



MINUTES OF THE BOARD OF DIRECTORS OF THE
MENTOR HARBOR YACHTING CLUB
JULY 2020 MINUTES

Meeting called to order 18:16

Commodore: Burton

Vice Commodore / Treasurer: Allyn

Rear Commodore: Pettrey

Past Commodore: Price - NP, McLaughlin

Directors: Kubicek, Duer, Balogh, Weber

Secretary: Scarnati

General Manager: Cordova

Motion to waive reading of last month's minutes by M Pettrey / 2nd K Balogh

General Manager Report: Cordova

1. F&B Labor & Margins
 - a. Membership sales from F&B are up.
 - b. Banquet sales showing a loss versus budget due to Covid. Banquet sales to focus on smaller events.
 - c. Labor flat to budget despite drop in Banquet revenue.
 - d. Member Appreciation Night canceled and Staff will be leaving for school soon. A request for donations from membership for a staff bonus will be solicited in lieu of Member Appreciation Party.

2. Surveys & Improvement Log
 - a. There was an 85% participation in survey.
 - b. Changes requested in Survey were "Increase Pool Service" & "More Frequent Menu Changes."

3. New state guidelines have last call for alcohol sales at 10:00 pm. The Board agreed to follow the Governor's new mandate.

4. Accounting System Upgrade – No Update

Treasure's Report: Allyn

1. A new report was generated to show EBITDA per department through 6/30 or Q2-2020 to further analyze cost versus revenue.
 - a. Bar / Channel / Harbor / Jr. Activates / Skeet - all categories showed positive revenue for the first two quarters of \$70K. The 2020 Budget projection was a positive \$68k.
 - b. Clubhouse / Pool / Restaurant – all categories showed negative revenue the first two quarters of (\$120K). The 2020 Budget projection was a negative (\$108K).
 - c. Net Loss for the first 2 quarters was (\$50k) versus a projected loss of (\$40k). 2019 financials reported a (\$2K) overall loss for the same period.
2. PPP Funding
 - a. PPP monies are earmarked for labor costs (losses) and other applicable costs allowed by the SBA program.
 - b. With \$140k in proceeds from the SBA, the net remaining after the (\$50k) loss in Section 1 left a PPP balance of \$90k.
 - c. Another \$50K loss is expected in July due to Covid closure, no banquets & lower margins.
3. YTD Financials through Q2-2020
 - a. Income was \$804k versus YTD Budget of \$878k. 2019 YTD Income for the same period was \$926K.
 - b. Expenses were \$854k versus YTD Budget of \$916k. 2019 YTD Expenses for the same period was \$928k.
 - c. YTD Net Income (Loss) prior to interest and depreciation was a loss of (\$50k) versus a budgeted loss of (\$39k). 2019 YTD Net Income (Loss) for the same period was (\$2k).

Membership Report: Duer

1. FME is at 136. Membership continues to grow and expected to reach 143 by 9/1/2020. FME for the purpose of budgeting was 131.
2. There are currently 15 Summer Fun memberships. The committee's goal is to convert 10 Summer Fun members to full social members.
3. Membership Changes – Motion to approve by D Allyn / 2nd D McLaughlin. Motion carried
 - a. Scott Hahl – Resignation
 - b. Frank Adamic – Resignation
 - c. Scott Zimmer - Yachtsmen
 - d. Willard Sawyer - Yachtsmen
 - e. David Steffee - Yachtsmen
 - f. Jamie Vigil - Social
 - g. Ryan Zimcosky – Junior
 - h. Evelyn & Patrick McCarthy – Summer to Social
4. New Member Handbook
 - a. A new Member Handbook has been established to get new members familiar with the club, its rules and current guidelines.
 - b. The new document is generally more user friendly.

House Report: Weber

1. Items Completed this Period:
 - a. Specialty Drink Menu starting 8/5/2020
 - b. Installed new dishwasher in Bar
 - c. Finished cleanup of Quonset Hut area
 - d. Front Gate – remove old signage, paint guard shack, clean up plantings
 - e. Staff is now hosing off sidewalks and docks on the west side
 - f. Establish process for maintaining West Beach
 - g. Removed & reinstalled Pool Bar canopy twice due to storms
 - h. Roof tile at Clubhouse patio was sealed
 - i. Midsummer Check-in Survey yielded mostly positive comments
 - j. Signage for East Beach and channel ordered
 - k. Power to East Beach to be quoted by several electricians including directional boring. Harbor Committee to take lead in repair.

2. August Focus:
 - a. Continue focus on Member Satisfaction and quick responses to comments
 - b. Continue with Covid standards & cleaning
 - c. Announce food delivery to West Beach
 - d. Focus efforts on banquet sales
 - e. Review options for golf cart parking and unobtrusive signage
 - f. Purchase busser cabinet @ patio
 - g. Install new landscape lights and seal roof at Front Gate
 - h. Install lighting wall pack for west parking field
 - i. Install stair light at west parking
 - j. Install new kitchen fan motor
 - k. Evaluate & quote:
 - i. Window repair in bar
 - ii. Lower doors / transom / sidelight replacement
 - iii. Parking lot restriping
 - l. Perform roof survey
 - m. Create Governance document as requested from Commodore Burton.

Harbor Report: Balogh

1. Concerns were discussed as west docks fill up making East Beach electrical a priority
2. New green Harbor entrance lights was lost in recent storm and reordered.
3. New Harbor entrance signage to be installed
4. Dock Assignments approved by Harbor Committee in July:
 - a. Marsh (new) to B19
 - b. Brown (new) to C1
 - c. Cerankosky to D11
 - d. Sackett to D10
 - e. Gerome (new) to D16
 - f. Freedom Boat Club To D2 & D13
 - g. Hatch (new) to E3
 - h. Spittler (new) to EW8
 - i. Steffee (new) to EW7
 - j. Corbo to E14
 - k. Bowden to E15
 - l. Price primary to E18 / second vessel to E17

5. Gas Dock margins holding though discussions on competitive pricing was held.
6. RC Pettrey donated a new hose to Gas Dock
7. Still searching for new yard truck
8. New trash can containers to be fabricated & installed at Docks

IT Committee Report: Kubicek

1. Member login screen for website *ready to go live
2. A new camera based Gate system quoted at \$4,000. Camera will read stickers placed on cars. Two stickers per car to be provided. Rolling codes also discussed for members as part of the system.
3. Additional cameras for pool & parking increases gate system costs by \$2,000
4. Wi-Fi install complete with exception of East Beach
5. Monday System continues to be worked on

Junior Activities – K Allyn (reference report distributed at the July BOD Meeting)

Entertainment – L Burton – No report

Rear Commodore's Report: Pettrey – No report

Vice Commodore's Report: Allyn – No report

Commodore's Report: Burton

1. Membership counts and membership satisfaction continues to be our focus

Motion to Adjourn by M Weber / 2nd J Duer. Motion carried

Meeting Adjourned 20:19