

# South Bay Cruising Club

Minutes of the Board Meeting

May 22, 2023

West Islip Library, West Islip, New York

**Officers Present:** Jeff Frederick: Commodore  
Scott Gesele: Vice Commodore  
Stephanie Pizer: Rear Commodore  
Wendy Gesele: Recording Secretary

**Officers Absent:** Rich Troy: Treasurer

**Governors Present:** Charlie Margeson      Jeff Mattera      John Davis  
David Tedesco      Joyce Gotard      Bob VanTassel

**Governors Absent:** Rich LaBella

## Committee Chairpersons Present:

Todd McCarthy - Fleet Captain	Joe Werkmeister - Corresponding Secretary
Charlie Margeson - Regatta Captain	Jay Pizer - Yearbook
Pam McCarthy - Membership	Dennis Krug - Historian
Duncan Burns - Fleet Chaplain	Rob Gutmann - GSBYRA
Jeff Mattera - Program	Sandy Carlberg & Michele Jaeger - Welcoming
Susan Moran & Jean Sidebottom - Hospitality	Rich Mourino - Webmaster

**Committee Chairpersons Absent:** Bob Forman - Program      Kristine Schaefer- Fleet Surgeon  
Glen Bernichon - Storekeeper      Jeremy Wiss - Legal Chair      Fred Golder - Mailing

**1. Commencement of the Meeting:** A quorum being present, Commodore Jeff Frederick commenced the meeting at 19:36.

**2. Approval of the Minutes as presented by the Recording Secretary:**

- Motion to dispense reading of April minutes made, seconded and approved.
- Motion to adopt April minutes made, seconded and approved.

**3. Report of the Treasurer:** Rich Troy: *See pages 4 Appendix 3*  
Treasurer's Report from Rich Troy, for April 2023

The major financial changes (\$200+) in this reporting period include:

- Supplies for Storekeeper

WELL DONE! Our 2023 goals for Membership Income have already been exceeded by almost 24%, due to the wonderfully large number of new members!

As usual:

This report was generated after receipt of our prior monthly financial statements from our accounts at PayPal and the BFCU (Bethpage Federal Credit Union). The amounts in this report are fully reconciled with those bank statements.

The income totals reported by Membership will differ from the amounts reported here because this report shows:

1. the 'net income' from membership payments, reduced by our member's GSBYRA payments, sales tax and Storekeeper items given to new Members, along with
2. what was received and deposited by the end of the month being reported.

Membership payments for the 2023 membership year are counted when received from 10/1/2022 to 9/30/2023.

The attached pages include the SBCC reports for Revenue/Expense Statement and Balance Sheet.

