

False Creek Yacht Club
Board of Directors

Minutes of the Meeting of January 15, 2020

Board Room, FCYC

Present: Anne Graham, Commodore; Tim Slater, Vice Commodore; Dominic McIver Lopes, Secretary; Simon Gould, RC House; Pierre Plourde, RC Marina; Craig Minielly, Past Commodore; Doug Anderson, Member at Large

Regrets: Phil Beaty, Fleet Captain

Guest: Enrique Arce

1. CALL TO ORDER

The Commodore called the meeting to order at 18h05.

2. ADOPTION OF THE AGENDA

The agenda was adopted.

CONSENT AGENDA

GENERAL

2.1 ACTION TAKEN BY EMAIL: ADOPTION OF THE MINUTES

On November 27, the Board adopted the minutes of the meeting of November 20, 2019.

On December 30, the Board adopted the minutes of the ad hoc meeting of December 23, 2019.

2.2 ACTION TAKEN BY EMAIL: NEW MEMBER ADMISSIONS

On November 27, the Board admitted Joe Galati to the class of active members. On December 12, the Board admitted Danny Keeler to the class of non-resident members and Craig Williams to the class of senior members.

2.3 ACTION TAKEN BY EMAIL: MEMBER CONDUCT REVIEW

On November 29, the Board agreed to proceed with a complaint about the conduct of a member of the Club, in accordance with the Policy on Complaints and Sanctions.

2.4 ACTION TAKEN BY EMAIL: ACCOUNTS STAFF PAY RAISE

On December 2, the Board agreed to increase contract accounts staff member's pay to \$90 per hour. This action will not be implemented due to staffing changes (see 2.12 below).

2.5 ACTIONS TAKEN BY EMAIL: BOARD OF DIRECTORS VACANCIES

On December 19, the Board accepted the resignation of Alan Maddox from the office of Rear Commodore House effective January 1, 2020, and appointed Mr Simon Gould to the office of Rear Commodore House, effective the same day.

On December 30, the Board appointed Pierre Plourde to the office of Rear Commodore Marina, effective January 1, 2020.

2.6 ACTIONS TAKEN BY EMAIL: MEMBER DISCOUNTS

At its ad hoc meeting on December 23, the Board approved arrangements with Aquabus and Cypress Mountain to provide discounts to Club members.

On January 6, the Board approved arrangements with Skookum Yacht Services and Steveston Marine to provide discounts to Club members.

The Board's policy is that arrangements with local businesses for Club member discounts are for the sole benefit of Club members. In selecting discount partners, the Board strongly favours businesses whose offerings will be of specific interest to members of a yacht club. Finally, arrangements for member discounts do not imply any endorsement, and they come with no guarantees or assurances of quality.

The Board also agreed to facilitate Member to Member Discounts. Any member of the Club may offer a discount to all other members. Member to Member offers are not vetted by the Board.

Details of member discounts will be posted on the new web site, when it is ready, and published in the newsletter. Members who wish to offer discounts to other Club members are invited to email Past Commodore Minielly.

2.7 BYLAW FILING

The Bylaws as amended at the 2019 AGM have been forwarded to the Club's legal counsel for deposit with the Province.

2.8 BOARD TRANSITION

The Club's legal counsel is processing the paperwork to register the election or appointment of new Directors.

2.9 CHANGE OF MEMBERSHIP STATUS

The Board removed Arsineh Garabedian from the class of cruising members and admitted her to the class of social members effective immediately. Ms Garabedian had been transferred to the class of cruising members for the duration of her service as a director and she has now stepped down from the Board.

2.10 CORRESPONDENCE

The Board took note of correspondence from a member concerning changes to the mooring rules at the Bowen Island Outstation. The Secretary will inform the member that the Board is not prepared to take further action at this time.

2.11 IMPORTANT DATES

The Board will meet at 18h00 on February 19 and March 18, 2020. Sail Past is May 2 or 3. Bowen Rendezvous is May 16–18. The Commodore's Ball is November 21. The AGM is December 2.

2.12 FINANCES

Arsineh Garabedian has resigned as Treasurer due to new responsibilities outside the Club. The Board accepts her resignation and thanks her for her tremendous efforts and for progress made in a very short period of time. The search for a new Treasurer is under way.

