

***Lake Geneva Yacht Club***  
***Board of Directors Meeting Minutes***

***Friday March 16<sup>th</sup> 4:00 pm at Lake Geneva Yacht Club***

**Present:** Bill Barrett, Commodore  
Chuck Lamphere, Treasurer

**Directors:**

Bruce Cameron  
Ray Wiltgen  
Erick Youngquist  
Robert Youngquist  
Jordan Gray  
Kevin Alcock  
Dana Porter

**Excused:** John DeCarlo, Tom Freytag, Rod Rieger, Kristin Gannon, Sara Burton,  
FJ Frazier

**Non-Board Attendees:** Diann Brassel, Jaymie Youngquist, Jim Petersen. Don Holst, Merilee Holst, Dave Gallagher, Gerry Milsap.

**Start Time:** The meeting was called to order at 4:05 PM

**Document Approval**  
**Minutes of Previous Meeting**

A motion to approve the December 16<sup>th</sup> 2017 Board of Directors meeting minutes was made by Jordan Gray and seconded by Ray Wiltgen. Motion approved.

**Officer Reports**

**Commodore – Bill Barrett**

Our Executive Secretary Julie Navin has taken another job and will be leaving us. We have hired the outside accounting firm Sitzberger to handle our accounting and bill paying. Shortly we will start a search for a new Executive Secretary to perform the many other duties that Julie performs. Julie has been very gracious to stay on to help train her replacements.

After much research Peter King and Rod Reiger have determined that our Insurance coverage is adequate to protect all LGYC member volunteers. They therefore do not think there is any urgency to amend the indemnity clause in our by laws.

The GLSS has many new and exciting programs this year with additional X boat sailing on Monday nights. The Thursday night Woman's sailing in the Sonars has already filled the 4 available Sonars.

The Geneva Lake Keel Boat Club has been struggling to find a race committee to run their races and have expressed interest in joining the LGYC.

Melges Rowe sailing team sent a card to the LGYC Board thanking them for their contribution. A copy was sent out in the Meeting packet.

**Vice Commodore – John DeCarlo, as read by Bill Barrett**

Commodore Bill Barrett read the report from the Vice Commodore with the following highlights and topics.

- Facility painting, exterior doors, caulking of museum ceiling, women’s bathroom.
- Electrical modifications and updates; exterior photo cells, LED lights in Sheridan cabinet, hot switch repairs, woman’s bathroom thermostat.
- Carpentry work / repairs; Bathroom panels, ceiling tiles, bar garage door rails, door sweeps.
- Flooring, kitchen, women’s locker room, wallpaper in bar area, options for covered porch.
- Office Projects, POS system, terminal arrangement.
- Back o House; POS system starting to pay back, online banking is live.
- Kitchen and Food, very positive feedback on food and service, club dinners Monday through Friday, upscale on Saturday. Survey has been sent will be reviewing results.
- Technology: Jim Peterson / Michael Moore have been working on extending Wi-Fi range. Reviewing security and web cams, GM from Carolina YC has been helping.

**Rear Commodore – Tom Freytag, as read by Bill Barrett**

Commodore Bill Barrett read the report from the Rear Commodore with the following highlights and topics.

- Flagship varnishing / Painting; good news and bad news. After valiant efforts to by LGYC members to prep the flagship for deck painting by Lars and reduce the cost. The ultimate quote still came in at an unbudgeted \$7,000.

Motion: A Motion was made to approve the \$7,000 dollars to have Lars refinish the Flagship deck		
Made by: Robert Younquist	2 <sup>nd</sup> by: Chuck Lamphere	Status: Approved

- Flagship Trailer; Flagship trailer is complete and only needs some final fitting when the flagship becomes available. Excellent job Erick Yougquist.
- Flagship Lift; has been ordered and will be fitted when boat is ready.
- Regatta Tool kit, cloud-based software will be used for race coordination, registration and scoring. Jim Petersen gave a brief overview of the software and the advantages it should provide. A big Thank You to Jim.
- 2018 SI’s has been completed and reviewed.
- 2018 LGYC has been completed and posted soon.

- 2018 LGYC PRO/RC; Signup Genie has been distributed, looking for more volunteers.
- 2018 LGYC/PRO continued: Dan Barker would like to continue to PRO on Fridays but would like some help.
- Race Management Seminar is scheduled for March 17<sup>th</sup> and 18<sup>th</sup>.
- LGYC Spring RC seminar is planned for May 12<sup>th</sup>. Time and place TBD
- Other ILYA race management / judge's seminar course dates have been circulated. Encouragement to all to volunteer.
- 2018 LGYC Judges Panel and Fleet Captain/Reps confirmed. Chief Judge Jane Pagel, Fleet Captain Steve Boho.
- GLSS Loan Payoff; Mr Koch whom has been contacted, final pledged of US\$100K, will be making that contribution mid-summer. With a balance of \$121K, the GLSS plans on repaying the entire balance upon receipt of Mr. Koch generous contribution.

