

May 13, 2020
South End Rowing Club
Board Meeting Minutes

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

Roll Call

Member	Present		Member	Present
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	X		S. Blew	X
T. Wurm	X			
G. Lazaneo	X		S. Wintersteen	X

Approval of Minutes

The April minutes were approved (17 – 0 – 1).

President's Remarks

Simon described the loss we all feel with the recent passing of Elizabeth Glass. We're glad we had her in our lives. She enriched us both individually and as a Club. There was an informal Zoom call last night for Club members to remember Elizabeth and it was quite emotional. Elizabeth's desire is to be cremated and have her ashes spread in the Bay. The tentative plan is to have some kind of ceremony around Memorial Day. Her family wants us to know how important Elizabeth's SERC family was to her.

Simon let us know that the Dolphin Club is trialing reopening with a few swimmers and rowers.

He thanked everybody for staying positive during the pandemic. A Board committee has been planning our eventual reopening and when the time is right, we will have a clear, well thought out and nimble roadmap to reopening.

Simon noted the presence of Vanessa Brown, Cathy Delneo, Karyn Noel, Joe Butler and Will Benjamin in the meeting.

Members Moment

None.

A. Covid-19 Member Outreach

Kevin described last month's member outreach effort. 393 members over age 65 were contacted. We had direct contact with 2/3 of them and left messages for the others. The common themes that emerged were:

- Their basic needs are being met.
- They're grateful to receive the call.
- They miss the Club.

Kevin said the process was fun and thanked Bill, Andy and Susan W for helping get the program up and running. He also thanked the "ambassadors": Emily Gable, Tori Gorman, Randy Brown, Virginia Waik, Van Cornwell, Susan Blew, Mary Riley, Patrick O'Malley Daly, Ariana Wohlstattar, Matt Montgomery, Suzie Dods, Aaron Burby, Allison Kalhammer and Josh Sale.

The shelter@serc.com email is still operational for members who need support.

Mary Riley has been assembling a list of Club members who are providing front-line support during the pandemic. Her plan is to recognize them and other essential workers in the Club newsletter.

B. Covid-19 Club reopen planning

Van reported on the work of the Club reopening committee (Cathy Delneo, Fran, George, Josh, Jules, Simon, Van and Vanessa Brown)

that has met four times since the last Board meeting. Van noted that Cathy and Vanessa each bring especially relevant experience to the committee (reopening the City library's branch locations and health care professional respectively). The committee is also getting support from Jen Brokaw (MD) and Don Margolis (lawyer).

Van emphasized that the committee isn't appearing before the Board tonight with answers to the reopening questions. Instead tonight is a progress report on the committee's work and an opportunity for the Board to provide feedback and direction.

Van pointed out that the Club isn't just a facility but is also a community. That the loss of community is being felt every bit as strongly (perhaps even more strongly) as the loss of the facility. So while the primary focus of the committee has been on the reopening of the facility, we are also looking at ways to restore community during the closure. To that end, Cathy and Vanessa have prepared an outline (attachment C) describing potential ways of creating virtual community while respecting the shelter order. Their outline concludes with the acknowledgement that we really need to do a survey to see what kinds of virtual community will appeal to our members.

Van then walked the Board through the reopening plan prepared by the committee (attachment A). He emphasized that the committee is taking its direction from the City of San Francisco and that the City's policies are more restrictive than the Federal or State policies. So our approach is conservative. Van also explained that the committee spent considerable time discussing the parceling out of responsibility between the Club and the individual members. Our conclusion was that while the Club has responsibility to do its best to provide a safe environment, that final responsibility for when members return to the Club will be theirs. In other words, the Club may partially reopen, but some members will appropriately decide based on their health and tolerance for risk, to continue to stay away.

All of the reopening scenarios need to acknowledge the reality that we are a volunteer organization. Any scenario that depends on elaborate enforcement schemes is likely to fail.

