

**PORTSMOUTH YACHT CLUB**

**MINUTES OF BOARD OF DIRECTORS MEETING  
THURSDAY, July 8, 2010  
AT PORTSMOUTH YACHT CLUB  
Version 2**

**PRESENT:** Comm. Dionne, R/C Weller, DV/C Kemen, P/C Courteau, Gingras, Hefferan, MacHardy, Michael, Secretary Carnick

**NOT PRESENT:** V/C Leto, P/C Adams, Capt. Kennedy, Capt. Clement, Treasurer Rushforth

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

**SECRETARY'S REPORT**

Secretary Carnick handed out minutes of the June 10, 2010 Board of Directors meeting. It was MSP to accept the minutes once a number was corrected in the text and to post them on the website and on the secure bulletin board.

A list of applicants waiting for membership was provided. We have 9 applicants on the Wait List and 3 applicants awaiting interview by the Membership Committee.

It was MSP to accept the minutes of the June 10, 2010 meeting with correction.

**TREASURER'S REPORT**

**Balance Sheet**

Total cash \$212,688 Last year \$193,754  
Mortgage principal balance \$ 39,050  
Accounts payable: current  
Accounts receivable: current

**Revenue & Expense Statement**

Slip and mooring fees are all paid except for one seasonal mooring, so we are \$1400 short of budget. There are four lockers unpaid.  
Functions are running above breakeven.  
Annual insurance bills are paid. Thanks to Joe Cunningham for his help.  
Waiting on PCMS invoices for last fall mooring drop and spring mooring maintenance.  
Club House R&M running over budget. Carpet (\$5,178) was a budgeted item.  
All other overhead line items seem to be okay.

There was discussion about continued efforts to get payments for lockers. Capt. Michael expressed concern that the effort has been made for months to get some payments. The Board agreed that a letter will be sent to the owners of the four unpaid lockers indicating that the contents of the locker have been given to the Steward and the locker has been assigned to another member on the wait list for a locker.

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

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

The season is in full swing, and club events have been well attended. The Lobster Bake, put on by the Propeller Club, was a sold out event as usual. The meal was excellent, and we had great weather for the evening. The 4<sup>th</sup> of July Breakfast, put on by Mary Lou and Glenn Graper and Crew, served over 120 members and guests. We have had 3 more Wednesday Night Dinners prepared by our new caterer, the White Apron. With the exception of this week's dinner, the Wednesday Night Dinners have had a full house, many with waiting lists. The Thornton Cup was also a great success, with 11 boats participating. There was a lively party afterwards, and Rita Thornton provided prizes for the top 5 boats.

Kim and Dick French did an admirable job hosting the June events. Lolly Fleming, Ann Mowers, and Priscilla Lent are off to a great start hosting July and have been coming up with wonderful decorating ideas. The hosts for August (Steve & Barbara Armstrong and Ken & Norma Roberts) have met with the caterer and planned their meals, and are also preparing to send out invitations for the Past Commodores' Cocktail Party.

Members seem very happy with the new caterer, but there are usually a few kinks to work out with a new situation. We would like to see the serving of meals move along a bit faster. I am working with the caterer and the hosts to identify options to help wait staff with individual meal selection. We would like to come up with something more obvious than the tickets we are using now. We have come up with some ideas, and your suggestions are welcome.

With the increased attendance at events, the practice of members coming in early in the day to reserve seats has increased. This puts members who do not live nearby and are working during the day at a disadvantage. We are going to make sure that there is extra seating so that couples coming in late will be assured of finding 2 seats together. I have started keeping track of open seats to help seat members without too much searching. I would also like to encourage members to mingle a bit and take their chances with whom they might sit. It is a great opportunity to meet other members.

On the night of Saturday, July 3, many members and guests enjoyed using the clubhouse for the evening and watching the Portsmouth fireworks from the pier. Unfortunately, the sink was left filled with dirty pots and pans, which presented extra work for the Breakfast Crew coming in early on the morning of the 4<sup>th</sup>. I welcome any suggestions for ensuring that the kitchen is left clean.

