

SUS BOARD OF DIRECTORS

Minutes – January 13, 2011

Cherie Flavin	President	Bob Lussi	Commodore
Sequoia Sun	Programs	Russ Kennedy	Skippers
Pat Lawrence	Secretary	Dawn Daly	Special Events
Margaret Lee	Membership	Toby Marxuach-Gusciora	Special Events
Ellen Burke	Membership	Lory Crisorio	Public Relations
Janet Steinberg	Sailing Events	Eva Zamirska	Masthead
Chip Munk	Treasurer		Vice Commodore
		Roger Blaho	Education

Absent: Vivian Werner

Also present were outgoing Board members: Andrew Blackman, Norm Heimerl Joanna Romersa, and Renee Zinn. Member at Large Lenny Lipton was also present.

Call to Order/Assignment of Timekeeper

The meeting was held at Norwalk City Hall in Norwalk and called to order by Cherie Flavin at 7:13 PM.

Timekeeper assigned for this meeting: Sequoia Sun.

Many thanks to outgoing board members and welcome to new board members.

Minutes November 11, 2010: Motion to accept: Chip; Second: Ellen. Passed: 12-0-0. Thank you Renee! Welcome Pat!

Treasurer's Report: Re: 2011 Budget - After budget approval at the November 11 Board meeting it was revised to move some planned expense allocation from Special Events to the Treasurer budget for the purchase of *Quickbook* software and to Newsletter for anticipated additional costs for a new printing company for the *Masthead*.

Motion to accept revised 2011 budget: Chip. Second: Margaret.

Passed: 12-0-2

Sequoia asked if he would be able to get extra money for a special speaker. This will be addressed on a case-by-case-basis.

Motion to accept year-end summary for fiscal 2010: Toby. Second: Lory

Passed: 13-0-1

Communications – Nothing to report.

Committee Reports

Education: Roger is checking and contacting people who have not yet completed required courses MOC, MW and/or 8 Hour Course. SUS Bylaws require an 8 hour boating safety course from an acceptable provider. Roger asked for clarification of how to verify completion of the 8 hour requirement. Certificates of Completion go from the member to Margaret Lee, Co-Director of Membership, who logs the information into the database. Instructors for the MW and Roger, or his designee, who give the MOC course must keep a record of attendees and give the names and dates of completion to Margaret too so she has the information to enter into database.

Membership: Nothing to report. This is an historically low time of year for new member queries.

Newsletter/data base/SUS website : Thank you Norm! Welcome Eva!
-Cherie reported that the mail room committee will continue to prepare the newsletter mailings accruing continued savings to SUS.
-Cherie reports that we're working with a new printer who costs approximately \$100 -150/mo. more than in the past. This number remains close to budgeted expenses and costs can be controlled by the size of the newsletter. The new printer did a good job with a timely turnaround on the most recent *Masthead*. Chip asked Cherie to revise the Newsletter budget estimate based on the new costs. In order to prepare an accurate budget for NEWSLETTER, Cherie had previously volunteered in November to prepare a recommended revised printing schedule for the masthead detailing size of each issue, number of inserts, frequency of updating the membership list, and potentially smaller print run (saving postage and mailing time) enabled by encouraging members to receive only a web version of the MH.
-Norm reports that he is changing the website to make it more navigable. In addition working on separating member vs. non-member access. Photos on *Smugmug* site will be linked from the SUS website. *Smugmug* is free this year because we received a not-for-profit discount for this year only. Next year the fee will be \$60 to \$100.

Sailing Events: none to report. Janet needs to review the processes for members to go sailing and submit changes if any.

Public Relations: Lory reports he is working on a deadline for articles that will appear in the March/April edition of *Windcheck* Magazine.

Skippers: Russ reports that the first Skipper meeting will be held two weeks from tomorrow.

Special Events: Thank you Joanna! Welcome Dawn!

- Joanna reports that there were about 80 people at the holiday party. The profit from the party is approximately \$100.
- Dawn reports that the January 30th brunch at the Long Ridge Tavern is \$32 pp. The event has been publicized by Email, in the *Masthead* and by flyer.
- The *Crabshell* has been contacted for the February 17th dinner . There will be an announcement in the *Masthead*. We will be able to order off the menu. No pre-payment is required, only a reservation.
- A venue is being researched for the March 12th St. Patrick's Day dinner.

Programs: Thank you Andrew! Welcome Sequoia!

- Reid Stowe sent a communication to Russ thanking SUS for the opportunity to speak.
- Sequoia has a list of possible speakers for 2011 and is researching them.
- A survey form regarding topics for the programs is in the *Masthead*, has been Emailed and snail mailed to membership.
- Lory reminded Sequoia that *Windcheck* requires a two month lead time to meet their publication deadline. Lory would appreciate materials in advance when possible.

Unfinished Business

Purchase of Portable PA System/microphone was discussed. **Motion that Russ will order the portable PA system within 125 hours of the end of this meeting: Lory Second: Janet Passed: 14-0-0.**

The creation of the photo archive back-up to external drive – Russ will try his best to have this task completed by January 30, 2011.

Toby's resignation and her decision to rescind her resignation from the position of Co Director of Special Events:

Following a discussion which culminated with a statement by Toby that "I will accept the job for the full term," she was asked to leave the room so that the discussion could continue and the Board could vote.

Motion to accept the rescission of Toby's resignation from the Events Committee: Sequoia. Second: Ellen.

Vote #1 by secret ballot: A tie vote with one abstention.

Vote #2 by secret ballot: Motion passed.

Changes to be made by Cherie to 2011 Membership Application: Dates, Dues amount, & Emergency numbers space on form.

Anticipated Changes to MOC: Cherie commented that Russ might have changes for the MOC booklet. Russ requested an MS word file via a PDF website file so he can edit it more easily. Cherie expressed concern about being

able to track the changes. Sequoia explained an existing MS word tool to handle that concern. Cherie will get the MS Word file to Russ

New Business

Cherie introduced a Bylaw change to Article III Section 7 regarding resignations. This will be further discussed and voted on at the next Board meeting.

Board members participating in meetings via Skype was proposed by Sequoia.

Motion to allow, on a test basis, the use of Skype by Board members who are unable to attend a Board meeting because they are out of the area:
Sequoia Second: Eva Passed: 12-2-0.

Member at Large definition: A Member at Large is any SUS member who is not on the Board. Cherie stated that having a rotating member at large agreed by the membership attend Board meetings has been tried in the past and fizzled out for lack of interest/participation. There were comments that there was no formal procedure in the past, that board meetings are always open to be observed by members, that more than one can attend, and members cannot speak during board proceedings.

This ended the agenda items for this meeting.

Janet made a motion that the board extend the meeting by 10 minutes to discuss a letter written several months ago by Lenny Lipton, who was present. Second: Toby Passed 14:0:0

The letter concerned Meet Up sailing events which are publicity events to promote new members. Discussion resulted in the following **motion: Meet Up sails will be under the planning, control and administration of the Skippers.**
By ___??? _____ **Second: ___???** _____ **Passed: 12-0-1**

Meeting was adjourned at 9:55.

Next Board meeting Thursday, February 10, 2011 @ 7:00 PM at Norwalk City Hall, room 101.

Respectfully submitted,

Patricia Lawrence, Secretary