Van and Jules then walked the Board through the Rowing and Swimming reintegration plan (Attachment B). These plans envision gradual reintegration of aspects of these programs when allowed by the City's policies. *Nothing in the committee's work is tied to specific dates.* Instead, everything is contingent on relaxation of the City's policies to allow specific aspects of the program to be reintroduced.

The committee recognized that in the early days of the reopening, the Club won't offer much for swimmers that they can't get swimming from the bleachers. But that rowers have the most to gain. So the committee's planning assumes that rowing will be the first sport partially reintroduced.

The committee envisions only limited portions of the Club (upper and lower boathouses) will initially be opened in order to limit the areas that need to be cleaned and for the safety of staff.

The committee envisions limited boat maintenance with limited sharing of tools and surfaces, social distancing and extensive cleaning will be the first reintroduced activity followed by the rowing of singles and doubles with monthly reservations, very limited sharing of equipment and cleaning before and after.

Swimming will eventually return starting with equipment maintenance and then small group swims (e.g., sunrisers).

Finally Van pointed out the reopening won't occur in a linear fashion. Because of the dynamic situation with the virus, reopening will likely occur in fits and starts and that we might have to reverse course depending on factors inside and outside of the Club.

Karyn Noel indicated that she was in a very high-risk group because she is immunocompromised. She asked if it would be possible, when

the Club begins reopening, to have specific hours exclusively for people like her. Simon pointed out that many people who look healthy have underlying health issues. Joe Butler mentioned senior hours at the markets. The reopening committee will discuss Karyn's suggestion.

George and Joe measured the two boat houses, the outside area and our portion of the beach. Based on their initial analysis, it appears we could fit about 50 people in those areas and still maintain social distancing. The challenge of course is how to get the people to spread out evenly over the available area.

Juan Carlos shared that he has been thinking about the reintroduction of handball. He pointed out that handball players can still get value from the Club playing singles (which would avoid social distancing). Juan Carlos and the committee should work together to incorporate handball into the reintegration plan.

Bill suggested to the Board that we use the closure and eventual reopening as an opportunity to re-enforce volunteerism at the Club. As members begin returning to the Club, it comes with a commitment to volunteer. Jerry pointed out the Los Gatos Rowing Club requires each member to volunteer 16 hours/year.

The Board approved (18 – 0 - 0) the following motion:

To allow the President, in consultation with the reopening committee, to partially and eventually fully reopen the Club:

- *Consistent with the policies and recommendations of the City of San Francisco.*
- *Implementing changes in Club use and cleaning & maintenance as directed by the City and consistent with the involvement of the appropriate Commissioners,*
- *With the understanding that as we prepare the facility for safe reopening, it is ultimately the personal responsibility of each member to determine when to return to the Club,*

- *After clear and straight forward communication to the membership describing the terms of the reopening,*
- *With the understanding that initial decisions will be revisited periodically and may be modified to contract or expand Club use as the President and committee feel warranted.*

The Board approved (17 – 1 – 0) an expenditure not to exceed \$2,000 per the following schedule:

Quantity	Item	Cost
2	Free standing no touch hand sanitizer dispensers.	\$500
2 gallon	Hand sanitizer solution	\$120
As needed	Soap and water to clear boats & oars	\$25
2 gallon	Hard surface sanitizer (door knobs, etc)	\$100
As needed	Hardware to temporarily lock off portions of the Club	\$50
As needed	Signage as required	\$250
	Total	\$1,045

C. All Other Covid-19 Club Related Items

Simon has discussed this year’s AI with Laura. No decision has been made about cancellation and it seems we have until June to make that decision. If we were to cancel today we would lose about \$1,000.

D. SERC 150 Committee

Board members Mary, Andy and Bobby along with Joe Butler were appointed as the initial members of the 150th anniversary planning committee. The Board is anxious to hear how their planning is proceeding.

E. Procedure Manual Update

Josh described that a few previously approved Club policies (e.g., security cameras) were omitted from the original edition of the manual. In addition, recently adopted policies (e.g., alcohol) weren't yet part of the document. Lastly Jerry had made some minor additions to the rowing section of the manual.

