

Satuit Boat Club
Minutes of Executive Committee Meeting
November 15, 2018

Present: Tom Gavin, Bob Ulwick, Bill Fairbanks, Bill Mullen, Dave Sullo, Larry Burke, Jerry Cain, Bob Rappold. Absent: Jay Swartz, Kevin O'Leary, Brian Greenberg

1. Tom Gavin called the meeting to order at 7:20pm. A quorum was present. Tom said that this meeting would focus primarily on financial issues.
2. Bill Mullen discussed version #8 of the 2019 budget including purchase of 420's, replacement of selected deteriorated windows in the building, forecasted income for next year, and our schedule of fees. He will incorporate the comments received and post a new version on the web site. He also reviewed the Club's year-end financials for 2018. This information is available on the web site.
3. Bill has identified an error in our payment of federal unemployment taxes. He is working with the IRS to resolve this issue.
4. Bill discussed the following:
 - a. Our outside financial support services (bookkeeper and CPA).
 - b. Financial controls for purchases made by a member at a vendor at which we have a charge account.
 - c. Changing the door code and the password to the member's section of the web site.
 - d. The approval process for timesheets.
 - e. The process for handling transient mooring payments and deposits.
 - f. Protections for the Club's checking and Vanguard accounts.
 - g. The fee associated with late payment of Club dues.
 - h. Periodic review of the cost of certain outside services including the dumpster, lawn mowing, cleaning, and bookkeeping.
5. Bill said that he has changed the Club's customer name for the Comcast account to his name. He also said that the Club has obtained on-line access to our electric and gas accounts using a generic user name and a password that will be passed on from treasurer to treasurer.
6. Jerry Cain moved that the Executive Committee approve Michael and Sandi Evensen as provisional members effective Jan 1, 2019. The motion was seconded and the motion passed.
7. Jerry discussed the minutes of the October 22, 2018 Executive Committee and moved that they be accepted. The motion was seconded and the motion passed.

Bill Fairbanks made a motion to adjourn. The motion was seconded and passed. The meeting was adjourned at 10:05pm.

Prepared by:

Jerry Cain, Secretary