



MINUTES OF THE BOARD OF DIRECTORS OF THE
MENTOR HARBOR YACHTING CLUB
SEPTEMBER 2021

The meeting was called to order September 9th, 2021 at 18:07 hours by Commodore Allyn

Commodore: Duke Allyn
Vice Commodore: Mike Pettrey
Rear Commodore/ Treasurer: Ken Balogh
Past Commodores: Chris Burton, Jim Gallagher
Directors: Gretchen Kubicek, Jon Duer, Marty Weber, Dave Scarnati
General Manager: Jamie Cordova
Secretary: Brian Keck

Motion to waive reading and approve prior meeting minutes by Weber / 2nd Burton - Motion carried

General Manager Report - Jamie Cordova

- Updated on the status of club staffing. Progress has been made in hiring servers. Four servers have been hired and we have opening for four to five more. Candidates have been identified to fill two of those remaining open positions. Although we have open positions for fuel dock and kitchen should be able to operate without additional staff given how late we are in the season.
- Food and Beverage YTD labor is 44.5% of sales which is favorable to budgeted labor at 48.4% of sales.
- Member feedback relating to food & beverage has been critical of the number of buffets and some comments on food quality. The buffet style offering was in place to assist with the staffing shortage which will now be reduced as servers have been hired. The September menu was meant to address variety and price comments in previous months, however, member feedback on the menu was still critical on these points. A new menu will be available soon to again try to address the feedback. The revised menu to be split by MHYC classics and new creative offerings.
- Negative membership feedback on guests playing Queen of Hearts continues. Board acknowledges but has already addressed and decided to continue with member's guests participating in the game. GM took steps to ensure non-member game participants are actually the guest of a member.
- September events include Commodore's ball, dinghy poker run, wedding, birthday party, wine dinner and YMCA gala.
- Aged receivables listing provided and reviewed. Past due balances continue to be an issue despite contacts by GM and Controller. The Board wants this issue resolved and reviewed each member account to determine next steps.

Motion to send suspension, or termination, letters as applicable based on non-payment by Balogh/ 2nd by Duer. Motion Carried.

- Marketing brochures for meeting promotion and holiday parties distributed to the Board.

Treasury Report – Ken Balogh

- During the month Commodore Allyn & Treasurer Balogh led Board effort to review funds available to complete high priority repairs and capital projects.

Electronic motion by Balogh to approve the following expenditures:

- ***Increase approved spend for A Dock Wall Stone and Wall Repairs from \$9,000 to \$23,000***

- **Install Safety Ladder on Docks - \$3,000**
- **Ornamental Fencing at Gate - \$18,000**
- **Increase approved spend for channel light replacement from \$12K to \$14K with 50% of cost to be reimbursed by Mentor after installation. Purchase lights now and delay installation to spring - \$14,000**
- **Remove 2 Finger docks by Launch Ramps - \$5,000**
- **East Channel Sheet Piling Wall Fill - \$5,000**
- **Install Gas Dock Rub Rails - \$4,000**
- **Scooter Fender and Batteries - \$2,500**
- **Dock Maintenance - \$5,000**

Motion Carried

- Presented financials as of August.
 - o YTD Restaurant/Bar sales are ahead of prior year by \$168K while costs are a lower percentage of sales. This is leading to restaurant income of \$198K versus prior year income of \$37K.
 - o YTD Harbor sales are ahead of prior year by \$328K. Harbor income of \$578K versus prior year of \$322K.
 - o Increased membership dues and PPP loan forgiveness are also favorable to income this year.
 - o YTD total income before depreciation and interest is \$626K versus a prior year loss of \$39K.
- Board continued discussion on cash position in relation to spending needs for Harbor and House.
- Discussed preparation for annual meeting

Membership Report - Jon Duer

- Reviewed membership statistics. Full member equivalents are at 154. Total membership at 245.
- Membership Changes
 - o Yachtsman
 - Donald Spaner
 - o Social
 - Michael Jirousek
 - o Membership Changes
 - Terry Phillips (Full to Social)
 - Oscar Walter (Termination)
- **Motion to approve membership changes by Scarnati / 2nd by Pettrey. Motion carried.**
- Following up with Summer Fun members to convert by offering promotion on half off initiation fee difference.
- Will reevaluate limits on Summer Fun membership level for next season.
- RC/Treasurer Balogh recommended action on the Sail Camp membership. This membership level was approved by the board in January 2021 and needs implemented.

