



## LCYC Board of Governors Meeting

Held at BETA Technologies  
1150 Airport Drive, So. Burlington  
December 11, 2023; 18:00 – 20:00

- **Participants:** Jill Gagne (Commodore), Betsey Dempsey (Secretary & Membership), Jay Heaslip (Treasurer), Paul Boerman (Harbormaster), Drew Hamilton (Boats), Gene Cloutier (Docks), ~~Ben Durant (House)~~, Jill Burley (Junior Sailing Programs), Bob Turnau (Regatta), John Stetson (Stewards), ~~Chris Leopold (Social)~~, ~~James Kurfis (Grounds)~~, ~~Kevin Hawko (Regatta Elect)~~
- 1. **Call to Order**
  1. Call to order at 6:07pm
  2. Approve minutes from the November 13, 2023 meeting.
    - i. Motion to approve minutes, 1st: Paul Boerman, 2nd: John Stetson. Motion approved.
- 2. **Commodore Update**
  1. Update on the Governance Workshop
    - i. Concern regarding current leadership not looking at strategic planning. Reviewed various club governance structures which could replace our current structure. [Link to presentation](#)
    - ii. Action items:
      1. Committee chairs need to form group to determine need in each committee for help in specific areas.
      2. Transition documentation needed from each committee chair
      3. Finance committee: clarify role and terms of committee
      4. Document roles of each officer
      5. Form a committee to research and recommend potential governance change
  2. Commodore's Cup nominations
  3. Yachtsperson of the Year nominations
  4. Matt Fisher has accepted the position of Grounds Committee Chair
- 3. **Membership**
  1. Motion to approve George and Shirley Pappas for membership, 1st: Gene Cloutier, 2nd: Jay Heaslip. Motion approved.
  2. Motion to approve Jack and Jessica Wadden for membership, 1st: Gene Cloutier, 2nd: Jay Heaslip. Motion approved.
- 4. **Treasurer Report - 9/8/2023**
  1. The balance sheet as of 12/08 is [here](#).
    - i. I've adjusted the amounts in the money market sub-categories to give a better indication of what the Mooring Replacement Fund and the Capital Reserve Fund balances will look like at the end of the year. This does not affect the overall MM balance.



- ii. I expect we will use most of the remaining General Reserve Fund in the MM to cover the deficit this year. We still have \$30,000 in the General Reserve Fund as part of our \$100,000 CD.
  - iii. The Capital Reserve Fund balance is \$221,750.83. This includes \$51,750.83 in the MM (liquid portion) and the remaining balance of \$170,000 in the 2 CDs.
2. Approved budget for 2023 is [here](#).
3. Budgets vs Actual '23 is [here](#).
  - i. Please let me know if you need more details on any of your expenses or if something doesn't look right, I can review with you.
  - ii. Please get any additional expenses by year end.
  - iii. I'm projecting a deficit of \$8K vs the budgeted deficit amount of \$36,858.19.
4. Preliminary budget for 2024 is [here](#).
  - i. Please update your respective tabs as needed. Column D is the 2024 budget, this has been populated with 2023 numbers as a starting point. Note: this is a shared document, any updates you make will immediately be visible to other BOG members. Also, google docs has version control so we can see what's changed through the various iterations if necessary. I will tag significant revisions.
  - ii. I've included 2023 actual expenses to use as a guide, these are valid through 11/10/23.
5. Stewards tip amount so far is \$14,215. This will be paid out on 12/15.
6. Detailed expenses for the year are [here](#).

