

Revised, Updated, and Expanded Ship's Customs

(Latest revision, 2/1/06)

(An evolving work in progress, the aim being to record, preserve, modify, and transmit the accumulated experience of the elected Officers and volunteer assistants whose dedication and labor, year after year, has kept the University Sailing Club alive, strong, and still afloat.

(Ship's Customs should be updated annually to reflect evolving circumstances and needs.)

(John Huntley, secretary, 11/2/05)

Suggestions to Exec. Officers for Transfer Week:

1. Look over the whole document to get the big picture of ISC.
2. Check your own section carefully.
3. In the course of the year, make any changes, corrections, additions you wish—send them to the Secretary or Historian via e-mail.
4. Use this copy, with your notes, to help next year's officer understand how the Club works and what makes it work.
5. Ask the WebMaster to post Ship's Customs onto the Web site for general reference, guidance, and modification each year.

6. When your term of office ends, everybody will have lots of stuff accumulated not all of it being needed by your successor.

So, I suggest that the Commodore, Secretary (and Historian, if there is one) together ask officers to do 3 things:

- a. Separate records that next year's officer will need for understanding and continuity; put these into the plastic box; give this box to your successor and explain what it all means.

- b. The other records should be Archived, maybe for some future historian, or for recovery if the web site crashes again, or for the 50th Anniversary a mere decade from now. The Secretary (or Historian) should be responsible for the Club's Archival Filing Cabinet:

- 1) & 2) Top 2 drawers: Chronological records, 1965 to the present, year by year: Scuttlebutts, member lists, reports, committees, etc.

- 3) Third drawer down: Alphabetized files. Check its Table of Contents below, p. 17 "Historian or Archivist." Also, at the back, photographs, 35mm. slides, video tapes, etc.

4) Bottom drawer: unsorted, uncatalogued financial records

c. Finally, ask each officer to review and update the material being transmitted to the next generation. The Secretary should then take responsibility for modifying Ship's Customs accordingly and seeing that the revised version replaces the old version in the Web site.

JH 12/7/5

I. Duties of the UISC Elected Officers.

According to the Constitution, Articles VI and VII:

The Executive Board of the UISC consists of 8 elected officers and a Faculty Advisor.

They shall meet at least once a month. A quorum consists of 5 members,

They may spend up to \$150 by majority vote; larger expenditures must also be approved by majority vote at a membership meeting.

Any officer may appoint assistants to help him/her in their work.

Any officer missing three (3) consecutive meetings without good cause shall be replaced at a special election by the membership at the next business meeting.

Any officer may be removed from office by a three-fourths (3/4) majority vote at a business meeting.

A. Commodore

According to the Constitution (Articles VII, VIII, and IX):

Commodore: shall preside at meetings, enforce the laws and regulation of the club, enforce the rules of any organization to which the club is responsible, and carry out the will of the club and Executive Board; shall be the spokesman of the club or may delegate that authority; shall be ex-officio member of all committees; may call special meetings whenever the need arises. . . .

Also, the Commodore may appoint temporary committees as needed or as directed by majority vote at a membership meeting.

Must be a student member of the Iowa Sailing Club and hold a rating of Heavy Weather Helmsman or Skipper.

According to actual practice and accumulated experience:

1. The commodore's most obvious and visible job is to set an agenda for and preside at club meetings. At the beginning of the year and in more detail at the start of each season (Spring, Summer, and Fall, the Commodore should set out the Club's calendar of events so that members know what's happening, and officers know what to do to make it happen on time.

2. The commodore should be familiar with Robert's Rules of Order and all of the pending business of the club.

3. Perhaps the most important job of the Commodore, though, is facilitating communication between executive officers and other club members. To this end,

the commodore should collect the contact information of all officers after elections and circulate the list to all officers. As soon as possible after elections, an executive council transition meeting should be held with new and old officers; use this meeting to transfer files, keys, and esoteric knowledge from old to new officers, to make sure everyone understands their duties, and to focus the group with goals for the upcoming year.