Discussion ensued about putting a notice in the newsletter asking members again to leave the kitchen clean.

It was MSP to approve the Rear Commodore's report.

#### **REPORT OF VICE COMMODORE, DV/C Kemen for V/C Leto**

Summer is here full blast, and things are humming. Thanks to our dedicated staff and volunteer workers, during the month, we acquired a new gas burner for the lobster pot on the porch, got the bushes trimmed and raked, reset the scalloped bricks in front of the clubhouse, cleaned and painted the fence along the road, washed and waxed the launches, which have been outfitted with new lines and throwable PFDs, repainted the grey portions of the cement deck, repaired the dock house lights, repainted the shutters and front entryway, and mounted the weather station on the dock house (thank you, Whit Weller!). We have many other projects planned, and will keep you posted as we go.

Last month, for the second time, we put a notice in the monthly newsletter asking members not using their lockers to contact me if they would be willing to turn them back to the club for reassignment in return for the \$30 they paid. So far, no one has contacted me, so this effort will be abandoned.

The deadline for submitting applications for the lottery for the mooring in front of the club is July 15. So far, we have two applicants, both smaller motorboats. The award will be made shortly after the deadline for applications, probably at a Wednesday Night Dinner.

All slip, mooring, and launch agreements are in hand. The staff is working to secure the remainder of the dinghy agreements.

Labor budgets are reviewed weekly with the Steward, and are strongly positive compared to budget.

Our new Daily Dock Revenue Log is in use and has gone through several revisions as we attempt to optimize both its content and usefulness. This document, filled out daily, shows us who is buying what, and allows us to quickly see who our most important customers are, review the accuracy of discounts given, compare gallons sold to gallons pumped of both gasoline and diesel, and insures that all sales have been billed. It automatically compares billing to collections, and shows how much should be in the cash box in the form of cash, checks, credit card slips, and charge slips. We have been working with the Assistant Treasurer in this effort in order to make sure that our design meets his needs as well. When we feel that our efforts are complete, we will meet with a CPA partner of Dan Gingras to review the integrity of the system from a control point of view. When this process is complete, we will give a full report on our final product to both the Board and the Audit Committee.

We are making efforts to increase our fuel sales, especially diesel fuel, to commercial boats. Because fuel sales are one of the few areas which we can potentially control (as opposed to property taxes, insurance, and the like), this area merits some serious effort.

There was discussion on how to further advertise fuel sales. Capt. Gingras suggested advertisement in Cruising Guides.

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

### **REPORT OF COMMODORE, COMM. Dionne**

On Wednesday, August 18, 2010, the Capt. Edward H. Adams Gundalow will be docked at PYC for viewing by the membership. Everyone is welcomed to view this piece of Piscataqua sailing history.

Thanks to the efforts of the Ladies Committee (funding) and our two in-house EE's (R/C Chris Weller and Capt. Whitney Weller), our weather station is up and running again. Good news for PYC!

I have been advised by Treasurer Bill Rushforth and Assistant Treasurer Tony Young that they will be stepping down from their respective positions as of the end of the year. Capt. Bill Rushforth has served as PYC's Treasurer for 8 years, and Capt. Tony Young has served as PYC's Assistant Treasurer for 6 years. PYC owes a debt of gratitude to both for their exemplary service to PYC over the years. They will be missed.

As a result of Capt. Rushforth's and Capt. Young's leaving their positions, PYC is in need of a new Treasurer. The position comes with a paid membership and a stipend that can be used by the Treasurer to bring on an Assistant Treasurer if desired. I have made mention of this in the August newsletter. Hopefully, someone will want to take on the job.

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

### **NEW BUSINESS**

#### **1. Request for appointment to Nominating Committee – Comm. Dionne**

Comm. Dionne mentioned that P/C Rob Blanchard is on the Nominating Committee and is temporarily not able to perform that duty. Comm. Dionne suggested that the Board ask P/C Jones to perform this duty in the meantime.

