

PORTSMOUTH YACHT CLUB
MINUTES OF BOARD OF DIRECTORS' MEETING
THURSDAY, JANUARY 10, 2008
AT OFFICES OF COMMUNITY DEVELOPMENTAL CENTER, PORTSMOUTH
Approved at BOD Meeting of February 21, 2008

PRESENT: Comm. Adams, V/C Wajda, R/C Dionne, Capts. Cunningham, Gingras, Graper, Gray, Kennedy, Leto, Treas. Rushforth, Secy Roberts

NOT PRESENT: Capts. Michael, Pappas, P/C Williams

Secretary Roberts having advised that a quorum was present, Comm. Adams called the meeting to order at 7:00pm.

MINUTES OF MEETING OF DECEMBER 6, 2007

After discussion, it was MSP to accept the minutes of the meeting of December 6, 2007 and to post them on the website.

TREASURER'S REPORT, Treas. Rushforth

Balance Sheet

Total cash \$98,804.00 Last month \$118,698.00

Mortgage principal balance \$77,076.00

Mortgage principal balance will be reduced in January by \$2,062.00 from 2007 50-50 proceeds.

Accounts receivable: Lady Lucy commercial lobster boat = \$1,437.00 Potential bad debt.

Revenue & Expense Statement

Overall, the fiscal year ending December 31st was favorable. Income received was under the original revenue projections mainly in fuel sales and social events but the corresponding expenses for these categories were also below budget so profit margins were preserved. Most overhead expense items were above last year's level by a reasonable inflationary rate. The roof/whaleback room restoration project is the most significant variance to the budget as this will be expensed and not capitalized. A separate sub-account has been created to capture these specific costs. As of this report, the cost has been \$23,246.00 with another \$12,000 budgeted for 2008. Net increase (profit) for fiscal 2007 is \$37,480.00

Treas. Rushforth advised that he is waiting for a final Ship's Store inventory, and will make an adjustment to the Current Assets figure when received. He reiterated that the 2008 dock staff must be advised that there is a short list of those boats for which we carry a credit account. There is to be no other credit granted without his specific authority. Also, he reminded those with Club credit cards, that receipts must be turned in to Tony Young.

After discussion as to how to make the year-end financial figures available to members as soon as they are complete, rather than waiting for the Annual Meeting in October, it was concluded that we should not post them on the website, which anyone outside the club could read. Instead, it was agreed that when ready, a notice to this effect would be placed in the Newsletter, advising that anyone who wished a copy may contact the Secretary, who will provide a copy by their choice of email or regular mail.

The full financial statements include a column with preliminary 2008 budget figures. Treas. Rushforth expects to have this completed, and ready for BOD discussion & vote, by the next meeting.

After further discussion, it was MSP to accept the Treasurer's Report, subject to audit. The full financial statements are included in these minutes by reference.

This year the Club is like the "city that never sleeps", a lot of things are happening:

1. Staff.

Sally McClellan has advised me that she will return as Steward for the 2008 Season. With Sally's help I will begin to set the entire Dock Staff. I have made recommendations to the Treasurer regarding Payroll.

2. Roof

M.J. Murphy has started the re-roofing project at the Club. Providing the weather does not give us unmanageable temperatures and snow, the work should be completed in short order.

3. Whaleback Room (Repair)

On December 15, 2007, the House & Docks Committee met at PYC to view and discuss repair to the Whaleback Room. It was unanimously decided that a dropped ceiling was the way to go as it would allow for troffer lighting and an air space above the ceiling. As estimates for repair of the Whaleback Room have come in at a figure of approximately \$8700.00, I recommend that we accept the insurance payout of \$8588.07 (not including recoverable depreciation) offered by the insurance adjuster and proceed with the work. It is also my recommendation that we engage Richard Ender Builder of Rye, NH to do the necessary repair work and Portsmouth Quality Flooring of Portsmouth, NH to carpet the floor and stairway.

4. Whaleback Room (Windows, Ceiling Fans and Air Conditioning)

I have received two estimates for replacing all of the windows in the Whaleback Room. The first is from Glass America and is for 4 vinyl replacement windows with Low-E argon high performance glass with installation; total cost=\$3104.00. The second estimate is from Nick's Door and Window and is for replacement of the 4 windows with vinyl windows with Low-E argon high performance glass. Installation to be done by a third party for a total cost of approximately \$3000.00. If we are to proceed, I recommend that we accept the estimate of Glass America.

