

# **SOUTH END ROWING CLUB BOARD OF DIRECTORS MEETING**

September 10, 2008 — 6:09 P.M.  
500 Jefferson Street, San Francisco, CA 94109

## **I. MINUTES**

## **II. ROLL CALL**

Peter Ross, President	Joe Boone, Treasurer
Bill Wygant, Past President	Paul Nordquist, Rowing Commish
Dan McLaughlin, Boat House Capt.	Susan Herder, Running Commish
Trudy DiLorenzo, Membership Commish	Ray Zahnd, Building Commish
Elizabeth Glass, Secretary	Wayne Black, Handball Commish
Mark Welte, Director at Large	Tom Paoli, Swim Commish
Tom Carlson, Vice President	Kathy Bailey Director at Large

## **III. APPROVAL OF MINUTES**

Minutes of the August meeting approved by the board.

## **III. COMMISSIONER REPORTS—ATTACHED EXCEPT THOSE BELOW**

### **A. Handball**

Wayne reports that new lights and a ballast were installed in the handball courts a cost of \$130.00. A P&L statement from the Father/Son Handball tournament will be given at the next board meeting.

October 11, 2008 is the Laguna Honda/.99 cent Tournament. Approximately \$200 is expected to be made. This is a family/fun tournament.

### **B. Building**

Patio glass and parts have been ordered for enclosing the patio outside. The Janitor service has been cleaning the club once a month on Thurs. The elevator is broken, we currently have no maintenance contract.

## **IV. INFORMATION MATTERS**

### **A. South End Sculpture**

Pelican sculpture donated by Dorian Livona has been installed, some members have complained stating that there is no not enough room for rowing shells to come up off of the beach. After some discussion at the meeting it has been decided that the location of the statue will likely not pose a problem for rowers. There is also some concern regarding vandalism of the statue.

Friday evening there will be a Happy Hour for all members who have purchased bricks as well as an unveiling of the new Statue.

## B. Honor and Roast

More thought is being asked regarding nominees for this event  
Event has been pushed back to February.

## C. Port of SF update

We have a meeting scheduled for Thurs. with the Parks and Recreation Dept. to resolve some matters regarding our lease with the dock.

D. Possessory interest tax—Joe Boone has provided a document, it is attached.

## V. TREASURER'S REPORT—Attached

A long-time member has approached the club about leaving the club a gift upon their death. Discussion about setting up a foundation.

## VI. OTHER BUSINESS

### A. Swim Commissioner

Tom Paoli is planning ahead for costs of the swim program.

\*It breaks down to about \$50.00/hour for purchase and maintenance of the zodiacs.

\*We received a proposal from Tech express for 2009-it would be for 2 inspections @ \$4800.00 each. This is projected to save money by having a regular maintenance program for the zodiac motors. It would cost \$14,000.00 to replace all four motors.

\*Board request for this maintenance service to come by January board meeting.

### B. Zodiac Support for Charity swims

South End Zodiacs have been requested to participate in three charity swims coming up:

\*Swim Across America-Oct. 18<sup>th</sup>, 2008

\* Embarcadero YMCA/Youth High School Program-Oct. 19<sup>th</sup>, 2008

\* Fireman's Inter-station Alcatraz Swim-Oct. 23<sup>rd</sup>, 2008

Joe Boone recommends getting documents from these events for IRS purposed to show year after year that we contribute to the community.

C. Dan McLaughlin reports that on Oct. 17<sup>th</sup>, 2008 the Fisherman's Wharf Merchants Assoc. and SF Port are planning a triage demo and in case of inclement weather would like to use part of the upper boathouse.

Approved

VII. Meeting Adjourned 7:37pm

**SOUTH END ROWING CLUB  
COMMISSIONER REPORT – BUILDING/GYM/BOATHOUSE  
SERC BOARD MEETING OF \_10 SEP\_\_\_\_, 2008**

**Projects Completed Since Last Meeting**

**Description:** Work on the South End barge, repairs to the Crissy, rebuilding seats for the wooden boats, repairing wooden oars

**Club Members Involved:**

**Outside Contractor, if any:**

**Cost:**

\*\*\*\*\*

**On-Going Projects - Status:**

**Description:** Barge Project. We are making good progress on the boat. We purchased a new table saw and a used planer. Now we don't have to make arrangements with the Dolphin club or the Hyde St. Pier whenever we need to cut a piece of lumber.

