



Pacific INTER CLUB Yacht Association

Board of Directors Minutes – Oakland Yacht Club – February 24, 2014 Lenora Clark, Commodore

- I Roll Call** – Administrative Secretary, Lynda Myers. Present **Officers:** Lenora Clark, Commodore; Liz Allison, Vice Commodore; Erich Schoenwisner, Rear Commodore; Diana Gentry, Secretary/Treasurer; Fred Rutledge, Jr Staff Commodore; **Directors:** Roger Beebe, Linda Blue, Winston Bumpus, David Camp, Marcy Hanley, Maggie Sabovich, Peter VanDerWerff.
Guests appear on attachment 1.
- II Adoption of Minutes of the January 13, 2014, Board Meeting.** Motion: David Camp, Second: Winston Bumpus. MSC Unanimous. Draft: Coyote Point minutes of February 3, 2014 presented for review. Request -change the last name of the Treasurer’s spouse to Park. Provide more information about the RBOC report.
- III Communications**
- A. Thank-you card from Staff Commodore, Bob Usher.
 - B. Request from Coast Guard Foundation for PICYA representation at Awards Dinner on April 17th at the Fairmont Hotel. See attached letter.
 - C. Letters and emails from Club Commodores designating new 2014 delegates. i.e., Coyote Point received. Letters will be sent to the clubs requesting their current Delegates.
 - D. Dues letter from PCYA. PCYA asking for a second representative. Kate Humphries, current Board member from PICYA still has 2nd year to complete
 - E. Requested South Beach YC Commodore be sent a follow-up letter concerning damages to and repair of the Treasurers Cup
 - F. Letter concerning access to the PICYA mail box. Diana Gentry and Lynda Myers designated to pick up mail. Mail is being forwarded to the Admin Secretary on a weekly basis. Motion: Roger Beebe Seconded Linda Blue “...we continue the post office box at its present location and pay for the forwarding of the mail to our Administrative Secretary.” MSC Unanimous. Insure the PO Box keys are provided to the designated individuals.
- IV Report of Officers**
- A. Commodore, Lenora Clark**
- 1. Board members introduced themselves and shared what they bring to the table as an asset to the PICYA Board.
 - 2. New inserts for Administrative Binder were provided. Electronic copies available upon request.
 - 3. Review of Administrative Manual By-Laws for clarification of all Board members.
 - a. Articles VII, VIII, IX, X & XI - Responsibilities of Officers; Review, discussion and clarification of various elements such as, “Delegate at Large”; Secretary/Treasurer - appointed by the Board; representing any one Member club”, etc.
 - b. Secretary/Treasurer duties to be reviewed in light of actual practice vs Bylaws.
 - c. Discussion of process for adding to, changing, or updating the Standing Rules. If changed, transparency is of the utmost importance.

- B. **Vice Commodore, Liz Allison** – Opening Day on the Bay plans continue. Reported on Committee needs.
 1. Doug Hipsley to make personal contact with Coast Guard to transport the Commodore on Opening Day.
 2. BoatUS Founder, Richard Swartz & wife Beth will not be able to attend
 3. Next meeting is prior to the San Joaquin Delegates meeting upstairs at 6:00PM

- C. **Rear Commodore, Erich Schoenwisner** – Reported on upcoming Leadership Conference. 30 paid reservations. Registration at 7:30 AM. Draft agenda provided. Speakers must have all information for binders by Tuesday.

- D. **Secretary/Treasurer, Diana Gentry** –50% of the clubs paid dues. Reviewed income from Installation Dinner. Still waiting for a few invoices. Please submit invoices. One can donate back the costs. Bank has been properly set up for new officers and access to On-line Banking to avoid issues with missing mail. End of year closed and audit has taken place. It is important that attendance lists are provided to substantiate income from events. i.e. attendance lists at Leadership Conference.

- E. **Junior Staff Commodore, Fred Rutledge** – Provided Commodore Clark with keys to storage unit. Reported on Staff Commodores meeting. Provided flyer for Mariners Sunday.

- F. **Administrative Secretary, Lynda Myers** – send e-mail to request electronic copies.

V Reports of Committees -

- A. **Leadership Conference** – See Rear Commodore above.
- B. **Opening Day on the Bay** – See Vice Commodore above.
- C. **Publications, Dir. Linda Blue** – YYB Update –
 1. Allison Short – Advertising - making good progress. Still looking for contacts. Will continue to add advertising until the first week of March.
 2. Patti Mangan – 55 clubs in development or on hold for more information, 32 clubs have little information, 18 clubs there is no information. Orders for over 1000 books and still arriving. First section about PICYA and other organizations need contacts to update front pages, i.e. editorials about the Scholarship Program, Wheel Chair Regatta and Trophy announcements. Deadline was the 21st. Chico YC added as a new member club. Doug Hipsley will follow up with the Admiral for a new letter. Publications Committee and/or Publishers will sell YYB on Opening Day on the Hornblower. Commodore’s letter is needed as well as Active Staff Commodore listing.

- D. **Website, Dir. Roger Beebe** – See attached report. Facebook review. Recommendation: a valuable communication tool to get our message out. Should be monitored. Winston Bumpus will be the Administrator. Motion, Roger Beebe “that we monitor our Facebook presence for the year 2014 and then evaluate its value.” Second, Maggie Sabovich. MSC Unanimous. Communications Committee will set guidelines. PayPal – 2.9% “Convenience charge” discussed. Motion, Roger Beebe “to post PayPal button”. 2nd, Maggie Sabovich.

MSC - Unanimous. Sponsorships/Advertising on website to be discussed by Communications Committee.

VI Unfinished Business

- Adoption of Minutes of the November 18, 2013, Board meeting tabled from January 13, meeting- November still not available. Legal Counsel asked to draw up letters to contractors of their obligation to return: Files, equipment, mail, etc. per Contract
- Update of PICYA dues from delinquent clubs – Special letters were sent. Will send information of paid/unpaid clubs to Board for follow up with clubs.
- PCYA Delegate – Appointment search discussed
- Golden Gate International Exhibition Reunion – No Report given

VII New Business –

1. Handouts to committee chairs: (1) PICYA End of Year Committee Reports for 2013. Committee Charters, Forms and Reports from 2013 will be distributed at Delegates meeting.
2. Club assignments for Board members distributed with discussion of follow up contact

VIII Matters of Interest to Yachting -

March 3, 2014 – Delegates Meeting, San Joaquin Yacht Club

March 8, 2014 – Leadership Conference, Vallejo Yacht Club

March 24, 2014 – Board of Directors Meeting, Oakland Yacht Club

April 7, 2014 – Delegates Meeting, Sequoia Yacht Club

April 27, 2014 – Opening Day on San Francisco Bay

IX Adjournment – 10:03 PM - Motion Peter VanDerWerff; Second Fred Rutledge. MSC- Unanimous.