, 2018 TBYC Board meeting

Jennifer Prancing

Mailed out membership cards to 95 members who have paid dues so far. We're way ahead of last year – 53 cumulative on Jan 9, 2017.

BREEZE published a handful of times since the November meeting. These will be weekly starting near the end of March as we start talking about the spring clean-up and the start of the season.

Please send me anything that might be of interest to the members over the winter. The BREEZE is intended to generate interest in club activities and encourage members to come out. I will usually send a reminder to the flag officers, but if anyone would like me to include anything, get it to me by early Wed. evening. I love to get pictures of smiling members enjoying the club, it's nice to include a wide range of people. I usually send them out late Wed. evening. I will edit your submissions as needed unless you tell me to include without change.

Website updates

Web is less active than the BREEZE of Facebook. Intended as informational for our members and for anyone else who wants to know what we're about.

2018 Board is accurate and I've put a holding statement on the schedule. Will add new schedule this weekend.

Meeting information is current, I will start pulling documents off that are over one year old.

Meeting minutes.

I will try to get these out asap after meetings. They will be labelled "PROVISIONAL PENDING BOARD APPROVAL". Send me any changes you would like me to make. Once we vote to approve them at the next meeting, I will post them on the website and in the binder in the clubhouse. For general membership meetings in the Spring and Fall. I will get the minutes out for review to the board and we can vote at the next board meeting to make them "PROVISIONAL PENDING MEMBERSHIP APPROVAL", and I'll post them. That way members don't have to wait half a year to see them, but the board at least has a chance to review.

Upgrades for this year –

I'd like to do a better job of reporting race results. I'll work with the racing team on this.

Find a way to do electronic RSVP through email or the website.

Coming attractions cards on the dining room tables

What's coming up?

Directory. I'll be working on this soon to have ready for printing in time for the May 19 membership meeting. I'll need complete lists of members from Donna and slip assignments from Jon. Deadline about May 1.

Commodore's Ball invitations – work with Cristi

Agenda and menu for spring meeting. Need to get these in the mail no later than May 9. Deadline about May 1 to allow me to get them printed, etc.

January 1, 2018
Letter to TBYC Membership
from Cheryl Miller

To TBYC board Secretary and Treasurer: I will pay the \$200 dining room fee for 2017 on the condition that this is entered into the minutes in expectation of accountability and hope for transparency. Please publish on the website for members to read within the month following the next formal or informal board meeting.

I am thankful for all the members and board members at TBYC who have given their time and effort for the benefit of the membership. I enjoyed sailing with you, sharing meals and friendships. Ten years ago when I joined, I loved the big boat racing and enjoyed the great leadership at the club. I enjoyed being on house committee for 2 years and working on regattas and on workdays at the club. There are a lot of fun and talented people at TBYC.

I did not come to the club this summer because the board put sanctions on one of my crew by telling him he could not enter the clubhouse, he could not eat in the dining room or drink at the bar. The board took the sanctions off, then put them back on after withholding this decision from the membership. They tried to control a member's free speech with other members, which was prejudicial and manipulative. The board gave Commodore Gmeiner a vote of no confidence, then made it impossible for Dennis Lojek and myself to complete our work on the Opti Regatta. We were on our 80 page timeline/plan, committees in place and close to \$5000 in promised cash or sails sponsorship. Representatives of the board came to my home and asked me not to be co-chair of the regatta because "it would be better for the club and for you". When I wrote to clarify some details with the Opti Organization, the TBYC new Opti chairperson told the official to "disregard the question from Cheryl Miller". So after being disregarded, asked to step down from being the Opti Co-Chair, and having a crew kicked out of using the clubhouse, I did not feel part of the club and dining room.

It's not about the money. This is about the board's control of information, lack of honesty and transparency. I have talked to TBYC members who had no knowledge of the reasons Mary Gmeiner, Dennis Lojek, Dean Fitzpatrick, and I left. The board was unable to work with 4 members, one the Commodore, who were volunteering time, money and creativity. The board restricted information by controlling timing of publication of minutes. We tried to work with the current board, we planned ahead, we did the homework. The board capriciously changed course on an APPROVED 3 hour "Open House", the Opti Regatta and the J 35 Championship. Gratefully, the Opti regatta was a success but Dennis and myself should have been worked with to carry it out. Dennis is a PRO and has a lot of successful experience with Opti racing.

Besides bringing the Optis to TBYC, my goals last year were to help expand our membership, bring in more young families and participate in big boat racing. We had three J35 boats that were thinking about coming into the club, so we could have had a total of four boats in our class. For now, since there are sanctions on my crew for 3 years, we will take our boat to clubs that do big boat racing, and who work with MEMBERS who may not have the same ideas or methods as themselves.

Happy Sailing and Bon Voyage,

Cheryl Miller

This documents a response by Secretary Jennifer Prancing to Cheryl Miller's letter dated January 1, 2018. This letter was originally received on December 1, 2017. Secretary Prancing's response is included in italics throughout the document below. Latest revision of the comments incorporating comments from Treasurer Donna Zobel on Jan. 1, 2018.

