

**PORTSMOUTH YACHT CLUB**

**MINUTES OF BOARD OF DIRECTORS MEETING  
THURSDAY, March 11, 2010  
AT ONE SKY, PORTSMOUTH, NH  
Version 1**

**PRESENT:** Comm. Dionne, V/C Leto, R/C Weller, DV/C Kemen, Treasurer Rushforth, P/C Courteau, Capts. Clement, Gingras, Hefferan, MacHardy, Michael, Secretary Cartnick

**NOT PRESENT:** P/C Adams, Capts. Kennedy

There being a quorum present, Commodore Dionne called the meeting to order at 7:00 pm.

**SECRETARY'S REPORT**

Secretary Cartnick handed out minutes of the February 11, 2010 Board of Directors meeting. It was MSP to accept the minutes of the meeting and to post them on the website and on the secure bulletin board.

A list of applicants waiting for membership was provided. We have 15 applications on the Wait List and 2 applicants awaiting interviews by the Membership Committee.

**TREASURER'S REPORT**

**Balance Sheet**

Total cash \$257,343 Last year \$254,548

Mortgage principal balance \$43,395

No current accounts payable except 2<sup>nd</sup> installment to Custom Float.

Accounts receivable: Collection of member dues and fees ongoing.

**Revenue and Expense Statement**

Member dues received = 225 with 13 still in processing. Last year = 222. We had 6 resignations, 4 non-replies, and 1 new Life Member.

There are currently 3 open slips and 1 mooring unassigned. There are also 6 dinghy spaces available.

Launch fees for 2010 were included in the annual invoicing, and 23 have paid the seasonal fee.

The 2010 NH mooring permits were paid and remained the same as last year's rate. The Maine mooring permits are still pending.

The new carpet deposit was \$2430.

The Treasurer reported the number of members who have not paid by March 1, as required by the Constitution. There was discussion about the effort required every year to try to locate people who have not paid their annual dues. Board members agreed that we need to follow the club Constitution, which states that dues not paid by March 1 will necessitate offering the membership position to someone on the Wait List.

It was MSP to approve the Treasurer's report.

**REAR COMMODORE'S REPORT, R/C Weller**

Our next social event is the March 27 dinner at The Ashworth. Jinny Burgess, along with Fran Mallon and Nancy Gulley have organized an enjoyable evening. At the time of this report, Jinny has advised me that we have 55 signed up for the dinner, 2-4 of which are "no charge". Jinny is in the process of making phone calls to encourage members to attend, and today, I followed up by sending an email to the PYC members list. Jinny will not be able to attend the event herself in order to attend her brother's birthday party. Jerry Goldfarb and his wife have been invited, but will probably not be able to attend, since it is their daughter's 20<sup>th</sup> birthday.

We have received a signed contract and certificate of liability insurance from Julie Dunfey and The White Apron, and everything is in order. The ladies organizing the opening dinner will finalize the menu when

they meet this Friday. We will be able to have information and a sign-up sheet for the dance at the Ashworth dinner. The theme for the dance is "Come Sail Away".

Carole and I are updating the "volunteer guide" that was written a few years ago, and I will be sending the appropriate guides to event hosts.

We have been advised by the US Postal Service that we need to specify how we wish to have undeliverable bulk mail handled. In reading BOD reports, I see that this was discussed at the BOD meeting in March of 2009. No action was required at that point, however, it is required now in order to mail anything further. There are a number of choices, but two of these would fit what we are doing, and these options were discussed last March. One option is to have the mail returned to PYC at a cost of \$ .44. The other option is to forgo having mail returned and include the phrase "or current resident" under the addressee's name.

Discussion followed about the undeliverable mail options, and it was agreed that the Club would fund return of this mail so that we can maintain accurate records of member addresses. R/C Weller said she would contact Assistant Treasurer Tony Young to set up a small account at the post office for these charges.

After discussion, it was MSP to approve the Rear Commodore's report.

### **REPORT OF VICE COMMODORE, V/C Leto**

Spring is coming at us fast, and the rush to get our work completed is on!

Chairman Ken Jones and key members of the Moorings Sub-Committee met recently with representatives of Pepperrell Cove Marine Services. PCMS's scope of work will be slightly enlarged to include maintenance of top tackle. PCMS will give us a written proposal for this work. Certain issues have arisen regarding mooring placement. These issues will be discussed in more detail by the Commodore.

Painting of the front hall and the stairway trim leading up to the Whaleback Room will be completed prior to installation of the new carpet. Jackie Adams has solicited help from Captain Ted Gray and associates for execution of this work. Once the carpet replacement project is complete, we will return to planning future improvements to the clubhouse.

The source of the approximately \$600 electric bill incorrectly assigned to the dance floor project has been identified. The electricity was used to heat the clubhouse prior to several of last year's late season events. We are looking at more economical and effective ways to heat the clubhouse.

During the past month, many standard PYC forms have been revised and updated in the best interests of the club. These forms include the food service contract, the dinghy, slip, and mooring agreements, the transient vessel contract, and the contract to rent the clubhouse for private events. The intent is to improve accuracy, reduce liability, and have one Board-approved document available for any given purpose. The Commodore is currently reviewing these documents.

A meeting of the House and Docks Committee will be scheduled before the next Board meeting to identify and prioritize our most important projects and to assign responsibility for completion of those projects to individuals willing to accept that responsibility.

We are ready to mail to the slip and locker waiting lists as soon as we get the updated list of who has paid their dues and fees, and who has not.