**Club Members Involved:**7

**Outside Contractor, if any:**

**Estimated Cost:** \$850.00 for the barge account

\*\*\*\*\*

**Upcoming Projects**

**Description:**

**Club Members Involved:**

**Outside Contractor, if any:**

**Estimated Cost:**

**Other Developments:**

[describe]

By: Dan McLaughlin  
           Commissioner

**Draft: April 10, 2006**

**SERC- Building Commissioner**

General Duties: As noted in By-Law

Scope of Duties:

1. Construction; Plans, supervises, and provides Plans and Specifications (as needed) for all repairs, additions, replacements and/or new, rework to the physical plant. Summits three bids, where possible, to the board with a recommendation for approval of the most appropriate bid.
2. Facilities Maintenance; Schedule and provide services to the physical plant at or above levels recommended by the manufactures specifications or industry standards.
3. Emergency Repairs; Responds to, or authorizes a provider for emergencies that threaten life, harm or danger to the membership, or structural damage, failure of systems, costly future maintenance of the facility.
4. Manage Building Services; Reviews and recommends service levels annual for:
  - a. Janitorial
  - b. Building Manager
  - c. Work Parties
5. Annual Budget; Summit an annual operations and maintenance budget to the Board at the January meeting.
6. Costs and Reimbursements; be prepared to pay for small material cost, or plan for expenditures and submit cost for advance payment.

**South End Rowing Club  
Commissioner Report –  
Swimming/Running/Rowing/Handball/Entertainment  
SERC Board Meeting of \_\_\_\_\_, 200\_**

**Events Since Last Meeting:**

**Name of Event:**

Description: joe butler neighborhood party

Date: 8/24

Event Chair: Joe Butler/Sarah Kilban

Number of Participants: 50

Entry Fee:

Total Revenues: \$250.00

Total Expenses: 0

Profit: \$250.00

**Name of Event: Lake Merced Meeting**

Description: board meeting

Date: 8/26

Event Chair: Joe Boone

Number of Participants:

Entry Fee:

Total Revenues: 0

Total Expenses: 0

Profit: 0

**Upcoming Events:**

Name of Event: Sara Young Wedding

Description: Wedding

Date: 9/6

Event Chair: none

Number of Participants: 50

Entry Fee:

Estimated Total Revenues: \$250

Estimated Total Expenses: 0

Estimated Profit: \$250

Name of Event: Ali Hall Wedding  
Description: Wedding  
Date: 9/7  
Event Chair: none  
Number of Participants: 30  
Entry Fee:  
Estimated Total Revenues: \$250  
Estimated Total Expenses: 0  
Estimated Profit: \$250

**Other Developments:**

[e.g., Repaired 2 zodiacs – total cost of \$xxxx]

By: \_\_\_\_\_  
[Swim] Commissioner

**SOUTH END ROWING CLUB  
COMMISSIONER REPORT – MEMBERSHIP  
SERC BOARD MEETING OF SEPT. 10, 2008**

**New Members Since Last Meeting:**

**August**

Male: 9

Ryan Bauer, Joe Donohoe, Peter E. Martin, Steven Metz, Patrick O’Shea, Paul Saab, Richard Wheeler, David Yacuban, James Yee.

Female: 8

Linda Carlton, Kate Finnigan, Jody Hayes, Melanie MacInnes, Cherie Michaile, Brenda Riley, Elaine F. Robinson, Erika Slovikoski

Total New Members – 17

Total New Members – Year to Date:

\_\_\_\_ Male

\_\_\_\_ Female

**Total SERC Members: 980**

676 Male

304 Female

\_\_\_\_ Full Paying

\_\_\_\_ Out of Town

\_\_\_\_ Lifetime

**Other Developments:**

[e.g., termination of membership, death, etc.]

