

South End Rowing Club Board of Directors Meeting

October 8, 2008 — 6:00 P.M.
500 Jefferson Street, San Francisco, CA 94109

MINUTES

I. CALL TO ORDER

The meeting was called to order at 6pm.

II. ROLL CALL

Mike Kemmitt, Gym Commissioner
Kathy Bailey, Director at Large
Susan Herder, Running
Commissioner
Peter Ross, President
Trudy DiLorenzo, Membership
Paul Nordquist, Rowing
Commissioner
Dan McLaughlin, Boat House
Captain

Tom Paoli, Swim Commissioner
Wayne Black, Handball
Commissioner
Robin Kincaide, Entertainment
Commissioner
Ray Zahnd, Building Commissioner
Mark Welte, Director at Large
Tom Carlson, Vice President
Kim Howard, Director at Large

III. APPROVAL OF MINUTES

Minutes of the September meeting approved by the board.

IV. DISCUSSION/INFORMATION MATTERS

A. PATHSTAR

Nancy Iverson thanks the club for helping with her event. It is the 6th year. A huge success once again.

B. PORT OF SF UPDATE

Peter hopes to finalize the agreement with the port as it has been discussed in the next few weeks.

C. SERC – DC TRIATHLON

We are hosting it this year. Saturday October 25th. Kim Howard will lead the event. Rafe Goorwich will run the cooking.

D. ALEC KAPLAN

Peter Ross reports that Alec has been seen swimming off the public beach and has harassed a few people. Peter clarified that he cannot enter the club as a guest either since he has been expelled. The best course of action is to ignore him. If he attempts to come in the club we should inform him we will talk to the police and have them intervene.

E. SERC ELECTIONS

Vice President and 2 Directors at Large are up for election. Kathy is going to work with Tina DiRienzo about getting the information out.

F. GENERAL MEETING

Nothing major to discuss. Coordinate it with the last meeting of the year.

G. PIER 1 PROJECT

Public dock at pier 1 ½ for small boats. Paul Nixon from the dolphin club is working on this project. It is being proposed to make it an 8" high dock that can be accessed by shells and wooden boats and kayaks. They are asking for the clubs support for this. Peter is going to contact the port and discuss it with them.

H. CLUB RENTAL POLICY REVISITED

The current policy and charges for renting the club do not cover the time and expenses that the club incurs. Options are raising the charges and limiting the length of time of the rental. Also not renting the club in some situations. We will make the changes for 2009. Robin and Kim Pross are going to look into a new policy and propose something next board meeting.

V. TREASURER'S REPORT

VI. COMMISSIONER REPORTS

HANDBALL –

Wayne Black

BOATHOUSE –

Dan McLaughlin

SWIMMING –

Tom

RUNNING –

Susan

GYM -

Mike proposes a maintenance program for the gym equipment. Gym Doctors bid for 1 maintenance every 6 months and they estimate it will take them 1 hour. They charge \$100/hour parts are not included. Dan M. moves to accept the expense including all the ergs subject to contract review.

Mark proposed a new piece of gym equipment. A new sit up machine. The one we had no longer functions properly. A new one will cost \$350. Approved.

ENTERTAINMENT –

Robin

BUILDING –

Ray -

MEMBERSHIP –

Trudy

ROWING –

Paul

VII. OTHER BUSINESS

VIII. ADJOURN

**SOUTH END ROWING CLUB
COMMISSIONER REPORT – BUILDING/GYM/BOATHOUSE
SERC BOARD MEETING OF _8 OCT, 2008**

Projects Completed Since Last Meeting

Description: Repaired compass on “Crissy”, rebuilt 4 sliding seats, continued refinishing oars

Club Members Involved:

Outside Contractor, if any:

Cost:

On-Going Projects - Status:

Description: Barge rebuild, progress slowed a little this month due to low volunteer attendance (many people were out of town) and we had to cancel 1 boat night due to a schedule conflict. Work should pick up this month. Lawley rebuild, no progress this month.

Club Members Involved:

Outside Contractor, if any:

Estimated Cost:

Upcoming Projects

Description: Rebuilding seats for the wooden boats

Club Members Involved:

Outside Contractor, if any:

Estimated Cost: TBD

Other Developments:

[describe]

By: Dan McLaughlin
Boathouse Captain

South End Rowing Club
Gym Commissioner's Report
Wed., October 8, 2008

As I expressed at previous meetings, I think it is imperative to initiate a systematic, and regularly scheduled maintenance of our gym equipment. This maintenance is necessary not only for reasons of risk management, but for the cost effectiveness of our equipment investment and for the good of the members who use our equipment.