The elected officers approved the updated version of the document (7 – 0 – 0).

F. Building

George explained that roof repair started today. The roof had been damaged by inappropriate use. Once the repairs are complete, he will look to terminate the inappropriate use.

During the closure, the woman's locker room floor has been repaired.

He is looking for stewards who will take care of various parts of the club (locker rooms, cookshack, garden, etc).

If time permits, he will also undertake the resurfacing of the cookshack floor although Bobby felt strongly that this should be undertaken by a professional.

G. Treasurer

Susan reported that our utility bill has dropped by about \$5k/month and income has basically gone to zero. She made a \$64k transfer to the special fund. Our two main funds now each have approximately \$376k in them. A principal and interest payment will be due in June.

The Article of Incorporation update is currently on hold. Based on research by Michael Slattery, it now appears that we would need to become a 501(c)(3) to get the desired tax breaks. Michael has agreed to help us investigate this change. Susan will also discuss this change with the Dolphins and the attorney who assisted them. Before committing us to this change, Susan will help the Board to

understand both the benefits and any disadvantages associated with becoming a 501(c)(3).

H. Entertainment

“Haven’t been entertaining” – BJ

Betty-Jean probably won’t be coming to the Club before the end of the year unless she is required to.

I. Membership

One new member. Should we be closing new membership? Would need to talk to the City. This question should be reviewed by the reopening committee.

J. Aquatic Park & Pier Project

Fran updated the Board on progress of the visioning plan. Stake holders are engaged. A Centering grant has been received and is being used to match other donations. However the pandemic triggered economic collapse is slowing things. On the plus side, the virus is causing many people to discover Aquatic Park.

Fran recognized the assistance of Peter Ross and Bill Wygant.

The meeting ended with a minute of silence in memory of Elizabeth Glass.

South End Rowing Club Reopening Plan

Our goal is to reopen the club facility for its members and to resume traditional uses as soon and as safely as possible. This plan outlines our roadmap and the considerations that inform it.

We anticipate a phased opening based on recommendations by City of San Francisco Public Health Department. All activities, considerations, and mitigations are subject to change depending on local conditions at the time of action.

This plan informs and guides appropriate transitions from the club’s current facility closure (imposed to slow COVID-19 infections) to scalable operations that allow for member (and ultimately public) visitation but do not unnecessarily compromise employee, member or public health and safety.

Objectives for SERC Facility Reopening:

- Limit member, staff and visitor exposure to the coronavirus
- Resume operations only after identified safety and other procedures are in place and communicated
- Identify local indicators that will move operations forward or draw them back
- Remain flexible and nimble to adapt operations to changing conditions

Considerations for Phased Recovery

1. SERC will adhere to the City of San Francisco public health measures.
2. The South End Rowing Club is an organization whose facility and activities are considered higher risk (“gym” or “health club”).
3. And yet the club is more than simply a facility: we are a community. This plan also seeks to address communal needs, above and beyond those associated with the facility itself.
4. As a volunteer-run sports organization, SERC is limited in its ability to enforce safety procedures and must rely largely on its members to comply.
5. With a multi-generational membership, close quarters, and activities that foster high risk of virus transmission, SERC will base phased, facility re-opening decisions on local public health guidance.
6. The board’s stance is two-fold:

- (1) To do everything it can to prepare the facility and our members to resume club activities safely, and
 - (2) To impress upon members their *personal* responsibility for assuming risk in returning to the club.
7. As always, members engage in club activities at their own risk.
 8. How SERC scales itself up or down as this public response evolves and stabilizes will be an on-going challenge: how to reestablish some version of normalcy, while remaining prepared to respond quickly to virus resurgence?
 9. This plan is intended as a flexible framework. Guidance, indicators, activities, and mitigations may not align with our forecast as laid out in this plan and will require constant assessment and reevaluation.
 10. SERC Board has established a committee that will develop and monitor this reopening plan and advise the club president.