By: Trudy DiLorenzo

Membership Commissioner

**South End Rowing Club  
Rowing Commissioner Report –  
Swimming/Running/Rowing/Handball/Entertainment  
SERC Board Meeting of Sept. 10th, 2008**

**Events Since Last Meeting:**

Name of Event: Racing Shell Rowing Clinic @ Lake Merced Description: SERC

Date: 8/24/08

Event Contact: Diane Davis

Number of Participants: 3

Entry Fee: \$25 Estimated

Total Revenues: \$75

Estimated Total Expenses: \$0

Estimated

Profit: \$75.

**Upcoming Events:**

Name of Event: 26th Annual Bridge To Bridge Regatta

Description: Rowing Regatta for SERC members and public rowers

Date: 9//14/08 Event Chair: Diane Davis, Paul Nordquist

Number of Participants: 45 estimated Entry Fee:

\*Total Revenues: \*

Total Expenses: \* Profit: \*

\*Event revenues/fees yet to be determined. Expenses will be calculated to cover the expenses of meal and no profit sought

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[e.g., Repaired 2 zodiacs – total cost of \$xxxx]

By: \_\_\_\_\_  
[Swim] Commissioner

## **South End Rowing Club Gym Commissioner Report for September**

This past month I have made inquiries regarding professional gym maintenance to be provided on a regular basis. As one of my goals, I would like the gym's equipment to be well maintained in the interests of cost effectiveness and risk management. I expect to have a complete report ready for the board by next month including cost estimates.

Wednesday night I have a family conflict and will be unable to attend the Board Meeting. Hope the meeting is successful, and I am looking forward to seeing you all next month.

Mike Kemmitt

Treasurer's Report: August 10, 2008

1. The Internal Revenue Service finalized our tax return examination for the year 2003; the final determination letter was dated June 30, 2008 and held that the South End Rowing Club is operating as a 501 (c) (4) rather than a 501 (c) (7). SERC was operating as a 501 (c) (7) since June 1953 under the original determination letter regarding non-profit tax status. Status as a 501 (c) (4) is retroactively effective January 1, 2003. This is a very favorable result for SERC for the following reasons:
  - a. The IRS will refund all taxes paid by SERC for years 2003 through 2007, amounting to approximately \$15,000;
  - b. Under 501 (c) (4), SERC will not have "unrelated business income" on which federal taxes are calculated.
  - c. In general, SERC will maintain 501 (c) (4) status by continuing to fulfill its agreement with the City and County of San Francisco by providing amateur athletic and sporting facilities and events for the general population of San Francisco and the Bay Area, promoting wholesome activities for the social improvement and welfare of the community in general. Membership must remain open to the general public, subject to the general provisions of the SERC by-laws.
2. Attached are statements of Profit and Loss and comparative Balance sheet for the period ended August 31, 2008. The P&L statement reflects a changed format from previous presentations in that we now show revenue items designated as building funds as Other Income; expenses related to building funds are now classified as Other Expenses. This change will make more apparent the Club's operating income and expenses and should allow for better budgeting and fiscal management in the future.
3. For the period ended August 31, 2008, the club shows the following key operating results compared to the same date last year:
  - a. Total Income \$246,000 compared to \$262,000
  - b. Total Expense \$205,000 compared to \$245,000.
  - c. Total Other Income \$118,000 compared to \$131,000 (Alcatraz Invitational revenue for 2008 has not been booked)
  - d. Total Other Expense \$81,000 compared to \$4,000 (men's shower included this year)
4. Tom Paoli discussed club support for various charitable swims. Tom and the board unanimously approved the swims that were discussed, adding that the organizations will provide public acknowledgement for SERC's participation and support. In light of discussions past and future with various governmental agencies, including San Francisco, California, the Internal Revenue Service, SF Park and Rec, SF Public Utilities Commission, and other agencies which do now or may in the future question our Club's value to the community, the Board recommended that a permanent file be maintained documenting all such participation and support by the South End Rowing Club. Each person responsible for representing the South End Rowing Club in such events is also responsible to gather all such documents, print articles, flyers, and other media that will be filed for reference and history in the permanent file.