Ceiling fans (2) can be added to the dropped ceiling of the Whaleback Room at an additional cost of \$200.00-\$350.00 (installed minus electrical) depending up the quality of ceiling fan desired. I recommend this addition.

Air conditioning can be added to the Whaleback Room. Based on discussions with HVAC installers, the best option here is the installation of a split unit air conditioner of at least 12,000 btu and preferably 18,000 btu. The outside unit can be placed on the roof of the club. The cost of the unit installed will run from about \$2000 - \$3000. In view of the cost and questionable use of the Whaleback Room, I do not recommend this option.

5. Launch Service Review

Last month I indicated that I would like to present a study to the BD regarding the use of the Launch Service by members of PYC. At this time I do not believe that the study is ready for BOD consideration. Accordingly, I recommend that the Launch Service fee remain at \$100.00 for the 2008 Season.

REAR COMMODORE'S REPORT, cont.

6. Clubhouse

The Clubhouse has been inspected, almost on a weekly basis, and everything is as it should be.

There followed an extensive discussion as to the hours of operation of the launches, and whether there should be different charges for different distances to moorings, and whether we might extend the hours and raise the fees accordingly. It was agreed that for now we do not have sufficient data on which to base any changes, and for this year at least we should continue with the same fees, and the same hours.

After further discussion, it was MSP to accept the Rear Commodore's Report

VICE COMMODORE'S REPORT, V/C Dave Wajda

Well, the New Year started on a positive note. The Annual Brunch was held at the Breakfast Hill Country Club and 98 members and guests were in attendance. Positive comments were received about the facility, the abundance and presentation of food, and the wait staff. Everyone seemed to get their fill of bacon, Eggs Benedict, roast pork and most importantly, there was plenty of Bloody Mary Mix to go around.

The Schedule of Events for 2008 is almost complete – most important, of course, are the March Dinner (3/29), Opening Dinner Dance (5/17), closing Dinner Dance (10/11) and the Christmas Dance (12/13). All the Wednesday night dinners, Special Dinners and the Lobster Bakes have been scheduled as well. The Social Committee is looking forward to a full and eventful season.

Stan Shaw has agreed to return this season as our caterer. I will be meeting with him to discuss our expectations for the Opening and Closing Dances, Cocktail Parties, and the Wednesday Night Dinners. He has provided excellent food preparation in the past and we will expect that to continue this season.

The important upcoming event is the March 29th dinner at the Breakfast Hill Country Club. We have booked J. Dennis Robinson as our speaker for the evening. He has recently completed a book about the history of Strawberry Banke Museum. He's been called "the funniest history lecturer in New Hampshire". He will present a lecture on John Paul Jones, a familiar name around town. The meal will be a buffet and we are still working on the menu at press time. Cost will be in the area of \$35-36 per person. We already have 52 people signed up to attend our "March Madness". If you are interested in attending, please call Jinny Burgess at 603-692-2871.

I want to thank all the volunteers who have assisted in planning and scheduling the events for this season. We are always looking for members to help with the Dances and Special events – if you want to volunteer please call me or Marilyn at 603-379-2175.

There followed an extensive discussion regarding our requirements for proof of liability insurance on the part of any contractors coming onto our property. It was agreed that our interpretation of prior agreements of the BOD continues to be that any contractor who provides regular service will be required to show evidence of liability insurance, whereas a contractor providing a one-time short-term service, such as a plumber coming to clear a stopped-up drain, would not be expected to provide this evidence.

After further discussion, it was MSP to accept the report of the Vice Commodore.

COMMODORE'S REPORT, Comm. Jackie Adams

I want to thank R/C Art Dionne and the House and Docks Committee for all the work they have put into the proposal for the Whaleback Room repairs. I also want to express appreciation to those members who, despite the snowstorm, stayed on after the New Year's Brunch to hear about the plans and offer input and support.

Members who attended the brunch all complimented both the location and the food prepared by the Breakfast Hill country Club.

I have met with P/C Rob Blanchard about membership applications and the status of the waiting list.

We presently have 24 applicants. Of these, 19 have met all requirements and will be invited to join as openings occur. A 20th applicant has met the attendance requirements but was unable to meet with the Membership Committee the last time they met. Four remaining applicants have not yet met with the Membership Committee, and we will be contacting their sponsors to ascertain if they have attended the required functions, a prerequisite to meeting with that committee.

I will schedule a meeting of the Membership committee in February, to meet with those applicants who have met the attendance requirements, so they may take their place on the waiting list.

