Orr's-Bailey Yacht Club
Board of Directors
Minutes
May 18, 2026
6:00 p.m. via Zoom

Directors Present: Allan Jarvis, Commodore; Dawn Kalmar, Secretary; Howard Levitan; Tara McCarthy; Lee McIlvaine; Chris Nichols; Tom Nicholson; Christine Patton; Andy Rusczek, Vice Commodore; Janice Skillings-Goff; Phil Sumner

Directors Absent: Liz Incze

Guests: Charlie Johnson

1. Call to Order

The meeting was called to order by Commodore Jarvis at 6:03pm.

2. Minutes

On a motion Skillings-Goff with a second by Levitan, the vote was unanimous of those present to approve the minutes of the April 20, 2026 Board of Directors Meeting, as presented.

3. Treasurer's Report

Hamilton reviewed the financial report for April 2026. Gross Profit in March fell short of budget by $17,707, which was discovered to be entirely due to a technical issue with the QuickBooks billing process for the Reserve Fee in February that resulted in Capital Reserve Fees not being collected. Upon investigation with Bookkeeper Sarah Cunningham, the issue was discovered and corrected and invoices were sent to the remaining club members for payment. Several of the Board directors indicated they recently received the invoices.

Jarvis asked about the Bookkeeping expenses exceeding budget. It was agreed that this has been a transition year. The expectation is that fees will level as the transition is completed, likely as soon as the next billing cycle.

Nichols asked about overages in web expenses. Jarvis explained that this was due to increased needs related to web services following the cyber incident earlier this year.

On a motion by Nicholson and second by Sumner, the vote was unanimous of those present to approve the financial statement for April 2026 as submitted.

4. Audit Report Update

Jarvis introduced Charlie Johnson who provided a summary of the 2025 Audit Committee Report. Per the Club bylaws, "The Audit Committee will audit the Treasurer's activity at least once at the end of each fiscal year or more frequently as directed by the Commodore." For this year's audit, given the changes in leadership and financial processes, including the transition to QuickBooks and the Bookkeeper, Treasurer Hamilton and Johnson agreed that

this year's audit would focus on ensuring that all the relevant processes were identified and documented. This has now been done and Johnson thanked Sue Baker, Paul Cournoyer, Kristin Fletcher, Liz Incze, Ed Kenyon, Sandy Nelson, Margie Rusczek and Traci Sumner for their support through the process.

Johnson reviewed how Club **income** is processed:

- **Billed to members:** Dues, fees, assessments, gas purchases, some in-person club merchandise purchases, Sailing School tuition and fees for those who register online
- **Paid by cash or check:** Mooring donations, social events, some in-person club merchandise purchases, Sailing School Income, some Sailing School tuition and fees
- **Paid by direct deposit:** Net proceeds from club merchandise sales and the online silent auction
- **QR Codes and payment apps:** Not currently in use. It was noted that these electronic systems would not eliminate payment by cash or check and the Committee believes this will make the payment process more complex rather than simpler.

Johnson reviewed how Club **expenses** are processed:

- **Vendor or service provider:** The Bookkeeper receives and processes most invoices although a few are emailed to Committee Chairs and some are still mailed the Club PO Box.
- **Recurring expenses (e.g. utilities)**: Paid directly by the Bookkeeper as long as it is for the usual, contracted amount. Exceptions must be approved by the Treasurer.
- **Non-recurring items (e.g. Club member reimbursement requests):** Must be approved by the Treasurer or appropriate Committee member.
- **Town mooring fees, property taxes and income tax:** Paid by check by the Asst. Treasurer Baker. Insurance and credit card fees are split between the Club and Sailing School.
- **Sailing School:** Sue Baker approves all Sailing School expenses and pays with check or debit card provided. Some expenses are invoiced by the vendor or service provider (see above). Payroll is handled by an outside service that debits the Club's account for payroll costs and processing fees.