**South End Rowing Club**  
**Balance Sheet**  
As of August 31, 2008

	<u>Aug 31, 08</u>	<u>Aug 31, 07</u>	<u>\$ Change</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1000.0 · General Fund	46,767.68	37,117.97	9,649.71
1010.0 · Special Fund	284,168.59	237,765.42	46,403.17
1025 · CLEARING	<u>-35,000.00</u>	<u>247.49</u>	<u>-35,247.49</u>
<b>Total Checking/Savings</b>	295,936.27	275,130.88	20,805.39
<b>Accounts Receivable</b>			
1200 · Accounts Receivable	<u>35,273.75</u>	<u>1,928.25</u>	<u>33,345.50</u>
<b>Total Accounts Receivable</b>	35,273.75	1,928.25	33,345.50
<b>Other Current Assets</b>			
1051 · Gallagher Fund/Linsco	9,211.80	14,833.87	-5,622.07
1499 · Undeposited Funds	4,319.50	195.00	4,124.50
2120 · Payroll Asset	<u>465.00</u>	<u>0.00</u>	<u>465.00</u>
<b>Total Other Current Assets</b>	<u>13,996.30</u>	<u>15,028.87</u>	<u>-1,032.57</u>
<b>Total Current Assets</b>	345,206.32	292,088.00	53,118.32
<b>Fixed Assets</b>			
1640 · Machinery/Equipment	183,790.25	183,790.25	0.00
1650 · Furniture/Fixtures	11,125.94	11,125.94	0.00
1655 · Maas 24-Year 2006	9,330.38	9,330.38	0.00
1660 · Computer Software	369.90	369.90	0.00
1670 · Gym Equipment	17,282.10	17,282.10	0.00
1680 · Leasehold Improvements	425,494.77	425,494.77	0.00
1681 · 2004 Building Project	926,144.02	926,144.02	0.00
1699 · Accumulated Depreciation	-285,859.00	-285,859.00	0.00
2651 · Inflatable 2007	<u>200.00</u>	<u>200.00</u>	<u>0.00</u>
<b>Total Fixed Assets</b>	1,287,878.36	1,287,878.36	0.00
<b>Other Assets</b>			
1950 · Rent Deposit	<u>0.00</u>	<u>-500.00</u>	<u>500.00</u>
<b>Total Other Assets</b>	<u>0.00</u>	<u>-500.00</u>	<u>500.00</u>
<b>TOTAL ASSETS</b>	<b>1,633,084.68</b>	<b>1,579,466.36</b>	<b>53,618.32</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	<u>5,644.00</u>	<u>-13.73</u>	<u>5,657.73</u>
<b>Total Accounts Payable</b>	5,644.00	-13.73	5,657.73
<b>Other Current Liabilities</b>			
2055 · Accrued Expenses	18,000.00	18,000.00	0.00
2070 · Club rental security deposits	<u>2,850.00</u>	<u>850.00</u>	<u>2,000.00</u>
<b>Total Other Current Liabilities</b>	<u>20,850.00</u>	<u>18,850.00</u>	<u>2,000.00</u>

**South End Rowing Club**  
**Balance Sheet**  
 As of August 31, 2008

	<u>Aug 31, 08</u>	<u>Aug 31, 07</u>	<u>\$ Change</u>
<b>Total Current Liabilities</b>	26,494.00	18,836.27	7,657.73
<b>Long Term Liabilities</b>			
8500 · Member Loans	<u>268,081.46</u>	<u>268,081.46</u>	<u>0.00</u>
<b>Total Long Term Liabilities</b>	<u>268,081.46</u>	<u>268,081.46</u>	<u>0.00</u>
<b>Total Liabilities</b>	294,575.46	286,917.73	7,657.73
<b>Equity</b>			
2996 · Fund Balance-Unrestricted	345,855.92	345,855.92	0.00
2997 · Fund Balance-Prior	513.00	50.00	463.00
2998 · Retained Earnings	906,516.15	827,480.92	79,035.23
2999 · Fund Balance - Restricted	4,805.00	4,805.00	0.00
3000 · Opening Bal Equity	2,730.61	2,730.61	0.00
Net Income	<u>78,088.54</u>	<u>111,626.18</u>	<u>-33,537.64</u>
<b>Total Equity</b>	<u>1,338,509.22</u>	<u>1,292,548.63</u>	<u>45,960.59</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,633,084.68</b>	<b>1,579,466.36</b>	<b>53,618.32</b>