



APPROVED BY BOARD 5/19/18

Tawas Bay Yacht Club

Board Meeting Minutes

April 21, 2018

Present: C Gettel, N. Princing, J. Banner, D. Zobel, P. Nice, J. Olgaard, D. LaRue, R. Main

Not in attendance: R. Thwing, M. Scott

Guests: R. Blanchard

Called to order at 2:14 pm by C. Gettel.

Review minutes of March 17, 2018 board meeting. Presented by Secretary J. Princing.

Motion: Approve minutes of the March 2018 Board Meeting as presented.

By: D. Zobel Second: R. Main

Discussion: None

Unanimous vote in favor, motion passes

COMMODORE'S REPORT – C. Gettel

Great clean-up day. Thank you.

Thanks Matt Haglund, Rich Main, and Jon Banner for help with roof repair project. Repairs that were approved at the fall meeting are complete, cost was \$7400 of the \$10,000 that was approved at the fall meeting. Darrell Cousineau of Universal Roofing was contracted to complete the work. Once the job was started, some additional damage and leakage were located. We should be able to prolong the life of the current with a few additional projects.

Cost to replace each of three roof sections would be \$5610. Approximately \$17,000 for full repair in a few years. The work that was done was done well. The new white fascia replaced the old stainless. We saved that stainless steel and it is stored in the garage. All non-treated wood was replaced with treated. Darrell resealed some of the seams on the roof that were lifting. He also installed a vent to dry out the fiber board under the membrane that was damaged.

Since the last meeting C. Gettel has met with Zachary Williams, who will be supervisor of the culinary students running the kitchen. He accepted our proposal to provide food service for the season. Z. Williams was in a serious car accident a couple weeks ago. He's recovering and still wants to be our cook. C. Gettel is planning for Saturday May 5 a trial run cooking some of the menu items. Anyone on the Board available come to sample and provide feedback is welcome. C. Gettel will send an invitation. April 28 Zach will be here to professionally clean the kitchen to get it ready for the season. He has asked if we can purchase an induction steamer to provide fresh vegetables. New ones \$700, could get a used one for about \$300. D. LaRue is going to kitchen supply and will check for a used one. C. Gettel would like to purchase small ceramic ramekins for serving dressing to replace the plastic containers. We would need about 100 of them. Need large and small squeeze bottles. This week on Tuesday Zach is meeting with Kim from the skills center to discuss expectations. We do have \$300 in the budget for kitchen and bar equipment.

Question for J. Banner – should we ask for money to repair one roof section this year? J. Banner says no – we should be able to wait.

Commodore's Ball menu was discussed with chef. Will do plated rather than buffet. Chicken and shrimp, pineapple, vegetable skewers. Could probably do for \$20 per person.

Set price at \$25 including tax and tip. Cristi is going to get J. Prancing the invitations for mailing the first few days in May.

Band is a Caribbean Steel Band.

TREASURER'S REPORT – D. Zobel

See attached

Thank you to Y. Thrush, who has made a thorough review of the financials.

Nancy and Dennis Prancing are donating their harbor fund. There are likely a few more of these to come that we can recognize at the Spring meeting. There are a few harbor funds from people who are no longer members and may be difficult to reach or deceased. Some records of harbor fund have been difficult to retrieve.

Disbursements – this is a long list this month because includes harbor fund disbursements.

Q. from Rock Blanchard – what records do we have from K. Cook? D. Zobel said that he was unwilling to give us most of it. She has investigated and he says he has no records from before 2014. Best to move beyond and not continue to pursue.

Membership status. In addition to listed Ransom, Babcock and McVie decided to renew.

VICE COMMODORE'S REPORT – N. Prancing

D. LaRue is working on the club inventory – please provide any information to him.

Oven temperature needs to be calibrated and the flat top might not be working properly. Zachary Williams will be checking all equipment when he's here next week and might recommend some improvements.

Hood vent filters – the spares we have are not the right size. This needs to be checked. We had Kingdom Quality here to clean the hood – shouldn't those have been replaced then? D. Zobel will check.

Asked Rob Stork to lead first kids' event on Sunday, May 27. Grill your own meat and pot luck at 5:30 following the kids' event. Will have the popcorn machine.

Thursday June 21 – N. Princing has confirmed us to host the Chamber After Hours Event. 5:30 – 7:00. Possibly look in to offering to take them sailing.

