

**COMMUNITY BOATING, INCORPORATED
ANNUAL MEETING OF THE BOARD OF DIRECTORS
DECEMBER 17, 2019**

MINUTES

The meeting was called to order at 6:30pm at the boathouse with Mr. Bates presiding and Ms. O'Sullivan recording. Other directors present were Mr. Bates, Mr. Gaysunas, Mr. Robinson, Ms. Chrenko, Mr. Yu, and Ms. Harvey.

Mr. Kline and Ms. Boudreau joined by phone.

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

REPORTS

President (Mr. Bates)

- No report as topics for discussion are being covered in new business agenda

Treasurer (Mr. Gaysunas)

- Update that 2019 costs are expected to come in higher than plan
- Variance may be due to several unplanned costs including off site storage (~\$18K), website (~\$13K), marketing / Google AdWords (~\$7K), rekeying the building, etc.
 - Board approved motion to approve spending levels forecast for 2019
- Announcement of special Bufcomm meeting in January
 - Adam Schepp will do a presentation on how to read and interpret nonprofit financials (1/21/20)

Executive Director (Mr. Zechel)

- Mr. Zechel presented an update on current management activities including year end reviews, trainings, Raise the Sails preparation and planning
- Management is recommending the purchase of a used Sonar for \$3,500

NEW BUSINESS

2020 budget review and approval

- Board discussed elements of annual budget proposal
- Concerns raised around loss of Education director
 - To address potential transition issues, staff documented a list of job requirements for the Education Director to understand how role has developed and anticipate future needs
- Board approved the management's proposed budget with proposed operating expenses of \$1,999,585 and proposed fixed asset spending of \$94,884

Board Retreat details

- Board retreat is scheduled for Saturday, February 1st from 9AM - 3PM at 500 Boylston St., 14th Floor
- Board discussed potential topics for retreat, ideas included:
 - Five-year strategic plan. Issues, SWOT, process, team, timeline
 - Development Topics (75th anniversary campaign, Annual report, website)
 - Role of the corporation (results of survey)
- Mr. Bates to send suggested agenda, including participants and timing

Spring Corporation Meeting

- Recruitment committee to discuss plan for this year's meeting and conduct necessary follow up

Proposal for 75th anniversary Platinum Jubilee celebration / fundraising

- Proposal revisited by the board
- Discussion of potential uses of \$150K fundraising target. Ideas included: family memberships, women memberships, partnerships with swimming programs

Discussion of potential bylaw change for Annual Meeting

- Discussion on ways we can increase attendance at annual meeting. Ideas included:
 - Change bylaw to allow for meeting to be held later in the week
 - Consider idea of polling members on what day they would like
 - Develop new options for remote participation
- Mr. Bates to draft a survey for the corporation to solicit feedback on different options

Discussion of AP survey results

- Board discussed ways to address some qualitative concerns raised through the survey related to customer service (front desk, dock staff)
- Brainstormed potential solutions to better solicit feedback in ongoing way:
 - Ombudsman to take in ideas, member hotline
 - Tech solution (e.g., smiley face scale "how was your rating today"), randomized email follow-up for members after sign-out

EXECUTIVE SESSION

The board went into executive session at 8:35PM and returned to normal business at 8:45PM.

ADJOURNMENT

The meeting adjourned at 8:45PM.

Submitted:

Catie O'Sullivan