City of San Francisco Guidance

The city's guidance continues to evolve, and we do not have a definitive reference at this writing. Elements of local public health measures that have particular relevance to the club's ability to reopen include:

1. **Size of permitted gatherings** of people from different households. (At this writing, none.)
2. **Classification of business** based on risk of transmission. (The SERC is best classified as a "gym"—and is in the third of four categories. Currently this category of business remains closed.)
3. **Social distancing** is required. This means the facility and its uses need to accommodate members' ability to remain >6ft apart. Members using the club will have to wear masks.
4. **Cleaning standards** for facility, surfaces & shared equipment. Organizations must meet hygienic standards to prevent spread of the virus. This means we will need to reevaluate our cleaning contract. And we will need to have hand sanitizer and cleaning wipes readily available in public areas.
5. **Testing** is required so the city can understand the rate of growth, infection, death, etc. Testing is not yet widely available.
6. **Tracking** is also under consideration to enable self-quarantine for those who encounter infected people. Methods are not yet established.
7. **Notification** It is unclear what the city requires, as we are not an employer. If a member alerts the club that they've been diagnosed, we will notify club members of when that person was present in the facility.

Current State / Phase 1

Getting ready to reopen the facility.

1. The club facility is closed for all but essential business, such as:
 - a. Readying the facility
 - b. Writing checks
2. All other club activities are virtual, including:
 - a. Board Meetings
 - b. Zoom Club Socials
3. All member key cards are off.
4. Before anything in the facility can reopen, plans must be in place.
 - a. For each sport & activity area
 - b. For cleaning the facility (including extra measures after discovery of a diagnosis)
 - c. For notifying members of presence of diagnosed person
 - d. For consequences of member non-compliance
5. Plans for communal activities that don't require the facility. A team is working on them, and they could include:
 - a. Zoom socials: coffees or subject-related gatherings
 - b. Leaderboards
 - c. Sporty zooms: dry clinics, yoga, pilates, etc.
6. Communication to members:
 - a. Expected behaviors (e.g. wearing a mask, social distancing, handwashing, adhering to guidelines)
 - b. Expectations need to be posted in the club.
 - c. Consider video "training" on programmatic and club expectations before key card turned on again.
7. Club's ability to track: Consider implementation of new key card system requiring members to check in / check out, so we know the demand on the facility and can take reasonable measures to ensure there is not crowding.

Partial Reopening / Phase 2

The club may be able to resume some lower risk sports, such as rowing singles (or doubles if rowers are in the same household) but that some—if not most-- of the club's core social activities and facilities will need to take a different form to continue.

8. Implement key card system to ensure our ability to notify potentially exposed members if a member becomes infect.
9. Implement cleaning plan to comply with city guidelines
 - a. Overall cleaning of accessible areas
 - b. Available wipes to facilitate club members to clean shared surfaces (e.g. all restroom doorknobs and handles, public levers for boats, oar handles, etc.)
 - c. Hand sanitizer stations to facilitate member hand washing.
10. Restricted access to club:
 - a. Limited access to boat houses & downstairs restroom only.

- b. Limited access for anyone from 8pm to 5am.
 - c. Exception access to club office by selected board officers to engage in preapproved essential club business
 - d. Access consistent with maximum capacity as established in facility plan. (*Enforced by key cards?*)
11. Implement social plans as indicated by that team.
12. Assuming that rowing is the sport most consistent with social distancing, consider opening the boathouse facility first.
- a. (Upstairs of club remains closed to members. Cook shack, Bar and the accessible bathroom / sauna also remain closed.)
 - b. Work with rowing to accommodate their program as safely as possible.

Partial Reopening / Phase 3

When the city permits gyms and health clubs to reopen and relaxation on the amount of social distancing (e.g. <6ft) and size of gatherings (e.g. +10), we might consider these actions.