4. The commodore should make sure that officer lists get updated everywhere necessary, including: club website (webmaster can do this), Student Organization Recognition Form in the Office of Student Life (145 IMU and www.imuis.uiowa.edu/osl/), Rec Services in the Field House, MCSA website, etc.
5. The commodore should meet with Wayne Fett in Rec Services at the beginning of his/her term, since the club operates in close relation to Rec Services. (Courtesy calls might also be made to Gwen Prentice DNR Ranger at Macbride Park, Harry Ostrander director of Rec. Services, and Bob Randall Grounds Superintendent at Macbride)
6. The commodore can reserve rooms for meetings in the IMU--reservations can be made in 135 IMU.
7. The commodore should hold exec. council meetings once a month and whenever else necessary. Make sure exec. officers are submitting officers' reports regularly, and that they are carrying out their assigned and appointed duties.
8. As a primary contact for the club, the commodore should respond to all inquiries he or she receives about the club or direct inquiries to the appropriate club officer.
9. The commodore should familiarize him- or herself with the info in the commodore files (the manual by Steve Woodward is especially helpful). Much of the files are outdated paperwork, but some info is very useful.
10. Jenny said to submit mark permission application to Gwen Prentice of the DNR prior to spring events, however, I (Lindsey) never did this because Todd, as rear-commodore, always took care of it. We should clarify whose duty this actually is in the Ship's Customs.

(Lindsey Schneider 11/16/05)

(Each year, at the end of each section, Ship's Customs should add the names of the people who filled these offices--right now, I can't tell who was doing what 10 years ago.)

Commodores:

2006 Ben Miller-Todd
2005 Lindsey Schneider (Summer, 2005, Erin Flowers)
2004 and 2003 Lauren Trolley (Summer, 2004, Jennifer Springsteen) / 2002 Jennifer Springsteen /
2001 Allison Hefley / 2000 Diane Deignan / 1999 Steve Branim / 1998 Greg Lynan /
1997 Jenny Meyer (m. Fang) / 1996 Mark Johnson / 1995 and 1994 Grant Gerdes (Summer 1994, John
Randell) / 1993 Mark Johnson
1992 Mark Johnson, 1991-90-89 Steve-O Woodward, Summer 1989 Mary Ann May, 1988 Gunther
Lubben, Kathie Chwalisz
1987 Paul Goodman (summer, John Grandgenett), Lori Widestrom
1986 Eric Quayle, 1985 Terry Gardiner, Lisa Birley, 1984 Woody Woodward, 1983 Vicki Thomas

1982 Jackie Bickenbach, 1981 Vicki Thomas (m. Hof), 1980 Labeaux, 1979 Hal Heath, 1978 Steve Konecne, 1977 Mickey Fixsen, 1976 Ron Kern, Legs Cummins, 1975 Kathy Edwards, 1974 Kathy Butler Pyle, 1973 Thomas Bennett, Jim Torner, 1972 Phil Smith, 1971 David Hixenbaugh, Jim Torner, Legs Cummins, 1970 David Slaught, Legs Cummins, 1969 Chuck Collins, 1968 Wayne Robinson, 1967 George Zerwas (deceased), 1966 Steve West, 1965 Mike Touch

B. Vice Commodore

According to the Constitution (Articles VII and IX):

Vice-Commodore: shall substitute for the Commodore when absent and shall assist the Commodore in performance of the duties of the office; shall be responsible for sailing instruction; shall be the primary examiner for Crew, Light Weather Helmsman, Heavy Weather Helmsman and Skipper, and shall keep written records of people who have passed tests.

Also, to be eligible for office, the V-C must hold the classification of Heather Weather Helmsman or Skipper.

According to actual practice and accumulated experience:

Organize and Facilitate the teaching program:

In cooperation with the Vice Commodore, Set Open House Dates, Teaching Events, and Racing Events on the yearly calendar. This is done after we have received the season regatta dates for the Undergrad team that they receive at Mid-Winters.

Planning of a teaching event or series for each semester, Fall, Spring and Summer, each season event preceded by an open house day or weekend to coincide with the first weekend after classes start in the fall, mid-to late April in the spring (warm enough to sail but enough weekends left in the semester to get 3 weekends in) and the summer session sometime in the latter part of May through June.

Each event requires the cooperation between VC and:

Membership chair: membership paperwork, organization and record keeping of students and club instructor volunteers, and rules test paperwork.

Fleet Captain: Must cooperate with to have enough boats of the correct type available for lesson days and provides instruction on boat upkeep.

Harbor Master: Must cooperate with to see that facilities are available and ready for teaching days and provides instruction on facilities upkeep and procedures.

Rear Commodore: Must cooperate with to provide quality teaching experiences in sailing in and running regattas.

The vice commodore acts in cooperation with the appointed safety officer and club advisors (Bill and/or John) to control for safety factors in the event of weather or equipment issues, and VC must be available to advise, or have appointed someone to be present to advise on safety issues at all teaching events.

Safety issues the vice commodore is in charge of:

Instruction for new members on safety issues on teaching days

Administers the rules test (involves reading and discussion of each rule)

Administers the swim test

Checks for adherence to safety policies on water (life jackets, equipment)

Correct number of safety boats on the water for weather conditions
First-aid kits/ladders/radios accessible during instruction

Acts in place of the commodore when necessary.

