

**COMMUNITY BOATING, INCORPORATED  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
AUGUST 28, 2018**

**MINUTES**

The meeting was called to order at 6:39pm at the Boathouse with Ms. Brudnicki presiding and Mr. Bates recording. Other directors present were Mr. Gaysunas, Mr. Robinson, and Mr. Simiao. Mr. McManus, Ms. Graber, and Ms. O'Sullivan joined the meeting by phone. Mr. Zechel was present in his capacity as Executive Director (ED).

**AUDITOR PRESENTATION**

Melissa Gilroy, auditor, presented results of her independent audit of CBI's 2017 financial statements. There were no audit adjustments as a result of the audit. Ms. Gilroy commended CBI staff on their "excellent support" of her work. She provided guidance on how new Accounting pronouncements for not-for-profit entities will affect CBI's presentation of financial statements starting with FY 2018.

**CONSENT AGENDA**

The consent agenda was approved. The consent agenda included the following resolutions:

1. June 26<sup>th</sup> Regular Meeting Minutes.

**REPORTS**

**President**

Ms. Brudnicki reminded Board members of the CBI Corporation 2018 Annual Meeting, October 15th. She also led discussion in review of the Risk Management Workshop led at CBI on August 27th by USCG Captain Larry Brudnicki; Board members expressed a consensus that the program could usefully be adapted as part of annual staff training.

**Treasurer**

Mr. Gaysunas reported that CBI's overall financial performance is on track for 2018, despite poorer-than-budgeted performance in the Junior Program and in the July 4<sup>th</sup> Sailabration event. A successful summer Dock Party, a growing rentals program, and continued strong performance in CBI investments have contributed to CBI's solid financial condition, Mr. Gaysunas said.

Elena Mendez, who is moving from this area, is stepping down from BUFCOM; the Committee is seeking new members.

**Executive Director**

Mr. Zechel reported on;

**Junior Program**

Despite successful Program operations and high staff morale in 2018, declining Junior Program membership sales (down by approximately 140 members) are of concern. Planning for the 2019 season has begun. Niko Kotsatos will serve as JP Program Director, with Fiona O'Connor returning as Co-Director. Mr. Zechel distributed copies of a redesigned JP curriculum drafted by Amy Belmarsh. The proposed new curriculum would offer discrete two-week class schedules with morning and afternoon sessions, improved "open sailing" opportunities for JP participants, and earlier signups for parents.

Outreach to METCO, including director-to-director meetings and a special open house for parents and children, attracted only one junior sailor this year. Mr. Zechel will review the process and outcomes with METCO.

### Adult Program

Sam Peirson provided successful leadership in his first year as Adult Program Director. Focus continues on consistent service deliver and skill delivery of our staff and volunteers alike, with Alex Catullo leading the education program.

### Events

CBI's 2018 summer dock party attracted over 350 attendees. Preparations are underway for the Ed Long Regatta, the Tiller Club's Charles Basin Invitational Regatta, and the fall dock party to follow on September 15<sup>th</sup>. Planning for CBI's Raise the Sails gala, November 7<sup>th</sup>, is well underway.

### NEW BUSINESS

#### **Volunteer Awards**

As no nominations have been received for either The Ed Long Outstanding Volunteer Award or the Volunteer Recognition Award, Mr. Zechel will re-post the call for nominations and will seek input from his staff as well, along with any new input from Board members, working to a September 15<sup>th</sup> deadline for a Board vote.

#### **Recruitment Committee.**

The Board approved Pamela Harvey and Jay Kronfeld as members of the committee.

### EXECUTIVE SESSION

The Board went into Executive Session at 8:23 pm and returned to normal business at 9:07 pm.

#### **New Corporation Members**

The Board approved Ginger Leib, Andrew Lee Rubinger, and Chris Yu as new Members of the Corporation .

#### **Executive Director's Compensation**

The Board awarded the Executive Director a performance bonus of \$4,000 for the year ending August 31, 2018.

The Executive Director's compensation is set at \$103,000 effective September 1, 2018 with a retention bonus of \$7,500 payable at the end of the year and a performance bonus not to exceed \$10,300 subject to criteria set by the 2017/2018 Board.

### ADJOURNMENT

The meeting was adjourned at 9:07 pm.

Submitted:

Scott Kline