TBC

Attachment B

SERC Sports Reintegration Plan

Rowing
Swimming
Running
Handball

VERY LIMITED ACCESS / CURRENT STATE:

Activity	Program	Intensity of Uses	Actions	Consider
All Activity	Rowing	Zero	Not taking place.	
All Activity	Swimming	Zero	No member access or activity	

LIMITED ACCESS / PARTIAL RE-OPENING:

Activity	Program	Intensity of Use	Actions	Considerations
Rowing: Barges	Rowing	Zero	Not taking place.	
Regattas	Rowing	Zero	Not taking place.	
Rowing Clinics	Rowing	Zero	Not taking place.	
Erg Nights	Rowing	Zero	Not taking place.	
Boat Nights / boat maintenance	Rowing	Low intensity	<p>Boat Nights – typically scheduled for Thu pm – will not be taking place. Instead, boat maintenance will be managed by the Boathouse Captain Tom Wurm, by invitation only, performed outside, and in daylight.</p> <p>The objective is to repair the boats to allow their operation (no major restoration), and to do thorough cleaning of the boats, targeting frequency of once-a-month.</p> <p>We will share the procedures for reporting repair needs (a sticky note left in the boat), and on proper cleaning. We’ll also state that the first rows in wooden boats will need to be closely monitored by the rowers to ensure boats are sea-worthy.</p>	Limit number of participants to ensure a safe environment (social distancing, wearing masks, other measures like gloves).
Boat Maintenance	Swimming	Low Intensity	<p>Maintenance, repair, and improvements to the club zodiacs and kayaks as needed.</p> <p>Breaking in new motor as needed by operating it on the Bay as per breakin procedure.</p>	Limit number of participants to ensure a safe environment (social distancing, wearing masks, other measures like gloves). Everything cleaned and disinfected after work.

<p>“Special” Swimmer Access</p>	<p>Swimming</p>	<p>Low Intensity</p>	<p>Swimmers with handicap and need ramp access to the beach, and most at risk from social contact.</p>	<p>Special risk men available activity a continue for speci swimme</p>
<p>Rowing: Single</p>	<p>Rowing</p>	<p>Low Intensity</p>	<p>Limit sharing of equipment: month-long sign-ups using Google Spreadsheet, assigning a boat to no more than two rowers who will be responsible for coordinating with each other the use of the boat. The sign-ups will be similar to those for regattas where people will pick from the available boats (i.e. first come first serve basis, and can only sign up for one boat), https://docs.google.com/spreadsheets/d/1dZ9n0qRgocIBfVXqumL-41V0lOvWT2juA-FnMBF0DBs/edit#gid=0</p> <p>The philosophy on social distancing: no more than 2 parties on the dock, at the cleaning area, at the boat house retrieving or returning the boats.</p> <p>The philosophy on cleaning is, “use your own oars, if you have them, clean the equipment – with a club-provided solution – prior to the row, and after the row.” For wooden boats, place the oars in the boats, not return to the racks.</p> <p>We can provide access up to 44 rowers interested in rowing singles: 6 heavy singles (12 rowers) 1 viking single (2 rowers) 14 shell singles (28 rowers) 1 coastal single (2 rowers)</p>	<ol style="list-style-type: none"> 1. Pro to t dis hou 2. Ro situ dur for wil ove 3. Th else use bee any pro wh par sta

Rowing: Double	Rowing	Low Intensity	<p>Same approach as for the rowing of singles, applicable to the rowing partners who have been sheltering-in-place together (e.g. significant others rowing together).</p> <p>We can provide access up to 32 rowers interested in rowing doubles: 1 viking double (4 rowers) 3 heavy doubles (12 rowers) 3 shell doubles (12 rowers) 1 coastal double (4 rowers)</p>	Same as
Small Group Swims (ie, "Sunrisers")	Swimming	Medium Intensity	<p>No swimmer use of the club. Pilots allowed to enter the club for boat launching and return/cleanup.</p> <p>Guided swims from start to finish but not provided rides to the start and not finishing with access to club resources.</p>	No swim in a boat for 5 ind boat carn that can must hav comfort a swim. I group an Pilots ca themselv
Kayak Use	Swimming	Medium Intensity	Kayaks used to escort training swims available upon reservation with SC.	Schedule carefully exclusive swims. A thorough
Individual Swimming	Swimming	Medium Intensity	Single and small groups leave from the club beach for usual in/around cove swimming.	No use o Possible gate. Ap and face water. Possibly outdoors Research warm ou Locker r