Johnson shared that the role of Dinghy and Kayak Master was unclear. This person maintains the list of those who store dinghies and kayaks and shares that information with the bookkeeper. Historically, Sue Baker had performed this duty. This was the only assignment that did not have clear ownership. Going forward the Treasurer will be responsible for maintaining the processes and ensuring they are appropriately followed.

Jarvis expressed appreciation for the process and complimented the work product. He asked about some duplication of responsibilities in the report. Johnson explained that one committee creates the budget and others manage it. For example, the Finance committee is responsible for Club income budget but the Membership Committee is responsible for

tracking who is joining and keeping the bookkeeper apprised of changes.

5. Committee Updates

a. Finance Committee

The Committee recently met to review the Club investment strategy in light of market volatility. There is no recommended change to the investments which are appropriately conservative. The Board members present unanimously agreed to the recommendation.

The Club will continue to sell gas to members. Having gas at the Club is an important benefit to members, especially since there are limited options for gas in the area. The price markup on gas will be established in June after collecting data from other marinas and once repairs to the gas line are complete. The Committee will come back to the Board with a recommendation for approval.

b. Membership Committee

Membership is currently at 260. There are 20 (10 couples) on the waiting list. Lucy Cook plans to step away from the Membership Committee and no successor has been identified. Several of the Board were surprised by her resignation and wanted to understand why as we continue to assess the state of volunteerism and leadership. Nicholson will reach out to Lucy to learn more.

c. Building and Grounds

Jarvis shared a report provided by Incze. The May 2 work party was a success. Leading up to that, temporary repairs were performed to the perimeter fence due to erosion. John Almeida and Tim Vail have contacted Maine Line Fence for a bid and plan to include the repair cost in the 2027 budget.

Repairs to the fuel line are delayed due to a part that was not available. The Committee has expressed urgency to the contractor (INSIGHT) in getting the gas line repaired and operational in the near future.

Several club members who attended the work party met the new owners of the Green house next to OBYC. The buyers have rented houses in the area for the last 20 years, so know the area well.

New toilets and urinals will be installed as part of our water conservation efforts. Installation will be performed at no cost by a Club member who is a professional plumber. McIlvaine will oversee the installation.

The Committee uncovered some billing errors related to recurring charges for trash collection through the winter. Those fees are being credited back to the Club. Delayed

invoices were received for the 2025 property survey and from the heating company for the fireplace repairs.

Sumner shared that the modem needs to be reinitiated to get the web cam working. This will impact the drop system, so Sumner will follow up with McIlvaine. Sumner indicated that the webcam should be operational within the week.

A water lock has been installed on the float, as agreed. Jarvis will communicate this to members. The key is the same one as the gas key.

d. Waterfront & Anchorage

Float installation is complete. A guest book will be installed on the waterfront.

Necessary updates to the website have been completed. Member list and committee members are current as of April 24. Board minutes are in process of being organized by year.

e. Cybersecurity

Jarvis shared that the communications updates discussed at the last Board meeting are being implemented and should be completed in June.

f. AFSS

79 students enrolled as of the end of April. ~44 are new to the program and younger. Expenses expected to be similar to last year but income based on enrollment expected to exceed expectations.

10. Succession Planning

Jarvis opened the conversation. Despite many discussions, no one from the Board has stepped forward as a candidate for Commodore. At this point, Jarvis shared his perspective that the best path forward would be to create a shared Commodore model where responsibilities are shared similar to the AFSS leadership model. A discussion ensued. Nichols offered to step up to participate in a shared leadership model. Skillings-Goff also agreed to discuss playing more of a leadership role. Patton added that she would be willing to take on the Secretary role if Kalmar joined the executive leadership team. Kalmar suggested McCarthy also consider participating. Patton, Skillings-Goff, Nichols, Kalmar and McCarthy agreed to meet as a subgroup to discuss what a shared model might look like.

11. Other Business & Next Meeting Date

The next regularly scheduled Board meeting is June 15, 2026 at 6:00 pm via Zoom.

On a motion by Kalmar with a second by Nichols, the meeting was adjourned at 7:39 p.m.

Respectfully submitted,

Dawn Kalmar, Secretary