## 5. **Other Business**

1. Risk Management Committee Update
  - i. Committee identified areas of risk in each part of the club. Suggestions were made. [Link to presentation](#)
    1. Dock installation on Work Days: Area will be cordoned off
    2. Swim dock: Signage needed
    3. Propane grills: Signage needed
    4. On-Site fueling area: Signage needed
    5. Children on docks and launches: Parents are responsible to watch their children
    6. Play structure: Rules should be moved in log to General section and edited regarding parental supervision.
    7. Unsupervised children: The log is clear children need to be supervised.
    8. Member moorings: Members should sign acknowledgement regarding ownership of top swivel and pendant. Members should also provide proof of liability insurance.
    9. Guest moorings: Eliminate requirement to have guests assume responsibility to inspect moorings. Guests should show liability insurance.
    10. Use of club by guests: Our liability insurance already covers guests.



11. Use of unlicensed launch operators: Club is minimizing use of unlicensed operators and Steward should let BOG know when they are being used. Provide training when possible.
  12. Licensing of Jr Sailing instructors: Develop written policy stating students will not be transported in chase boat, except in emergencies.
  13. Jr Sailing program and participants: Current policy covers both. Number of students and instructors need to be documented for insurance purposes.
  14. Regatta participation waiver: Use US Sailing template
  15. Diver contract: Create new, updated diver contract
  16. Arrangement with Sailing Beyond Cancer: Request indemnification agreement and certificate of insurance.
  17. Grounds' maintenance contract: Obtain certificate of insurance.
  18. Permits and registrations: Should be organized in one place.
  19. Rules: Review rules annually for compliance issues.
  20. Insurance policies: Review annually, solicit new quotes, review all parts of policies to make sure everything is covered, and that we do not currently have coverage we do not need.
  21. Employment practices liability insurance: Solicit a quote.
  22. Accident policy: Solicit a quote.
  23. Employment and human resources liability: Solicit a quote.
  24. Code of conduct by BOG members: The IRS believes we have a specific code of conduct. We need to develop code.
    - a. Focus in on these core areas: Responsibilities, Obedience, Loyalty, Care
  25. Committee will be disbanded and recommendations will be passed to BOG to determine which recommendations will be taken on in 2024.
2. Off-Season use of the club
    - i. Concerns brought up regarding items stored in the parking lot that do not seem to belong to the club. Items will be removed by the end of the year. A neighbor's docks are being stored on LCYC property for goodwill.
      1. There is commitment from Pierre that the items will be removed by the end of the year. Jill G to follow up.

## 6. **Committee Report**

### 1. **Stewards**

- i. Anticipate one more licensing fee to be submitted for reimbursement. Expect to be \$8,334 under budget.
- ii. The 2024 budget is complete. Assume 4 returning stewards, 2 new stewards, 1 steward-in-training and 100 volunteer hours (136 hrs in 2023). Also assume license fees for 2 new stewards, 1 SIT and 2 volunteers.
- iii. The email solicitation for the Stewards' gratuity appears to have been successful. Many thanks to the members for their generosity. I believe it helps the recruiting effort. I did field some questions about why to contribute, particularly for those members who do not use the launch service. The stewards do much more than drive the launches.

### 2. **Harbor**



- i. Under budget currently. Once Pierre is paid, we will be on budget.
    - ii. All moorings have been decommissioned.
  - 3. Social
    - i. Planning is underway for the Change of Watch scheduled for Saturday, February 3. Social finished the year under budget.
  - 4. Membership
    - i. Reminders have been sent to members that we believe attended Work Day but did not enter hours.
  - 5. Boats
    - i. About \$700 over budget. 2024 budget will reflect the needed increase for repairs.
  - 6. Junior Sailing
    - i. 2024 budget complete - planning for four full time instructors, one part time instructor. I will soon be reaching out to last summer's staff, to see who would like to return.
  - 7. Regatta
    - i. On budget for 2023
  - 8. Docks
    - i. Under budget because of less expenses required to move docks. We will have to make some repairs before Spring Work Day.
7. **Meeting Schedule:**
- 1. Next meeting will be at Beta Technologies on Monday, January 8, 2024 at 6:30pm.
  - 2. Motion to adjourn at 8:05pm. 1st: Paul Boerman, 2nd: Betsey Dempsey, Motion approved.