4. **Report of the Fleet Captain:** Todd McCarthy:
  - Rendezvous have begun, looking forward to attendance picking up.
  - Heavy Rain was also factor for the May 20-21 RV, but well attended at the hosts Scott & Wendy's home.
  - Joe Werkmeister has done some additional planning for the One Week Cruise, sending out a spread sheet for those planning to attend.
5. **Report of the Regatta Captain:** Charlie Margeson:
  - It has been a busy few weeks!
    - Coast Guard approved our schedule
    - Meetings with US Sailing Association via Zoom
    - We weren't getting a response; now all is ok, they have a new president
  - PHRF: we've been proactive the last 5-6 years
    - US Sailing is interested on how we handle and will be discussing it with them further; Gary Drossos and Ted were given Kudos for all the work they do
  - Spring Race was cancelled due to weather
  - Twilight Series starts next Tuesday (5/30) and Thursday (6/1)
  - Creepstakes is 6/4; looking for a powerboat to ferry racers to Commissioning Day ceremony and party
  - Spoke with Rob Gutmann re: Broadside Trophy has been returned to Maritime Museum; thank you Rob for your help.
6. **Report of the Membership Committee:** Pam McCarthy: *See pages 5-6 Appendix 6*
  - I am enclosing several Membership Reports for your review before our Board Meeting this Monday, May 22nd. We only have 1 member that remains unpaid and is now considered NGS.
  - We have added **17 new members/families into our club since Oct 2022**. Also I have 2 Pending members to be voted in as well. Of course, we have had several members resign due to various situations, which is expected. It is great to see our membership going up and I want to thank everyone that sent these members my way. It looks like we are back to our 2020 totals and actually a little better than that. I am always constantly looking for new members as well. Hoping we get some more interested people once they see us out on our boats cruising and racing!! Don't forget to fly your burgee!!
  - Gus Rappold: Regular Membership (was Associate); **voted and approved unanimously**
  - Jason Eidinoff & Angel Macchia: Regular Membership; **voted and approved unanimously**
7. **Report of the Fleet Chaplain:** Duncan Burns:
  - The memorial service for Bill Cook will be held at St. Mark's Saturday, 6/3 at 10 am. Reception to follow.
  - There will be an article about Bill in the Masthead; please share if you have any stories.
8. **Report of the Program Committee:** Bob Forman (absent) & Jeff Mattera:
  - Sandy Carlberg gave a good lead for a presentation; LI Lighthouse, wrecks, etc.
    - Scheduled for Sunday, 11/12 from 1-4pm with Angela Reich; she crews the *Pricilla*.
  - Bob Forman is working on something for medical emergencies for mariners. Will schedule for the springtime.
9. **Report of the Hospitality Committee:** Susan Moran & Jean Sidebottom:
  - The Hospitality Committee is getting ready for our next event:
    - The Creepstakes Race starts at 11 AM and leads into Commissioning Day on Sunday, June 4th from noon-4 PM at the Bay Shore Yacht Club. \$30 per person.
    - Hospitality Co-Chair Jean Sidebottom is taking the lead for this one, with plenty of backup to help.
    - The committee members have jumped on board with signing up for tasks, honing their grilling techniques, and planning the sides and desserts. We are hoping for a big turnout to kick this sailing season into high gear!
  - Reminder: Register to attend the party!
10. **Report of the Fleet Surgeon:** Kristine Schaefer: absent; no report
11. **Report of the Corresponding Secretary:** Joe Werkmeister: no report
12. **Report of the Yearbook Committee:** Jay Pizer:
  - Yearbooks are out; many have been hand delivered
  - Can we send them out before Commissioning Day? Especially if they are out of state and we are aware they will not be coming to the ceremony.
  - Discussion ensued. Idea to hand out at the Spring Party and mail after unless they are out of state; then can send earlier.

