

SPYC Board of Directors Meeting – Special Session

November 17, 2022 - 6:30 p.m. at Clubhouse and via ZOOM

Meeting Called to Order: 6:40 p.m.

Pledge of Allegiance: Recited

Board Members Present: Bill Tschohl; Mike Patten; Lynn Adler(Zoom); Troy Janisch; Brett Cummings; Andy Ristrom(Zoom); Diane Scovill (Zoom)

Staff Present: Kristina Cummings

Guests: Carol Janisch; Colleen Velo; Kevin Goodspeed; Pete Johansen

New Business:

Lower harbor recirculating water line

Review and assessment of system for 2023 winter system

- Troy met with Kevin and Dave to review the recirculating line setup and needs.
- No new water heaters are needed at this time.
- Material needed to tune up system for 2023 are estimated at less than \$300 and include:
 - o New elements in water heaters
 - o New control unit for temperature control on water heaters
- Kevin is to provide a list of materials to the Office and materials will be ordered.

Board requested a schematic drawing of the recirculating system for the club files.

- Kevin will provide a schematic to the office.

Electric utility costs are to be tracked this winter to evaluate costs of heating water vs trickling.

Marina projects and ordering of materials

Process reviewed for projects completed by club members on behalf of the marina

- All material orders and expenditures need to be completed through the office for proper tracking and accounting
- Only Kristina and Brian are authorized to purchase materials on behalf of SPYC
- No expenses will be reimbursed to club members without prior authorization from the Office or the Board.

Billing procedures

General billing/accounting policies reviewed and clarified

- Once bills are sent out our accounting software automatically adds a late fee after a bill is 30 days late per the SPYC standing rules.
- Interest also begins accruing once a bill is 30 days past due.

Reminder that all bills need to be paid on time.

- Communicate with the Office prior to due date if there are issues making timely payments.

Reminder that you can set up SPYC as an automatic bill pay with your bank and they will send a check automatically.

- Cash/check payments also save the club from paying credit card processing fees which are typically 3%-5% of the payment amount.

Discussion on billing frequency and consistency to assist members in planning for expenses

- Slip fees and storage fees will continue to be due on the dates defined in the By-Laws and Standing Rules which are January 15th and October 15th.

- It was determined that utility bills will be issued per the following schedule:
 - o February 1st
 - o May 1st
 - o August 1st
 - o November 1st
- This schedule will efficiently capture utility usage for seasonal boaters in 2 billings per year and provide more frequent billings for winter liveaboards.

Status of new liveaboard boat enroute to SPYC

Boat is still making its way up the river but has run into unexpected mechanical issues and is delayed. No current ETA has been confirmed but owner is still trying to get boat to SPYC before the locks close on December 3rd.

Next Board Meeting

The focus of the next Board meeting will be approval of the 2023 budget and performance reviews for all staff as well as review of the recently proposed personal conduct policy.

- Board will adjourn to an Executive Session to complete staff performance reviews
- Note: Brett Cummings will excuse himself from the discussion during the performance review for Kristina to avoid any conflicts of interest in accordance with Robert's Rules.

Upcoming Dates for 2022:

December 3: SPYC Holiday Party

Adjournment:

Motion to adjourn the meeting made by Brett Cummings; Seconded by Troy Janisch
Motion Passed