



June 6, 2020 Board Meeting

PROVISIONAL PENDING BOARD APPROVAL

Called to Order at 8:03 by Commodore Jon Banner

Meeting conducted exclusively by Zoom conference due to Coronavirus restrictions.

Attending: J. Princing, J. Banner, B. Bullard, M. Scott, D. Zobel, R. Thwing, M. Fore, J. Olgaard, A. Schwing, D. Kutcher

Excused: P. Nice

Guests: Butch Babcock

Review minutes of April board meeting – after emails end of weekend.

Motion: Accept minutes of April 18, 2020 Board Meeting as presented

By: Paul Nice, Jane Olgaard

Unanimous vote in favor, motion passes

COMMODORE'S REPORT – J. Banner

Made it through first general membership meeting through Zoom.

No new membership applications

TREASURER'S REPORT – D. Zobel

See report.

Reviewed at the membership meeting last week.

Confirmed review of disbursements

One delinquent account, former member Wes Thompson. Recommend sending to collections agency.

Randy Stevenson sold his boat.

Kirk and Gussy Rheume considering getting a boat and coming into the harbor.

Spoke to Heather Wight, she's ready to come back to bartending when we open. Wearing a mask is challenging for her, something that we'll have to work with.

VICE COMMODORE'S REPORT – J. Olgaard

Clubhouse cleaning – everything except the kitchen has been cleaned.

Carpets will be cleaned on Monday. Would like to keep the doors closed for the day to dry.

Club is allowed to open Monday, with proper social distancing in place.

Bathrooms – will be ordering paper products (local supply is difficult)

Working on having enough hand sanitizer on hand.

Need signs with recommendations on hand cleaning and social distancing

Recommend allowing only 2 people at a time in the bathrooms.

Recommend keeping the indoor showers closed to prevent spread of virus in the steam. Audrey – good idea. Possible to shut the water off to them?

Outdoor showers are clean and ready to use and equipped with a mirror and sanitizing spray.

One of the water heaters failed this week. We have two identical 40 gallon water heaters. We don't know when they were installed. We could get by on one for the rest of the season, shouldn't be too much of a capacity problem. Could purchase and install a new one for about \$1000. Could replace both. A commercial water heater could be too big for the space we have and very expensive.

Audrey? Is there an option for a slightly bigger one that would fit? 40 Gallon is pretty standard and our space is quite limited.

M. Scott – looks like there are 65 or 80 gallon water heaters available.

JB – recommend replacing the failed one.

Money will come from house renewal fund.

Kitchen

Proposal that we do not operate the kitchen for this season.

-it would be a late start, leaving us only 10 – 12 nights.

-We have a manager in place, but staff needs to be located and trained

-Would have to hire additional staff to meet requirements for cleaning. We don't have the budget for this

-Covid requirements mean limited seating capacity

-Gives us an opportunity to support local restaurants that are trying to stay in business through the Covid crisis

Audrey – are any restaurant delivery services operating in Tawas? Not sure, but many of the local restaurants are offering deliver.

Could we organize member-led cookouts – probably yes, without any restrictions from the State.

M. Scott – support

Audrey, Rob, Bob

Grills will still available.

If we have Slammer Cup, we will likely have to bring in a caterer.

What do we do with the freezers and walk-in? The walk-in will need to stay on for the bar. The freezer will be cleaned of any food remaining, possibly sell to members to get rid of it.

Covid-19 restrictions

Outside showers

Signage about washing, distancing, masks

We'll have sanitizer available

We'll remove some of the dining room tables and chairs to assure distancing

Will remove all of the bar seating to allow for social distancing. Keep one of the lounge tables in the bar. Keep several tables in the dining area including a couple of the high tops.

Drinks will be allowed to be ordered at the bar and then moved a table.

Fines for not abiding by social distancing measures are serious.

Audrey – what are the requirements for mask use? Looks like State of Michigan rules require mask use for serving.

Possible that we could use disposable glasses in the bar? This would minimize contact between people.

Might be good procedure to use the kitchen hand sanitizer for bar glassware rather than washing behind the bar.

Our members would have to understand that disposables cannot be carried out of the building.