- 13. Report of the Historian:** Dennis Krug: no report
- 14. Report of the Store Keeper:** Glen Bernichon: absent; no report
- 15. Report of the Legal Chair:** Jeremy Wiss: absent; no report
- 16. Report of the GSBYRA Representative:** Rob Gutmann:
- The GSBYRA Spring Dinner was held & 54 people from 9 sailing Clubs/Squadrons attended, including SBCC.
  - It is recommended attending awards in November so you can network with other brick & mortar clubs.
  - South Sailing will be holding a sailing clinic for the Jr Regatta during Race Week; it will be underwritten by GSBYRA.
- 17. Report of the Mailing Committee:** Fred Golder: absent; no report
- 18. Report of the Welcoming Committee:** Sandy Carlberg & Michele Jaeger:
- Michele ordered 50 lanyards
  - We are working on welcoming all of the new members Pam is working hard to bring in.
- 19. Report of the Webmaster:** Rich Mourino:
- See **Appendix 19** for the latest update to the document (yesterday). It is stored in the Technology Web Folder.
    - The addition relates to what happens to a PENDING member. Who can add them if they wish and what it does.
    - The membership Chair has been doing this for several months in the past and I add a removal feature to the system if it is needed.
    - Please keep this available as it contains all of the Newsletter List.
  - The Cruising list has been retired and removed as it has not been used in a few years.
- 20. Governor's Reports:**
- |                             |                                 |
|-----------------------------|---------------------------------|
| Charlie Margeson: no report | Rich LaBella: absent, no report |
| Jeff Mattera: no report     | John Davis: no report           |
| David Tedesco: no report    | Joyce Gotard: no report         |
- Bob VanTassel: Floria & Claudio are slowly making their way back North; see their blog for updates.
- 21. Report of the Rear Commodore:** Stephanie Pizer: no report
- 22. Report of Vice Commodore:** Scott Gesele: no report
- 23. Report of the Commodore:** Jeff Frederick:
- 2 week cruise is 4 weeks away! Get your boats ready!
  - Jay will be bringing the Fleet home while others break away and continue on to Newport.
  - Discussed Fire Island Inlet and trials & tribulations
  - Boat US is now considering those towed from inlet as salvage rescue and will NOT be covered under insurance
  - A safe alternative is the East Rockaway Inlet
  - 1 week cruise is being planned.
- 24. Other Business/ New Business:**
- Old Business:** N/A
- New Business:**
- From Webmaster Mourino:
- When meeting either new members or other club officials it might be a good idea to have a few generic business cards for selected Officers. Only club title & club e-mail address would be on them so they can be passed on to the next Club Official.
  - They can be printed on an inexpensive Avery 8877 forms from the Club Laptop. Cost is around \$15 or less for 120 cards.
  - The officers that may benefit from would be with The Commodore, Vice Commodore, Rear Commodore, Treasurer and Membership Chair.
  - If approved, a set of 20 or less would be delivered to each and more can be printed as needed.
  - See appendix 24 for sample
  - **Approved!**
- 25. Adjournment:** There being no further business before the Board, Commodore Jeff Frederick adjourned the meeting at 20:39.

