

**July 10, 2024**  
**South End Rowing Club**  
**Board Meeting Minutes**

**Roll Call**

<b>Member</b>	<b>Present</b>		<b>Member</b>	<b>Present</b>
J. Sale	X		C. Lovazzano	X
C. Bump	X		A. Diaz	X
E. Gliebe	X		L. Hovden	X
V. Blyth Marlin	X		M. Miller	X
V. Cornwell	X		E. Gable	
J. Li	X		K. Hutchins	X
G. Lazaneo	X		S. Phillipow	X
F. Hegeler	X		D. Flatow	X
J. Sellers	X			
T. Yarish	X		S. Wintersteen	

**Approval of Minutes**

The June 2024 Board minutes were approved (16 - 0 - 1).

**President's Remarks.**

Josh noted Erika swam Manhattan 20 Bridges and has a nasty rash to show for it. Congratulations Erika!

We had a really successful 4<sup>th</sup> of July First Responders event. Jeanne shared that we served 75 first responders and 65 members. Ellen Boyle was our lead cook, and it was a beautiful event. It was a really fun and really rewarding event! Dale Dualan from NPS passed along his thanks for a wonderful event.

We are saddened by the loss of both Rudy and Pedro. Rudy was a member for over 50 years and Pedro was a gateway for many to open water swimming. They will both be dearly missed. We are planning an August 24<sup>th</sup>

memorial for Rudy and looking at potentially August 31<sup>st</sup> for Pedro. Vanessa is happy to donate flowers from Bell & Trunk flowers for both memorials.

Josh brought up that we have volunteers, and we have super VOLUNTEERS who are frequent fliers and show up at the South End all the time for things like day of service and cooking and tirelessly giving their time to support our community. Josh would like to do a volunteer recognition dinner for those who truly carry the load. The commissioners can outline their list of people who go above and beyond. Josh views this as an exclusive event, to give people an incentive to up their volunteer game and try to get invited. We would like to take on this initiative later in the year and we should each commissioner to think about those individuals that we want to honor for their extensive volunteer contributions.

### **Members Moment**

None.

### **6:45 pm- Agenda Items**

- A. Alcatraz Invitational Update (Maureen, 10 minutes, not deferrable)  
Maureen is pleased to let us know that we are sold out for the Alcatraz Invitational, and we have a waitlist of 66 people which is still growing. We have 542 swimmers and spectators. Maureen is releasing to the waitlist daily. We are at \$128K. Last year after day of sales we did \$148K so feels like we are on track to do the same or more. The swag is going to be a swim cap and a towel. We know people like to get t-shirts so they have offered pre-orders of t-shirts and visors which is also driving additional revenue. They just started promoting the t-shirts and visors last week.

Maureen noted that they have focused efforts on registration, flow and the finish. SVE had recommended we switch to race roster vs. Eventbrite and that is working out great. We can easily check in everyone electronically and efficiently. From a flow standpoint, participants will go through a chute to ensure they also get body marked which has been missed in the past.

Jefferson street will be closed at 3pm on Friday the day before the event. We need to ensure there are no cars parked in the Jefferson Street area in front of our club after 3pm Friday. Our guest of honor for the Alcatraz

Invitational is Amy Gubser to share her amazing swim to the Farallons. She will speak on Friday. Pasta dinner will be at 5pm, Amy will talk at 6pm on the back deck and then the bar will open from 6:30- 8:30am. All kayakers must be approved this year. The youngest swimmer is 11 and the oldest swimmer is 79. We will also host many people with various disabilities. It will be a very fun event. It is very impressive. It takes a village. Come out and support by volunteering on September 6<sup>th</sup> & 7<sup>th</sup>.

B. Mid-Year Budget Review (Laura, 15 minutes, not deferrable)

Laura thinks we are looking pretty good on our budget. The percentages at about 50% of the year which lines up with where we should be at this point in the year. Some line items are slightly over, some are slightly under. She requested the board to think about if you will have anything that drives you over the budget. If so, please connect with Laura to make updates. Swag sales are 18% of budget and low vs. year ago so Laura will follow up with Susan Blew. Security is low as we budgeted for security at the front door but have yet to execute against that. Accounting is ahead of pace due to auditing.

Fran asked if membership continues at this pace if we will end the year in the black. Laura can review to ensure we are on track as we should adjust if there is new information. With 6 more months in the year, we should have an additional 100 more members join. Lockers were down this year but that is because a lot of the income came in December as did membership renewals.