Jasmine is happy to come back to clean for the season. Would like to pay her to do a cleaning of the walls in the dining room and bar. C. Gettel suggests that we might get some more volunteers to come out May 5 for an additional work day.

Additional repairs needed – valance supports in the quiet room.

Need to paint the men's shower before the club opens.

Nancy to provide Jennifer with this list to include in the BREEZE.

Heather Wight is willing to come back and bartend again.

Question about the rules about people hanging things on the wall. Suggestion to write a policy on this – that these need Board approval.

Also a suggestion to document the layout and make sure things look right and are organized.

REAR COMMODORE'S REPORT – Jon Banner

Clean-up day went great. All dock boards went in.

Waiting to know when load restrictions are off the roads to set a new docks in date. Hoping for no later than May 4.

Exterior shower door repair is underway. Paul Hurst is doing this as a work project.

Playground update – Rock Blanchard will continue to work on the playground. Possible Friday May 18. Board would really like to see it installed before the club opens. Will need to buy boards for border and some other materials. There is money in the budget for this. Will need volunteers.

SECRETARY'S REPORT – Jennifer Princing

Would like to place "coming attractions" cards on the dining tables. Dave LaRue will look for card holders.

Menu and price for spring meeting dinner will come from C. Gettel.

Donna will include the financials with the mailing for the spring meeting. (jlp note – we subsequently decided not to include printed copies with the mailings, largely to save the expense of printing 150 of them).

Maybe include a note about boat insurance in mailing or future BREEZE.

D. Zobel – might have to distribute a by-law addendum page.

Officer Flags need to be ordered – we have some in the closet.

Agenda items to include for spring membership meeting:

Old business

-dockage repair

-roof repair

-introduction of cooks in Commodore's

-Treasurers report - harbor fund renewal accounting

-Rate sheet introduction

Proposal on transient dockage

Racing report – J. Princing for Frank Fitus

Motion: Extend reciprocity privileges for the 2018 season to Saginaw Bay Community Sailing.

By: J. Princing Second: D. Larue

Discussion: This was proposed at the J22 fleet spring meeting as another way to introduce potential new members to the club.

How do we verify their membership?

This is a good pool of potential new members.

Need to be sure that they are with a member.

Unanimous vote in favor, motion passed

OLB BUSINESS

Transient dockage proposal. Jon Banner.

See attached proposed change to board policy.

Biggest change is the proposal to allow social or guests to bring a boat in at \$50 per night.

Rules listed.

Discussion of #4 – question about social members being extended this opportunity. Full members pay initiation, dockage, work project, house minimum.

Some opposition to include social members. Social members do not have any privileges to the harbor. They have chosen to just have access to the restaurant and bar.

“Guest” means guest of a full member.

If the restaurant is open, we have allowed social members to come into the harbor for dinner but not stay overnight.

How does this fit with current policy? Fee schedule must be set by the membership.

Guests of full members we welcome to bring a boat. Members of YCA member clubs we welcome. People not a guest of a full member and not a member of YCA member club are not eligible for overnight dockage.

Proposal to the membership to increase overnight guest dockage to \$25.

Tabled the issue for further revision and potential presentation to the membership at the spring meeting.

Point of sale system – D. Zobel.

See attached

Discussion of if we should invest in this.

Benefit of it is to simplify the treasurer’s job.

Four systems were evaluated.

D. Zobel is recommending Toast. She has asked them to do the two day integration.

D. Zobel is working with K. Princing for site infrastructure requirements.

Likely won’t be able to get it done by start of season. D. Zobel needs help to get this implemented.

System is Android based tablets.

We would prefer to have them on a Friday – Saturday vs. during the week. D. Zobel will check with Toast to see if this is a possibility.

Implementing in June and July would have the advantage that the staff would be familiar with us by then.

Monthly fees are \$155, all year long, three year contract.

Bartender would have her own terminal. Printer at bar and in kitchen. Three tablets for waitstaff.

Roof repair – see above under Commodore’s Report.

Long term vision discussion.

R. Main presented sign-up board to let people RSVP and sign up for volunteering for events. Proposal that it will help identify what is required for each event and keep a record of what was done in the past.

Feedback is that it is too big. Could we do similar on a smaller board or binder or easel board? Or maybe find an electronic solution?

Who is to maintain the sheets for the beginning of the year?