(Erin Flowers, 11/2005)

Additional suggestions by JH:

Instructors mobilized and briefed on procedures and plans.

Teaching regularized and curriculum developed so that everybody teaches and learns basically the same things.

Telephoning or e-mailing teachers and new sailors to set up appointments, schedules.

Xeroxing, preparing instruction sheets

Land school and Information meeting for new or prospective members

Getting lines and knot tying instructions up

Preparing, giving, grading appropriate rules tests

Preparing and teaching std procedures for organizing stuff in the boathouse

Promoting, teaching, monitoring advancement to higher ratings of LWH

During the winter months, Vice Comm and Rear Comm should promote post-meeting teaching and review sessions: boat handling, racing rules, racing tactics, knot tying, etc.

Vice Commodores:

2004, 5, and 6 Erin Flowers (Co-Vice Commodore, Austin Bunn)

2003 Ian Mutnik

2002 Joe Friction

2001 through 1997 not identified in the membership lists

1999 Justin Weis

1996 Ben Nothwehr, John Randell

1995 Stacy Cooke

1994 John Randell

1993 Francis Fang

1992 Jim Hodgson

1991 Jim Hodgson

1990 Joel James

1989 Kathy Kempton

1988 Kathie Chwalisz

1987 John Grandganett, James Otis

1984 John Randell

C. Rear Commodore

According to the Constitution (Articles VII and IX):

Rear-Commodore: shall be in charge of all intra-club and intercollegiate racing activities and shall assist in regattas in which the club is host or sponsor.

Also, to be eligible for office, the R-C must hold the classification of Heather Weather Helmsman or Skipper.

According to actual practice and accumulated experience:

Need stuff here (The rear commodore's job fell through the cracks in 2005)

Interim suggestions by JH:

Close coordination with Vice Comm. and other leaders to promote the Club's sailing program to move newly certified LWH up to and Skipper or beyond. This requires improving sailing skills via racing, day-sailing, classes or seminars. And in every case, it requires mobilizing Club members to help run the programs.

Organize club races: setting marks, staffing the committee launch, logging race results, communicating results to Secretary for insertion in next week's minutes, setting up small recognitions or rewards to spur and recognize achievement.

Promote teaching programs for members: seminars in rules and tactics, boat handling, winds and weather awareness, seamanship and knot-tying, etc.
rules seminars and classes
Racing tactics and seminars
Promoting, teaching, monitoring advancement to higher ratings of LWH.

Day-sailing program: Lake Macbride circumnavigations, outings and picnics, promote skill in sailing boats beyond the FJs and Lasers

Inter Club racing program: organize members to travel to Red Rock e.g., or other regional regattas.

Undergraduate, MCSA racing team and MCSA regattas: work with elected team co-captains, secure racing coach for the team (John Solow?) and supervise practice sessions, promote the advance of undergrad members to skill level suitable for MCSA competition.

Rear Commodores:

2006 Matias Perret and Daniel Rogge
2005 Todd Burzynski (acting RC, Erin Flowers)
2004 Josiah Fricton (Milton Audas (Spring 2004)
2003 Milton Audas
2002 Milton Audas
2001 through 1997 not identified in the membership lists
1999 Bob Patterson
1996 Clay Dumke, Loren Marshall
1995 and 1994 Brenda Ward
1994 Francis Fang
1993 Aaron Wolfe
1992 Dave Norwood
1991 Randy Chertkow
1990 Shanna Paxton
1989 John Vratsinas, Joey Grandgenett
1988 Duncan Woodward, John Grandgenett
1987 Dean Helstad

D. Secretary

According to the Constitution (Articles VII and IX):

The Secretary shall send notice of meetings, keep minutes and attendance records of the business meetings, records of the club's activities, and a secretary's notebook of useful information received by the club; shall conduct the club's correspondence; shall have and make available to any member upon request a copy of the constitution of the club.