January 1, 2018
Letter to TBYC Membership
from Cheryl Miller

To TBYC board Secretary and Treasurer: I will pay the \$200 dining room fee for 2017 on the condition that this is entered into the minutes in expectation of accountability and hope for transparency.

-Members do not have the option to set conditions on payment of fees. Abiding by the bylaws and policies of the club, including those relating to fees, are a condition of membership.

Please publish on the website for members to read within the month following the next formal or informal board meeting.

-This letter will be read to the Board of Directors at the scheduled meeting on January 6, 2018. It will be included in the minutes of that meeting which will be published (posted in the members only section of the web site, hard copy in the binder at the clubhouse) following approval by the Board at the following meeting. This is the standard practice for the Board regarding publishing meeting minutes. There is no distinction between a "formal" and "informal" Board meeting. Meetings are scheduled and conducted according the bylaws. The schedule for regular Board meetings is published on the club web site.

I am thankful for all the members and board members at TBYC who have given their time and effort for the benefit of the membership. I enjoyed sailing with you, sharing meals and friendships. Ten years ago when I joined, I loved the big boat racing and enjoyed the great leadership at the club. I enjoyed being on house committee for 2 years and working on regattas and on workdays at the club. There are a lot of fun and talented people at TBYC.

I did not come to the club this summer because the board put sanctions on one of my crew by telling him he could not enter the clubhouse, he could not eat in the dining room or drink at the bar.

-Sanctions were imposed on Dean Fitzpatrick (full member of TBYC 10-15-16) at the May 13, 2017 Special Meeting of the Board and communicated to him through certified mail, regular US Mail, and email. (Reference minutes of that meeting) Those sanctions included:

- *Can't attend meetings or vote – 3 yr*
- *Can't participate on committees – 3 yr*
- *Can't use the clubhouse – 1 yr*

The board took the sanctions off, then put them back on after withholding this decision from the membership.

-The Board put the sanctions in abeyance while more information was collected. This was communicated to Dean Fitzpatrick on May 20, 2017. The sanctions were reinstated on June 10, 2017, following additional behavior by Mr. Fitzpatrick determined by the Board to be in bad faith and detrimental to the club. (Reference minutes of the June 10 Board meeting that are transparent to all members).

They tried to control a member's free speech with other members, which was prejudicial and manipulative.

-The First Amendment to the United States Constitution prevents Congress (and the States, by Supreme Court interpretation) from limiting the free speech of citizens. It does not require a private club to tolerate speech by a member that is determined by its Board to be disrespectful and damaging to the club. The actions of Mr. Fitzpatrick induced many members to formally request that the Board either sanction him or revoke his membership. (reference meeting minutes of May 13, 2017 Special Board meeting that includes those member letters). The Board was acting to the best of its ability in the interest of the club as a whole.

The board gave Commodore Gmeiner a vote of no confidence

-The Board did not give Commodore Gmeiner a vote of no confidence. Director Mike Scott requested that a vote of no confidence in the Commodore be placed on the agenda for discussion at the May 20, 2017 Board meeting. That item was removed from the agenda on the day of the meeting following receipt of notice from Mary Gmeiner on that same day that she and her husband were relinquishing their membership in the club.

, then made it impossible for Dennis Lojek and myself to complete our work on the Opti Regatta.

-Dennis Lojek informed the Board on May 20, 2017 that he would not continue as chair of the USODA Midwest Championship Regatta organizing committee. This action was not requested by the Board. The Board was forced into the position of considering dropping out of our commitment to the USODA and sponsors in our community when Dennis stepped down and Cheryl informed the Board that she was unwilling to "lead".

We were on our 80 page timeline/plan, committees in place and close to \$5000 in promised cash or sails sponsorship. Representatives of the board came to my home and asked me not to be co-chair of the regatta because "it would be better for the club and for you".

-I, newly approved by the Board as Chair of the USODA Midwest Championship regatta and Jon Banner arranged to meet Cheryl Miller at her home to collect any detailed documentation of the project to date. Cheryl again stated that she wanted to help, but did not want to lead. By definition, the co-chair position requires leadership. My

recommendation to Cheryl was to contact one of the committee chairs and offer to contribute to an individual committee so that she could contribute without having to take on any leadership role.

When I wrote to clarify some details with the Opti Organization, the TBYC new Opti chairperson told the official to “disregard the question from Cheryl Miller”.

-I received an email from USODA Executive Genoa Fedyszyn on July 25, confused about a question received directly from Cheryl Miller. There had been no communication between Cheryl and myself since the meeting at Cheryl’s home. The questions that Cheryl asked of Ms. Fedyszyn could have been easily answered by either me or Brenda Brugger, the Food Chair for the event. Brenda and her team had the arrangements for food well in hand. My priority in the response to the USODA office to “disregard” the question was to decisively indicate that the organizing committee was handling the food planning for the event effectively.