Cleaning is planned once a week. Is this enough?

Don – is it possible for us to have a roped off designated area outside where drinks can be consumed? Donna has looked at this and found it not practical for us. Donna will take an action to check into this again, some rules have relaxed with the Covid restrictions.

Our primary consideration should be the health and safety of our members. Start conservative and go from there.

REAR COMMODORE'S REPORT – M. Fore

Sent updated dock map today.

Will confirm that trash pick-up will be on regular schedule. JB recommends checking if cost effective to continue to do it on call as the kitchen won't be generating trash.

Will get new dock numbers installed and post the new dock map.

SECRETARY'S REPORT – J. Princing

Pleased with ZOOM

Directories will be available in about a week

BREEZE to members today

Update the restaurant tab on the website, including links to local restaurants. (nine restaurants)

UNFINISHED BUSINESS

- Entry door update
Waiting on a formal update on quote for new door system. Doug Skene has also already procured 100 fobs for free if we do choose to go this way. Question – will there be a screen door? Intention is no.

- COVID-19 Response

Covered in Jane's report.

We will have to provide masks and gloves to employees.

Will have to have written procedures in place as required to screen employees with health question, temperature checks, etc.

Is it an option for us to have members tend bar?

NEW BUSINESS

- None

Meeting adjourned by Commodore Banner at 8:57.

May Financials attached. Please note:

Balance Sheet:

- Operations Checking balance: \$56,600
- Harbor Renewal Fund balance: \$92,500
- Accounts Receivable: -\$930 (negative due to dockage discounts)

Income Statements

- Month of May: No income, total expenses \$1,500.
- Compared to 2019
 - Membership income down 3% (\$31,725 compared to \$32,775)
 - Boating Income no difference (\$43,000)
 - Expenses down 9% (\$21,300 compared to \$23,400)
 - Net income up 6% (\$53,000 compared to \$50,150)
- Compared to budget:
 - Membership income under budget \$9,775
 - Boating income under budget \$2000
 - Remaining line item comparisons not meaningful at this time.

May Disbursement Schedule Review – Operations checking disbursements: \$1,430; Harbor Renewal checking disbursements: \$76

Delinquent Accounts - Wes Thompson \$358.74 (\$200 work project, \$158.74 restaurant and bar). We have contacted Wes several times over the past several months and each time he promises we will pay. Still no payment. Recommend sending a strong letter to Wes, from Treasurer, regarding next steps including possibility of collections. Seeking board guidance.

Membership:

- Full: 67 (includes 4 Honorary)
- Social: 50
- Associate: 1

Dockage Update:

- 35 slips paid in full

Note: Randy Stevenson sold his boat.

06/05/20
Accrual Basis

Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Operations Checking	
General Fund	11,849.81
House Renewal Fund	5,000.00
Initiation Fee Fund	27,502.81
Regatta Fund	12,272.35
Total Operations Checking	<u>56,624.97</u>
Harbor Renewal Fund	
HRF Checking	72,705.03
HRF Money Market	19,781.27
Total Harbor Renewal Fund	<u>92,486.30</u>
Other Savings	
Initiation Fee Money Market	11,806.60
Total Other Savings	<u>11,806.60</u>
Total Checking/Savings	160,917.87
Accounts Receivable	
Accounts Receivable	-930.02
Total Accounts Receivable	<u>-930.02</u>
Other Current Assets	
Inventory - Bar	2,330.70
Inventory - Merchandise	3,296.74
Total Other Current Assets	<u>5,627.44</u>
Total Current Assets	165,615.29
Fixed Assets	
Harbor Improvements	233,434.71
Land	100,000.00
Building & Equipment	119,936.35
Accumulated Depreciation	-5,370.00
Total Fixed Assets	<u>448,001.06</u>
TOTAL ASSETS	<u>613,616.35</u>
LIABILITIES & EQUITY	
Equity	
Fund Balance	560,460.76
Net Income	53,155.59
Total Equity	<u>613,616.35</u>
TOTAL LIABILITIES & EQUITY	<u>613,616.35</u>