We were out of compliance with our lease as there were some reports that were required by the city. They had not been requested for quite some time. Laura worked with auditors to get all the paperwork compiled and submitted so we are in compliance. There has been a huge clean-up effort and an additional building audit that is all complete now. The data for the audit has been submitted but the audit isn't final until they review and approve.

C. BRADY update (Marissa, 2 minutes, not deferrable)

Marissa has good news to update the board. The Brady has been found. 5 years ago, the boat house captain had said it was in severe disrepair. It was sent out to someone's home. It has been in someone's back yard in

Oakland and the Brady is coming home. There is a safe dry location in Oakland to get the Brady safe and secure. Great news! The Brady is coming home!!! The Brady is over 100 years old and named after a former president that served in 1941. She is a great boat, and we feel with our great boat night team and JFS, we hope we will get her back in order. We will know more on July 19<sup>th</sup> when they collect the Brady.

D. Dock Update (Tim, 30 minutes, not deferrable)

At the last meeting we discussed 4 approaches for the dock. We agreed we wanted to look more closely at the long ramp option as it was the only option that addresses safety and accessibility. A couple of years ago a study was conducted with several engineers and one of the recommendations was this long ramp option. At the last meeting we agreed to have board members look at similar docks as a reference point. It was also suggested that we further illustrate the next steps and the report provided itemizes the next steps. We would start with hiring a design firm to develop a conceptual design plan. From that point we would have a series of check-ins with the board to ensure the Board is brought along in the process. The designer that is recommended, Clausen Engineers does 100s of these docks in San Francisco Bay including St. Francis Yacht Club. While they have extensive expertise, the engineer group feel enlisting a consultant now would be beneficial to work through regulatory agencies. It was also recommended that Tim reach out to people who have a history of our dock. Tim reached out to various people. David Plant had a lot of questions, and the recommendation is to hire an architect to develop a conceptual plan for the board's review. Tim felt we are planning to hire a firm that does engineering and design and has the most experience in this area. Scott Elsworth also got back to Tim and said the dock is just fine the way it is. Just fix things that need to be fixed. Additionally, at David Flatow's suggestion, we took a wooden boat over to a sidewalk with a 10% slope to compare how this might compare with the expected slope of 8% for the proposed dock. Several people tried to move the boat up the hill and various people seemed able to move the boat.

Fran surfaced a question about who is the core team for this project as the dock is critical to the club for swims, rowing events and more. Having the dock out of commission for a period will bring the club to a halt. This is a big expense that will take long beyond the tenure of Tim's role on the board. Fran would like more due diligence on who is on the team, the committee

who will own this project from start to finish like a previous renovation. We need a village that goes beyond one person's tenure. Fran would like to see and to understand the team in advance and that we have the right people working on it before she is prepared to vote.

Tim noted he has 50 years in construction management and project estimating. The area he has been doing that work had been in San Francisco. He knows the engineers, the contractors and knows how to speak their language. He knows how to keep a project on track and considers himself a key part of this project. With the approval of this first stage gate, he will build his committee. The pilot committee has already requested that Don Margolis be part of the committee. Within the rowing community, there are the Guardians of the Woodens which includes Marissa, Dan, Vanessa and Jeremy, and they have a great appreciation of the effort of moving boats. There is a vested group already in place. Bill Post in attendance is also interested in being involved. Tim does not feel that is a reason to delay in moving forward with phase one, the conceptual design process and approval of \$20K to start this process.

Steve noted that a project management team is important and asked if Fran could provide a description of people on the team vs. the people listed who are stakeholders. Fran recommended David Plant and Scott Elsworth as we want to ensure continuity of the team to ensure we are setting ourselves up for success. Fran would highly recommend that we identify a team and build out the project and leverage those at our club who can contribute. There needs to be a write-up of the scope of work, what the project is and what we want to solve and that begs the question of who the team is to support this project. There is support for this project from the board with a small team to ensure we share the knowledge. That group might consist of three people who would present to the board. Key recommendations of their report would include a statement of requirements, how those requirements were developed, the vetting process of the contractors

George is empathetic. And understands that Tim may not be the commissioner through the entire project. George is supportive of getting to the first step. George asked if there is a chance that this may not be feasible. And Tim said no as this is similar in scale to what the Sea Scotts

just did. The projected cost is \$200K- \$300K and we will learn more through the conceptual design phase.

Laura is thinking of funding as this would go through the 1873 Fund, and they will need a lot of information and project details to start the fundraising.

Fran moved to Identify a small project team with the appropriate expertise to identify key stakeholders to interview for what is needed for the dock. Steve should be part of the initial project evaluation team. Those interviews will be built into a program document which will be used to develop a consultant's scope of work. That project team will identify a consultant.

