

New Hamburg Yacht Club Board of Directors Meeting Open Session

Date and Time	10/22/2025, 06:30 PM
Venue	NHYC
Recorded by	Brian Sutcliffe

Board Members

- Douglas Tompkins - Commodore - A
- Marty Novick - Vice Commodore
- Bob Calley - Fleet Captain - A
- Brian Sutcliffe - Secretary
- Rita Hughes - Financial Secretary
- Michele Manzi-Davies - Treasurer
- Bob Molitoris - Trustee
- Greg Freeman - Trustee
- Jim Whiting - Trustee

Committee Chairs

- Bar - Neil Colello
- Social - Russell Nichols - A
- Club Rentals. - James Carroll - A
- Cleaning - Darlene Harrington - A
- House - Arthur Glynn - A
- Rental House Art Glynn - A
- Grounds - Stan Saya - A
- Safety - Curtis Stoltz
- Sunshine - Betsy Roosa - A
- Constitution - Susan Sullivan - A
- IT Chair - Michael Marcello

Back Door Lock & Push Bar Mechanism

- **Issue Summary:** Multiple attendees reported problems with the back door locking system, specifically involving the push bar and motion sensor.
- **Cause:** The door cannot be opened from the outside if it is locked from the inside. The push bar must be pushed in and locked for proper function.
- **Incident:** The push bar button was taped to prevent latching, which caused key fob access to fail.
- **Resolution:** The push bar has now been properly pushed in and locked.
- **Tools Available:** An Allen key is stored in the closet for push bar adjustments.
- **Suggestion:** Email members to remind them to ensure doors are fully closed and locked upon exit.

Temporary Front Door & Magnetic Lock Behavior

- **Temporary Installation:** A temporary door was installed during TV production upgrades. A permanent replacement door will be purchased by the production company, with the club selecting the preferred style.
- **Magnetic Lock Behavior:**
 - Locks default to open when power is cut.
 - Re-energizing delays were noted: "90 seconds," "120 seconds," and "three minutes," with observed delays of "almost two minutes."
- **Member Reminder:** Ensure doors fully close, as some may "hang up" before latching.

CO2 System Leaks & Regulator Replacement

- **Incident Summary:** In early September, two CO2 tanks were drained due to leaks. One tap was left open, and the leak continued after switching tanks.
- **Service Details:** The system was serviced by replacing two taps/connectors, and changing the regulator due to a failed gauge. We were charged for parts only—no labor fees.
- **Equipment Ownership:**
 - The club rents the tanks and gas from Superior.
 - Regulators and associated equipment are club-owned.
- **Financial Note:** Costs for parts have been paid. Discussion centered on categorizing these as bar expenses.

❄️ Freezers & Equipment Quality

- **Current Status:** The outdoor freezers in use are home models repurposed for restaurant-level demands. They are failing to meet performance needs.
- **Technician Visit:** A Lowe's technician was unable to resolve the issue. A test using a Gatorade bottle showed it did not freeze overnight.
- **Recommendation:** The technician advised investing in higher quality commercial equipment to ensure longevity and reliability.
- **Supplemental Equipment:** The ice chest provided by the production crew is considered a valuable addition, especially to support members' ice needs during summer.

Committee Processes, Financial Handling

Reimbursement Policy

- **Current Concern:** Cleaning supplies and similar operating costs should not be managed through ad hoc reimbursements.
- **Historical Practice:**
 - Committees are responsible for purchasing tangible items.
 - The club covers fixed infrastructure items (e.g., gauges, pipes).
- **Board Initiative:** The board aims to create a standardized process for all committees (bar, social, cleaning), including:
 - Securing necessary supplies
 - Defining responsibility for storage and inventory

Future Planning & Facility Improvements

- **Funding Opportunity:** With funds received from the TV production company, the club should hold a special meeting to plan facility upgrades.
- **Suggested Improvements:**
 - Bathroom renovations
 - Relocating bar storage upstairs to reduce bartender downtime
- **Timing:** The current show will conclude soon, freeing up storage areas for reorganization.

Hour Tracking & Accountability

Current Inconsistency

- Different committees use varying methods to track hours:
 - Some rely on paper sign-in sheets.
 - Others use website entries.
- This inconsistency leads to a lack of visibility

Website Use & Member Support

- Several board members emphasized that hours should be entered via the website.
- Rita Hughes stated some members are unfamiliar with the system and need assistance.

Proposed Solutions

- **Centralized Entry:** Collect paper sheets at the end of workdays and enter hours centrally.
- **Standardization:** Enforce website entry as the official method.
- **Support:** Provide training or data entry assistance for members unable to log hours themselves.
- **Accountability:** Committee chairs should be responsible for communicating expectations and ensuring hours are properly recorded.

17 Some Members Will Not Need to Enter Hours

- Committee chairs will:
 - Confirm members assigned to special or recurring duties (e.g., snow plowing, snack provision).
 - Reconcile the hour tracking system for all other members.
- Members who are short on hours will receive bills, with the understanding that options to get work hours have been offered all year.

First Aid Kit Location & Placement

Current Status

- The existing first aid kit is missing. Participants recalled seeing a white kit in a closet, but it is currently unaccounted for.
- Curtis Stoltz has a kit that is available and may be placed temporarily on the radio cabinet or bar for visibility.

Filming Schedule & Production Company Items

Upcoming Filming

- Filming next week is uncertain—possibly Wednesday or Thursday—but remains “up in the air.”
- Filming activity is expected to decline for the rest of the year due to weather and stage work.