**Tawas Bay Yacht Club
Income Statement
May 2020**

	May 20	May 19	Nov 19 - May 20
Ordinary Income/Expense			
Income			
Membership Fees			
Dues/Full Member	0.00	300.00	18,900.00
Dues/Associate Member	0.00	0.00	300.00
Dues/Social Member	0.00	125.00	9,925.00
Initiation Fees	0.00	800.00	2,600.00
Total Membership Fees	<u>0.00</u>	<u>1,225.00</u>	<u>31,725.00</u>
Boating Related Income			
Dockage Seasonal	0.00	4,675.00	42,126.00
Dockage Utility	0.00	200.00	1,800.00
5% Dock Discount	0.00	(54.70)	(1,827.00)
Dry Sail	0.00	1,472.00	0.00
Winter Maintenance & Utilities	0.00	0.00	800.00
Harbor Expense	(78.38)	0.00	(78.38)
Total Boating Related Income	<u>(78.38)</u>	<u>6,292.30</u>	<u>43,022.62</u>
Merchandise			
Merchandise Sales	0.00	337.00	400.00
Total Merchandise	<u>0.00</u>	<u>337.00</u>	<u>400.00</u>
Restaurant			
Restaurant Sales	0.00	3,648.50	851.58
Restaurant Cost of Goods	0.00	(2,409.27)	(380.23)
Restaurant Supplies/Linens	0.00	(591.79)	(78.89)
Food Service License	0.00	0.00	(395.00)
Restaurant Wages	0.00	(1,778.27)	(889.50)
Restaurant Payroll Taxes	0.00	(224.70)	(81.17)
Total Restaurant	<u>0.00</u>	<u>(1,455.53)</u>	<u>(893.21)</u>
Bar			
Bar Sales	0.00	2,148.48	626.85
Bar Cost of Goods	0.00	(1,918.58)	(223.28)
Bar License	0.00	0.00	(358.80)
Bar Wages	0.00	(548.00)	(283.50)
Bar Payroll Taxes	0.00	(83.12)	(38.90)
Total Bar	<u>0.00</u>	<u>(502.20)</u>	<u>24.39</u>
Ice			
Ice Cost of Goods	0.00	(82.50)	0.00
Total Ice	<u>0.00</u>	<u>(82.50)</u>	<u>0.00</u>
Total Income	<u>(78.38)</u>	<u>5,834.08</u>	<u>74,278.80</u>
Gross Profit	<u>(78.38)</u>	<u>5,834.08</u>	<u>74,278.80</u>
Expense			
Accounting	0.00	81.80	0.00
Payroll Processing Fee	53.99	29.35	297.50
Advertising and Promotion	0.00	140.00	0.00
Dues and Subscriptions	0.00	0.00	725.00
Bottomlands Lease	0.00	0.00	6,105.00
Building Cleaning	0.00	817.21	140.00
Building Repair & Maintenance	0.00	435.47	781.67
Grounds Maintenance	258.00	322.37	1,875.00
Dock Expenses	443.07	1,292.81	1,318.80
House Supplies	0.00	167.06	18.51
Insurance	0.00	0.00	3,751.00
Taxes - Property	0.00	0.00	2,341.12
Credit Card Fees	0.00	0.00	7.97
Office Expenses	279.83	820.10	838.71
Postage	0.00	58.40	198.20
Telephone	44.08	43.18	309.24
Utilities - Cable TV/Internet	23.11	31.89	92.10
Utilities - Electric	94.44	179.99	948.98
Utilities - Gas	0.00	119.01	181.22
Utilities - Waste Disposal	0.00	38.00	213.00
Utilities - Water	79.13	74.25	588.07

**Tawas Bay Yacht Club
Income Statement
May 2020**

	May 20	May 19	Nov '19 - May 20
Spec. Proj-POS System	155.73	155.73	990.11
Total Expense	1,428.16	4,565.50	21,296.27
Net Ordinary Income	(1,504.54)	1,268.58	52,982.53
Other Income/Expense			
Other Income			
Dividend Income	0.00	62.76	173.06
Other Income	0.00	5.00	0.00
Total Other Income	0.00	67.76	173.06
Net Other Income	0.00	67.76	173.06
Net Income	(1,504.54)	1,336.34	53,155.59

