

December 10, 2019, 18:30

Attendance: Peter, Alice, Leslie, Sydney, Jim, Terry, Darrell, Donna

Agenda

- Approve Minutes
- Portland boathouse update
- Board elections—candidate recruitment
- Coach hiring process update
- Program Director job description review/compensation/future planning
- [Drug and Alcohol Policy](#)
- Budget for 2020

Notes

Previous minutes approved

PBH Update: no new news, because Hytham was sick for the planned meeting — status quo from last month. They did agree to 70% rent increase to all the clubs.

Elections: a request was made to do some recruiting for replacement candidates as well as a discussion of attributes desired in candidates. In particular, a bit of book-keeping experience to take over from Donna when her term is up.

Hiring: Todd Vogt was hired. The search continues for competitive coach, but there is one candidate in the pipeline.

Program Director JD: Discussing having a succession plan for Peter, who is increasingly cognizant that he will want to retire and that the job responsibilities have grown as the club has grown. Peter argues that there may be room for a paid administrative assistant going forward and there was some discussion about how to manage that, including the possibility of using a 3rd party.

Drug and Alcohol Policy: *approved* with minor wording changes to the post accident testing policy.

2020 Budget: Anticipating \$17k left over at the end of year. Propose increase of \$4100 for program director and hourly increases to staff.

Budget and dues numbers were agreed for 2020. Dues are \$1387 for dual, \$1166 for regular. 1-day weekend for \$350, and 2-day weekend for \$675. And approved an increase in the director's salary of \$4,100/year was also approved.

TODOs:

- Jim to establish account with WorkSafe

- Darrell to update policy with wording changes and post on website