# Appendices

## 3. Treasurer's Report

SBCC Revenue/Expense/Budget Statement	as of 4/30/2023 for April 2023			Green shows	Revenues over budget or Expenses not yet spent	
	This Period	Start to Date	Budget	Variance	% Variance	Red shows Revenues not yet received or Expenses overspent
Comments or Latest Changes						
<b>Revenues: (negative variance shows Revenue not yet received)</b>						<b>A negative Revenue Variance shows Revenue that is still expected to be received</b>
Membership Dues for 2023, net after sales tax	695.90	16,868.08	13,635.66	3,232.42	23.7%	Received 10/1/2023 - 9/30/2024; reduced by sales tax
Storekeeper Income	284.53	623.94	1,100.21	(476.27)	-43.3%	includes sales + credits for new full/regular members
Interest Income	71.95	277.03	401.34	(124.31)	-31.0%	
<b>Total Revenues:</b>	<b>1,052.38</b>	<b>17,769.05</b>	<b>15,137.21</b>	<b>2,631.84</b>	<b>17.4%</b>	Positive Variance Amount means actual revenue is > budget plan
<b>Expenses: (negative variance shows budget funds not yet spent)</b>						<b>A negative Expense Variance shows funds were still available to be spent</b>
Commodore Discretion	-	249.95	500.00	(250.05)	-50.0%	
Fleet: Cruising Awards & Trophies for last year events	-	119.42	800.00	(680.58)	-85.1%	
Fleet: Cruising Awards & Trophies for this year events	-	66.26	800.00	(733.74)	-91.7%	
Fleet: Cruising misc	-	98.87	300.00	(201.13)	-67.0%	
Fleet: Yachting Club of America, Club Membership	-	-	500.00	(500.00)	-100.0%	
Hospitality	(911.22)	(112.93)	1,000.00	(1,112.93)	-111.3%	
Insurance	-	-	5,244.00	(5,244.00)	-100.0%	
Postage, Printing and Supplies	52.24	359.44	725.00	(365.56)	-50.4%	includes P.O. Box renewal \$230 and postage for new members and Yearbook
Program	51.96	127.41	250.00	(122.59)	-49.0%	
Program: Change of Watch	-	-	400.00	(400.00)	-100.0%	
Regatta: GSBYRA Club Membership	-	-	200.00	(200.00)	-100.0%	
Regatta: Racing Awards & Trophies for last year events	-	447.98	800.00	(352.02)	-44.0%	
Regatta: Racing Awards & Trophies for this year events	-	-	600.00	(600.00)	-100.0%	
Regatta: Racing misc	-	-	500.00	(500.00)	-100.0%	
Regatta: Racing website SBCCRACING	-	252.00	264.00	(12.00)	-4.5%	
Regatta: US Sailing, Club Membership + PHRF	-	-	250.00	(250.00)	-100.0%	
Storekeeper Expenses	216.00	848.04	1,276.00	(427.96)	-33.5%	427.96
Treasurer: Bank Charges & Expenses	-	-	30.00	(30.00)	-100.0%	
Web Page, Technology	26.61	199.87	350.00	(150.13)	-42.9%	
Yearbook	-	-	3,876.00	(3,876.00)	-100.0%	
<b>Total Expenses:</b>	<b>(564.41)</b>	<b>2,656.31</b>	<b>18,665.00</b>	<b>(16,008.69)</b>	<b>-85.8%</b>	
<b>Total of Revenue minus Expenses:</b>		<b>15,112.74</b>	<b>(3,527.79)</b>	<b>18,640.53</b>	<b>99.9%</b>	Positive values on this line show the total of Expenses not yet spent
<b>Other Items, not included in budget: ("Pass through" items, accumulated when received, paid annually)</b>						
Regatta: GSBYRA donations (optional \$7 pp)	28.00	529.00				accumulated from member payments of \$7 ea. Plus any additional contributions
Sales Tax set aside from Membership Dues	74.18	190.37				accumulated as member payments are received at 8.625% for NY State sales tax
PAID Regatta: GSBYRA donations (optional \$7 pp)		517.00				Last paid to GSBYRA in March 2022
PAID Sales Tax set aside from Membership Dues		1,348.52				Last paid to NYS in March 2023
<b>Other Items, not included in budget: (Extraordinary Items, approved by the SBCC Board)</b>						
zz Outside of Budget	-	543.13	-	-	n/a	Annual fee to BSYC for storage of trailer on their property (new as of Feb 2022)
Excess Reserves to be Spent in 2023		-	3,296.72			As agreed during SBCC Board Meeting
Hospitality: net total expenditures vs budget		(112.93)	4,296.72	(4,409.65)	-102.6%	If Hospitality is assigned all "Excess Reserves"
Storekeeper: net total expenditures vs income + budget	68.53	(224.10)	(175.79)	(48.31)	27.5%	
Estimated end of year results			(231.07)			If end of year = total of all budgets including excess reserves

SBCC Balance Sheet	as of 4/30/2023 for April 2023
<b>Current Liquid Assets</b>	<b>Amounts</b>
BFCU Checking Account	\$109.19
BFCU Money Market	\$45,407.37
BFCU Savings Account	\$17.79
PayPal Account	\$0.00
Stripe Account	\$54.01
Zettle Account	\$0.00
<b>Total Current Liquid Assets</b>	<b>45,588.36</b>
<b>Current Liabilities</b>	
GSBYRA Payable/Donations	529.00
Sales Tax Payable	190.37
Other Accrued Expenses	-
<b>Total Current Liabilities</b>	<b>719.37</b>
<b>Total Liquid Assets Reduced by Total Liabilities</b>	<b>44,868.99</b>
<b>Non-Liquid Assets (not assigned a cash value)</b>	Not included in these reports: Other assets such as the sound system, trailer, the hardware used by Regatta/Racing, the hardware used by Hospitality, and the Storekeeper inventory

## 6. Membership's Report

Year	Reg	Sen	Hon	Assoc	Jr	Total	Paid	UnPaid	New	Resign	Deceased	NGS	Coll.	Gsbyra
2023	84	54	18	11	0	167	166	1	17	9	1	1	18870.00	555.00
2022	78	50	18	9	1	156	156	0	5	9	3	4	17440.00	543.00
2021	88	46	18	11	1	164	164	0	9	9	3	2	18475.00	517.00
2020	94	39	19	14	1	167	167	0	7	11	4	1	19065.00	364.00
2019	112	29	18	16	0	175	175	0	8	11	5	10	18520.30	441.00
2018	121	29	20	20	0	190	190	0	10	9	5	7	20535.00	448.00