We should keep Rich's templates.

Could use the easel board that J. Banner made for the Opti regatta that is in the garage.

NEW BUSINESS

Policy and by-laws. D. Zobel.

Bob Ransom as a work project is going to review this to clean them up. For the membership meeting, need to hand out a sheet showing changes related to the harbor fund. This should be sent in the spring membership meeting mailing.

By-laws update – on the spring meeting agenda under secretary's report.

Discussion of bartender wages. N. Princing

We pay our bartender \$16 per hour. She may have been concerned that the waitstaff was making more than her on tips. Nancy would like to consider going back to paying her minimum wage and tips.

Cristi clarified how we came to this decision last year. She set the expectation with Heather that the straight hourly wage could be more or less than minimum wage and tips.

We weren't sure how this would work and it turned out to cost us more.

Donna is going to check again rules with the liquor commission on wages for bartenders.

Nancy need to have this decision very soon to have things in place before the start of the season.

Recommendation from the board is to give her the choice of hourly + tips or straight wage \$16.50.

Nancy – what should count as satisfying our work hours requirement? General agreement that spring clean-up day counts as fulfilling the whole requirement, although we used to require a full eight hour day. Clean-up day is only about 3 – 4 hours. If you want to put in a project it should be reasonably eight hours.

Motion to adjourn the meeting

By: D. Zobel Seconded: N. Princing

Unanimous vote in favor, motion passed

Meeting adjourned at 5:11 pm

Recorded by Secretary J. Princing

March Financials - Please note:

Balance Sheet:

- Harbor Fund refunds processed. Long-term liability "Member Non-Int Note Payable" reduced from \$101,507.57 to \$8,174.24.

Income Statement:

- Negative Dues and Dockage numbers a result of dropped membership, membership status change, dropped dockage or move to a smaller boat.

March Disbursement Schedule Review

Membership Status: As of April 13, 2018:

- 140 members renewed: 56 Full, 84 Social ; 4 honorary members

Dockage

- 34 boats paid/deposit

Harbor Fund Renewal Program Update

- Harbor fund refunds mailed March 12, 2018.
- Dennis & Nancy Princing are donating their Harbor Fund Loan repayment to the Harbor Renewal Fund. Thank you Dennis & Nancy!

Old Business:

POS System – 4 POS systems were evaluated. Clover, Linguis, Jonas and Toast. Toast was comparatively the most economical with the least amount of "bells and whistles". All POS systems required contract agreements. Toast is a three-year agreement. Here is a summary of Toast:

Hardware - \$800 + tax and shipping (one-time):

- 1 stationary terminal (for bar) with printer
- 3 "order-at-the-table" tablets (sends order via Ethernet directly to kitchen)

- 1 kitchen printer
- Router, wireless access point, 8-port Ethernet switch

Implementation - \$1,785 (one-time)

- 2 days onsite
- Software config, installation onsite, go live support, training, location setup

Software license and support - \$100 monthly

Over three years the average monthly cost would be \$155. 0% financing is available.

Pros:

- “At-the-table” ordering reduces wait time, improves waitstaff efficiency, reduces errors on the tickets
- Dinner and bar receipts can be emailed immediately to member, eliminating the need to mail chits
- Tax, tip automatically added making accounting much faster, more accurate
- Allows for inventory management in bar, restaurant and merchandise

Cons:

- Costs – is it worth it?
- Need to provide cabling prior to installation – seems quite extensive
- Need to have at least a couple members trained on the system to make menu edits, add items, train new staff, etc.

Seeking boards input and direction on next steps.