As I stated before, I have attempted to provide this maintenance with a friend of the club. So far, this arrangement has been, unfortunately, unsatisfactory. At Wednesday night's meeting I will present a proposal for a semi-annual maintenance service which will be done professionally, and at a discounted cost. I am looking forward to the Board's input and support on this important matter.

Mike Kemmitt
Gym Commissioner

**South End Rowing Club
Commissioner Report –
Swimming/Running/Rowing/Handball/Entertainment
SERC Board Meeting of October 2008**

Events Since Last Meeting:

Name of Event: DC Escape from Alcatraz
Description: annual triathlon
Date: October 5, 2005
Event Chair: Sunny & Mark McKee
Number of Participants: approximately 70
Entry Fee: paid to Dolphin Club
Estimated Total Revenues:
Estimated Total Expenses:
Estimated Profit: 0

Upcoming Events:

Name of Event: Informal Training Runs for the Interclub Triathlon
Description: Along the water to Fort Point and back
Date: October 12, 2008
Event Chair: Susan Herder & Anna Sojourner
Number of Participants: hopefully lots!
Entry Fee: 0
Total Revenues: 0
Total Expenses: 0
Profit: 0

Name of Event: Interclub Triathlon
Description: Run portion is club to Fort Point and back
Date: October 25, 2008

By: Susan Herder
Running Commissioner

**South End Rowing Club
Commissioner Report – Building
SERC Board Meeting of October 2008**

Events Since Last Meeting:

1. Replaced trim on front of the club- base board had been missing since the outside was painted. Assisted by Sig.
2. Women's Sauna – Cleared sand from floor drain and instructed Howard to vacuum and sweep sand from the floor when he clean the showers and flush the drain twice a month.
3. Monthly janitorial service- Called the contractor and instructed him to return the tax forms. He was to resume service.

Upcoming Events:

Name of Event:

None scheduled

By: Raymond Zahnd
Biuilding Commissioner

October 8, 2008

Treasurer's Report:

1. Attached are the following reports:
 - a. Profit and Loss for the nine months ended September 30, 2008 compared to 2007;
 - b. Balance Sheet as of September 30, 2008 compared to 2007;
 - c. Profit/Loss by Class (Swimming, Rowing, Handball, etc) for the nine months ended September 30, 2008
2. Results for the nine months ended September 30, and projected results through the end of the year are summarized as follows:
 - a. Through September 30, Ordinary Operating Revenue of \$268,000 is \$7,000 lower than last year;
 - b. Ordinary Operating Revenue should be approximately \$275,000 through December 31, 2008 compared to \$293,000 for 2007; the major difference for 2008 compared to 2007 is a reduction in party revenue of \$18,000 through September 2008;
 - c. Through September 31, Ordinary Operating Expenses of \$229,000 are \$30,000 less than last year as a result of a reduction in swimming expenses, party expenses, and insurance expense, somewhat offset by increases in Handball, Newsletter, and Utility expenses
 - d. Estimated expenses for the remaining three months of 2008 are \$50,000 which will bring total expenses for the year to \$280,000 or \$20,000 less than 2007.
 - e. Net ordinary income stands at \$39,000 at the end of September 2008 compared to \$15,000 last year;
 - f. For the entire year 2008 Net ordinary income/loss is estimated to be a loss of \$4,000 compared to a loss of \$18,000 for the prior year.
 - g. Net Income from all sources (Ordinary Income, less Ordinary Expenses, plus Other Income less Other Expenses) is projected to be a positive \$60,000 for the entire twelve months of 2008 compared to a \$79,000 profit for 2007.
3. Wayne Black is pulling together a sample package of all SERC clothing; we will send this sample to Sew Sporty in order to get an estimate/bid on what it will cost the club to use the firm as our clothing distribution point. Sew Sporty is a sports apparel vendor and internet portal that I think may be the solution to our clothing sales issues. Sew Sporty is a club oriented distributor who will source and sell SERC clothing that we choose to offer to members and the public at large. I hope to have a bid to present to the board prior to the end of 2008 so we can proceed with the plan to gain control over clothing sales. The main issues that outsourcing our clothing sales will resolve are:
 - a. Gain inventory control;
 - b. Provide for club and public sales 24/7
 - c. Relieves the club from sales tax responsibility
 - d. Relieves the club from the administrative burden of storage, collection of cash, and related banking.
 - e. The link to the web site is <http://sewsporty.com/>

4. The annual audit for the books and records of the club for the calendar year 2007 is commencing October 9th. The audited financial statements should be available for distribution by the end of the year.