New Member Name	Membership_Type	Date_Joined	Member Email
James & Annmarie Mitchell	REGULAR	2023-04-25	thejimster520@live.com
Norman Rubin	REGULAR	2023-04-25	nmrdds1@msn.com
Brian & Dawn Ruggiero	ASSOCIATE	2023-04-25	brianruggiero@yahoo.com
John & Jackie Wolf	ASSOCIATE	2023-04-25	jewolfgt@yahoo.com
Will Reichel	REGULAR	2023-04-25	willreichel26@gmail.com
Michael & Ronnie Quigley	REGULAR	2023-03-27	mq@qrtinc.com
Barry & Aura Wagner	REGULAR	2023-03-01	fixerguy2012@gmail.com
Joseph Nador	REGULAR	2023-02-28	jmsnadorjr@gmail.com
Jean & Peter Ehatt	REGULAR	2023-01-31	jean@ehatt.com
Walther Van Stipriaan & Katelyn Young	REGULAR	2023-01-31	walther@vanstipriaan.com
Michael & Korin Yovino	ASSOCIATE	2023-01-31	mvyovino73@gmail.com
Scott & Maggie Jacobitti	REGULAR	2023-01-31	scott@snaketray.com
Ryan & Melissa Wood	ASSOCIATE	2022-11-28	rywood2002@yahoo.com
Nicholas Loretta	REGULAR	2022-10-29	nicholasloretta@gmail.com
John McKenna	REGULAR	2022-10-25	mcke01@gmail.com
Michael Quinn & Jackie Scoglio	REGULAR	2022-10-25	michaelquinn8188@gmail.com
Martin & Brenda Kelly	ASSOCIATE	2022-10-25	e920dhs@gmail.com

Resigned Member Name	Date_Resigned	Year Joined	Member Type
Anthony Addeo & Laura Kalarjan	2023-03-13	2019	REGULAR
John Mullarkey	2023-03-09	2004	REGULAR
Scott Vine	2023-03-09	2020	REGULAR
Frank & Barbara Peter	2023-02-27	1991	SENIOR
Carey Daveler & Darylanne Boyle	2023-01-27	2021	REGULAR
Mike & Wendy Bernardis	2023-01-12	2021	ASSOCIATE
Lynda Lane	2022-12-17	2016	ASSOCIATE
Nancy Sherman	2022-10-25	1998	SENIOR
Della Bucher	2022-10-25	1998	SENIOR

Deceased	Last_name	Deceased_Date
William	Cook	2023-04-07

## 6. Membership's Report (cont.)

Not_In_Good_Standi	First_Name	Membershi	Year_Join	homeph	Cellphone	Sponsor_	Sponso
ng		p	ed	one		1	r_2
Romaine	Mark & Carolyn	REGULAR	2007		631-334-8933	Eppig, Aileen	

Pending_Members	First_name	mtype	Street_add	City_state	Yacht_name	Model	LOA	Date_added
Eidinoff	Jason & Angel Macchia	PENDING	791 Pecan Street	Lindenhurst, NY 11757	Aqua Libra	O'day 27 2	27'	2023-05-16
Rappold	Gustave	PENDING	5 Salem St.	Hicksville, NY 11801	Stray Cat	Gemini Legacy 35	35'	2023-05-02
Rappold	Gustave	PENDING	5 Salem St.	Hicksville, NY 11801	Lunatic	2008 Buccaneer 18	18'	2023-05-02
Rappold	Gustave	PENDING	5 Salem St.	Hicksville, NY 11801	Witchdoctor	Narrasketuck Sloop	20' 4"	2023-05-02
Rappold	Gustave	PENDING	5 Salem St.	Hicksville, NY 11801	Aquasport	Aquasport	18	2023-05-02

**19. Webmaster's report:** Generic Information that the Board Should Know

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# **Topic:**

Generic information that the Board should know. 12-2022

If there are any concerns please bring it up at any board meeting.  
This information should be passed on to any new Club Officers.

