

**COMMUNITY BOATING, INCORPORATED
REGULAR MEETING OF THE BOARD OF DIRECTORS
JUNE 25, 2019**

MINUTES

The meeting was called to order at 6:30pm at the boathouse with Mr. Bates presiding and Mr. Kline recording. Other directors present were Mr. Robinson, Ms. Chrenko, Ms. Boudreau, and Mr. Gaysunas. Mr. McManus joined by phone.

Mr. Zechel was present in his capacity as Executive Director.

Also present were Corporation applicants Matt Bilotti and Evan Sutherland. Corporation member J.R. Hardenburgh joined by phone.

CONSENT AGENDA

Minutes of the April 23rd Regular Meeting were approved.

REPORTS

President – Mr. Bates.

- Development Committee - We held a productive first full meeting on June 12th, Board members with management/staff:
 - UAP Summer Fundraiser - Andrew, Amy and Sid described planning and messaging for the UAP Summer Fundraiser which then had a successful "launch" at the June 20th Summer Kickoff Dock Party.
 - Annual Report - Barbara presented potential annual report concepts, as well as a basic template. Catie is populating the template with information from last year's annual meeting report in order to create a draft model ready for review by July 15th.
 - Gala - Charlie described planning for a reimagined "Helmsman Awards Gala", replacing our "Raise the Sails" event, now scheduled for January at Hampshire House.
 - BBJ Corporate Citizenship Partners of the Year - CBI is nominating EF Education First for this annual award sponsored by Boston Business Journal. Nomination is due June 30th. I have worked with Charlie and EF representatives in creating the online nomination.
 - Relationship-building with Charles River nonprofits - Barbara is interested in building stronger Board-level relationships with other nonprofits having Charles River interests. (Discussion on our agenda.)
- Recruitment Committee - Shout-out to Pam Harvey and Recruitment Committee for stellar job in creating interest in Corporation membership - Nine new candidates for consideration tonight - More in pipeline, along with good ideas for continued outreach, recruitment and engagement, including concept of semiannual Corporation-directed newsletter.
- "Speaking of recruitment" - I am to report to Recruitment Committee on upcoming Board vacancies and on likely intentions of term-ending Board members. I will do so within the week,

per our agreed protocol. And, if any Board member who is not at end of term feels that he or she will not be wanting or able to stay on Board, for any reason, this would be a good time to let me know, so that our Recruitment Committee can do some outreach and look to encourage candidates who have needed/desired qualities.

- Board bios - As agreed in April, we will be posting Board "bios", most with pictures, on the CBI website, as a means of identifying our Board members and encouraging engagement with Corporation and community members as well as other organizations including potential funders. Thanks, all, for participating!

Treasurer - Mr. Gaysunas.

May year to date net operating income was ahead of prior year, but slightly behind budget. Memberships revenues strong relative to prior years, however membership units are lagging in the Adult Program and rentals. Increased pricing offset the downturn in units sold.

Junior Program unit sales were slightly below budget but ahead of prior year. Primarily due to early sales of JP memberships. Current sales trend projects we will be on budget by the end of June.

Cash on hand is also ahead of prior year, but slightly behind Budget.

New storage arrangement, due to losing DCR facility, unbudgeted \$24K for the next year. We must take this into account going forward as storage needs will not go away.

2019 budget set aside \$10,000 in Board designated funds to cover DCR obligations. The finalized agreement is \$5,000 for 2019, so we are fully covered for this year.

As part of budget process, will be consider setting aside more board designate funds to cover ongoing obligations.

Executive Director – Mr. Zechel

Programs

All programs are in full swing. High schools wrapped up at the end of May. The junior program launched June 17. Niko and Fiona completed a full week of staff training for our JP instructors prior to the 17th. We will be very interested to see what impacts the new 2 week class structure will have. AP is benefitting from returning talent – Sam and his dock masters Sarah and Joe. Alex is focusing his energy on managing our volunteer faculty, up-dating curriculum and lesson plans for JP. Alex and volunteer Diane Brancuzzio launched CBI's Junior Robo Sail program. UAP is in full operation. CBI has hosted various groups including from the VA and continues to work with the DCR to manage access to CBI for individuals with disabilities.

