

**COMMUNITY BOATING, INCORPORATED
SPECIAL MEETING OF THE BOARD OF DIRECTORS
JULY 21, 2020**

MINUTES

The meeting was called to order at 6:30pm over zoom with Mr. Bates presiding and Ms. O'Sullivan recording. Other directors present were Ms. Boudreau, Ms. Chrenko, Mr. Gaysunas, Ms. Harvey, Mr. Robinson, and Mr. Yu. Mr. Zechel was present in his capacity as Executive Director.

ORDER OF BUSINESS

REPORTS

President (Mr. Bates)

- Conducted 6 joint Board / Bufcom meetings to monitor our operational and financial performance
- Continue to hold Board meetings on monthly basis going forward to manage response
- Update on 2021 100K campaign
 - At ~\$38K from the campaign thus far after approximately 5 weeks
 - 100+ individual donors
 - Desire to provide continued transparency around progress towards goal; action item to add "tracking" feature to website
- Engaged pro bono legal counsel of Latham and Watkins to investigate use of endowment funds to support CBI operations
- Charles River Watershed Association has addressed issues of signage around the water quality. Website no longer uses "no boating" imagery in its water quality advisories and instead simply references the water quality levels as blue, yellow and red flags.

Treasurer (Mr. Gaysunas)

- Audit has been completed
 - Form 990 is populating with audited financial information
 - Form PC will also be filed with AGs office and will be available as a public charity
- Bufcom has voted to approve converting investments to cash subject to any action the Board may take to approve accelerated releases
- Update on Main Street Priority Lending Program
 - Latest program was announced on Friday and is less restrictive than in past (e.g., only required to have 10 employees)
 - Program has other qualification metrics for the loan (earnings, liquidity, cash coverage)
 - Priced at market (LIBOR + 300) with minimum loan size of \$250K
 - This is more market driven, rather than a government subsidized program
 - Plan to continue to research external financing programs
- Cash position for June shows importance of external financing
 - Declined by roughly \$10K versus budgeted increase of \$125K
 - Have not yet secured EIDL financing, which loan will be critical to maintaining cash balances

Executive Director (Mr. Zechel)

- Staff is continuing to expand the opportunities for members to sail beyond keel Mercurys
 - Launching Sonar and Ideal 18 appointments
 - Holding Laser appointments with 2 Lasers

- Have worked to maintain the correct supplies for disinfecting agents
- Transporting all boats and trailers out of storage and to boathouse dock to eliminate storage rental costs
- Priebatsch Pavilion is almost ready for contractor procurement
- EIDL application update
 - Put in request for reconsideration because amount we had originally been approved for has been reduced (from \$150.0K to \$20.7K) without explanation
 - Resubmitted relevant forms and application materials in support of reconsideration
 - Awaiting response from SBA

NEW BUSINESS

Cash flow projections

- Goal to begin looking out further than Spring 2021
- Assumptions
 - JP and AP Membership sales are reduced by 50% from 2019 levels
 - Assume we won't be open in April and will open in May
 - Rentals significantly lower than 2020 actuals
 - Other Revenue (much of it related to membership levels) reduced by 50%
 - Donations reduced
 - Payroll in pre-season months (December-March) reflects core management team only
 - Conservative (70%) estimate of Twenty-Twenty-One \$100K Campaign results
- Model shows best guess at forecast through August 2021 based on assumptions
- Suggestion to include our normal annual release from the endowment in 2021(not included in the model projections), which could be assumed at approximately \$100,000 in revenues

Endowments update

- For funds with known donor, can contact the donor and request permission for an additional release
- Existing donors also have flexibility to adjust restrictions on their funds
- For overall endowment fund, there is a legal framework – Uniform Prudent Management of Institutional Funds Act (UPMIFA) of Massachusetts – governing its use

Annual meeting planning

- Anticipate Zoom meeting in the fall
- Need to determine process and procedure for voting and election of directors
- Pamela, Deb, and Catie to begin organizing process for fall meeting

AOB **ADJOURNMENT**

The meeting adjourned at 8:11PM.

Submitted:
Catie O'Sullivan