This Document resides within the Technology\_Web folder

# Payment System:

The payment online system uses Stripe to collect funds and it is deposited into an account controlled by the Treasurer only. The web software is called WP-Estore.

All chairs do not have access to this Credit Card account. Except for the Treasurer and their backup. Only the treasurer and backup has access to this account and is the only one that can refund any funds. This includes a backup person Stephanie Pizer to the Treasurer and the Commodore.

The system produces many logs, one within the server and carbon copies of emails send to both the buyer and the chair selling the item (membership, Store items, Parties etc.). So if a chair loses an order there are copies on the club PC.

The system (home grown php program) has a routine that looks at the items purchased and looks for key words and then forwards the email to the chair responsible for selling those items with copies to treasurer and a special store.purchases email account. 2 Programs are used for this function

read\_send\_prod.php and read\_send\_test.php and they sit within the server in the base home folder and contain documentation within them.

Access to Credit Card vendor <https://dashboard.stripe.com/dashboard>  
an ID and password is required and is controlled by the Treasurer.

# Club Laptop:

The Laptop that the webmaster uses is owned by the club and contains all the system items to maintain the entire system. It can read all of these special email accounts and stores them on its pc drive and is also archived to an external drive.

So there are plenty of logs on who paid what, when and for what items.

This laptop has backup software (owned by the club) that backs up the entire pc whenever this pc is started. The items that belong to the club are the Laptop, its charger unit , an external usb drive for backups , and any software on the laptop.

The laptop also contains an email client program called EmClient that can read all of the clubs special email purchase accounts and can see them all on one screen.

So if the webmaster responsibility goes to another member the laptop must be retrieved from the previous webmaster and pasted on to the new webmaster.

**Dell Inspiron 3558**      Service Tag: 30GTZB2    Express Service Code: 6558619646  
Purchased Oct 29 2016    Serial # 6558619646

Backups to an external drive is whenever one starts the PC and held for 3 weeks.  
The Web Site has its own backups on the server.

# Membership System:

**PLEASE NOTE email addresses are your club title email address not your private one.  
Refer to website Officers page for them.**

For those that have access to the membership system, this system has many canned reports where one section is related to purchased items. Many of the screens have download functions so data can be exported to excel.

Those with access have been restricted to the Club's Officers, Webmaster and Yearbook chair and Membership per our Commodore's direction.

The ID's are the club titles

(ex commodore with the email address of [commodore@sbccsail.org](mailto:commodore@sbccsail.org)).

This way as the title and responsibility are passed on to the next Chair they can login and request a password change.

The request will be emailed to that's chair's club email address (ex [Commodore@sbccsail.org](mailto:Commodore@sbccsail.org)) and then forwarded to that person's real email address.

The actual web address for the membership system is not shown anywhere for security reasons.

Please note the passwords for these ids on the membership system may not be the same as the passwords used on club documents (web page) access unless you make them the same. The security software is different on the membership and document access system so passwords can be different unless you make them the same.

# **NEW Members what happens:**

When a new member is added to the membership system, the Member Chair can add them in as a Pending Member. This makes it easier to create the potential member with all of the information and then activate when they are approved. If they are not approved the Chair can archive them to remove them from the active system.

During this pending time they are added to the club Newsletter so they feel like part of the club until they are activated. Nothing else is granted to them.

However once they are approved they are added to the Hospitality\_Team newsletter and are coded as a volunteer to Hospitality. They can remove themselves if they wish later.

# Titles and Id's (Document access Board members):

**PLEASE NOTE** email addresses is your club title email address not your private one. Refer to website Officers page for them.

All Board members have a Club Title and an alias email account that does forward any mail to your real email account.