06/05/20 **Tawas Bay Yacht Club
Income Statement Prev Year Comparison
November 2019 through May 2020**

	Nov '19 - May 20	Nov '18 - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Membership Fees				
Dues/Full Member	18,900.00	18,300.00	600.00	3.3%
Dues/Associate Member	300.00	0.00	300.00	100.0%
Dues/Social Member	9,925.00	10,875.00	(950.00)	(8.7)%
Initiation Fees	2,800.00	3,600.00	(1,000.00)	(27.8)%
Total Membership Fees	31,725.00	32,775.00	(1,050.00)	(3.2)%
Boating Related Income				
Dockage Seasonal	42,126.00	39,835.00	2,291.00	5.8%
Dockage Utility	1,800.00	1,700.00	100.00	5.9%
% Dock Discount	(1,827.00)	(1,153.50)	(473.50)	(41.1)%
Dry Sail	0.00	1,472.00	(1,472.00)	(100.0)%
Winter Maintenance & Utilities	800.00	1,200.00	(400.00)	(33.3)%
Harbor Expense	(76.38)	0.00	(76.38)	(100.0)%
Total Boating Related Income	43,022.62	43,053.50	(30.88)	(0.1)%
Merchandise				
Merchandise Sales	400.00	337.00	63.00	18.7%
Merchandise Cost of Goods	0.00	(341.12)	341.12	100.0%
Total Merchandise	400.00	(4.12)	404.12	9,800.7%
Racing				
J21 Regatta Expense	0.00	(96.83)	96.83	100.0%
Total Racing	0.00	(96.83)	96.83	100.0%
Restaurant				
Restaurant Sales	691.58	4,186.59	(3,495.01)	(83.5)%
Restaurant Cost of Goods	(383.23)	(2,988.57)	2,605.34	87.3%
Restaurant Supplies/Linens	(70.89)	(591.79)	520.90	86.7%
Food Service License	(398.00)	(398.00)	0.00	0.0%
Restaurant Wages	(999.50)	(1,778.27)	1,108.77	62.3%
Restaurant Payroll Taxes	(81.17)	(324.78)	263.61	81.2%
Total Restaurant	(893.21)	(1,896.82)	993.61	52.7%
Bar				
Bar Sales	936.85	2,488.20	(1,529.35)	(62.0)%
Bar Cost of Goods	(223.26)	(1,916.58)	1,693.30	88.4%
Bar License	(398.80)	(362.25)	3.45	1.0%
Bar Wages	(293.50)	(746.00)	452.50	60.7%
Bar Payroll Taxes	(36.90)	(88.12)	51.22	58.1%
Total Bar	24.39	(546.73)	571.12	103.8%
Ice				
Ice Cost of Goods	0.00	(62.50)	62.50	100.0%
Total Ice	0.00	(62.50)	62.50	100.0%
Total Income	74,278.80	73,131.50	1,147.30	1.6%
Gross Profit	74,278.80	73,131.50	1,147.30	1.6%
Expense				
Accounting	0.00	81.80	(81.80)	(100.0)%
Payroll Processing Fee	297.80	230.82	66.98	29.0%
Bad Debt	0.00	114.44	(114.44)	(100.0)%
Advertising and Promotion	0.00	140.00	(140.00)	(100.0)%
Dues and Subscriptions	725.00	700.00	25.00	3.6%
Bottle/lands Lease	6,106.00	5,741.00	365.00	6.4%
Building Cleaning	140.00	817.21	(677.21)	(82.8)%
Building Repair & Maintenance	781.87	958.20	(176.33)	(20.3)%
Grounds Maintenance	1,675.00	1,042.90	632.10	60.6%
Dock Expenses	1,318.80	1,282.81	36.99	2.8%
House Supplies	18.51	167.06	(148.55)	(88.7)%
Insurance	3,781.00	3,738.00	43.00	1.1%
Insurance - Workers Comp	0.00	(91.00)	91.00	100.0%
Taxes - Property	2,341.12	2,533.34	(192.22)	(7.6)%

06/05/20

Tawas Bay Yacht Club
Income Statement Prev Year Comparison
November 2019 through May 2020

