



MINUTES OF THE BOARD OF DIRECTORS OF THE  
MENTOR HARBOR YACHTING CLUB  
AUGUST 2022

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The meeting was called to order August 4th, 2022 at 18:15 hours by Commodore Pettrey.

Commodore: Mike Pettrey  
Vice Commodore / Treasurer: Ken Balogh (NP)  
Rear Commodore: Jon Duer  
Past Commodores: Duke Allyn, Chuck Stephenson  
Directors: Gretchen Kubicek, Dave Scarnati (NP), Tom Holleran, Brian Keck  
General Manager: Steve Goczko  
Secretary: Jim Pruce (NP)

***Motion to waive reading and approve prior meeting (June 2022) minutes by Duer/ 2<sup>nd</sup> Keck - Motion carried***

General Manager's Report – Steve Goczko

- Staffing & Open Positions
  - o All areas are losing college staff mid-August. Replacements are being interviewed.
  - o Recruiting for Administrative Assistant to replace temp. Discussed responsibilities of position
  - o New Controller started in July
  - o New Executive Chef started at the beginning of the month
  - o New Sous Chef also started recently
  - o Board members commended those that pitched in, particularly Cody, during turnover of kitchen staff.
- Reviewed list of repair & maintenance projects being worked by Ron. Near term projects include:
  - o East Beach bath house electric repairs and water heater- savings approx. \$5,000
  - o Replaced doorknobs on pool deck restrooms and repaired doors. – savings approx. \$2,500
  - o Completed travel lift maintenance
  - o Repaired broken clay tile drain on hillside near C dock – cost \$2,250 – help from Jason Lallo
  - o New glass ordered for cracked window on gas house – cost \$375
  - o Fire extinguishers tagged for current year and fire sprinkler safety equipment scheduled for necessary maintenance.
  - o Working on replacement of East Beach restroom lights.
  - o Truck rear end repairs completed by Classic with help from Jim Brown.
- Calendar being brought up to date as well as minutes in members only section of website.
- Chef Alex running menu specials and will create September menu.
- Club communications improving and continuing to work towards improvement.
- Review of administrative work (data entry and manual follow-up) by Administrative Assistant and Controller led to conversation about process improvement and technology upgrades needed at the club.
- Jonas thought to be proper software solution to manage our club, however our version is very out of date. New functionality could improve membership experience and reduce back office administrative work. Research to be started on upgrade paths.
- Improvement of internet and phones at the club should be a focus. Board discussed that management should oversee IT improvement efforts with support of contractors.

***Motion to suspend IT committee by Allyn/ 2<sup>nd</sup> Duer - Motion carried***

- Settled with Jack Haas Jr. regarding disputed resignation of membership. Board waiting on resignation letter from the member to hold vote making resignation official.

#### Treasurer's Report – Steve Goczo

- Steve presented June financial statements and accounts receivable. Some June balances in need of reconciliation. New Controller still getting up to speed and catching up from the position being open.
- Financial Statements
  - o Cash position improved from prior year. Slightly improved from prior month but offset with higher accounts payables.
  - o Increased sales are being offset with higher costs due to inflation. Gross profit is flat with prior year.
  - o Other Income was unfavorable to prior year. Prior year included extraordinary income of \$141K PPP loan reimbursement and \$25K workers comp refund. Current year Other Income was still pending entries in June to add \$60K sail camp fees. Channel maintenance reimbursement of \$80K not received as of June.
  - o Expenses are higher than budget and prior year primarily due to higher employment costs from staff turnover.
  - o YTD Operating Income on statements as reviewed was \$224K versus prior year of \$575K.
  - o YTD Operating income adjusted to add incomplete sail camp fees is \$284K versus prior year of \$409K including adjustments to exclude extraordinary income.

#### Membership Report – Steve Goczo

- Member count report
  - o 234 members
  - o Full-member equivalent = 163 members
- Membership updates
  - o Membership Changes
    - Tim & Heather Gallagher - Full
    - Dennis Skuarka - Social
    - DG Tilton - Social
    - Chris Brizes - Social
    - Lanee Lucarelli - Social
    - Emily Gibbons - Summer Fun
    - Cindy Spittler - Summer Fun
    - Jennifer Beales - Resignation
    - Carlos Mollinari - Resignation
    - Michael Machi - Resignation
    - Katie Capek - Resignation
    - Ralph Day - Resignation
    - JJ Scaravilli - Resignation

#### ***Electronic motion to approve membership changes Stephenson – Motion carried (July)***

- Cindy Chesters -Resignation
- Mitchell Henn - Resignation
- Myra Cochran - Surviving Spouse

#### ***Motion to approve membership changes by Keck/2<sup>nd</sup> Stephenson – Motion carried***

- Prospects
  - o 3 Yachtsman and 1 social have applied and going through process to be voted on.

#### House Report – Steve Goczo

- Steve routinely meeting with cleaning company GM
- Shopping for new window cleaning vendor

- Pool repair quotes being gathered as well as new pool furniture
- Looking at options for smoking area and golf car parking
- Trees trimmed at front entrance
- Quotes for silverware
- Logo napkins on order
- Parking lot repairs being quoted, and Jason Lallo fixed a sinkhole

#### Harbor Report – Gretchen Kubicek

- Installation of safety ladder on docks to be completed in August.
- PC Stephenson provided update on repair of F dock wall. Currently working on engineering and permits to be quoted this fall with intent to repair in Summer 2023.
- PC Stephenson and Commodore Pettrey provided update on efforts to replace/upgrade channel.
- Discussed updates to dock assignments.
- Harbor Lights will include article to remind members of harbor rules relating to use of docks when member boat not present.

#### Rear Commodore's Report – Jon Duer

- None

#### Commodore's Report - Mike Pettrey

- Commodore Pettrey introduced effort by Tom Holleran to work with Management, Committees and Board on process improvements aiming to increase effectiveness.
  - o Tom presented approach. He will be meeting with Steve and attending committee meetings to get started.
  - o Board members voiced support for the plan.
- Commodore Pettrey addressed annual employee appreciation party with other leaders to ensure house rules are followed going forward.
  - o Suggestion by Brian Keck to appoint temporary committee each year to lead future events. Committee chair would agree to enforce house rules. Member participation would be limited to those invited by the committee chair.
  - o Board discussed commitment to host future events to thank employees for their efforts.
- Commodore Pettrey discussed initiative to improve fuel prices by evaluating other vendors and negotiating with our current vendor. After analyzing pros and cons decided to switch providers unless current provider matches price. Steve to complete negotiation and organize switch as needed.

Meeting adjourned 20:55.

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Respectfully Submitted,  
Brian Keck  
Director