DCR Agreement

The draft License agreement between CBI and DCR is ready for board review and approval.

Boat storage

CBI will be evicted from the boat storage facility in Somerville mid-July. We have signed a 12-month lease agreement for a storage lot in Roxbury (66 Langdon St.). The rent will be \$1900 per month. Management is interested in recruiting assistance (ad Hoc Committee) to review CBI's long-term storage needs and opportunities making recommendations.

Charles River Water Quality

CBI management, board chair John Bates, corporation members Gary du Moulin and Pam Harvey have met with CRWA to discuss various issue regarding Charles River water quality. Pam and Gary are taking the lead to advocate with Mass Dept. of Public Health (MDPH) to adopt the most up to date standards for advisories/warning regarding the Charles River as recently developed by the EPA. John drafted an information sheet for CBI to use primarily with parents to communicate CBI's policies and procedures regarding water quality. (attached)

Priebatsch Pavilion

CBI has received approval from the Conservation Commission for the Pavilion. Other regulatory permits are pending. We anticipate our completed application to the DCR to be submitted in the next few weeks.

Awards Dinner

CBI has selected Hampshire for our off-season gala/awards dinner. Subject to confirmation we are looking at Thursday, January 16 or 23.

July 4

Ticket sales have been good. It appears that we are on track to sell out.

Other/Miscellaneous

Media

CBI was featured on NBC News (channel 10) highlighting CBI's Universal Access Program. A separate NBC show is exploring another story on CBI focusing on things to do this summer.

Guest kiosk

The new Guest Kiosk is in operation. Two screens, located in main bay, allow guests to register and print out a guest pass. It is still early days, but it seems to be working. The goal of this project is to minimize lines and wait times in the front office at peak times.

New JP membership cards.

The JP is using a light weight Mylar card which allows for "punching" ratings. The ratings are still recorded in the DB.

Dock Party

CBI held the first summer dock party. 225+ attendees. \$2300 raised for Summer UAP campaign.

Grant

CBI received a \$10,000 grant from the Cabot Family Foundation to support STEM initiatives at CBI.

Naming Mercuries

Mercuries are being named. Last year CBI sold 12-month naming rights for \$150. We have a few boats named already. Others are in the pipeline.

NEW BUSINESS

Check Signing Limits.

The Board authorizes the Executive Director to sign checks up to and including \$6,000, except for checks payable to the Executive Director. Checks in excess of \$6,000 will require two signatures by persons authorized by the Board. Checks payable to the Executive Director shall require the signature of two authorized persons excluding the Executive Director. The Executive Director is further authorized to sign checks for health care contributions up to \$7,500. The Board further directs the Executive Director to report to the Treasurer and BUFCOM on all checks and disbursements above \$1,000 within the month.

DCR Agreement.

The Board approves the most recent final version of the DCR agreement and the two prior agreements that take us through to the beginning of this calendar year.

The board endorses the executive director to sign the DCR license agreement.

Board Outreach.

The Board discussed reaching out to other organizations on the Charles River to develop relationships and share ideas around development and operational cooperation.

Potential for joint development projects, getting neighbors involved, getting ideas from each other.

Focus on cooperation not competition, learn from each other.

Start now to build a foundation.

EXECUTIVE SESSION

The Board went into Executive Session at 7:58 pm and returned to normal business at 8:18 pm.

New Corporation Members

The Board approved Nicholas Rampone, Adam Bickelman, Amy Van Aarle, Matt Bilotti, Evan Sutherland, Molly Rogers, Susan Winterberg, Farida Arvi, and Trina Arpin as new Members of the Corporation.

ADJOURNMENT

The meeting adjourned at 8:21 pm.

Submitted:

Scott Kline