



**Vancouver Lake Sailing Club**  
Board Meeting Minutes  
March 4, 2021

Present	Name
X	Commodore – Ann Slocum-Edmonds
X	Rear Commodore – David McCallum
X	Vice Commodore – Jeff Stong
X	Treasurer – Steve Eldredge
X	Secretary – Micah Berry
X	Membership Chair – Anne Thompson
X	Port Captain – Skip Currier
X	Assistant Port Captain – Philip Parshley
X	Race Captain – Erik Troelsen
X	Assistant Race Captain – Tim Brown
	Social Chair – Amanda McCallum
X	Caretaker – Anthony Rigdon
X	Information Officer – Ed Bourguignon
	Sailing School Director –
	Members in Attendance – Roy Tally, Scott Barrar, Dave Fisk, and Greg Kelly

1. PRELIMINARIES

The meeting was called to order via video conference by Commodore Ann Slocum Edmonds after establishing a quorum.

Minutes for the February meeting were approved.

2. POTENTIAL NEW MEMBERS

Steve Schmidt and Christine Fitzgerald: Active Membership with a Laser

Michael Patterson and Kathleen Madden: Senior Member with a SF Pelican.

3. CARETAKER REPORT

Things have been slow but starting to pick up. The mower is getting serviced, and the string trimmer needs service. Anthony will address.

4. COMMITTEE AND OFFICER REPORTS:

- a. Commodore (Ann Slocum Edmonds): Lakefront sign needs to be addressed. We also need a policy on Club owed boats.
- b. Vice Commodore (Jeff Stong): Laser event planning in progress with 30 boat limit. Still looking at logistics and if it is possible with Covid.
- c. Rear Commodore (David McCallum): No report.
- d. Treasurer's Report (Steve Eldredge): Financials reported to the board.
- e. Secretary's Report (Micah Berry): No report.
- f. Membership Chair (Anne Thompson): 37 memberships are currently passed due. Gate codes will be changed.
- g. Port Committee (Skip Currier/Philip Parshley):
  - i. Boat lift area needs the hoist raised and gravel work completed.
  - ii. Engineer has reviewed water side sheds.
  - iii. Jerry continues dock work.
- h. Race Committee (Erik Troelsen/Tim Brown): No report.
- i. Social Committee (Amanda McCallum): No report.
- j. Information Officer (Ed Bourguignon): No report.

k. Sailing School (\_\_\_\_):

5. CONTINUING BUSINESS

- a. Reimbursement Policy:
  - i. Attached to the minutes.
  - ii. Discussion of policy and implementation.

6. EXECUTIVE SESSION

- a. None

7. NEW BUSINESS

- a. A subcommittee was appointed to review covid restrictions for racing and regattas. Jeff Stong, Erik Troelsen, Tim Brown, and Micah Berry will review and make recommendations at the next board meeting.
- b. Discussion about associate members sailing DF95s. It is the consensus of the board DF95 sailing fits within the privileges of an associate member.

8. CARRY OVER ITEMS FOR FUTURE MEETINGS

9. MOTIONS AND DECISIONS

- a. Accept prospective new members as presented (Jeff Stong/Erik Troelsen). Passed unanimously.
- b. Reimbursement Policy: Motion to accept policy as detailed below (Philip Parsley/David McCallum). Motion passed.
- c. Motion to waive John Debenedetti's active dues for 2021. Passed unanimously.

10. ADJORNED The meeting adjourned at 8:57. Philip Parsley moved with Erik Troelsen 2<sup>nd</sup>.

## **VLSC Expense Reimbursement Policy**

Rev 0.2

### Purpose:

The preferred method of purchasing equipment and supplies for Vancouver Lake Sailing Club is direct payment from the Treasurer via check or club credit/debit card. These guidelines apply to situations where the preferred method is not practical or possible and ensure the Board of Trustees provides oversight of expenses.

### Spending Guidelines:

Expenses must be for items/services approved by the Board of Trustees before being purchased.

The Commodore must approve reimbursement prior to the Treasurer releasing funds to the member.

The dollar amount shall not exceed \$500.

### Submittal Requirements:

Members must use the expense form provided on the club web page and include a scan of the receipt.

Expenses must be submitted electronically within 7 days of purchase.

Forms received after 7 days may not be received/processed.

### Reimbursement:

The Commodore will take up to 14 days to review ask for more information, approve or reject the expense.

Once the Commodore has approved, the Treasurer will process and mail payment within 21 days.

### FAQ:

- Why is there a \$500 limit?
  - The Board of Trustees requires a majority of expenses to be paid directly by the Treasurer.
  - This approach minimizes the risk of inappropriate spending or being flagged in an audit.
- Do I have to use the form? What happens if I just send an email with a picture of the receipt?
  - Your expense reimbursement request will not be considered complete until it has been submitted electronically using the correct form.
  - It is not the role of the Treasurer or Commodore to re-create your request on the appropriate form.
- Why are receipts required within 7 days but the Reimbursement process allows up to 28 days to mail a reimbursement?
  - Expense reimbursement is not the preferred method of paying vendors of suppliers.
  - The Commodore and Treasurer need time to review and process expenses appropriately.
  - Members are encouraged to follow processes which do not create expenses that need reimbursement.
- What about emergency situations. What if we need something immediately to continue normal activity or protect club assets?
  - These situations are rare and will be dealt with case by case.

- Creating a policy that defines emergencies and an alternate process runs the risk of overuse and making proper expense management difficult.