A member of the Club is conducting a forensic audit going back three years and has already identified a number of opportunities to improve the Club's financial picture. The member will work with the Finance Committee to develop an implementation plan.

New weekly lounge reports have identified areas for improvement that are being actioned.

Internal and financial controls are being implemented regarding signing authorities and process, and better inventory management.

Members will receive a first quarter financial update before the end of January.

Nadia Chang, a United States certified accountant who has been FCYC's part-time bookkeeper, has demonstrated very strong skills during this process and it is recommended that she take on

the duties formerly performed by Lan Shangguan, who was with the Club on a contract basis, and that she create a formal job description and implement accountability measures. The Board agreed that Nadia Chang be employed as the Club's accounts manager on a salaried basis.

MEMBERSHIP

2.13 NUMBERS

As of January 10, 2020, the count is Active 157, Cruising 20, Non-Resident 14, Social 53, Other 19, for a total of 278 members.

2.14 ENGAGEMENT

In response to member requests to operate the lounge throughout the week by accommodating member-organized events, a "Calendarizing Marathon" was held on January 9. More than thirty attendees brainstormed possible events and dates. Sam Scales will consolidate the results into a new calendar for distribution via newsletter and the website.

2.15 MEMBER DISCOUNTS

There are no further developments to report at this time.

2.16 RECRUITING

A Membership Committee will be struck following Boat Show to develop a year-round membership and event marketing plan. The committee will include Sam Scales, the Commodore, the Vice Commodore, RC House, Doug Anderson, any other interested members of the Club.

HOUSE

2.17 MINOR REPAIRS

Repairs have been made to the light outside the staircase, the first floor intercom, the door latch, and a heat lamp switch. Pest control attended on a report of mice.

2.18 MAJOR REPAIRS

There are no major repairs in progress at this time.

2.19 CATERING

Sheila's Catering continues to be well received by members. They are now at break even for their hard costs, still implementing further efficiencies, still investing soft costs of supervisory staff on behalf of FCYC. Discussions are ongoing to finalize a contract and, over the next two to three months, transfer to the caterer (a) costs that were absorbed by FCYC during startup (in lieu of the Club's subsidy to the former caterer) and (b) overhead costs related to lounge staff. The new non-member pricing with a 20% member discount implemented on January 8 will help Sheila's to offset these costs. The Board agreed to proceed with negotiating a contract with Sheila's Catering as outlined here.

Discussions are under way to have Sheila's put their food truck in the mid-parking lot area starting on March 1, with hours from midnight to 4pm. The overnight operation is an experiment to see if we can reduce security costs by creating a "cop stop" in our parking lot. The daytime hours will also strengthen our partnership with the caterer, proving them with a new source of business from construction crews and seawall traffic, as well as members who use the club facilities during the daytime. The plan will be reviewed with our security consultants before a decision is made by the Board.

Non-member pricing with a 20% member discount was implemented in the bar on January 8, and some minor adjustments were made to beer and wine prices to ensure that the bar breaks even. Higher-margin cocktails are being featured on a weekly basis to improve margins. Staff uniforms are on order. The caterers are assisting us to find a freezer/refrigerator for additional food storage and used ice machine, as our current one does not keep up with demand.

2.20 EVENTS

For the period of December 18 to January 10 the Club hosted three outside events with contract amounts totalling \$3300. Two member events were held, the New Years Eve Pot Luck and the Calendaring Marathon.

An ad hoc subcommittee of the Board is drafting a comprehensive set of Member Event and External Event Guidelines to ensure consistency in policies, procedures, bar, catering, and fees, so that events can be run smoothly as a benefit to members and the Club. The subcommittee will seek Board approval in due course.

2.21 IT SYSTEM

Club staff and Board members involved with the Northstar system will meet in January to identify and resolve any outstanding issues related to point of sale, marina, front end web site, and back end/financials. The intent is to conclude the implementation by end of February.

Since the new web site structure is not currently mobile- or user-friendly, it is being streamlined and simplified. Northstar's role will be restricted to the structure and basic page setup. In the interests of time it is recommended that the Club work with a local team to fine-tune the copy,

graphics, and images. The Board agreed to contract with (member) Lisa Marsden of Egami Creative to complete the new web site before the Boat Show at a cost not to exceed \$1000.

2.22 SECURITY

There are no further developments to report at this time.

