



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

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The meeting was called to order March 25<sup>th</sup>, 2021 at 18:27 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 Pettrey / 2<sup>nd</sup> Balogh - Motion carried.***

General Manager Report - Jamie Cordova

- Updated on March MTD financials for food and beverage. Sales for the month expected to exceed budget by \$4K and labor costs favorable to budget by \$4K. Better than expected sales attributed to remaining open 5 days per week, increased member usage and a private party.
- Updated on membership feedback with a few negative food and beverage comments, but mostly positive. Membership excited about the upcoming season.
- Future events include Harbor Nights, Easter events, movie night and combined channel opening/change of watch.
- Continuing effort to hire for seasonal gas dock, kitchen & lifeguard positions. Also looking for a resource to run banquets which John has been handling.
- Banquet budget for the year is \$150K and current bookings \$95K. Marketing for banquet business is being drafted and some regular business, such as Rotary Club, looks to be returning.
- Budget for July 3<sup>rd</sup> fireworks has been met with fundraising done by VC Pettrey and GM recommended not allowing public attendance. In the past, public sales helped fund the fireworks display, however this makes the event more difficult to host and increases potential for safety issues. Board discussed pros and cons of opening the event to the public.

***Motion to close July 3<sup>rd</sup> Fireworks event to the public by Kubicek / 2<sup>nd</sup> by Burton. Motion carried.***

Treasury Report - Ken Balogh

- Updated on issue of member past due balances. The General Manager has personally contacted members to collect on past due balances and has made progress. Payments/credits in progress and not reflected on the aging were brought to the attention of the board by the General Manager. Discussion ensued about the need to follow the collection policy as written in the bylaws.
- Presented new account structure to help manage the club cash flow. Reviewed cash balances across these accounts and highlighted that operations still funding capital by \$500 per month. Discussed the need for focus on cash control considering current position and anticipated future cash needs.
- Presented income statement KPIs with the following takeaways:
  - o Food and beverage still operating at a loss of \$16K YTD

- o Discussed accounting treatment of Harbor revenue being amortized over the year. Harbor is operating at a profit YTD and improved over prior year.
  - o Overall, the club continues to operate at a loss YTD, but is improved over prior year. Cost controls have margins improving over prior year. The club is poised to have a good year financially, considering cyclical pattern and continuing efforts on controlling costs.
- Starting regular presentation of club financials for staff and membership. Presented in staff meeting this month and will be presented to membership in upcoming 'Coffee with the Commodore' event. Intention to be transparent on financials and instill sense of ownership.

#### Membership Report - Jon Duer

- Membership committee met on March 18<sup>th</sup>, 2021 with four members and two staff present.
- Full member equivalents are at 131. Total membership at 187
- Membership Changes
  - o Robert Munz (Yachtsman)
  - o Robert Bryant (Yachtsman)
  - o Joe Denbow (Social)
  - o Scott Richardson (Social)
  - o Naomi Greenwood (Summer Fun)

***Motion to approve membership changes by Burton / 2nd by Scarnati. Motion carried.***
- Launching 'New Member Challenge' with prize of \$600 club food and beverage credit. Points will be allotted based on new member classification.
- Open House event planned for April 10<sup>th</sup> from 12-4pm.
- Outdated promotions found published on the web site and are being removed. Discussion on potential dockage deals to drive new membership and that Membership Chair has authority to approve.

#### House Report - Marty Weber

- House committee met virtually on March 10<sup>th</sup>, 2021 with nine members present.
- Reported on work in progress to update the following: ladies room refresh nearly complete, men's restroom updates/repairs, one wine cabinets sold, wine ordering in progress, main gate repair after vandalized, flagpole repaint complete, abandoned electric conduit removed from tennis court, windows cleaned.
- Club waterline rerouting continues to be discussed with adjacent property owners.
- Updated on list of spring initiatives detailed in the House Report to prepare for the upcoming season. Many of the tasks being handled by staff and due May 1<sup>st</sup>. Highlighted progress on HVAC duct insulation/weather wrap repair
- Presented list of expenditures and quotes for approval that included playground repair, electrical fixes, tennis court fence repair and HVAC maintenance. Discussed expenditure timing with Treasurer and agreed on timing.

***Motion to approve expenditures by Pettrey / 2nd by Duer. Motion carried.***

#### Harbor Report – Dave Scarnati

- Harbor Committee met on March 11<sup>th</sup>, 2021 with six members and two staff present.
- Discussed need to stabilize F docks. The fix would require repair to the harbor wall which is considered part of channel maintenance. Temporary solution would be to pull docks until wall can be repaired.
- Updated on dock availability and desire to have committee dock map consistently used versus board in office.
- Water and data lines need pulled between A and F docks.

- Dredging for season scheduled and will be on budget.
- Harbor navigation light replacement being evaluated with help from Tom Ruff
- Dock reservations and annual contract going out soon. Board discussed need to ensure this is completed prior to launch
- Stressed importance of appropriate staffing for gas dock as East Beach will be opening this season. Goal to avoid member complaints on transportation wait times that have been an issue in prior years.
- Freedom Boat Club is buying the work boat Retriever from MHYC. Replacement is needed and options are being explored.
- No updated discussion with Land Conservancy
- Quonset hut will be left as is for the year. Discussion ensued about poorly kept condition of contents after membership effort to clean in the prior year. Jamie to take up the issue with Harbor staff.
- Battery maintenance of scooter questioned and will be verified.

#### IT Committee Report - Gretchen Kubicek

- Jonas system back up and running after server failure last month. Currently running on a temporary server and permanent solution is needed as soon as possible. Temporary server will be reused as staff computer when permanent solution implemented. Jonas will continue to be used this season and replacement with cloud-based solution will be deferred until off season.
- A new IT resource has been brought in and experience so far has been positive. Current projects include the following: quoting new Jonas server, printer fixes, gas dock systems, correcting issues with the phone system, operating system upgrades for staff computers.
- Backups are now being completed with a reasonably priced solution.

#### Entertainment – Jamie Cordova

- Future events being planned are dock challenge party, bar crawl, dinghy poker run.
- Jamie is working with Michael Indre to book music and track in a spreadsheet along with costs to ensure within budget.

#### Junior Activities – Commodore Allyn

- Sail Camp is full and waitlisted
- MHYSA meeting on March 28<sup>th</sup> and MHYC BOD will be represented.

#### Rear Commodore's Report - Ken Balogh

- No report

#### Vice Commodore's Report – Mike Pettrey

- Commended Ken Balogh for his work as Treasurer to keep club finances in order and transparent to MHYC BOD, Staff and Membership.

#### Commodore's Report - Duke Allyn

- Echoed the Vice Commodore's praise for work done by Treasurer Balogh.

***Motion to adjourn by Pettrey / 2<sup>nd</sup> Weber - Motion carried***

Meeting Adjourned 20:51

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Respectfully Submitted,  
Brian Keck  
Secretary