04/05/18
 Accrual Basis

Tawas Bay Yacht Club
 Balance Sheet
 As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Common Checking	
General Fund	29,544.90
Initiation Fee Fund	25,425.81
Regatta Fund	11,812.79
Playground Fund	7,954.16
Total Common Checking	<u>74,737.66</u>
Harbor Renewal Fund	
HRF Checking	87,112.10
HRF Money Market	18,601.04
Total Harbor Renewal Fund	<u>105,713.14</u>
Other Savings	
Initiation Fee Money Market	11,806.60
Total Other Savings	<u>11,806.60</u>
Total Checking/Savings	192,257.40
Accounts Receivable	
Accounts Receivable	13,282.42
Total Accounts Receivable	<u>13,282.42</u>
Other Current Assets	
Inventory	7,489.50
Total Other Current Assets	<u>7,489.50</u>
Total Current Assets	213,029.32
Fixed Assets	
Harbor Improvements	233,603.98
Land	100,000.00
Building & Equipment	119,218.35
Total Fixed Assets	<u>452,822.33</u>
Other Assets	
Harbor Renewal Deposits	14,000.00
Total Other Assets	<u>14,000.00</u>
TOTAL ASSETS	<u>879,851.85</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	0.93
Sales Tax Payable	0.93
Total Other Current Liabilities	<u>0.93</u>
Total Current Liabilities	0.93
Long Term Liabilities	
Members Non-Int Note Payable	8,174.24
Total Long Term Liabilities	<u>8,174.24</u>
Total Liabilities	8,175.17
Equity	
Fund Balance	609,635.47
Net Income	62,041.01
Total Equity	<u>671,676.48</u>
TOTAL LIABILITIES & EQUITY	<u>879,851.85</u>

**Tawas Bay Yacht Club
Income Statement
March 2018**

	<u>Mar 18</u>	<u>Nov '17 - Mar 18</u>
Ordinary Income/Expense		
Income		
Membership Fees		
Dues/Full Member	(900.00)	18,000.00
Dues/Social Member	0.00	12,875.00
Initiation Fees	0.00	800.00
Total Membership Fees	<u>(900.00)</u>	<u>31,675.00</u>
Boating Related Income		
Dockage Seasonal	(1,024.00)	48,775.00
Dockage Utility	0.00	1,900.00
6% Dock Discount	0.00	(1,977.15)
Winter Maintenance & Utilit..	0.00	600.00
Harbor Expense	0.00	(2,200.00)
Total Boating Related Income	<u>(1,024.00)</u>	<u>47,097.85</u>
Merchandise		
Merchandise Sales	0.00	15.57
Merchandise Cost of Goods	0.00	(462.60)
Total Merchandise	<u>0.00</u>	<u>(447.03)</u>
Restaurant		
Food Service	0.00	412.04
Food Cost of Goods	0.00	(272.16)
Total Restaurant	<u>0.00</u>	<u>139.88</u>
Bar		
Bar Sales	0.00	177.00
Bar Wages	0.00	(136.00)
Bar Payroll Taxes	0.00	(18.95)
Total Bar	<u>0.00</u>	<u>22.05</u>
Total Income	<u>(1,924.00)</u>	<u>78,487.75</u>
Gross Profit	<u>(1,924.00)</u>	<u>78,487.75</u>
Expense		
Accounting	305.00	1,013.50
Advertising and Promotion	0.00	40.00
Bottomlands Lease	0.00	5,741.00
Building Cleaning	325.00	325.00
Building Repair & Maintenance	170.32	170.32
Credit Card Fees	0.00	(5.48)
Dock Expenses	0.00	850.00
Dues and Subscriptions	0.00	790.00
Grounds Maintenance	0.00	350.00
Insurance	0.00	1,463.00
Taxes - Property	0.00	2,352.88
Miscellaneous	0.00	210.00
Opti Regatta Expense	0.00	121.56
Telephone	89.23	345.97
Utilities - Cable TV/Internet	94.43	377.72
Utilities - Electric	383.87	1,044.91
Utilities - Gas	166.37	756.17
Utilities - Waste Disposal	0.00	357.00
Utilities - Water	63.15	338.91
Total Expense	<u>1,577.37</u>	<u>16,642.84</u>
Net Ordinary Income	<u>(3,501.37)</u>	<u>61,844.91</u>
Other Income/Expense		
Other Income		
Dividend Income	0.00	108.93
Interest Income	0.00	79.70
Other Income	0.00	7.47
Total Other Income	<u>0.00</u>	<u>196.10</u>
Net Other Income	<u>0.00</u>	<u>196.10</u>
Net Income	<u>(3,501.37)</u>	<u>62,041.01</u>

04/05/18
Accrual Basis

Tawas Bay Yacht Club
Income Statement Budget vs. Actual
November 2017 through March 2018

