

**April 8, 2020**  
**South End Rowing Club**  
**Board Meeting Minutes**

Note: This meeting was conducted via Zoom because of the COVID-19 pandemic.

**Roll Call**

<b>Member</b>	<b>Present</b>		<b>Member</b>	<b>Present</b>
S. Dominguez	X		J. Purmal	X
F. Hegeler	X		B. O'Malley	X
J. Sale	X		J.C. O Campo	X
B. Ip	X		A. Ramelmeier	X
M. Montgomery	X		B.J. Jaurique	X
M. Riley	X		K. Whalen	X
S. Greva	X		V. Cornwell	X
B. Wygant			S. Blew	X
T. Wurm	X			
G. Lazaneo	X		S. Wintersteen	X

**Approval of Minutes**

The March minutes were approved (16 – 0 – 0).

**President's Remarks**

Simon thanked everyone for learning to use Zoom and for sticking with the Club and continuing to fulfil their responsibilities as Board members during the COVID -19 pandemic.

**Members Moment**

Long time member and former DAL Joe Butler addressed the Board regarding the Club's upcoming sesquicentennial (150<sup>th</sup> anniversary) in 2023. Joe feels this milestone should be celebrated and suggested the formation of a planning committee. The committee's charge should be broad enough to address when, where and why.

Joe thinks this anniversary should be celebrated in the broader context of the Club's role in the City's culture/history. There should

be races (swimming and rowing) in the bay, foot races and national handball championships (he suggested that we build a temporary 4<sup>th</sup> court on Jefferson St). The results of these events should be memorialized with trophies worthy of display in trophy cases.

He argued that the planning committee should be led by an interested Board member (hopefully somebody starting a two year term in the interest of continuity) but include many non-Board members. The committee should be balanced by sport, gender, age, longevity at the Club, etc. Joe indicated his willingness to be a part of the committee.

In addition to planning celebratory events, Joe suggested that the committee investigate taking on a legacy project. An example of such a project would be providing a proper foundation for the upper boathouse.

Since this committee will be conducting its work over a long period of time, it was suggested that they plan to update the Board on a quarterly basis so that there are no surprises as we approach the anniversary.

Based on the nodding heads, there appeared to be Board support for Joe's suggestions. Simon asked for the item to appear on the May agenda.

#### **A. Ongoing COVID-19 Club Closure**

Simon pointed out the current closure is unique in the Club's history. He expressed his opinion that thus far we've done a good job in implementing the closure, staying aligned with the City's policies and remaining in touch with our membership.

The Club is closed till May 1<sup>st</sup> but based on his view of what's going on, Simon expressed the belief that the closure will continue beyond that date.

He thanked everybody for honoring the closure and staying away from the Club. He expressed his appreciation to George, Bobby and Susan for their efforts to keep things going during the closure.

Simon pointed out the social isolation that comes with the closure and suggested that we all make an extra effort to stay in touch with fellow members to make sure they're OK. We discussed how to stay in touch with our most venerable and senior members. To see if they need any special assistance (e.g., shopping). Kevin agreed to identify members who might benefit from the extra attention and it was agreed that each Board member would get assignments.

Diane Walton has been contacted by some of her members about getting refunds on their dues. Susan explained that most of our Club's expenses continue during the closure (e.g., rent, insurance, etc) and while there will be some modest savings (e.g., utilities) there will also be a loss of revenue (e.g., guest fees, the crab feed, etc). Susan reminded the Board that dues don't pay for sports but instead pay for the Club itself ... our infrastructure. In addition to all of that, there would be the logistical issue of writing so many checks. We're only a month into the closure and the consensus of the Board was to not consider refunds at this point in time.

Simon invited former Boat House Captain Cy Lo to describe the Saving Face campaign he started. Cy shared a conversation he had with Dr. Alex Lam, a SERC member and ER doctor at CPMC. Dr. Lam described the lack of personal protective equipment (PPE). Cy told Dr. Lam he couldn't make an N95 mask but he could make face shields. Cy found a simple but effective design for face shields and then went about sourcing the needed raw materials and then creating them. He has assembled a merry band of compatriots to help him with the effort. Last week they created and delivered the first 260 face shields and they expect to deliver 800 more this week. **Anybody can support the effort by donating to the GoFundMe that has been created (<https://tinyurl.com/tusxb8k>).** Way to go Cy!!

The Board also discussed being cautious about upcoming expenditures until we better understand the duration and financial impact of the Club's closure. In particular, Susan will reach out to Laura Hovden about AI expenditures. We need to understand when the Club needs to make non-refundable financial commitments to the various vendors who we utilize to put on the event. We also agreed that all large previously authorized capital expenditures should be passed by Susan and Simon before the money is actually spent.

## **B. Entertainment**

Nothing is happening!

The Board then discussed the Club's eventual reopening. When should we start scheduling events and how do we reopen?

We agreed that individual commissioners might want to start planning the resumption of events beginning in July. The events should be coordinated with Betty-Jean but they won't be posted to the Club calendar until we know when the shelter order will be lifted.

There was discussion if the Club should reopen with a bang (e.g., a big welcome back BBQ) or a soft reopen where people trickle back to the Club? There are more questions than answers at this time, but we're going to stay in contact with the City and Park Service to see how they plan to deal with the lifting of the shelter order.

## **C. Membership**

Not surprisingly, new membership has almost ground to a halt (one new member in March).

Andy described the extensive manual processing involved keeping the various systems used to maintain membership in sync. He put out a request for help to the Google group. Daniel Buckley, who was recently the treasurer of the Lake Merritt Rowing Club, responded to Andy's request. Daniel indicated that he had solved the same problems at Lake Merritt and was willing to help us do the same.

Andy has been coordinating with Brian and they are forming an IT steering committee for the Club that can guide the various efforts underway. It was suggested that Andy reach out to Paul Saab about participating in this committee.

Andy said it would cost about \$2,000 to upgrade the system that manages the front door in order to provide the data requested by Fran for her capacity initiative. He thought it might cost about \$10,000 to upgrade all of our systems. It was pointed out the importance of involving stakeholders when considering upgrades.

#### **D. Building**

George has made 14 site visits to the Club since the closure. He reports that the Club is in good shape. The cleaning crew took some time off, but they're back on a reduced schedule. He's talking to our trash haulers about getting smaller containers during the closure and is monitoring our utility bills.

George reports that the Club is secure but that folks have ducked under the docks to get to our beach.

He's been doing painting and other maintenance of the men's locker room (maintaining social distance from Jefferson) and will continue to the hall and landing. If he has time, he will also sand and refinish the cookshack floor.

Work on the roof and the woman's locker room floor are on hold because the needed contractors aren't allowed to work at this time.

#### **E. Treasurer**

Susan reported that when she came on board, the Club's accounts were depleted but we're now in good shape financially. She indicated that a decision to refund dues might require us to tap our special fund.

Susan rebalanced all of our accounts to ensure that no account exceeded the \$250k FDIC insurance threshold.

**F. Procedure Manual Update**

Josh explained that the Board has adopted new policies (e.g., the alcohol policy) since the procedure manual was created. In addition, there were a few previously approved policies that didn't make it into the first iteration of the manual. He intends to bring an updated draft to the Board in May or June. He invited Board members to get him any updates they want included in the next version of the document.