Approved (17 – 0 – 0)

E. Capacity (Vanessa, 30 minutes, not deferrable)

Vanessa noted that capacity is a complicated topic but when you can break it into sections which helps to simplify. She wanted to bring the board up to speed on what they are working on. Vanessa is focused on listening and gathering the right data. She wants to engage the membership and ensure everyone feels heard.

She has a team but has a couple areas where she needs additional volunteers.

- Catherine is working on data with Brian. Further exploring a CRM system to more accurately track our membership population and access to door swipes. We may come up with data that is incomplete or not useful but the membership wants the data so we need to do our due diligence.
- Membership liaison will be conducting member focus groups. Jing is leading this effort with the goal to give everyone space to share their thoughts in a safe space with groups of 6 to 7 people that also rotate to other groups. They will look at the data and then patterns to open a dialog which is more valuable than a survey. They will have a variety of different sessions to accommodate all sorts of members and schedules. First focus groups to run in July.
- They are still looking for a volunteer to be the Commissioner liaison. They would like feedback from our commissions on the board. They

need someone to spend time interviewing the various commissioners and report back their findings to the capacity committee.

- Facilities coordinator is to access the building and space. The goal is to respond to the needs, how we accommodate those where the facility is involved.
- They are also looking for a Volunteer liaison to help identify volunteer roles and the pain points.
- The Board liaison is Vanessa, Cathy and Catherine leading the charge, but they still need a few more people and would like to know if they are steering this in the right direction.

Plan to make a presentation at the member meeting in November. She would like to make a recommendation to the board next year when the cap timeline comes around again.

F. Front Door Monitors (George, 10 minutes, not deferrable)

George started to work on the door monitor project back in May which was to evaluate if we could have volunteers to monitor the door but that would tax and stress our volunteers. This led George down the path of looking at professional services. George is requesting bids for a lobby guard, who makes you sign in. They are unarmed. We have no information and no data. Assumptions seem to get a free pass. When it comes to how many people are using the club, if people are using the club for free, ultimately, we don't know. We want to qualify the data from the key card to also have another motion sensor (bean counter) that captures bodies in and bodies out the front door. That still leaves out observation. He would like someone to be our eyes and ears during our busiest times for two months to get more data.

Kristin noted that the proposed duties of the lobby guard seemed to miss that they would check that someone is a member. George said yes, they will be checking their clicks at the door and they will watch for tailgating. Procedural aspects of this would not be appropriate to get a bid. There was also another question about the Sunday day use? Why would we throw the doors open for another day on the weekend. We are already open for day use on Tuesday, Thursday and Saturday. The Board does not support opening up day use on Sunday and the lobby guard will be directed to deny day use on non-day use days.

David wondered if we could separate the security issue from the desire to get better data on how many people are coming into the club and day use fee compliance. He argued that having a security guard inside the club wouldn't have made a difference in our recent incidents and may serve to make our members more uncomfortable inside the club, and as George mentioned in his pre-read, "is contrary to our core values". Further he wondered if there was a more cost effective (and less intrusive) way to achieve the same primary goal of assessing club use and day use compliance than spending \$20k on a security guard. For example, by using the beam counter to get a handle on the true number of people entering the club and cross-referencing with periodic ad hoc surveys of club usage at key times (e.g. certain weekday mornings).

Josh does not see this as an enforcing of day users but rather we need more data to understand our capacity issue. We really don't have the data around how many people are really coming into the club and how many day users are coming in. It's not about security. It's about reliable data. That is also why the two-month window gives a two-month data set. And at that time, we can understand if this was fruitful. Fran noted it also allows us to fulfill our need to provide public access by having someone at the door to allow day use guests into the club. Vanessa feels the data also helps the capacity team and helps provide data that the membership is asking for.

Motion to approve the lobby guard for two months to gather data.

Board approved (16 -1 – 0)

G. DC SERC TRI updates (Erika, 15 minutes, not deferrable)

Erika reviewed the initial kick off discussion with the Dolphin Club regarding the TRI on Sunday September 15<sup>th</sup>. SERC is hosting this year.