On the website under "Officers" one will find all the titles of our Board members. These titles are also your ID to gain access to the Club Documents that are secured by requiring an ID and Password. For those titles that containing 2 words your ID are the 2 words without the space. Ex Fleet Captain would be fleetcaptain.

All ids are lower case. Passwords are whatever you create and are case sensitive. The ability to reset your password is available. Under the Table of Contents look for the items that start with Documents.....

On the first access, request a password change and enter you title id and it will send you a password reset email. One can enter your title email as your id and this is the club title email not your own, refer to the "Officer" page on the web site. Note one can use an email address for an ID. But it is the Title's email address not your own.

The webmaster creates these alias whenever it is required using a feature in the server called "forwarding emails". This is the first task that the webmaster does every 2 years or when a new member is raised to a Board Position.

For those chairs that share a Title like Hospitality or Welcome you will need to share the password between each other.

The webmaster does not know your password if you forget it ask the system to reset it for you. There are 3 levels of Document security (on the Web Site).

**The Member level** only has access to Yearbooks and *Mastheads* and must request access from the Commodore else they do not get it.

**The Board member level** has access to all documents except to the Documents controlled by the Treasurer and Commodore.

**The Treasurer, Commodore** level has access to the above plus the Treasurer's files and the security document that defines all of the securities IDs and passwords within the system.

The membership system is totally separate from the above and has a limited number of members with access to it.

Canned Reports are available (added 12-2022) to all except the Member Level.

Except for the Treasurer no one has update access to the documents and any changes must be submitted to the webmaster in order to update them. The Treasurer can update his/her own files. The webmaster does not have access to treasurer files.

Access to the folders, programs and web site code on the server is restricted to the webmaster and my backup, the Treasurer.

## **Upload a Document:**

An upload feature has been added on Feb 2022 that will allow those that have access to the Club's Documents folder to upload large files from your pc to a staging area and it does send an email to the Webmaster that it is there.

It is then the responsibility of the Webmaster to update the file to where it must go (either documents or photos etc.). It is best to use zip or compressed files for uploading.

Look for Documents.....in the table of Content

## **Archiving Club Information**

At the end of the year the web master will cut a USB drive of the Web folders and the zip file of the web backup on to a USB and deliver it to the Historian of the club for safe keeping.

They will contain the Minutes of all meetings, *Mastheads* and Year Book in pdf format or document format.

It will also contain all documentation, database extracts and Web backups. Basically a copy of the entire Web, Document, Photos, & membership system.

Doing the year please verify the data that is in your Chair's folder is current and valid.

The Regatta Web site is controlled and supported by the Regatta Team and I do not have responsibility for that server.

# NewsLetters

We currently have 6 Lists (NewsLetter) : Note period between word **team** and word **list**

[Board.list@sbccsail.org](mailto:Board.list@sbccsail.org).....Discussion Board members only

[Regatta.list@sbccsail.org](mailto:Regatta.list@sbccsail.org)..... Announcement Members that want racing newsletters

[Member.list@sbccsail.org](mailto:Member.list@sbccsail.org)..... Announcement to All Active Members paid or past due prior to June 1. NGS are removed after June 1

[hospitality.team@sbccsail.org](mailto:hospitality.team@sbccsail.org)..... Discussion between hospitality team

[Regatta.Team@sbccsail.org](mailto:Regatta.Team@sbccsail.org)... ..... Discussion between regatta team

[Community.list@sbccsail.org](mailto:Community.list@sbccsail.org)..... Announcement not active yet for non-members, Commodore of another clubs etc.

All board members have access to use the board.list.

Regatta.team and Hospitality.team members can join by using the Table Of Content on the web site to find the join option. Look for Regatta... or Hospitality... in the Table of Content on the web site.

For Member newsletters, one needs specific authorization to use and you should request it from the commodore. If approved forward approval email to webmaster.

To use just enter the newsletter name into the TO: section of your email.

## 24. New Business



We Love To Sail  
The Great South Bay of Long Island  
South Bay Cruising Club

Membership Chair  
Membership@sbccsail.org



www.sbccsail.org