South End Rowing Club
Profit & Loss
January through September 2008

South End Rowing Club
Profit & Loss
January through September 2008

	<u>Jan - Sep 08</u>	<u>Jan - Sep 07</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
3030 · Income-Dues	252,501.90	235,776.70	16,725.20
3060 · Income-Guest Fees	4,544.50	5,275.50	-731.00
3076 · Income-Clothing	10,324.00	7,324.35	2,999.65
3078 · Income-Handball	10,978.00	7,843.00	3,135.00
3082 · Income-Swimming	13,902.00	16,867.00	-2,965.00
3084 · Income-Invitational Clothing	0.00	4,745.00	-4,745.00
3085 · Income-Miscellaneous	10.00	0.00	10.00
3088 · Income-Parties	11,114.00	22,375.00	-11,261.00
3094 · Income-ZodiacRental	1,836.00	2,855.00	-1,019.00
3097 · Income-Rowing	1,221.00	651.00	570.00
7502 · Termination	-38,212.50	-28,507.00	-9,705.50
Total Income	<u>268,218.90</u>	<u>275,205.55</u>	<u>-6,986.65</u>
Expense			
5010 · Handball	11,856.68	6,621.52	5,235.16
5020 · Rowing	7,317.49	5,375.05	1,942.44
5025 · Gym Expense	686.49	329.97	356.52
5040 · Swimming	17,161.17	30,932.44	-13,771.27
5050 · Board Dinners	2,496.58	1,578.47	918.11
5051 · Other Meeting Meals	220.57	482.09	-261.52
5056 · Bookkeeping	9,000.00	9,000.00	0.00
5060 · Party Expenses	11,149.80	23,826.58	-12,676.78
5065 · Tee/Sweat Shirts	7,779.99	15,663.62	-7,883.63
6080 · Contract Labor	18,750.00	13,500.00	5,250.00
6141 · Credit Card Fee	1,708.89	1,537.02	171.87
6560 · Payroll Expenses	2,202.80	2,552.50	-349.70
66900 · Reconciliation Discrepancies	29.00	0.00	29.00
7000 · Accounting & Legal	1,975.00	9,875.00	-7,900.00
7010.1 · Bad Debt	0.00	325.00	-325.00
7010.2 · Small Balance Write off	-6.01	287.00	-293.01
7020 · Bank Charges	77.50	-0.72	78.22
7020.1 · Returned Check Charge	-25.00	560.00	-585.00
7022 · Computer	360.75	110.19	250.56
7023 · Daytime Supervisor	7,200.00	5,400.00	1,800.00
7050 · Insurance-General	43,107.00	46,725.50	-3,618.50
7051 · Insurance-Workers Comp	1,648.00	1,549.00	99.00
7060 · Food-Events	0.00	73.74	-73.74
7071 · Miscellaneous	3,290.15	4,703.91	-1,413.76
7080 · OfficeSupplies	360.81	1,010.66	-649.85
7210 · Postage/Delivery	249.00	283.00	-34.00
7218 · PhotoRestoration	8.50	1,166.94	-1,158.44
7219 · Newsletter expenses	8,293.08	6,212.10	2,080.98
7230 · Rent-Club	32,244.44	32,033.00	211.44
7300 · Security	765.00	1,438.75	-673.75
7310 · Supplies	6,008.49	5,579.35	429.14