Row start: 6:15- 6:25am End: 8:15am- need to review light at civil twilight and confirm start time

Swim start: 8:15am End 9:30am – due to regatta we have to be off the water by 9:30

Run start: 10:00am End 12:00pm

Handball start 11:30 End 12:30pm- Handball ok with overlapping with run

Beer tapped 12:15pm

Lunch 12:30pm



A few things that we have gained alignment on with DC:

1. SERC DC TRI+ 2024- aligned that we could proceed with this naming convention for this year with the inclusion of Handball. They originally did not want to change the name at all but pushed for alignment that we needed something to signal the addition of Handball.
2. Swag for all participants & volunteers- Safety whistle branded with the above event name in red and blue.
3. Rowing could consider order of rowing events to accommodate getting swimmers more easily to the start of the swim
4. No additional participation point for winners and runners up
5. Triple threat - 3 points
6. DC to provide two kegs, SERC to provide 4 kegs
7. Cut off for pre-registration- Friday September 13th
8. Use of timing chips- Cost \$2K to be split 50/50, 300 chips for swimmers, 300 chips for runners, split evenly between club

Continued discussion needed:

1. Points in general for all sports, age groups, non binary inclusion- chips allow for more flexibility, potentially more age groups and will impact path forward. General consensus that each sports leaders will come back in about two weeks with scoring proposals (swimming and running contingent on further timing chip understandings. Gary agreed to support from extensive experience.)
2. Maximum number of swimmers- forms submitted to Coast Guard notes 300 swimmers. Goal should be to drive participation and all participants should get a point across all sports. DC would prefer only first 100 swimmers get a point. Participation is important so SERC is firm that all who participate get a participation point. Question if DC does not take the 150 slots can we free those up the last week to first come first serve. They did not seem to like this idea.
3. Handball exhibition and if there are any points. Dolphins seem strongly opposed to any handball points. HB leads to come back with proposal.
4. Quad Threat - 4 points for the few who row, swim, run, handball. DC also opposed to this but the points are nominal.
5. Volunteers and if they receive points- If volunteerism is truly 50/50 then it is largely a wash. Let's see how the volunteer sheet fills up.

Hard No from DC:

1. 2nd Barge for SERC, 2nd Coastal double for DC
2. Points for Handball
3. Quad threat points

Erika requested Board input on the following:

1. Day of registration- Day of registrations in 2023 (59 total- 27 DC, 32 SERC). Adds complexity day of. We can make it very clear a month in advance that you must register in advance. Board is strongly in favor of day of registrations. Erika and David to discuss further with the timing chip company to understand complexity of day of registrations.
2. Non-binary category. Introduced in 2023. We had 5 people in that category and would like to gauge their sentiments in addition to the board. Board is very supportive of maintaining the non-binary category.
3. Handball points vs. exhibition- Board is very passionate that the handball gets recognized with points.
4. Quad Threat points is something the board is in favor of as well
5. 2nd Barge- Do we push for this? Marissa and Vanessa will continue this discussion as they work through rowing scoring.

Fran noted that last year Diane, DC president really pushed for more people, more fun last year.

- H. Approval of the sale/donation/disposition of 3 shells (Marissa, 5 minutes, not deferrable)

Marissa noted that we have 3 elderly shells and it is time for them to move on. They are unsafe to row. Parts have been stripped. She would like permission to support them on their next journey via sale, donation, or disposal. They have been hanging in the boat house since the boat house was built.

Board approved (15 - 1-0)

- I. Approval for fundraising for a coastal double, including setting up a public, online fundraising portal (Marissa, 5 min, not deferrable)

Marissa noted the coastal double is a project she is working on. She is asking for permission to start a go fund me campaign amongst the rowers to get donations to self-fund the coastal double. The goal is \$9K for a coastal double made by the same company that made our quad.

Kristin noted that she is concerned about donation fatigue as they raised quite a bit last year for the quad and we need to raise money for the dock and other 1873 fund items.

Vanessa noted that we have limited space in the boat house, but this boat completes their fleet and supports continued mentorship.

Frans observation about building a fleet without having protocols in place for clearing rowers for what they can row. She thinks they should work through their program together and build their rowing standards.

Vanessa noted there has been a lot of effort to roll out the rowing standards. There will be a spreadsheet of rowers of what they are cleared to row. It is a work in progress, but they don't want to be rushed. They have identified mentors to check people out. They have a set of standards to ensure boats are properly cleaned and dried. They are being thoughtful to fine tune and create detailed standards. Marissa is also updating the website. That said, she feels this is the boat they need.

George felt that we should give our commissioner latitude to do what they need for their sport. And he is supportive of their fundraising.

This boat would hang from the ceiling where the old shells sit that are to be sold, donated or disposed of.

Josh noted a concern about club items, boats being named after living people. He would like to ensure that the new boats are not named after a living member.

