

Pacific Corinthian Yacht Club

Board of Directors Meeting

On line meeting due to COVID-19 restrictions

April 29, 2020

Minutes

Attendees: Commodore John Gaddis, Vice Commodore/Treasurer Werner Keller, Rear Commodore Ilene Sheldon, Judge Advocate Ross Henriksen, Directors: Secretary Kathy Smith, Barbara Quigan, Virginia Panossian, Nancy McGinnis, Jana Danza, Laura Cook, , Martha Baskerville

Absent: David Romano, Bill Schneberg

Also present: None

Call to Order: 18043

Quorum: Yes

Commodore started discussion with the announcement that we have received approval for over \$315,000 loan for the Payroll Protection Plan (PPP). If we do things right, it should be forgiven. So we will not be in such a deficit situation.

Now the question is do we want to do a soft opening?

Much discussion about timing, soft vs hard opening. An audit was suggested 2 weeks after a soft opening to make possible adjustments. Should we be the first to open?

Werner suggested we are the ‘bell cow’ and we will need to set benchmarks. He also felt that we need to have a financial filter on all we do in re-opening. There are stipulations on the use of the PPP monies. It can be used to pay rent and utilities. So a certain amount of the money can be used to offset other expenses. Werner offered a spread sheet of expenditures. He suggested that we do a snap P & L every 2 weeks to check if we are ‘bleeding’ and if so, figure out what will we do about it.

John let us know that we need to utilize this PPP money within 2 ½ months, that 20% can be used for other expenses but the remainder must go to salaries of employees. We seem to be the standard bearer because the County has a fairly low incidence of the virus. We will need to be as prepared as possible at opening. Audits will be very important because we never know when someone might come to inspect us.

Werner felt that there will need to be a lot of planning done before an opening e.g. how many tables, how do we set things up, as well as a lot of employee training. We want members to feel comfortable and safe and for this to be an experience that they share with others.

John indicated we need to really look at how we utilize staff and keep them safe. We want to get as many working as possible to utilize the money.

Training and structuring is needed. There may need to be cross training for bar staff as well as others. It may be important at the outset to overstaff. Members may need to see staff cleaning or holding doors or gathering info to make them feel comfortable coming back to the Club. There has to be some level of confidence that we are providing a safe experience. This overstaffing then could be eliminated over time.

John stated that we will probably have someone at the door taking temperatures, offering sanitizers. We may ask members to wear masks even. We need to be as prepared as possible at opening. SYSCO is offering classes for staff and clubs on preparing to open.

Jana said there was a lot of great info that was given by the Black Sheep restaurant article on the necessities for re-opening. She feels that there will need to be a quality control person checking on the staff and making sure that they are doing the mandated cleaning. There should be a checklist for each shift.

Laura suggested that a soft opening should be done by the Board. Jana could play a comforting roll as the Fleet Nurse explaining what we're doing. She offered to attend the SYSCO training with staff. Werner nominated Laura and Jana as a two person committee to oversee training and follow-up with staff.

Werner gave updated info on replacing deck upstairs. We hope to have deck completed over a two week time frame. This may occur as soon as middle of May.

We may need to simplify menus and drinks and train staff on these. Need to master the basics for the time. Do we need uniforms to assure hygiene? John advised that uniforms have been ordered and Staff would need to change at Club. Questions arose about cleaning and pants. Could uniforms be construed as compensation? These questions will take further discussion. Virginia will be the auditor for our PPP monies and will take all training available.

Werner brought up the 18% service charge with administration making the decision how to distribute the money. This will need to be documented. Modern restaurant best practice is to use this as a fair distribution rather than tipping. This is an opportunity to avoid handling paper, pens, money, etc. The new system that is being put into place will allow people to see bills without signing and allow for the 18% charge and its distribution. May look at purchasing the hand held computers for ordering.

It was thought that we should include Pam Vinovich, Don Meyers and Graham Wilson in the next meeting.

Old Business: Discussion of Accounting Office space and cost savings. There's a possibility of saving \$20,000. John says we need to have the projected costs for changing the proposed new space before making any decisions. There are safety issues with the stairs to the current office. John would like to get away from an 'Accounting Office' to a 'Member Services' office. Also when Don is not around there is no manager on site to solve problems. May need to have an Asst. Manager in place. There needs to be a lot of further discussion on these issues.

New Business: Where are we with Special Events? Ilene stated that we cannot plan social events while we are under the Pandemic restrictions. If the Governor gives us the all clear for groups of 10 or more, then we can decide what to do.

Adjournment: Motion made by Nancy McGinnis to adjourn, seconded by Martha Baskerville. All in favor, motion carried. Meeting adjourned at 1735.

Date Approved

Commodore

Secretary