	Nov '19 - May 20	Nov '18 - May 19	\$ Change	% Change
Credit Card Fees	7.97	0.00	7.97	100.0%
Office Expenses	635.71	1,143.69	(507.98)	(44.4)%
Postage	198.20	59.40	138.80	233.7%
Telephone	309.24	467.02	(157.78)	(33.8)%
Utilities - Cable TV/Internet	92.10	282.00	(189.90)	(67.3)%
Utilities - Electric	945.95	1,353.26	(407.31)	(30.1)%
Utilities - Gas	181.22	963.06	(781.84)	(81.2)%
Utilities - Waste Disposal	213.00	126.00	87.00	69.1%
Utilities - Water	588.07	474.61	113.46	23.9%
Spec. Proj-POS System	990.11	1,090.11	(100.00)	(9.2)%
Total Expense	21,296.27	23,380.33	(2,084.06)	(8.9)%
Net Ordinary Income	52,982.53	49,751.17	3,231.36	6.5%
Other Income/Expense				
Other Income				
Dividend Income	173.06	399.45	(226.39)	(56.7)%
Other Income	0.00	5.00	(5.00)	(100.0)%
Total Other Income	173.06	404.45	(231.39)	(57.2)%
Net Other Income	173.06	404.45	(231.39)	(57.2)%
Net Income	53,155.59	50,155.62	2,999.97	6.0%

06/05/20

Tawas Bay Yacht Club
Income Statement Budget vs. Actual - May 2020
November 2019 through May 2020

	Nov '19 - May 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Membership Fees			
Dues/Full Member	18,900.00	19,500.00	(600.00)
Dues/Associate Member	300.00	3,000.00	(2,700.00)
Dues/Social Member	9,925.00	12,000.00	(2,075.00)
Initiation Fees	2,800.00	5,000.00	(2,400.00)
Work Project	0.00	2,000.00	(2,000.00)
Total Membership Fees	<u>31,725.00</u>	<u>41,500.00</u>	<u>(9,775.00)</u>
Boating Related Income			
Dockage Seasonal	42,128.00	44,000.00	(1,874.00)
Dockage Utility	1,800.00	2,000.00	(200.00)
5% Dock Discount	(1,827.00)	(1,000.00)	(827.00)
Dry Sail	0.00	3,500.00	(3,500.00)
Overnight Dockage	0.00	1,800.00	(1,800.00)
Winter Maintenance & Utilities	800.00	1,200.00	(400.00)
Harbor Expense	(78.38)	(8,500.00)	8,423.62
Total Boating Related Income	<u>43,022.62</u>	<u>45,000.00</u>	<u>(1,977.38)</u>
Merchandise			
Merchandise Sales	400.00	5,000.00	(4,600.00)
Merchandise Cost of Goods	0.00	(3,500.00)	3,500.00
Total Merchandise	<u>400.00</u>	<u>1,500.00</u>	<u>(1,100.00)</u>
Racing			
Racing Income	0.00	1,900.00	(1,900.00)
Racing Expense	0.00	(1,200.00)	1,200.00
Total Racing	<u>0.00</u>	<u>700.00</u>	<u>(700.00)</u>
Restaurant			
Restaurant Sales	891.58		
Restaurant Cost of Goods	(380.23)		
Restaurant Supplies/Linens	(78.86)		
Food Service License	(395.00)		
Restaurant Wages	(889.50)		
Restaurant Payroll Taxes	(81.17)		
Total Restaurant	<u>(893.21)</u>		
Bar			
Bar Sales	936.85		
Bar Cost of Goods	(223.28)		
Bar License	(358.80)		
Bar Wages	(293.50)		
Bar Payroll Taxes	(36.90)		
Total Bar	<u>24.39</u>		
Ice			
Ice Sales	0.00	550.00	(550.00)
Ice Cost of Goods	0.00	(450.00)	450.00
Total Ice	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>
Total Income	<u>74,278.80</u>	<u>88,800.00</u>	<u>(14,521.20)</u>
Gross Profit	<u>74,278.80</u>	<u>88,800.00</u>	<u>(14,521.20)</u>
Expense			
Accounting	0.00	3,000.00	(3,000.00)
Payroll Processing Fee	297.80	600.00	(302.40)
Payroll Expenses	0.00	50.00	(50.00)
Bad Debt	0.00	100.00	(100.00)
Advertising and Promotion	0.00	500.00	(500.00)
Dues and Subscriptions	725.00	900.00	(175.00)
Entertainment	0.00	1,000.00	(1,000.00)
Bottomlands Lease	6,108.00	6,108.00	0.00
Building Cleaning	140.00	4,200.00	(4,060.00)
Building Repair & Maintenance	761.67	3,500.00	(2,738.33)