South End Rowing Club
Profit & Loss
January through September 2008

Profit & Loss
January through September 2008

	<u>Jan - Sep 08</u>	<u>Jan - Sep 07</u>	<u>\$ Change</u>
7351 · Taxes-Federal	0.00	-422.00	422.00
7352 · Taxes-California	25.00	0.00	25.00
7352.1 · Sales Tax - Calif. BOE	702.32	1,331.00	-628.68
7353 · Taxes-Property	3,020.82	2,946.02	74.80
7380 · Telephone	1,900.86	1,949.90	-49.04
7385 · Trophies/Awards	0.00	37.50	-37.50
7400 · Utilities-Garbage	4,483.85	3,878.47	605.38
7401 · Utilities-Water	6,543.62	6,317.11	226.51
7402 · Utilities-Gas/Electric	16,680.94	14,524.35	2,156.59
8010 · Other Expenses	0.00	0.00	0.00
Total Expense	<u>229,273.58</u>	<u>259,294.03</u>	<u>-30,020.45</u>
Net Ordinary Income	38,945.32	15,911.52	23,033.80
Other Income/Expense			
Other Income			
3031 · Income-DuesBuildingFund	36,790.00	34,400.00	2,390.00
3037 · Income-Initiation Fee	10,100.00	10,500.00	-400.00
3040 · Income-Key Charges	1,295.00	955.00	340.00
3077 · Income-Club Rentals	4,175.00	1,350.00	2,825.00
3079 · Income-Interest	2,264.17	1,537.51	726.66
3080 · Income-Locker Fees	46,760.00	44,099.00	2,661.00
3093.1 · Donations-Alcatraz Invite	50,515.00	42,214.00	8,301.00
3093.2 · Donations-Brick/Plaque	9,475.00	0.00	9,475.00
3093.3 · Donations-Rowing	0.00	25.00	-25.00
3093.4 · Donations Barge Project	9,824.00	5,100.00	4,724.00
7030 · Other Income	133.00	75.00	58.00
Total Other Income	<u>171,331.17</u>	<u>140,255.51</u>	<u>31,075.66</u>
Other Expense			
5020.1 · Barge Restoration	4,564.19	2,297.21	2,266.98
5041 · Alcatraz Invitational Expenses	28,299.82	38,503.12	-10,203.30
5042 · Brick-Plaque Fund Raising	545.88	0.00	545.88
7053 · Interest Expense-Member Loans	17,424.66	19,344.68	-1,920.02
7260 · Repairs/Maintenance	59,674.51	12,686.87	46,987.64
Total Other Expense	<u>110,509.06</u>	<u>72,831.88</u>	<u>37,677.18</u>
Net Other Income	<u>60,822.11</u>	<u>67,423.63</u>	<u>-6,601.52</u>
Net Income	<u><u>99,767.43</u></u>	<u><u>83,335.15</u></u>	<u><u>16,432.28</u></u>

**South End Rowing Club
Swim Commissioner Report
SERC Board Meeting of October 8, 2008**

Events Since Last Meeting:

Name of Event: GGB swim
Name of Event: Crissy Field
Date: September 13
Event Chair: Susan Petro
Number of Participants: 57
Entry Fee: \$10
Total Revenues: \$515
Total Expenses: \$313

Name of Event: RTA round trip Alcatraz "nutcracker"
Date: October 6
Event Chair: Paul Springer
Number of Participants: 16
Entry Fee: \$15
Total Revenue: _____
Total Expenses: _____
Profit: _____

Finance recap
Club GGB swim
Date: Aug 10
Event Chair: Tom Paoli
Number of Participants: 91
Entry Fee: \$30 (includes t-shirt)
Total Revenues: \$2725
Total Expenses: \$4068
Loss: \$1343

Upcoming events:

October 11 Club Anita Rock
October 25 Club SERC/DC Triathlon
November 1 Nutcracker Tiburon to Sausalito
November 2 Club Alcatraz
November 20 Nutcracker Bay Bridge
January 1 Club New Years Alcatraz

Other Developments:

Zodiac rental income

February	185
March	116
April	166
May	165
June	370
July	270
August	375
September	
	1647

Swim Program Equipment Update

The zodiac motors required additional repairs in September, and the cost was over \$2000. This brought our maintenance costs for the year over \$5,000. Next month I will have a detailed report and analysis of the per-hour cost of the operation of the zodiacs and a recommendation for setting a more fair rental fee for individual use of the zodiacs (for training and special swim requests).

Alcatraz Invitational

The swim was a huge success. Many volunteered; 515 swam.

A final report will be delivered in November - all expenses and income not yet finalized.

Preliminary report as follows: Income: \$71,565; Expenses: \$36,440; Profit: \$35,125.

Other Swim Program Issues

Nancy Iverson's Pathstar Alcatraz swim happened on October September 6, and from all reports it was a success. Many SERC members assisted, all four zodiacs were used, and our facilities were used. The Chronicle ran a story, but unfortunately the SERC wasn't mentioned..

By: Tom Paoli
2008 Swim Commissioner
2008 SERC Alcatraz Invitational Race Director