Comm. Dionne made a motion to appoint P/C Ken Jones to the Nominating Committee as a substitute for P/C Rob Blanchard. The motion was seconded by Capt. Michael and passed by all.

#### **2. Piscataqua Sailing Association use of Club House – Comm. Dionne**

PSA has three dates this season for use of the PYC facilities, one each in June, July, and August. Normally, a PYC member is present at these activities. Comm. Dionne expressed concern that the social activities which begin after the race occur after PYC staff has left for the evening. PYC experience with PSA use of the Club has been very good, but there is concern about liability.

A PYC member scheduling a similar event must sign an agreement for use of the Club House which includes language about liability and includes a \$250 charge and an additional charge to have a PYC staff member present.

We have waived the \$250 charge for PSA, but Comm. Dionne expressed concerns about the liability involved with use of the Club House without staff present to ensure safety. An example is assurance that the back gate is unlocked to conform to fire rules. Comm. Dionne said we cannot rely on nonmembers to be aware of all factors, whereas PYC staff is trained to take care of the Club.

Comm. Dionne proposed that PSA be required to sign an agreement (still waiving the \$250 fee) and to pay for a PYC staff member to be in the building for the duration of the event.

There was concern about charging PSA because it is a nonprofit organization, but Board members agreed that the \$20 per hour fee for a PYC staff member to be present was reasonable for preventing a potentially serious problem.

Comm. Dionne handed out a newly prepared Agreement for Private Use of the Clubhouse by PSA. This ensures consistency with Agreements required for other events by members. It was agreed by the Board that this Agreement would be signed by PSA for each event scheduled, including the

remaining two events this year in July and August.

It was MSP to require signing of this agreement and place it on file with other Agreements required by the Club. R/C Weller will contact PSA to discuss this and secure signatures.

**3. Member request for amendment to Constitution – Comm. Dionne**

Comm. Dionne read a letter sent to the Board by Capt. Deb Gebow as follows:

*Dear Ladies and Gentlemen of the Board of Directors,*

*After much pondering after speaking to several members of the Club, I wish to propose an amendment to the Constitution of the Portsmouth Yacht Club. The article in question is Article XI, Section 12, Life Membership. This section states:*

*“A person elected to Life Membership shall enjoy all of the privileges of the Club, with the exception of holding elective office or voting for monetary issues.”*

*A problem arises when searching for candidates to serve as members of the Board. If one is to perform his or her duties as a Board member, a great deal of time and effort is involved. I would suggest that those members with the most experience in the operation of the Club and time to devote to the duties required of a Board Member include our Life Members. I find it hard to believe that if anyone has contributed to the Portsmouth Yacht Club for at least 20 years (the time necessary to be elected a Life Member), he or she would not have the best interest of the Club in mind and, would, therefore, have no problem carrying out the fiduciary responsibilities of being a Board member.*

*With the above in mind, I would request the Constitution and By-Laws Committee to give serious consideration to a change in the Constitution of the Portsmouth Yacht Club to allow Life Members to serve on the Board of Directors and to vote on monetary matters.*

*Respectfully submitted,*

*Capt. Debra Gebow*

Discussion followed as to the advisability of a non dues-paying member having responsibility to vote on fiduciary matters. Many Board members felt that it is not usual or good practice to allow people to make decisions which are not binding on themselves. It was the consensus of the Board that they do not affirm agreement with this proposal, but that they will forward it to the Constitution and By-Laws Committee for review.

**4. Offer from Capt. Paul Roy to purchase a game table for children – Capt Gingras**

Capt. Gingras reported that Capt. Paul Roy had called him and asked for permission to purchase a game table for children for the Whaleback Room. The Board unanimously agreed with this proposal and expressed appreciation to Capt. Roy.

There being no further business to discuss, the meeting was adjourned at 7:45.

Respectfully submitted,

Carole Cartrick  
Secretary