

**LEWES YACHT CLUB  
BOARD MEETING  
DECEMBER 16, 2007**

**Members present:**

Bill Purnell	Jud Bennett	Bob Edelen	Peggy Kernehan
Don Bland	Nick Carter	Richard Martin	Connie Miller
Kathy O'Hanlon	Dana Orton	Bob Petterson	John Sarik

Ed Wyatt

**Member absent (explained):**

Bill Reardon

**Minutes:** The minutes of the November meeting were approved as presented. 1<sup>st</sup> Petterson, 2<sup>nd</sup> Martin.

**Treasurer's report (Bland):** The clubhouse sales were up \$22,000. The marina had a fuel purchase of \$3,359 in November. The pool did not have any activity. The sailing had a few sales. The general department shows the membership dues that have been collected.

The insurance company has not responded yet on the bonding issue.

The workers comp was paid in November.

As of 12/1/07, there was \$30,763 left in the minimums. Most will be used before 12/31/07 (\$26,353 is forfeitable if not used by 12/31).

There was a \$614 credit card fee for dues that were charged on Visa/Master Charge. The fees for charging member's annual dues/fees will need to be adjusted to cover the costs.

**House (A. Hasting):** LYC will continue to have Pub Night with the exception of New Year's Day. On Jan. 8, members will need to use the back entrance as the new carpet will be installed starting on Jan. 7. All 2008 minimums will be on your cards before January 8<sup>th</sup>. Those people who were new members in 2007 may pick up your cards from the office of from Sandy at the bar on Tuesdays.

The Craft show and luncheon was a great success! All vendor spots were full with a waiting list. There were 16 vendors with 25 tables. We served 318 lunches. Thank you to everyone who helped to get LYC ready for the Holiday season: Ginger Henriksen, Ed and Jane Wyatt, Jean Vanpelt, Carolyn Marshall, Joan Reader, Mary Ann Hirst, Sandy Dempsey, and the hard working bar committee.

Anyone interested in private functions in January, February or March can contact Adrienne in the office on extension 8.

**Winter Events:**

2/9/08	VALENTINE'S DAY DINNER FOR 2 (Details in Quick Notes)
3/15/08	ST. PATRICK'S DAY DINNER

We hope to have 2 cooking class dinners. One in February and one in March. More details to follow.

**Sales Figures:**

Daily Club business	\$11,448.92 (2006)	\$15,089 (2007)	up \$3,641.05 (32%)
Banquet business	8443.80 (2006)	24,570 (2007)	up \$16,116 (191%)

There is one private function scheduled in January.

There will be NO Friday night dinners in January, February or March.

Reservations for New Years Eve are going well.

Red Cross certification will be done by some of the clubhouse employees as well as pool employees and committee members.

**Marina (Valeria):** The marina has been winterized for the season. The toilets and fish cleaning stands are closed.

We owe a big thank you to our dock masters: John McClelland, Bob Bradley, and Richard Martin.

All boats must be out of the slips by Jan. 15, 2008.

Transfer Day is the 3<sup>rd</sup> Saturday in March.

Marina dockage contracts are in the mail and payment is due January 15, 2008.

Members are responsible for keeping addresses up-to-date. If you are going out of town make sure someone is looking out for your dockage contract. If I cannot contact you, your dockage is forfeited.

On Dec. 8, the marina committee met with Nick Carter, Finance Committee Chairman as we continue to explore scenarios to finance the marina renovation. Until we have firm cost estimates it will not be possible to pick the scenario that is most beneficial to the LYC and its members.

ONCE AGAIN SOMEONE HAS MADE A BLOODY MESS OF A FISH CLEANING STATION IN THE MARINA. SINCE THE WATER HAS BEEN TURNED OFF FOR THE SEASON WE WILL PLACE 5 GALLON BUCKETS AND ROPE AT THE SINKS SO THAT WATER CAN BE PULLED FROM THE MARINA BASIN.

There will be a permit hearing in Dover on January 17, 2008 that the Marina Committee will be attending.

**Pool (L.Carter):** The umbrellas have been ordered. The committee will not meet in January. The SOP has been completed. The Red Cross recommendations will be followed.

B.Purnell: All emergency protocols must be in SOP especially fire procedures

N. Carter: The Insurance Co. requires stickers stating what and where the chemicals are.

L. Carter: The stickers will be delivered Tuesday. They will have the chemicals with quantities.

B. Purnell: We need 3 sets of stickers to cover all the doors that can be seen by all emergency personal, employees, etc. Update on the swim team?

L. Carter: \$3700 has been collected in swim team fees. The website has been updated.

**Sailing (C.Miller):** I will have the Sailing SOP soon. There will need to be a restructuring of the Sailing School as we may lose Sarah as head instructor. LYC will host the Women's North American regatta next fall.

**Grounds: No report**

**Youth: No report**

**Maintenance (Wyatt):** The Geo-thermal has had its semi-annual maintenance. The flooding in front of the club was caused by a broken pipe fitting. Salt ate through the fitting. Other fittings were inspected for damage. The type of fitting has been changed and it could be a warranty issue on the original fittings.

The elevator had its semi-annual maintenance and safety inspection.

January Maintenance Schedule:

1/2 Dining Room ceilings retaped

1/2 2 Rinnais to be installed

1/7 Carpet replaced

The trophies have been updated, repaired, and updated. They have been returned to LYC. Thank you to Jane Wyatt for taking care of this issue.