Items to Retain Post-Production

- Discussion included whether to keep:
 - Floors
 - Bar
 - Shades
 - Ice chest
- Marty Novick prefers returning to the club’s original floors and is indifferent to keeping the large bar due to its size and storage challenges.
- The ice chest is a priority to retain.
- Michael Marcello said shades are considered props and of low quality and multiple shades upstairs are already broken (“three of them are broken”).
- The production company will donate items the club wishes to keep (not sell) and will send a crew to clean up the rest. The club must decide and inform them what to retain.

Rentals During Production Contract

- Rentals should be paused until the production contract concludes and the space is cleaned.
- Some rentals have occurred with limitations while others were postponed.
- Rentals are not allowed until the contract is over and cleanup is complete. February was suggested as a reasonable target to start rentals, with agreement that production will be “long gone” by then.

Elections Planning and Communications

Election timing and process

Voting will be conducted online. Members must make a special request to the board for arrangements if they cannot use a computer. A proposed timeline is to start the election on November 5 with emails going out the same day. Follow-up communication will inform members to check for the email and report if not received. Members are expected to maintain correct email addresses and check for communications.

The election will close at 7:30PM on the first Wednesday of December during the annual meeting and results will be visible immediately to all when the election is declared closed. Results will be displayed at the annual meeting. There is no meeting in November, and there is only one meeting in December. No manual tabulation is needed. The platform will display results at the set closing time of 7:30 PM. The organizer cannot see running vote totals before the close and the results will appear on screen for all simultaneously.

The election platform cost is \$99 for a one-time election and is not a monthly or annual fee. The Vendor is Election Buddy. A vote was conducted to approve the spending for the \$99. There were 7 yeas and zero nays or abstains.

Bank transfers: CD and high-yield savings decisions and status

A transfer of \$200,000 into a six-month CD has been executed with 3.19 APR and 3.24 APY. An additional \$150,000 will go into a savings account described as "high yield" at 1% that was framed as "higher" relative to 0.01% typical savings rates

The bank requested meeting minutes or a resolution confirming the membership's vote to move a "large sum of money" into a CD, with signatures from board members.

Michelle Manzi stated a concern that critical bank setup communications were sent to her via email only. She emphasized being reliably reachable by phone or text and noted limited email access at times.

Bob Molitoris stated email has been the board's standard for 17 years and should be checked daily and the group acknowledged tensions but emphasized using text/phone for urgent matters.

Docks

Jet skis are "supposed to be out tomorrow the 23rd." Jet ski docks will be removed Saturday the 25th. Boats are to be out on the 27th.

Docks will be temporarily cabled until White's moves them to their marina.

Proposal to purchase six used jet ski docks

A request was presented by Jim Whiting on behalf of Bob Calley to purchase six additional used jet ski docks from White's at a cost of \$200 each. There is a strong demand and all existing rentals were booked. The one-year rental fee covers cost and yields approximately \$100 per month in revenue. Ken Mann suggested higher quality docks with rollers, citing ease of use and durability, while others supported taking advantage of low-cost used units now and considering newer models later.

Observations were made that docks are canted and difficult to walk on even without jet skis, attributed to heavy hardware on one side pulling docks down.

The technical explanation was that additional buoyancy is needed to counterbalance hardware weight on the affected edge.

A motion was made by Marty Novick and seconded by Brian Sutcliffe to purchase six used jet ski docks at \$200 each. Seven votes yes and 0 votes no on the motion. There was an agreement captured: Proceed with the \$1200 purchase, with a stipulation for Bob Calley to return with a concrete fix/solution approach in the spring.

Bathroom winterization and security measures

Bathrooms have been winterized and are closed. Two new key locks were installed due to past unauthorized access via push-button codes during winterization.

Keys are stored in the dock box, with a specific key location noted for the men's room (door to the left, corner of the side), for emergencies involving water lines.

A new heater was purchased for the bathroom to protect pipes after last year's heater went missing.

QuickBooks Online migration and banking access

The board previously voted to move to QuickBooks Online with a January 1 start date. Ken Mann requested digital read-only access to bank accounts to import data, emphasizing no need for transaction authority and that all major banks support this.

He raised concerns about delays due to holidays and tax season. He also noted prior time was lost waiting over the summer and reiterated urgency given "a little less than two months."

There was confusion over authority that Doug Tompkins, the Commodore, reportedly attempted to set up access but was told he lacked authority to add Ken. It was confirmed that the Commodore has banking access but not the specific permission to grant the requested access.

Historical data resides on a single computer using a different software (identified as Michelle Manzi's system), which the accountant needs to import to avoid losing historical records. While not as critical as bank access, Ken requested that data to support comparison reporting.

Michelle stated this request had not been previously made to her, acknowledged the board vote occurred at a board meeting, and committed to contact the bank to arrange the required access. There was mention that M&T Bank may charge for such access. The board stated that this was to proceed.

Adoption of QuickBooks and system access

The board voted in August to adopt QuickBooks (talk started last year). Multiple board members reiterated that the decision is made and should not be re-litigated.

QuickBooks will provide cloud-based access, redundancy, and support for taxes. It can be accessed from any computer, mitigating risks from local hardware failures.

Discussion covered subscription levels and licenses, with the number to be determined by the board. The board approved that Ken Mann should be added with "Read Access" to all accounts at M&T bank and that the Commodore should be added with Administrative access.