House Report - Marty Weber

- House committee met on August 25th, 2021
- Updated on Heath/Safety topics. No Covid issues reported and staff is cleaning daily. Health Department inspection resulted in no issues with the next inspection set for September/October. Liquor Department inspected twice and found no issues. First aid and safety supplies reordered and Cecilia Duer reviewing best practices for placement.
- Katie to send out email and social media blasts to include marketing on business meetings and holiday parties. Large event forecast includes: two weddings and one ceremony, YMCA Gala, Mentor Rotary Meetings. The International Blue Gavel event is postponed until May 2022.
- There are 33 club/member events scheduled for the remainder of the year.
- Reported on completed work: AED unit placed on East Beach bringing total to four, lighting in the Lounge and Dining Room replaced, abandoned HVAC unit on roof prepared for removal, urinal partition quoted, dead tree removal quoted (D&E dock), hillside brush removal quoted (D&E dock), located storm line backup and scheduled

repair, located leaks in swimming pool with lead detection contractor, met with Pro Pool for quote on short & long term pool repairs, stone spread at mast storage area, new wine cabinets arrived

- Reported on work in progress: new batteries for existing AED units, new beer and wine glasses, D&E dock dead trees schedule, flagpole sleeve, flagpole capstan and cleats, duct work wrap on roof, grade and grass seed East Beach, pump/pool room drain issues, tennis pavilion staining, property/gen insurance quote, entry chain link fence quote, gate card/call post replacement quote, plaster repairs for dining room/back stairway/kitchen, lounge subfloor repair, lower-level humidity in HVAC
- Presented quotes urinal partitions and tree removal.

Motion by Scarnati / 2nd by Allyn to approve the following expenditures:

- ***Replace urinal partitions - \$1,210***
- ***Remove dead Oak tree on hillside between D&E docks and trim deadwood on adjacent trees - \$1,400***
- ***Trim deadwood and clear storm damage from big & little oak on hillside between D&E docks - \$500***

Motion Carried

Harbor Report – Dave Scarnati

- Recapped result of electronic motion earlier in the month for authorization to spend on high priority repairs.
- Updated on effort to research best solution for dock safety ladders. Will be obtaining quote.
- Update on available docks.
- Shared Harbor Committee concerns that west beach erosion could endanger the west channel wall. Researching potential solutions.
- Working on input to Clean Marina grant submission.

IT Committee Report - Gretchen Kubicek

- Former IT vendor transitioned information to new IT vendor. Payment of final invoices from former vendor scheduled.
- Entry gate improvements implemented thanks to PC Logsdon.
- IT recommends holding any further gate improvements until larger project to update entry gate equipment.

Entertainment – Jamie Cordova

- Covered in GM report

Junior Activities – Commodore Allyn

- Update on fall Jr. sailing provided.
- Update on remote control sailing provided.

Governance Report – PC Burton

- Presented draft of updated governance documents for Board review. This included a supporting document to explain By-Laws & Code of Regulations purpose and steps needed to update each.
- Discussed inclusion of fees within the text of the By-Laws and recommends creation of a fee schedule to be referenced in By-Laws.

- Dedicated meeting of the Board will be scheduled to discuss proposed updates and vote on next steps.

Rear Commodore's Report - Ken Balogh

- Discussed approach to reciprocity raised during the month by Cruise Fleet Captain. MHYC does not offer second night free dockage to visiting ILYA club members. Proposed harbor research the following related issues: ability to structure this reciprocal offering in Dockwa, determine financial impact, consider that our membership travels have changed since current approach to reciprocity implemented. Harbor Committee agreed to take up the issue.

Vice Commodore's Report – Mike Pettrey

- Recommended covering the pool as soon as possible. Discussed options for pool coverings.
- Recommended to Harbor that new pump out equipment should be included in the Clean Marina grant submission.
- Recommended setting/documenting deadlines for harbor/facilities staff in the offseason. PC/Treasurer Balogh added that it is time to start planning approach to operations during offseason months.

Commodore's Report - Duke Allyn

- Website maintenance needs focus

Motion to adjourn by Duer / 2nd Weber - Motion carried

Meeting Adjourned 21:25.

Respectfully Submitted,
Brian Keck
Secretary