K. O'Hanlon: There is an ant problem, when do we have an exterminator scheduled?

Wyatt: It is on the routine maintenance.

**Membership (B. Miller):** Since the last Board meeting there have been bank deposits of \$23,600.

At the completion of the "billing season" there have been 22 requests for a Leave of Absence, 15 resignations and 3 new legacy members which leave us with 22 openings for new members. Due to the delinquency of 1 Active member and untimely death of another member the total number of openings for new members this year will be 24.

On Nov. 27, 2007 twenty invitations to join LYC were sent out with a due date of Jan. 10, 2008. Thus far, 5 have joined, 1 is pending sponsors and 1 asked to be placed at the bottom of the list. At this point, no one has declined their invitation. On Dec. 11, 2007, 10 additional invitations were mailed with a due date of Jan. 20, 2008. There are 214 names on the Wait List.

Two members remain delinquent in their annual bills' payment. Twenty six members have paid fees for a total of \$5600 in late fee income (26 x \$200) to LYC this year.

This past month Mr. Mark Steiner died. He had paid his annual fees for the coming year the month earlier. It has been suggested by Don Bland that we refund his dues/minimums payment of \$1200 to his estate since he has no surviving members of his immediate family.

Motion: To refund Mr. Steiner's annual dues and minimums for the year 2007/2008. 1<sup>st</sup> Petterson, 2<sup>nd</sup> C.Miller; approved.

Motion: To approve the new memberships as presented. 1<sup>st</sup> Bennett, 2<sup>nd</sup> Sarik; approved.

B. Miller: The fees for charging the membership dues/fees to a credit card are costing LYC \$49 per transaction and we are only charging the membership \$25. This has been a \$729 loss as 29 members charged their dues/fees this year.

Motion: Increase the fees to charge membership dues/fees to a credit card from \$25 to \$50. 1<sup>st</sup> C. Miller, 2<sup>nd</sup> Petterson; approved.

Motion: Bill Miller may attend the Executive Session to discuss Membership issues. 1<sup>st</sup> Bland, 2<sup>nd</sup> Edelen; approved.

**Finance (N. Carter):** The Finance Committee met on Tuesday, Dec. 11, 2007 to update and review the 2008 budget, the Cash Flow statement and all Capital Improvement requests for the Capital Reserve Fund. The Finance Committee has initiated a 20-year Long Range Sinking Fund for projected future capital improvements.

We discussed Standard Operating Procedures for each department/committee and set a deadline for the Jan. 2008 meeting for all SOP's to be submitted to the Finance Committee for final

review. The SOP's will not only be an excellent guideline for future department and committee chair people but also a required document for insurance purposes.

The Finance Committee continues to discuss various potential scenarios for Marina improvement and financing. I also made a presentation on Saturday, Dec. 8, to the Marina committee to offer various funding options and financing alternatives. The Finance Committee and Marina Committee continue to work closely together to improve the marina and achieve the best possible situation for all LYC members.

All LYC members are encouraged to submit suggestions and/or attend Finance Committee Meetings.

The SOPs must contain safety procedures; employee training, meetings, etc must be part of the SOPs.

B.Purnell: The Employee Handbook has a lot of the issues that are needed in the SOP. All training must be followed through.

E. Wyatt: The elevator company would not put out a list of emergency procedures, but the Maintenance committee wrote one.

N. Carter: We need to create a subcommittee for the SOPs. John Campanelli will help with the SOPs and safety procedures. The Long Range Sinking Fund contains minimal numbers for a 20 year plan. We are trying to accumulate funds for the long term. The reports contain a cash flow chart for 2008 (these were distributed to the Board/committee). The Marina figures show a 15% increase in dock charges. The report on the Marina is a work in progress.

B.Purnell: Dues go to supplement all costs. All committees have tightened their belt to lower costs. We do not want to raise dues. There will be increases in dining room prices to reflect the increase in food costs.

D. Valeria: The Marina committee and Finance committee are also looking at an assessment of slip holders to finance projects.

**Burgeemeister (Petterson):** No report...no new burgees.

**Old Business:**

B. Purnell: Thank you to the committees who have completed their SOPs. They are a lot of work but long overdue. All committees' SOPs are due in January.

**New Business:**

The Board Meeting dates for 2008 were presented by Peggy Kernehan for approval. The dates are as follows:

January 20

February 17

March 16

April 20

May 18

June 15

July 6 (Early to allow for election materials to be sent to membership)

August 17

August 30 (General Membership Meeting/ Saturday)

September 21

October 19  
November 16  
December 14 (early due to Christmas)

Motion: The Board Meeting dates were approved as presented. 1<sup>st</sup> Petterson, 2<sup>nd</sup> Martin; approved.

**Membership comments:**

Member: After invitations are sent out, does the membership chair track down the prospective members? If they do not respond, are they dropped from the list?

B. Miller: If they do not respond, they are dropped. It is their responsibility to update addresses.

D. Valeria: Will the newsletter only be available on the website in February and March?

B. Miller: Only in February.

B. Miller: The SOP should compare our dues/fees with other like size clubs. This would show the membership that our dues/fees are \$200-\$300 lower due to the volunteer work done at LYC.

B. Purnell: Our facilities are superior to many other like size clubs.

R. Martin: I was concerned about our volunteerism with the new clubhouse but it has stayed the same as before we rebuilt.

The motion to adjourn the meeting at 10:55, 1<sup>st</sup> Bennett, 2<sup>nd</sup> Petterson; approved.

Respectfully submitted:

Peggy Kernehan, Secretary