

**Saint Paul Yacht Club**  
 Board Meeting Minutes  
 November 25, 2019  
 St. Paul Yacht Club Clubhouse

Board Members Present										
Commodore	Vice Cmdre	Secretary	Treasurer	Board	Board	Board	Board	Board	Board	Past Cmdre
Steve Nelson	Greg Jorgensen	Bill Tschohl	Ralph DeLong	Lynn Adler	Brett Cummings	Bruce Johnson	Mike Patten	Stephanie Stoessel	Annie Stone	Dennis Sando
X	X	X	X	X	x		X	X	x	x

Call to Order: 6:30 p.m.; Pledge of Allegiance

**Guests:**

Jerry Quaal, MJ Babcock

**Determination of Quorum:**

yes, there is a quorum.

**Open Forum:**

No comments

**Minute Approval:**

10/28/2019 minutes were approved and sent to the board.  
 Minutes were distributed on the SPYC website after approval.

**The board meeting minutes will be posted to the website:**

<https://www.stpaulyachtclub.org/members> The new board has made it a priority to approve and post the minutes in as timely a fashion as practical.

**Electronic Voting Results:**

Minute approval for 11/25/2019.

Steve Nelson- approve, Bruce Johnson- tbd, Bill Tschohl- approve, Annie Stone- approve, Greg Jorgensen- approve, Stephanie Stoessel – tbd, Brett Cummings – approve, Lynn Adler – approve, Denny Sando- approve, Ralph DeLong- approve, Mike Patten – approve

9 approve, 0 nay, 2 no responses. Minutes are approved.

**Meeting Minutes approval process**

The Board has 48 hours to review, comment and vote electronically. Votes will be tallied by the secretary at the end of the 2nd day after draft minutes are sent. (So, this Monday's meeting minutes were sent this Monday evening. Any corrections and any votes should be received by the secretary before end of day Wednesday. Vote tally would be added and included in the Electronic voting section of that month's meeting minutes if approved. If not approved or if fewer than six votes are received, the minutes would be reviewed, commented, corrected and voted on at the next scheduled board meeting. (There would not be two electronic/email votes.))

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Reminder:

Board agreement on early committee reports:

Committee chairs should setup a pattern where committee reports are summarized and submitted to the board at least the day before the board meeting. (Submissions shouldn't be deemed an early opportunity to discuss or vote on requests, but get materials in front of us so we can spend time on actions at the board meeting rather than summary reports.) It would be good to have an idea what is going on and planned for discussion before the meeting. It will also help us keep track of what we do want on the agenda.

**Treasurer's Report– Ralph DeLong**

The Finance Committee met to establish the SPYC's budget for 2020. In its analysis of the 2019 income and expense data, the Committee had several questions concerning dollar values presented in the Balance Sheet Comparison 2 2019. Other concerns were the lack of information on the projected end of the year cash balance and the status of a short term loan.

With the announcement that the bookkeeper had accepted a full-time position elsewhere, and that she would not be available to provide the needed data, the Committee decided to move forward making only minor changes for the 2020 budget with the understanding that following a complete analysis of the Clubs finances, future adjustments to the budget may be required.

A review of the SPYC budget for 2018 found that under the current method of analysis, the Club's Profit and Loss statement showed a net profit of \$118,000 with a cash balance of \$56,000. Not included in these numbers were \$32,500 for dredging and a \$25,000 short term loan. Effectively, the Club ended 2018 with no cash; however, it had a profit of over \$100,000. The question is: where is the money?

Using the same method of analysis, the Finance Committee estimated there would be a net profit of \$100,000 in 2019, or \$18,000 less than 2018. If the Club has a \$25,000 short term loan and a similar cash balance as in 2018, this leaves a cash reserve of \$13,000. An enterprise the size of the SPYC should have cash reserves of at least \$50,000.

The Finance Committee decided that the Club needs a more detailed method of financial analysis to determine cash flow in a more transparent manor. *With this in mind, the Finance Committee recommends:*

1. Immediately, the Board provide a stable method for managing the Clubs finances;
2. Develop a line item budget that provides a true picture of the Club's income and expenses;
3. No unauthorized expenses greater than \$500 be allowed without approval by the Board; and
4. Make the following changes to the 2020 budget:
  - a. Increase the Summer Slip fee 3.5% from \$57 to \$59.00 per foot of slip length,
  - b. Increase the Winter Storage fee 3.2% from \$31 to \$32.00 per foot of overall boat length,
  - c. Provide a Cost of Living increase of 2% to all employees, and
  - d. No other increases.

These recommendations are made with the understanding that following a complete analysis of the Club's finances it may be necessary to readdress the 2020 budget.

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2019-2020 Rate  
Sheet Comparison.pdf



2020 Rate Sheet.pdf

Motion : Finance Committee, Ralph DeLong

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- b. Increase the Winter Storage fee 3.2% from \$31 to \$32.00 per foot of overall boat length,
- c. Provide a Cost of Living increase of 2% to all employees, and
- d. No other increases.

Voting: Ayes, 10. Opposed/nays, 0. Motion passed.

**Staff Report:**

We plan to hire a marina manager to start around mid-February. We intend to start looking in early December. We will have a new bookkeeper and a marina manager. Will be allocating more hours to a book keeper to help us get sorted through the disruption.