Small "Club" Swims *	Swimming	High Intensity	Swims of up to 25 people (?) potentially carried by boat to the start and ending at the club beach.	All swim strict safe masks and showers use TBD. distancing changing and wom installati showers
Post Swim Events *	Swimming	High Intensity	Outdoor seating only.	Use of th exclusive BBQ. App and face to only th

** Unlikely to start until full re-opening.*

FULL MEMBERSHIP ACCESS / RE-OPENING:

Full swimming activities are dependent upon availability of showers and saunas.

Activity	Program	Intensity of Use	Actions	Considerations
Rowing: Single	Rowing	Medium - > High Intensity	No advanced sign-ups. Continue advanced cleaning procedures (pre and post rows) for N months.	Participant determination
Rowing: Double	Rowing	Medium - > High Intensity	No advanced sign-ups. Continue advanced cleaning procedures (pre and post rows) for N months.	Participant determination
Boat Nights	Rowing	Medium Intensity	Resume as pre-closure, on Thu nights, and open to wider participation. Perform as much work as possible outside, maintaining social distancing protocol for N months. Delay communal dinners for N months. Continue with regular thorough cleaning of the fleet.	Participant determination
Erg Nights	Rowing	Medium Intensity	Resume, at first moving the equipment outside, maintaining social distancing and advanced cleaning routine for N months.	Participant determination
Rowing: Barges	Rowing	Medium Intensity	Resume, as pre-closure. Perform advanced cleaning procedures (pre and post rows) for N months.	Participant determination
Regattas	Rowing	High Intensity	Resume last, after re-opening the kitchen at full capacity. Perform advanced cleaning procedures (pre and post rows) for N months.	Participant determination
Rowing Clinics	Rowing	High Intensity	Resume last, after re-opening the kitchen at full capacity. Perform advanced cleaning procedures (pre and post rows) for N months.	Participant determination
Club Swims and Post Swim Events	Swimming	High Intensity	Resume normal club swimming events and use of kitchen and cook shack. Perform advanced cleaning.	Participant determination

Attachment C

SERC Community outreach/social activities/education

Webinars/Discussion Groups/Virtual Gatherings:

1. Channel swimmers info session
2. Sharko's wet poet society
3. Sea life/ aquatic info
4. Revisit... hypothermia/ tides in a more condensed class
5. Piloting refreshers.. discussion... newbies
6. Gear check/gear reviews
7. Nutrition
8. art
9. Music (ukulele, sing-along, etc.)
10. Morning Coffee / Virtual sauna
11. Craft/knitting group
12. Game Night
13. Handball- tutorial/ pointers
14. Birthday zooms birthday suits ;-)

Create leaderboards:

Rowing/ erg (indoor)

Swimming: coves, chas lap, ft mason,
(indoor activities) Dry land: situps, push-ups, squats
handball

running- miles, hills, interval training

Courses/ activities led- video-podcast style

1. Meditation
2. Dryland
3. Stretching/yoga/pilates

Subgroups:

SERC toastmasters

Buddy system

Survey:

1. How are you coping with not being able to use the SERC facility?
2. How are you coping with the lack of social interaction that you get from SERC?
3. How likely would you tune into a webinar hosted about topics related to the sports associated with SERC?
4. What topics would you like to learn more about related to Rowing, Swimming, Handball, running or as SERC member?

5. What time of day would you most likely be able to tune into a webinar/ zoom that is not work related?
6. What skills do you have that can translate in building community during a time of social distance? / that'd you be willing to share with the SERC community?
7. Do you have a friend at the club who has a skill or talent you think other people would want to learn/hear about?

Start engaging with smart tech members to consider building out an app for SERC....
Allow for swim signups/ sense of community/ chats/ market place/ social.....
profiles – what sports you do/ speeds/ times you are able to go