



Board Meeting Minutes
for all members and volunteers
September 10, 2018
9 to 11 AM

Agenda

1. summer camp
2. volunteer levels
3. staff shirts
4. coolers
5. Rack cards
6. ambassador program
7. staff credit cards
8. items for discussion

The Learn to Sail meeting was called to order at 9:08 AM by Don Keskula, President.

Attending members: Andrews, Blair, Buck, Flores, Garcia, Geiger, Johnston, Keskula, MacNail and McIntosch. A quorum was present.

1) Summer Camp

a) Class and Schedule

Attached summer camp schedule is adopted for near future. Days will always be the same dates change from year to year. Week one is the first full week in June. Week 5 is always the week with July 4th and will be a 3-day open sail week (to be described later). Week 6, 7, 8 finish July. Week 9 is a regular class week and week 10 will be a 3-day open sail week also.

Week one is a beginner's class for High school students age 15-18. Survey showed older students did not want to learn with younger students. Further females will be featured in print and web ads to increase registration of young women. All agreed having a high school class first would increase the likelihood of student volunteers early in the season.

Week two is for beginner Middle school students age 12-14 and week three is for elementary students age 8-11.

The following classes will alternate between middle and elementary classes with adjustment based on registration numbers.

Week 9 will be a class for intermediate students of all ages who have successfully completed the beginner's course to work on sail trim and body positioning.

The two open sail weeks will consist of 3 days of sailing advanced practice for those of all ages who have been approved by the instructors for single handed

sailing practicum. The 3-day Open Sail is \$100 commensurate with lesson fees. Additional prerequisites may be necessary for participation.

b) **Class pricing**

By unanimous consent Class fees for 2019 Instruction is \$165per student for a five- day week. Early registration begins now and expires May 15, 2019 for a special price of \$135. Purchasers may sign a student up for the week of their choice (age appropriate) or buy an open enrollment spot as a gift card, however, seat selection must be made by January 31 to secure a seat. The web site will do a count down on open week seats until a week is closed after 12 students register.

Classes will be posted on the web site at once.

Bookings are on a first come first served basis.

Refunds will be available for anyone denied entry.

It is possible for a student to remain in line on standby in case a class opens up do to a cancellation by a sitting student.

2) Volunteer Levels and Training

After a lot of discussion, questions and answers we agreed to the following division of Volunteers. As clarification we are all volunteers but we are divided by duties of choice, responsibility, and obligation.

All full-time adult volunteers and are divided into one or more groups since individuals frequently participate on several levels. Teaching and non-teaching. Under teaching are Instructors, Shore Manager, full volunteers and associate volunteers.

Non-teaching is comprised by Directors, Officers, and Youth Ambassadors.

Attached is a chart that distinguishes training and educational requirements for all volunteers.

All volunteers will automatically be screened annually with a background and sex offender check.

3) Staff Shirts

It was noted students did not wear the shirts we provide at the start of each class. In order to keep registration cost down we have decided to eliminate student tees and will give the remainder to youth volunteers.

All unanimously agreed to provide staff with two noncotton, moisture wicking, sun-protecting Safety orange shirts. The secretary will send out a survey to summer camp volunteers and members asking each to submit their size preference, choice of either long sleeve or short, no pocket and no mixing since they come in packages of two. However, feel free to trade with someone that is your size if you want one of each.

Julie Jackson has volunteered to embroider each shirt with "Learn to Sail" and our logo. Learn to Sail will buy all embroidery thread for her as necessary.



Hanes Men's Short Sleeve Cool dri Tee UPF 50+, 2 Pack, Safety Orange

Hanes Men's Long Sleeve Cool Dri T-Shirt UPF 50+, 2 Pack, Safety Orange



4) Small boat coolers and water bottles

All voted unanimously to purchase coolers for our boats from Walmart, Brand Ozark Trail they are insulated and will be tied to the mast to hold bottled water for the occupants. In order to preserve the environment and our waters we will not buy or supply disposable water bottles. Yet hydration is important so we elected to purchase a water bottle with our name and logo to give to each participant. They can refill the bottle and keep it as a souvenir of their sailing experience. We have been able to find some very reasonable bottles for consideration at "4 imprint" 200 bottles are 95cents each.



Sport Bottle with Push Pull Lid - 20 oz. – White/Teal

5) Credit cards and spending policy

Board Directors and officers were offered Learn to Sail credit cards. All declined except frequent users. There are three credit card holders: Director, Treasurer Katrina McIntosh, Director, Julie Jackson and Secretary David Johnston. All credit cards may be loaned as necessary.

The following policy was approved unanimous establishing spending cuts for credit cards and personal checks.

Directors and members may spend up to \$35.00 on a single purchase as necessary without permission.

Any time it is necessary to spend over \$35 it requires approval of a board quorum (four Directors) by email. The one exception is when the payment is for a recurring expense previously approved.

When submitting an expense event report for \$100 or more you must attach copies of the four e-mail approvals.

Any time it is necessary to spend \$1000 or more it requires approval of the membership at a board meeting.

6) Rack cards committees and distribution

A Committee was established after extensive discussion to redesign the rack cards so the same cards used in successive years summer camp calendar will always be the same days and weeks without reference to dates.

We wish to include more photos of girls and young ladies to encourage registration of older girls.

We missed distributing all of the rack cards that were passed out to schools last year.

For next year we would like to see more volunteers distributing rack cards to schools and check list submitted recording number of classes and cards to each school.

It appears to require a two-step process. An initial visit to each school to determine their needs and then return visit to distribute the cards as they need them. We want to make sure to include the private schools and north port schools. We're counting on the committee to pull together the loose ends for this critical marketing strategy.

The committee consists of Sarah Buck, David Blair, Richard Oberle, and Julie Jackson. Committee will elect their chairman.

7) The Ambassador Program

Ambassador program was thoroughly discussed and approved. The concept is to have a middle school and high school student that would speak to school students as a representative for Learn to Sail. They would also attend our regular meetings to make recommendations and suggestions to the board. It is hoped they would act as representatives of the student body to help guide our student decisions. The Ambassadors would get credit and volunteer hours and would have to sign in on the volunteer log as other volunteers so we can track their time.

8) Surveys

Survey results show all electronic Tablets are at Treasurer McIntosh's house for Hurricane security.

All outside boats and floats are anchored and tethered for storm safety.

The shirt survey referenced in item 3 will be distributed shortly and you can send the information to Secretary Johnston by email, snail mail, or sneaker mail. A key survey will also be distributed so we know who has what keys. We will ask you to identify keys you have both known and unknown. I have a couple of those myself.

9) 2018 MAC Grant Floats

The Mac Grant is closed and all floats and wheels and accessories are purchased and reimbursement process has begun.

10) 2019 MAC Grant Safety Boats

The new grant is approved and we can place the order now. A generous benefactor has loaned us \$40,000 without interest two purchase the boats. We expect delivery in two months and hope to reimburse our benefactor before year end.

Submitted by David Johnston, Secretary October 2, 2018

Attachments:

Summer Camp Schedule

Volunteer Levels

Shirt Survey

Key Survey