Josh moved that new boats are not named after living people.  
Board approved (12 – 3 - 1)

Motion to approve the rower's fundraising efforts for a coastal double.  
Board approved (15 - 1- 0)

- J. AT&T Subscription & Elevator Maintenance (David, 10 minutes, deferrable)  
David reviewed our AT&T subscription and has made a recommendation to replace it with Kings III and cancel AT&T. He also recommended cancelling the elevator monitoring with Bay Alarm. From there the plan would be to

set up Ooma voip phone in office. This will save us approximately \$8200 a year, there is a penalty of approximately \$2K to cancel AT&T.

Also, our elevator has not been serviced in 7 years and that will now be serviced every 6 months

Move to approve to cancel AT&T and switch subscriptions  
Approved by the board unanimously (16 – 0- 0)

K. JFS Mid-Year Status Report (Marissa, 10 minutes, deferrable)

Marissa provided the Board a detailed a pre-read to ensure they are satisfying the conditions for the \$24K for Jeremy Fisher Smith's attendance and support at Boat Night.

They are focused on ensuring that the Boat House Captain and Rowing Commissioner collaborate on priorities for Jeremy Fisher-Smith.

- Outline weekly priorities, challenges, and projects.
- Memorialize JFS's teachings, ensuring that the information is available to future South Enders and is not limited to those attending Boat Night. They are recording video and audio and will gather these into a library that can be accessed by everyone.
- Document the work performed on each boat, including photographic records as required by Club Procedures.
- The Boathouse Captain has created and maintains a task log for each boat so that we have a record of projects for the year
- Create a standardized process for boat care, for all rowers to follow.
- Tim created and posted a simplified checklist for wooden boat rowers near the log desk.
- Marissa has created stickers to paste in the logbook with a similar simplified reminder checklist.
- The final draft of the wooden boat care procedures will be posted on the SERC rowing website and communicated to the rowing community by the July Board meeting.
- The standardized process will be included in the Standards of Rowing manual (in progress, finalized by end of the year).
- An instructional video has been shot and is in post-production for the Preparation, Launch & Recovery, and the Cleaning/Storage of the wooden boats. This will be released by the end of July.
- Next update will be provided ahead of the September board meeting.

L. Mid-Year Building update (Steve, 5 minutes, not deferrable)

Board Asks:

*Request the Board approve Evan Auchard as Assistant Building Commissioner. In addition to supporting repairs and maintenance, he will be responsible for developing a multi-year maintenance plan and assisting with capital project work as directed.*

*Project Leads (See "\*" under Look Ahead. Thank you Laura!)*

Board approved Evan Auchard Assistant Building Commissioner unanimously (16 – 0- 0)

Budget Summary - On track to spend an estimated \$176K-190K of the \$246K allocated from this year's Operating budget. Most savings came from lower actuals/quotes for capital projects, reduced Janitorial costs and unused funds reserved for plumbing or electrical repairs.

Look Back at H1 2024:

- Day of Service - Chris Albon is doing an incredible job as the club's Day of Service coordinator
- Women's shower floor repairs
- Junk haul out (we're pretty much done)
- Extensive interior and exterior painting including steel support under gym deck
- Repairs to front of club
- Installed new day use lockers (awaiting signs)
- Safety
  - Installed cellular upgrade to fire alarm system
  - Made repairs to sprinkler system and passed 5-year inspection
- Sanitation
  - Janitor is now sanitizing bar and kitchen prep area, as well as Sauna's
  - Linen service is providing clean dish towels, as well as mops and rags for janitor
- Sauna maintenance - Andrew Bennett is periodically cleaning and oiling our Saunas

Look Ahead:

- H2 Projects in budget already estimated/quoted
  - Boiler room tank, piping insulation and timer\* \$14,010
  - New Fire Doors (Evan Auchard) \$2,500
  - Cook Shack flooring/epoxy (Chris Martin) \$16,644
  - Men's (old) Locker Room Floor\* \$29,709
  - UBH/Bar Hardwood floor refinishing\* \$9,000
  - Security Cameras (Allan Luong and Paul Saab) \$1,500
  - Total (2024 capital projects \$38K under budget) \$73,363
- Budgeted items not in workplan
  - Structural Inspection (requires Board auth'n) \$7,500

There are 3 projects that Steve still needs project leads to volunteer to support him

Chris Martin is project managing the cookshack project. It will be an epoxy floor.

**Adjournment** Dinner organized by Swim Commissioner, Kristin. A delicious meal prepared by Ellen Boyle with help from Rick Perez for the Board and was enjoyed during the meeting.

**Next Board Meeting August 14, 2024 at 6:30pm**