2.23 ELEVATOR AND LOBBY REDECORATION

The elevator and lobby redecoration is under way and will be completed shortly.

2.24 LIGHTING

There are no further developments to report at this time.

MARINA

2.25 MINOR REPAIRS

There are no repairs to report at this time.

2.26 MAJOR REPAIRS

There are no major repairs in progress at this time.

2.27 WEST SIDE MARINA RENOVATION

There are no further developments to report at this time.

2.28 WATER LEASES

The Province has confirmed the paperwork required for them to issue a lease for the West Side Lot. Paperwork, legal consultation, and a deposit payment are in process.

2.29 WI-FI

The marina wi-fi refit is complete.

2.30 BIRD-NETTING

The City has installed some new bird-netting and more is forthcoming.

CRUISING

2.31 CRUISES

There are no further developments to report at this time.

2.32 CRUISING STATIONS

The Board noted a report from the 2019 Cruising Station Program Coordinator and thanked Court Towslager for his service. Fleet Captain will take action as appropriate.

3. BUSINESS ARISING FROM THE MINUTES

3.1 MEMBER CONDUCT AND DISCIPLINE REVIEW

The Board made a determination with respect to the conduct of a member and appropriate discipline. A record of this matter is in the Confidential Minutes of the Board.

3.2 GM SEARCH

The Commodore opened the floor to discussion of a proposal to appoint Ms Sam Scales to a post as Club Manager. The Board reviewed Ms Scale's letter of interest and resumé. Ms Scales has performed well as senior staff member since the summer and has collaborated effectively with other staff and the Board. She has extensive, cognate past experience, and several Board members commented that she is a quick learner. By unanimous vote, the Board authorized the officers to negotiate a job description and conditions of employment for the position of Club Manager with Ms Sam Scales, the initial appointment to include a probationary period.

4. NEW BUSINESS

4.1 MEMBERSHIP YEAR

The Board discussed a proposal to change the membership year, which currently begins October 1 and ends September 30, to a year that runs from March 1 to the last day of February. There are three reasons for the change.

First, the proposal allows for changes in fees and assessments, which are made at the December AGM, to have a more immediate effect. At present, fee and assessment changes are enacted in December and cannot be implemented until the following October. The lag in implementation can strain the Club's financial resources and the Club cannot react quickly to changing circumstances.

Second, the proposal ensures that the Club has a clear membership list at the time of the AGM. Moving the AGM to early December meant that some members who were late in paying dues had to be identified at the AGM as not in good standing. Only members in good standing may participate in the AGM. With a membership year commencing in March, all members will be paid up by December.

Third, the proposal aligns the membership year with the moorage year, which begins April 1. Moorage is limited to active members. On the existing membership year, we must terminate mooring contracts of active members who do not renew, and this is complicated. Under the present proposal, mooring members unpaid on March 1 are no longer in good standing and can no longer access their vessels except to remove them from the marina. They must be out of the marina by April 1, when the Club declines to renew their contracts.

The Board unanimously agreed to adopt the proposal.

Having taken that action, the Board deliberated two proposals to implement the proposal and agreed that the new membership year schedule will commence on March 1, 2021. Members who have currently renewed will not see any fee increases during the current (2019–20) membership year. Members will be asked to renew their membership effective October 1, 2020 for a five month truncated membership year, with all fees and assessments pro rated.

On this plan, members will be billed for the 2020–21 membership year on August 1, with payment due on October 1. Those who have not renewed by that date are members not in good standing until October 31. After that time, they have relinquished their membership and any accrued seniority, and must reapply.

Members will be then billed for the 2021–22 membership year on January 1, 2021, with payment due on March 1. Those who have not renewed by that date are members not in good standing until March 30. After that time, they have relinquished their membership and any accrued seniority, and must reapply.

4.2 MOORING MEMBER INSURANCE REQUIREMENTS

RC Marina noted that the Board must determine the minimum liability coverage required in mooring members' insurance policies. The current minimum is \$1 million. RC Marina will consult with an insurance broker for advice and the Board will make a decision by email.

4.3 MEMBER AT LARGE VACANCY

The appointment of Pierre Plourde to the office of RC Marina means that a member at large position is vacant. The Board is working well and areas of responsibility are being covered. The Board agreed to review what skillset could best round out the Board's performance.

5. ADJOURNMENT

There being no further competent business, the meeting adjourned at 19h25.