As you know, we have work parties scheduled for April 17 and April 24, and Docks In is scheduled for May 1.

As always, comments and suggestions are welcome.

After discussion, it was MSP to approve the Vice Commodore's report.

## **REPORT OF COMMODORE**

Once again I must report that the position of Commodore has not been very active. Fortunately, the R/C, the V/C and the Deputy V/C are working hard in order to insure that the Club will be ready for the new season.

On a sad note, I learned this week that one of our long time members, Robert Bruce Allen, Jr., passed away on February 22, 2010. As I am sure most of you know, Bruce was instrumental in installing and maintaining our fire alarm system at the Club. We extend our sincere condolences Bruce's family and friends.

Comm. Dionne mentioned there is a protocol about how the club responds to the death of members. Cards and/or flowers are normally sent to the family. Flag Officers, if available, attend services.

The Mooring Committee consisting of P/C Ken Jones, P/C Andy Courteau, V/C Charlie Leto, Deputy V/C John Kemen and Capt. Tim Hefferan has met with Pepperrill Cove Marine Services in an effort to finalize our mooring maintenance contract with them. We thank them for their time and effort.

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

## **OLD BUSINESS**

### **1. Purchasing and funding for round tables for the dining room.**

Comm. Dionne mentioned that the minutes of the prior meeting refer to \$2100 approved for transfer to the Ladies Committee. Referencing back records, he found that, at the BOD meeting of July 2, 2009, it was agreed that monies from the 50-50 raffle would be applied to a separate account in the general fund rather than to the mortgage. In order to ensure clarity about getting money moved from the general fund, Commodore Dionne made a motion to transfer that money from the general fund to the Ladies Committee for the purpose of purchasing the round tables. The motion was seconded by V/C Leto and passed by all Board members.

### **2. Kittery Point Yacht Club Training Programs**

Commodore Dionne mentioned that an article was placed in the PYC newsletter about the training opportunities offered by KPYC. Capt. Cunningham was the contact, and he has reported that seven people expressed interest. Two of those can not attend until next year. People can get involved in the training programs by going to KPYC directly, but we are looking for numbers to procure a discount. At this point, we need more information about what KPYC would like from us. Commodore Dionne will ask Capt. Cunningham to get back to KPYC and ask whether we can make arrangements with only seven people indicating interest.

### **3. Proposed Changes to Constitution and By-Laws Regarding the CIP**

Commodore Dionne handed out proposed changes which he wrote to the Constitution and By-Laws with regard to the CIP. Commodore Dionne also contacted the Constitution and By-Laws Committee, who made suggestions. Capt. Nadeau has also reviewed the changes. The purpose of the changes is to clarify that projects listed in the CIP are not necessarily funded at the time they are entered into the CIP. Commodore Dionne asked Board members to review these changes prior to the next Board meeting and be ready to vote as to whether these should be presented at the Annual Meeting for a vote on these wording changes to the Constitution and By-Laws.

### **4. Extraordinary Expenditure Form**

As agreed at the prior Board Meeting, Secretary Cartnick created a proposed form which could be used to document agreement for extraordinary expenditures, defined as unexpected expenditures over \$3000. Documentation had been requested by Treasurer Rushforth in prior meetings. After review of the proposed form, members agreed that individual signatures by Board members would not be required. After documenting a description of the need and expenditure, members would vote, and a quorum of the votes would be indicated on the form and signed by the Secretary. Completed forms will be provided to the Treasurer for his records. The Secretary will revise the form, provide it to all members, and always have a copy available at meetings.

**5. Agreements**

Commodore Dionne handed out five agreements, written to replace current agreements which are not consistent. These agreements would help standardize club documents. They are:

- Dinghy Agreement
- Slip Agreement
- Mooring Agreement
- Transient Mooring Agreement
- Application for Private Use of Clubhouse

Capt. Coggins as reviewed original agreements and indicated that we need to revise agreements standardize them and make them compatible with District Court law. Capt. Coggins wrote the agreements to indicate assigned risk to enable protection of the club. The assigned risk aspect of these agreements is the first part of the effort offered by Capt. Coggins.

The second offer, which Capt. Coggins will complete in about a month, is review of the Constitution and By-Laws to also make them compatible with the language of the District Court..

Capt. Gingras asked whether we need an agreement for use of the launch. Commodore Dionne mentioned there is a section which Capt. Coggins is reviewing for addition to the House and Docks rules relative to the launch. He stated that he will ask Capt. Coggins whether we should also have a separate Launch Agreement.

Commodore Dionne asked the Board to vote on the agreements presented at this meeting. He made a motion that the Board accept the agreements. The motion was seconded and passed by all Board Members.

**NEW BUSINESS**

**1. UNH Fire Relief**

P/C Jones asked Commodore Dionne to raise the question as to whether the club could help with UNH Fire Relief (following the disastrous fire at the Activities Center). Board Members expressed some ideas for providing help, such as hosting a fund raiser, or mentioning this in a newsletter, or hosting a meet for them. Commodore Dionne will follow up with P/C Jones to ask what kind of help they could use.

**At this time, Commodore Dionne moved the meeting into Executive Session.**

**2. Haiti Relief**

Capt. Gingras stated that P/C Adams sent a note to the Board to say that she saw an article from the Portsmouth Sailing Association that old sails could be donated to Haiti for use in building tents. Anyone who could help in this way is asked to contact the PSA.

There being no further business to discuss, the meeting was adjourned at 8:20.

Respectfully submitted,

Carole Cartnick  
Secretary