



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

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The meeting was called to order at 18:35 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 last month's minutes by Burton / 2<sup>nd</sup> Weber - Motion carried.*

General Manager Report - Jamie Cordova

- Jamie working with Chef to create menus with focus on value after membership feedback. Also reviewing menus for future events to ensure membership value. Chef will seek feedback from diners.
- Discussed income statement for food and beverage. Sales favorable to budget partly due to phasing of budget. Open five days per week versus budgeted two days. Labor costs will be on budget so expected to be favorable to budget on income
- Future events include Valentines dinner on Saturday and brunch on Sunday
- Continued plans for Harbor Nights due to popularity and financial success.
- Starting effort to staff for the upcoming season by attempting to recruit best performing staff from last year.
- Update provided on Covid-19 response. Keeping precautions in place to ensure safety. Suggestions from Board to maintain safety measures that have been effective but look for opportunity to reduce signage. Also going to explore recent change on extended curfew by Governor.

Treasury Report - Ken Balogh

- Presentation of financials showing the club is operating at a loss although favorable to budget and prior year both MTD and YTD. Sales are favorable to budget MTD and YTD. Sales are unfavorable to prior year due to lack of Banquets. Expenses are favorable to budget and prior year MTD and YTD.
- Cash position requires careful management due to reduced club usage because of seasonality and COVID restrictions. Hopeful that membership support and club usage will increase in the upcoming months.
- There is an issue with significant past due member balances. Collections efforts and procedure need to be a priority of management. PC Gallagher suggested review and edit of member indebtedness section of bylaws and communicate to membership any changes.
- Noted that current capital dues used for monthly debt service are short by about \$500 per month requiring a transfer of the shortfall from operating account to capital account

- Audit firm replaced due to performance and cost.
- Payroll service provider also replaced to save cost and efficiency. New data feed from this provider will save Charlie time replacing a manual process.
- Discussed new requisitioning and expense reporting form. This form will be used to obtain approval prior to spending on behalf of the club.
- Discussed PPP loan and that MHYC does not qualify for second loan. Will be requesting forgiveness on first loan.

#### Membership Report - Jon Duer

- Membership committee met on January 21, 2021 with six members and one staff present.
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- Full member equivalents are at 126. Total membership at 177
- Membership Changes
  - o Craig Richmond (Full)
  - o Ed Sellers (Social to Full)
  - o Janet Mannino (Resigned)

*Motion to approve membership changes by Burton / 2nd by Weber. Motion carried.*

  - o Randy Skedel (Resigned)
  - o Mike Donato (Resigned)
  - o Heather Kampine-Palma (Resigned)

*Electronic motion submitted by General Manager. Motion carried.*
- Marketing & Membership Director position filled by Sarah Gozur who will be starting in early February.
- Evaluating text messaging as simple universal method of communicating with membership. Social media platforms and email communications are currently used. Feedback from members suggest communication needs to be improved. IT Chair to look at technical solutions available.
- Sail Camp Membership proposed by membership committee. Pricing structure to be proposed by membership and Jr Activities.

*Motion to approve new sail camp membership classification and require membership for sail camp attendees by Balogh / 2nd by Scarnati. Motion carried.*

#### House Report - Marty Weber

- House committee met on January 20<sup>th</sup>, 2021 with 11 members present
- Club has been operating 5 days a week in January.
- Update on health and safety related to Covid-19. Members that had Covid have recovered and out of quarantine. Club has been sanitized twice by MHYC staff and once by cleaning company. Members have voiced concern about Covid-19 safety. Commodore Allyn and Jamie will continue to communicate cleaning and safety protocol.
- Reported on work in progress to update the following: electric panel cabinet doors at main entrance; furnace and filter in the Spinnaker Room; women's restroom refresh; cleanout of snack bar in lower level; windows on west end of bar replaced.
- Reviewed long list of initiatives to maintain the facility as well as continually improve food and beverage offering. This includes preparing east beach for reopening.
- Discussed issue of club utilities found to be running under adjacent property not owned by the club. No easement in place and utilities will need to be relocated.
- Alerted to priority of roof tile maintenance, exposed duct work, and need to protect exposed HVAC units on roof.

## Harbor Report - Dave Scarnati

- Harbor Committee met on January 14<sup>th</sup>, 2021 with 7 members and two staff present.
- Discussed desire to spend at budgeted levels for the year. No objections raised, but Treasurer reminded of need to adhere to requisitioning process.
- Need to finalize improvements to wall at A dock and add stone on the east end.
- The last finger on F dock has broken loose due to metal fatigue. Need to inspect the remaining F dock structure and potentially remove all fingers beyond the wall.
- Channel study is progressing. Third and final installment of \$33k needs to be paid in April.
- Sand harvesting strategy on west beach successful, but equipment needed to maintain and harvest the sand. Discussed potential to buy used equipment with help from member donation versus periodic rental. Board also discussed need for equipment to groom the sand. It was suggested that the club may already have the proper equipment and needs to put into service. More research to be done.
- Channel lights currently in place are not bright enough and recommendation is to install conduits for hard wired lights that will withstand the conditions in the channel. May also remove the range lights.
- There are additional compliance requirements to maintain status as platinum level clean marina. Will be removing any used fluids (oil, antifreeze...etc.) from the Quonset Hut.
- Work needed to get both club vessels, Retriever and Scooter, operations for the season.
- Discussed need to repair the Quonset Hut. The idea was raised to remove the Quonset Hut as it is on a prime area of the property that could otherwise be enjoyed by members. Could be replaced with a new structure, or shipping containers, in a different area of the property that is more out of sight. More discussion needed to determine future direction.
- Discussed land conservancy group that has been formed by owners of property adjacent to west beach. Harbor Chair to hold a meeting to establish suggested Club action steps prior to 2/12/21.

## IT Committee Report - Gretchen Kubicek

- New server and backups using cloud service has been put in service.
- Discussed internet issues and will need further research to resolve issues.

## Entertainment – Jamie Cordova

- Entertainment Committee met on January 20<sup>th</sup>, 2021
- Committee idea to keep 4<sup>th</sup> of July fireworks to members and guests only, however, selling admission to public helped fund fireworks. Board discussed recommendation, budget for fireworks and maintaining level of the display. Will secure display at lower cost and increase if membership would like to contribute additional funds.
- Planning live music for Harbor Nights and several Saturday events. Will likely look for member donations to help fund.
- Looking to bring back popular dock challenge party near end of summer.

Junior Activities – Commodore Allyn

- Registration for camp is going to open early February.
- Working with Membership to create and price sail camp membership.

Rear Commodore's Report - Ken Balogh

- No report

Vice Commodore's Report – Mike Pettrey

- Shared concern on membership past due balances and reiterated need to prioritize collection process
- Emphasized importance to complete house repairs and club vessel maintenance by internal labor prior to boating season when resources will be constrained.
- Need for new signage on Lakeshore placed on House Committee docket

Commodore's Report - Duke Allyn

- Requested monthly metrics for departmental labor to be reported by the GM.
- Requested reporting of banquet booking progression
- Prioritize member feedback in GM report

*Motion to Adjourn by Weber / 2<sup>nd</sup> Balogh - Motion carried*

Meeting Adjourned 20:46

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Respectfully Submitted,  
Brian Keck  
Secretary