So after being disregarded, asked to step down from being the Opti Co-Chair, and having a crew kicked out of using the clubhouse, I did not feel part of the club and dining room.

It's not about the money. This is about the board's control of information, lack of honesty and transparency. I have talked to TBYC members who had no knowledge of the reasons Mary Gmeiner, Dennis Lojek, Dean Fitzpatrick, and I left. The board was unable to work with 4 members, one the Commodore, who were volunteering time, money and creativity.

-The Board cannot speak for Gmeiner, Lojek, or Fitzpatrick. Members are encouraged to read the minutes of all Board meetings that describe the discussions the Board had regarding Mr. Fitzpatrick’s membership. These are posted in the members’ section of the TBYC website. I also committed to and provided documentation of all of the communication between the Board and Dean Fitzpatrick at the May 20 Board meeting. Any member is welcome to contact me to review this information, it is filed in a binder.

The board restricted information by controlling timing of publication of minutes.

-My intention as secretary was to be as consistent and transparent as possible. All minutes, agendas, and special meeting notices were provided to the membership through the TBYC web site. The BREEZE email was published by me 36 times, often reminding members that meeting information is available on the web site, including a link and listing the password to the members’ section.

We tried to work with the current board, we planned ahead, we did the homework. The board capriciously changed course on an APPROVED 3 hour “Open House”,

-Refer to the minutes of the May 6 and May 13 Special Board meetings for details about the Board’s decision to cancel the open house. While Mr. Fitzpatrick was passionate about his vision for the open house, the Board acted in the interest of the full range of the membership, many of whom were opposed to that vision for various reasons that were

shared with the Board. The Board voted to cancel the Open house in a 4 – 3 vote on May 6, 2017.

the Opti Regatta,

-the Board did not change course on the Opti Regatta. Dennis Lojek backed out of his commitment to lead the organizing committee with no warning. The Board was faced with finding someone to step up and take over or contacting the USODA and cancelling.

and the J 35 Championship.

-The membership voted to support the 2018 J35 North American Championship at the 2017 spring meeting on the condition that the Organizing Committee could demonstrate sufficient progress by the August Board meeting. Frank Fitus agreed to chair this committee and in August gave the Board an update that he believed he had the support of key member volunteers to proceed. Frank reached out to the Board a few weeks later indicating that he no longer had sufficient member volunteer support and recommended contacting the J35 Class organization to regrettably back out of the event scheduled for September 2018. The Board supported Frank's recommendation.

Gratefully, the Opti regatta was a success but Dennis and myself should have been worked with to carry it out. Dennis is a PRO and has a lot of successful experience with Opti racing.

-Dennis Lojek is not a US Sailing certified race officer (PRO) at any level. Mr. Lojek did previously hold the position of Chief Measurer for the US Optimist Dinghy Association (USODA). Many TBYC member volunteers contributed to making the USODA Midwest Championship a success for participants, their families, our sponsors, the community, our members, and TBYC. We received wonderful feedback from many indicating that our regatta was at the highest level of international events. When Jon Banner and I took on leadership of the committee, the Exec. Director of USODA said that she welcomed the change.

Besides bringing the Optis to TBYC, my goals last year were to help expand our membership, bring in more young families and participate in big boat racing. We had three J35 boats that were thinking about coming into the club, so we could have had a total of four boats in our class. For now, since there are sanctions on my crew for 3 years,

-see earlier note with clarification of the length of the sanctions.

we will take our boat to clubs that do big boat racing, and who work with MEMBERS who may not have the same ideas or methods as themselves.

Happy Sailing and Bon Voyage,

Cheryl Miller

LONG TERM BOARD ACTION

Increase revenues and reduce expenses should be seen as a team event and not the sole domain of a treasurer or commodore. Everyone can help.

As a board let's each find and take on projects to improve our bottom line that can build and continue year after year.

We should look at a ten year plan.

Here are 7 success stories from the recent past that have increased value and lowered cost for members with 10 year benefits quantified. We need to validate and continue these efforts.

ITEM	10 year cost	VALUE
paid dues for board members cost	\$10,000	Motivation to volunteer
accounting costs for an antiquated system	\$50,000	Members ease and speed of validating and paying their bill
telephone costs of hard vs mobile	\$5,000	Calls answered
dock replacement fundamentals	\$200,000 reduced costs if we act as general contractor	Flexible expenditure timing
lower first year costs to attract new boating members		\$300,000 increased dockage revenue with 20 additional boaters
member sponsored social events	\$100,000 reduced kitchen labor costs	
effective marketing		

Future choices to take on:

1. Property taxes costs
2. Bottom land lease costs
3. Landscaping/mowing costs
4. Utilities costs
5. Private party rental revenue
6. House cleaning costs
7. Insurance value, need and costs
8. Open slip costs and revenues (transient rates)