



Vancouver Lake Sailing Club
Board Meeting Minutes
April 1, 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 |
| | Caretaker – Anthony Rigdon |
| X | Information Officer – Ed Bourguignon |
| | Sailing School Director – |
| | Members in Attendance – John Manix, Carl Peterson, Anne MacDonald |

1. PRELIMINARIES

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

Minutes for the March meeting were approved.

2. POTENTIAL NEW MEMBERS

None

3. CARETAKER REPORT

No report

4. COMMITTEE AND OFFICER REPORTS:

- a. Commodore (Ann Slocum Edmonds): There should be some sort of new member mentorship program. Subcommittees be prepared to discuss budget needs at the next meeting.
- b. Vice Commodore (Jeff Stong): No report.
- c. Rear Commodore (David McCallum): No report.
- d. Treasurer's Report (Steve Eldredge): Financials reported to the board. Several members are still unpaid.
- e. Secretary's Report (Micah Berry): No report.
- f. Membership Chair (Anne Thompson): 6 potential new memberships in the works. Reached out to several members who resigned. Changes to personal situations was the driving factor.
- g. Port Committee (Skip Currier/Philip Parshley):
 - i. Looking at work hour projects. 4-6 meaningful projects for members.
- h. Race Committee (Erik Troelsen/Tim Brown): Sub-committee met to review racing events. We can have sporting events (races and practice) in phase 3.
 - i. 2 weekend practice days with safety boats on the water.
- i. Social Committee (Amanda McCallum): No report.
- j. Information Officer (Ed Bourguignon): Will send newsletter if information is submitted.

k. Sailing School (____):

5. CONTINUING BUSINESS

- i. Cancelling June Regattas. Due to unknown Covid-19 restrictions the board decided to cancel the June Regattas.

6. EXECUTIVE SESSION

- a. None

7. NEW BUSINESS

- a. Harvey Claussen: For his tireless work fighting for the sustainability of Vancouver Lake, Vancouver Lake Sailing Club offers Harvey Claussen Honorary Membership.

8. CARRY OVER ITEMS FOR FUTURE MEETINGS

9. MOTIONS AND DECISIONS

- a. Motion to cancel June Regattas (Philip Parshley/Ed Bourguignon). Motion Passed
- b. Motion to extend Honorary Membership to Harvey Claussen (Philip Parshley/Jeff Strong). Passed unanimously.
- c. Due to overdue fees, Frank Isham is removed from active membership (Ed Bourguignon/Jeff Strong). Motion Passed.

10. ADJORNED The meeting adjourned at 9:02.

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.