**Secretary – Kristin Gannon, not in attendance.**

Nothing to report

**Treasurer – Chuck Lamphere**

**Julie Navin;** the LGYC Finance manager and executive secretary, provided her notice in mid-February. Julie is committed to the transition period. Due to the timing and importance of this position the executive committee has explored a number of options. The executive committee has elected to outsource 60% of Julies job to the accounting firm of Sitzberger & Company, S.C. The fee for this service is approximately \$1,000 per month and approximately \$120 per for payroll. This is less than ½ or what LGYC has paid. Although the transition will incur dual cost for a couple of months. It has been decided that check processing will be done through an electronic approval process and will include a signature stamp for Sitzberger. The contract with Sitzberger includes a 90 day cancelation clause which allows either party to retract. Julie has done an amazing job and she will be missed in that positions. LGYC wishes her well and extends a sincere Thank You for her years of service. Now we can all get to know her on a social level.

Bill Barrett will discuss the options for the 40% of executive secretary work that Julie does.

**Jonas PRO System;** Implementation is in process and up and running. The management reporting tools are promising. We are still working out entries, and that has caused a delay on some of the financials. These will be worked out soon.

**Financial Position:** The cash position of the club is down from last year at this time to \$281K, but the overall debt is down from 1.600 million to 1.174 million. Our Balance sheet looks good, our net worth is up, but it is important that we tread cautiously. LGYC will be impacted by the absence of the ILYA major events, the transition of Julie's tasks, cost of a fulltime annual chef and food and beverage manager. The reviews are up but margins are down in the Food and beverage area. The primary reasons were the light season and the offset that occurred from some of the 50% wine specials.

There was significant discussion on the cost of the wine, the advantages and disadvantages of extended the ½ off wine nights. In addition, there was discussion on the contributors for lower gross margin on the food. It was explained that the swing in volume, quality of the food and the Chef's inventory requirements all have an impact.

## COMMITTEE REPORT

No committee reports

### Old Business

No Old Business

### New Business

**Executive Secretary Position;** Commodore Barrett discussed the executive secretary position. Julie provided an extensive list of tasks that she managed over the course of the year in this position. The list was distributed and can be found at the end of the minutes as exhibit BD. It was estimated by Chuck Lamphere that the annual hours required for this position was 600. With more hours during the sailing season and less in the off season. Hourly rates were discussed. Commodore Barrett acknowledged that the list is long and many of the tasks will have to be learned by the candidate. Commodore Barrett asked that all look at the job description and let him know if anyone knew of any candidates.

**Mobilization Rescue System:** Jaymie Youngquist was invited to take the floor to provide a presentation of the Mobilization Rescue System. Jaymie explained the advantages of an emergency first aid kit with an interactive feature to allow an inexperienced first responder/s to provide some type of helpful aid to bridge the time gap of the arrival of a professional EMT. Jaymie noted that trauma is a number one cause of death in accidents or natural disasters. There was considerable discussion among the board members. At one point there was a motion on the table to purchase a kit or two. After further discussion it was decided to form an adhoc committee comprised of the safety committee and Ray Wiltgen. The cost seemed extensive. The adhoc committee will report back at the next board meeting.

**Web Cam Update:** There was a presentation by \_\_\_\_\_ for a new and improved web cam system for the LGYC. The new web cams provide HD video and modern compression algorithms that will allow the web browser a more user-friendly experience. The web cam can also be used for increased security around the perimeter of the building.

Motion: A Motion was made to approve up to a \$3,000 spend on upgrading and installing newer web-cams.		
Made by: Erick Youngquist	2 <sup>nd</sup> by: Kevin Alcock	Status: Approved

**Patio Furniture under deck:** Diann Brassel did a quick presentation for additional patio furniture for the patio under the deck. She also handed out the catalogues on the specific recommendations. After considerable discussion it was decided to hold off on approving additional funding for the furniture. There was some discussion about sponsorship to help fund the purchase. This will be explored and discussed in future meetings.

**Membership – Diane Brassel**

**David Williams:** William Bentsen requested per formal letter dated 2/25/2018 to William Barrett, Commodore, that David B. Williams be considered for membership in the Honorary Service category. After favorable discussion among the board and attendees a motion was made.

Motion: Motion to provide David B. Williams with a membership in the Honorary Service Category.		
Made by: Chuck Lamphere	2 <sup>nd</sup> by: Jordan Gray	Status: Approved

**New:** Jack Stenander – Junior  
Gordon Lamphere – Intermediate  
Charles Goes V – Regular  
Kevin Tomera - Regular  
Marguerite Compton – Associate Bill Ring – Associate

**Resignation:** Peter Rode - Associate  
Matt Pistay – Intermediate  
John Graff - Regular  
Bridget Dickinson Six - Regular

Motion: A motion was made to accept the new members.		
Made by: Bruce Cameron	2 <sup>nd</sup> by: Erick Youngquist	Status: Approved

**Adjournment:**  
A motion to adjourn

Motion: A motion to adjourn.		
Made by: Ray Wiltgen	2 <sup>nd</sup> by: Kevin Alcock	Status: Approved

**Meeting End Time:** 5:45pm

**Next Meeting** – The next Board meeting will be Saturday, May 12<sup>th</sup> , 2018 at 9AM.

Respectfully submitted,  
Ray Wiltgen / Bill Barrett