06/05/20

Tawas Bay Yacht Club
Income Statement Budget vs. Actual - May 2020
November 2019 through May 2020

	Nov '19 - May 20	Budget	\$ Over Budget
Grounds Maintenance	1,675.00	4,000.00	(2,325.00)
Depreciation Expense	0.00	4,000.00	(4,000.00)
Dock Expenses	1,318.80	3,600.00	(2,281.20)
House Supplies	18.51	740.00	(721.49)
Kitchen & Bar Equipment	0.00	300.00	(300.00)
Insurance	3,751.00	10,000.00	(6,249.00)
Insurance - Workers Comp	0.00	525.00	(525.00)
Taxes - Property	2,341.12	11,500.00	(9,158.88)
Miscellaneous	0.00	250.00	(250.00)
Youth Program	0.00	500.00	(500.00)
Credit Card Fees	7.97	50.00	(42.03)
Office Expenses	635.71	2,000.00	(1,364.29)
Postage	198.20	500.00	(301.80)
Telephone	309.24	750.00	(440.76)
Utilities - Cable TV/Internet	92.10	1,200.00	(1,107.90)
Utilities - Electric	945.95	3,850.00	(2,904.05)
Utilities - Gas	181.22	1,800.00	(1,618.78)
Utilities - Waste Disposal	213.00	1,200.00	(987.00)
Utilities - Water	588.07	1,450.00	(861.93)
Spec. Proj-POS System	990.11	2,000.00	(1,009.89)
Total Expense	21,296.27	70,171.00	(48,874.73)
Net Ordinary Income	52,982.53	18,629.00	34,353.53
Other Income/Expense			
Other Income			
Dividend Income	173.06	350.00	(176.94)
Total Other Income	173.06	350.00	(176.94)
Net Other Income	173.06	350.00	(176.94)
Net Income	53,155.59	18,979.00	34,176.59

Tawas Bay Yacht Club
Disbursements by Bank Account - May 2020
 May 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount
Operations Checking							
General Fund							
Check	5/5/2020	200505-EFT	POS system - Acsentium Ca...	POS system monthly payment	X	Spec. Proj-POS System	-155.73
Check	5/11/2020	200511-EFT	Spectrum Charter	8245 12 804 0007319	X	Utilities - Cable TV/Internet	-23.11
Check	5/11/2020	200511-EFT1	Paypal	Paypal payment to Zoom Video Communications	X	Office Expenses	-158.89
Check	5/12/2020	200512-EFT	Paychex - SurePayroll	May payroll processing fee	X	Payroll Processing Fee	-53.99
Check	5/26/2020	200526-EFT	Consumers Energy	Clubhouse	X	Utilities - Electric	-94.44
Check	5/27/2020	200527-EFT	AT&T Mobility	287278774413	X	Telephone	-44.06
Check	5/27/2020	200528-EFT	Prestige Flag	Officer flags, pins		Office Expenses	-120.74
Check	5/29/2020	100471	Baldwin Township Water	COA1-000570-0000-02		Utilities - Water	-79.13
Check	5/29/2020	100472	Jonathan Banner V	Docks, grounds, porta potties, pump out repairs		-SPLIT-	-698.07
Total General Fund							-1,428.16
Total Operations Checking							-1,428.16
Harbor Renewal Fund							
HRF Checking							
Check	5/29/2020	100012	Matt Haglund - V	New dock material		Harbor Expense	-76.38
Total HRF Checking							-76.38
Total Harbor Renewal Fund							-76.38
TOTAL							-1,504.54