**Committee reports and action items for approval:**

**Social/Marketing –Chair: Lynn Adler** Members: Kristina Cummings, Bobbi Daley, Denise Jorgensen, Andrea Raffaele, Linda Kelley, Annie Stone, Paul, Diane Scoville

**Marketing Committee Report**

Scuttlebutt ad, do we want to run the same ad.

Motion Dennis Sando, seconded by Stephanie Stoessel

Continue with the existing advertising with the scuttlebutt for the boat show.

Motion tabled to determine options.

**Social Committee Report**

Christmas Party is December 7<sup>th</sup> at the St Paul Hotel. We now have 52 reservations for the party.

**Sustainable Harbor Committee – Chair: Dave McKusick** Members:, Andy Ristrom, Mark Mosby, Charlie Evans

No report this evening.

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**Government Relations - Co-Chairs Bruce Johnson and Brett Cummings.** Members: Diane Scovill, Andy Ristrom, Barb Hake, John Senglaub, Dave Nelson, Troy Janisch.

Last month we approved \$750 for a legal opinion. That cost will not be incurred, but we did receive direction from Brian Toder, though not a legal opinion because this is a legislative vs. legal issue.

Attorney advised that this is a legislative question not a maritime law question. The opinion is that this is a legitimate line item that is not an 'earmark', which as discussed is not allowed legislatively. The committee will be circling back to contacts to help discuss this further with Betty McCollum.

**Operations – Chair: Greg Jorgensen.** Members Denny Sando, Pete Johannsen, Andy Ristrom

33% of 120 invoices have been paid to date. All but 5 invoices were sent out.

Our bookkeeper started in late September and left us for a full-time position this past Friday, November 22. Increasing hours are needed for the bookkeeper so they can address what we need from them.

Prices set for yard work our crew done by our crew. Prices will be communicated consistently now. Attached below:



SPYC Yard Price  
List.pdf

Office is winterized, no water or sewer available. We will be returning the printer and buy a wireless printer that is cheaper than a few months of our copier/printer lease.

Shrink wrappers are still working in the yard covering boats.

Gas pump is planned to be replaced next year with a pump that accepts the new chip cards. The current pump was a replacement for the one that was damaged. The replacement pump is better than the previous, however it is not a permanent fix as it needs too much maintenance. We will be getting a plan together.

Mississippi River, National Parks Service communication regarding their boats In early November a member of the NPS emailed a member and our old/ dead email address, spyc@comcast.net, to inform us of an interaction a colleague had that appeared to be in neither NPS or SPYC's interests and looking for clarification. This was in regards to NPS boats stored in the yard and trying to determine the best location for boats in the summer as well. Steve, our Commodore, will reach out to Katie Nyberg and John Anfinson to add clarity as he was present for the initial conversation and the intention was not what was conveyed back to the board.

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**Finance Committee – Ralph DeLong** Members: Jerry Quaal, Bill Tschohl, MJ Babcock

Budget was determined and passed earlier in the meeting as noted above. No further report.

**Clubhouse Committee – Bill Tschohl.** Members: Richard Felsheim, Paul Glynn, Steve Meredith, Mark Mosby

The Clubhouse is in good shape. The clubhouse equipment is all functioning as it should. The heater in the kitchen sump is turned on and working as it should. We also have a backup shower sump pump available if needed. The cleaning has been hired out and is doing well. The cleaning supplies are stocked for the next couple months. Lights/ bulbs have been checked and replaced as necessary. The carpets will be thoroughly cleaned in December. The tile will get a deep clean and sealing in the coming month. We continue to focus on maintaining our clubhouse in the great condition it is in and will end the year well under budget.

**History - Chair Ruby McKusick.** Members Mark Mosby, Charlie Evans, Maria Johnson.  
Committee report attached as submitted by Ruby. Nice work being done!

**By Laws - Chair Mike Patton.** He will gather a committee if issues arise requiring the group.

Discussion around nominating committee coming up on January 14th.

**Gardening – Stephanie Stoessel**

Discussion of trees on the embankment that the city removed for us due to the beaver damage.

**Old Business:**

Covered in earlier minutes notes where applicable.

**New Business:**

In light of our bookkeeper taking a full-time position with the other company they worked with, we still need someone to help train the replacement bookkeeper and for continuing to help out on other marina projects. We really appreciate Greg's help with the books. Danny currently fields calls and answers questions and could come down to help with some projects in preparation for next year. i.e. auditing slips, utility, planning for next year.

Motion:

To hire a general helper to work no more than 20 hours a week. Duties as assigned by our Commodore.

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Motion by Lynn Adler, seconded Stephanie Stoessel  
Ayes, 11. Opposed, 0. Abstain, none. Motion passed.

**Upcoming Dates:**

12/7/2019 SPYC Christmas party at the St. Paul Hotel

1/14/2020 Nominating/ general meeting at clubhouse.

2/11/2020 Election/ annual meeting at clubhouse.

2/15 or 2/22 SPYC boot hockey (Final date to be determined depending on weather.)

Adjourned: 7:49 p.m.

Next board /nominating meeting: January 14, 2020 at 6:30 p.m at the clubhouse.

Attest: Bill Tschohl