Bird Key Yacht Club of Sarasota Florida has extended us reciprocal privileges. *(After discussion, it was agreed that this practice has effectively been replaced through our membership in the Yachting Club of America, and that it will not be necessary for us to reply to this, or any other such invitations which may come in.kpr)*

We have received two requests for donations – the first, from the Courageous Sailing Center requests our support of their First Annual Commodore's Salute at a range of \$500 for one seat, to \$50,000 for a Commodore Sponsor. The other request for funds is from the Gundalow Company, asking for funds to help support the *Captain Adams* and other gundalow projects under consideration. *(After discussion it was agreed that as a non-profit entity, we were not in a position to make such donations, and Secy Roberts was directed to write each a letter so stating.kpr)*

We have received a letter from Bob James, Director of the Community Developmental Center, thanking us for our support of the Annual Challenger's Cup Race. He wrote that although the race had to be cancelled because of the weather, all of the refreshments that had been acquired had been put to good use at the Great Bay Center, and were greatly appreciated.

After further discussion, it was MSP to accept the Commodore's report.

OLD BUSINESS

1. Insurance Claim History –Capt. Cunningham initiated a discussion of our recent insurance claim history. He emphasized the importance of our documenting, immediately, any event which might result in a claim, and the importance of his being notified immediately, as our insurance representative, of any situations which might result in a claim.

2. Whaleback Room Restoration -Following the earlier general discussions regarding work on the Whaleback Room, the following motions were presented and voted upon, with all motions accepted unanimously except one as noted:

A. After discussion, it was MSP to accept the insurance company's settlement of \$8,588.07, which does not include the recoverable depreciation.

B. After discussion, it was MSP to authorize the expenditure for the Whaleback Room of up to \$500.00 over the insurance proceeds of \$8,588.07, to cover unforeseen contingencies.

OLD BUSINESS, cont.

C. After discussion, it was MSP, with Capt. Gingras abstaining, to authorize the expenditure of up to \$3,104.00 for four new windows for the Whaleback Room.

D. After discussion, it was MSP to authorize the expenditure of up to \$300.00 for the purchase and installation of two ceiling fans for the Whaleback Room.

E. After discussion, it was MSP to authorize the expenditure of up to \$24,000.00 for new downriver docks.

F. There was a discussion of the need for an additional \$1,000.00 to reposition one piling, which will be in the way of the redesigned downriver dock system. It was MSP to table the motion for now, pending a determination as to whether there was other piling work which should be combined with the replacement of the one piling.

3. Yearly Social Schedule – The tentative schedule having been distributed with at the New Year’s Brunch, it was agreed that we will plan to have the final Social Schedule printed in time to be inserted in the March Newsletter.

4. Moorings at Little Harbor – In a prior meeting it had been suggested that we consider making one or both moorings in Little Harbor available for long-term rental, as we do the moorings in front of the club. It was agreed that we would table this subject until next meeting. Secy. Roberts was asked to make available the minutes of a prior meeting one or two years ago in which this subject was addressed.

NEW BUSINESS

1. C-MAP Listing – R/C Dionne advised that in recent years we had been listed as a facility on C-MAP digital navigation chart programs, and asked if we wish to continue. It costs us nothing to be listed on their charts, but we are required to give a \$.05/gal. discount on fuel, and a 20% discount on transient slips, to C-MAP members. After discussion it was agreed that we would agree to be listed again this year.

2. Launch Service Survey – In our discussions it has been evident that it is difficult to reconcile the varied needs of our users of launch service with the costs, and possible risks, of providing them, while being fair to all. Capt. Gingras offered to make a survey of last year’s launch users to determine what service they would like to have, and what they would be willing to pay for this service. The Board thanked Capt. Gingras for his offer, and agreed with his proceeding with the survey.

3. Future BOD Meetings -- Capt. Gray asked that future Minutes include the date of the next BOD meeting, and this was agreed to. Relative to the February meeting it was determined that the normal second Wednesday date of February 14 is likely have so many absences as to risk not having a quorum . It was unanimously agreed that in this case, only, the meeting would be re-scheduled for the third Wednesday, February 21.

There being no further business to address at this time, it was MSP to adjourn , and the Commodore adjourned the meeting at 8:55 pm.

NEXT MEETING IS SCHEDULED FOR *THIRD* WENESDAY IN FEBRUARY, FEBRUARY 21, 2008

Respectfully submitted,

Kenneth P. Roberts,
Secretary