	Nov '17 - Mar 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Membership Fees			
Dues/Full Member	18,000.00	19,500.00	(1,500.00)
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>31,675.00</u>	<u>38,700.00</u>	<u>(7,025.00)</u>
Boating Related Income			
Dockage Seasonal	48,775.00	40,000.00	8,775.00
Dockage Utility	1,900.00	2,000.00	(100.00)
6% Dock Discount	(1,977.15)		
Dry Fall	0.00	4,000.00	(4,000.00)
Winter Maintenance & Utilities	800.00	850.00	(250.00)
Harbor Expense	(2,200.00)	(4,800.00)	2,600.00
Total Boating Related Income	<u>47,097.85</u>	<u>42,050.00</u>	<u>5,047.85</u>
Merchandise			
Merchandise Sales	15.57	5,400.00	(5,384.43)
Merchandise Cost of Goods	(462.60)	(4,800.00)	4,337.40
Total Merchandise	<u>(447.03)</u>	<u>600.00</u>	<u>(1,047.03)</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	412.04	1,250.00	(837.96)
Food Cost of Goods	(272.16)		
Total Restaurant	<u>139.88</u>	<u>1,250.00</u>	<u>(1,110.12)</u>
Bar			
Bar Sales	177.00	1,250.00	(1,073.00)
Bar Wages	(136.00)		
Bar Payroll Taxes	(18.95)		
Total Bar	<u>22.05</u>	<u>1,250.00</u>	<u>(1,227.95)</u>
Total Income	<u>78,487.75</u>	<u>84,450.00</u>	<u>(5,962.25)</u>
Gross Profit	78,487.75	84,450.00	(5,962.25)
Expense			
Accounting	1,013.50	3,000.00	(1,986.50)
Advertising and Promotion	40.00	500.00	(460.00)
Bottomlands Lease	5,741.00	7,550.00	(1,809.00)
Building Cleaning	325.00	3,750.00	(3,425.00)
Building Repair & Maintenance	170.32	4,050.00	(3,879.68)
Credit Card Fees	(5.48)	150.00	(155.48)
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	350.00	4,000.00	(3,650.00)
House Supplies	0.00	750.00	(750.00)
Insurance	1,463.00	10,000.00	(8,537.00)
Kids Program	0.00	900.00	(900.00)
Kitchen & Bar Equipment	0.00	300.00	(300.00)
Taxes - Property	2,352.86	11,500.00	(9,147.14)
Miscellaneous	210.00	0.00	210.00
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	900.00	(900.00)
Telephone	345.97	840.00	(494.03)

04/05/18
 Accrual Basis

Tawas Bay Yacht Club
Income Statement Budget vs. Actual
 November 2017 through March 2018

	Nov '17 - Mar 18	Budget	\$ Over Budget
Utilities - Cable TV/Internet	377.72	1,860.00	(1,282.28)
Utilities - Electric	1,044.91	3,850.00	(2,805.09)
Utilities - Gas	756.17	1,800.00	(1,043.83)
Utilities - Waste Disposal	357.00	950.00	(593.00)
Utilities - Water	338.91	1,300.00	(961.09)
Spec. Proj-PO3 System	0.00	4,000.00	(4,000.00)
Spec. Proj-Dumpster, Mast Rack	0.00	2,000.00	(2,000.00)
Total Expense	16,642.84	73,050.00	(56,407.16)
Net Ordinary Income	61,844.91	11,400.00	50,444.91
Other Income/Expense			
Other Income			
Dividend Income	108.93	150.00	(41.07)
Interest Income	79.70	150.00	(70.30)
Other Income	7.47	0.00	7.47
Total Other Income	196.10	300.00	(103.90)
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	196.10	(11,400.00)	11,596.10
Net Income	62,041.01	0.00	62,041.01

Amendment to the harbor renewal

Dockage other than assigned and paid in full.

1. Transient dockage with reciprocal yacht club - \$25 per night
2. Dockage for additional boat for full member with assigned dockage or dry sail - \$10 per night
3. Dockage for boat for full member without assigned dockage - \$15 (up to 7 days per year)
4. Dockage for social members or guests \$50 per night (limit to 3 nights stay per year)

- all dockage will be assigned prior to harbor entry with Rear Commodores approval
- All insurance will be provided prior to harbor entry (this excludes dry sailing as insurance will already be on record)
- Waiver of dockage fees can be made for yacht club sponsored events. This decision will be made between the rear commodore and the regatta chair or applicable organizer.
- All dockage arrangements will be granted in this order: full member with assigned dockage, full member with dry sail, full member without assigned dockage or dry sail, transient, social, and finally guests.