According to actual practice and accumulated experience:

1. Take accurate minutes, circulate them early (via e-mail and the List-Serv), correct them, get them adopted, and then get them placed on the Club's web site.
2. Act as parliamentarian so that meetings, discussion, and action proceed smoothly.
3. Help the Commodore carry out Club decisions with reminders, to-do lists, schedule of deadlines.
4. Serve as "corresponding secretary" by writing letters on behalf of the Club or posting notices to Club members via the e-mail mailing list.
5. Help Club officers coordinate each other's schedules, tasks, deadlines, and projects so that Club business runs smoothly and harmoniously.
6. Keep track of documents, decisions, obligations made or actions taken in the past that continue to bear on the present so we remain coherent and harmonious, so that long-term memory doesn't get eclipsed by short-term forgetfulness.
7. When asked, help Club officers get their jobs done in a timely and efficient manner.
8. Be prepared to receive e-mail addressed to secretary@iowasailing.org (which is forwarded to the inbox of whoever is acting as secretary). Respond, forward, answer, etc., and make sure next year's secretary becomes the target in-box.
9. Keep an up-to-date membership list of e-mail addresses (with continuous information from the Membership Officer and Web master) for distributing Club minutes.
10. In close cooperation with the Treas, write notes of thanks to each contributor as contributions come in (notices should be mailed by the Foundation to the ISC's box in Student Activities Center).
11. Continue to sell Club paraphernalia (t-shirts, burgees, etc.) until the Exec. council appoints a Ship's Stores person.
12. Check the ISC's postoffice box (in the Washington St. Post Office)—probably get rid of it because probably nobody's checked it for a year. The address given in our web site for us is this:
Iowa Sailing Club
PO Box 10142
Iowa City, IA 52242
Take a look at the ISC Web site, Membership, How to Join—and I wonder if we've got any ancient applications lying in that box?
13. Nothing's ever simple dept. The US Postal Service allowed us to send out about 2300 SuperScuttlebutts with Non-Profit Organization postage. But we don't actually have an IRS/government official nonprofit designation. I've applied for one. The lady at the Univ. Mailing Office in charge of bulk mailing is Helen Olsen; the work place is in the Ray Mossman building down toward the County Fair Grounds, near Plumbers Supply. The lady at the Post Office downtown Iowa City who allowed our mailing to go through and who is helping the ISC get a non-profit number is Lori Eshler at 354 1560, Ext. 27. Both these people are very kind and helpful. But all this is something to keep a watchful eye upon.

(JH, 2/23/05)

Secretaries:

2006 Amy Rohlfing

2005 John Huntley

2004 and 2003, Lindsey Schneider (Summer 2004, Mary Davis)
2002 Scott Kavanagh
2001 through 1997 not identified in the membership lists
1999 Margot Gregory
1996 Kara Deaver, Lisa Livingston
1995 Chris Najim
1994 Cindy Trachta
1993 Tara Krubsack
1992 Elizabeth Shambaugh
1991 Lora LaPage
1990 Laura Stabelfeldt
1989 Marian Aydelotte
1988 Marian Aydelotte
1987 Alesia Glandon

E. Treasurer

According to the Constitution (Articles VII and IX):

The Treasurer shall collect dues, keep financial records, handle the funds, pay all debts and make periodic financial reports to the club.

The Treasurer must also be a UI student member of the Club

According to actual practice and accumulated experience:

A treasurer's job is pretty easy.

1. Mainly you write checks to reimburse club members.
2. Occasionally you will coordinate with the fleet captain to purchase new materials.

In both cases you simply write the check and drop it in the mail. The sooner people get their money the happier they are.

In order to write the checks you need to become a signer on the US Bank account.

1. The previous treasurer should go into the bank with you and set this up. If you have any questions ask to see a banker about a retail checking account (this is what we have).
2. At this time they should also show you how to deposit funds. It is done the same way as a standard checking account. Deposit funds regularly. Also, it is important to save the deposit slip so that you have a physical record.

This also makes it very easy to enter into Quicken.

1. Quicken is pretty idiot-proof but there is an extensive help section in the program if needed.
2. You should back up the records regularly and Quicken will prompt you to do so. It backs it up once on the hard drive and then you can insert a floppy disk (or CD-RW) for a separate back-up. This is a very good idea. Ideally, you are supposed to have two discs and alternate between them so that if a back-up is destroyed you have another. This leaves a total of four copies of the records, two on the hard disk and two on the floppy discs.
3. Also you should use Quicken to make periodic reports to the club on the treasury. Quicken makes this very very easy and it should be done every month or so.

In closing I would say that above all else a treasurer needs to be available and transparent. If you take care of these two things everything else should fall into place.

(Eric Orzechowski, 11/16/05)

(Additional suggestions by JH)

1. Facility with Quicken—record income from member dues (by name and date) and other sources (sale of boats, club gear, etc), and record expenditures (by person or occasion, category, and date).
2. Reimburse expenses incurred by Officers (or, with permission of the Executive Board, other members) on the Club's behalf. Keep on file (pending the internal audits) the requests and receipts that are submitted for these reimbursements.,
3. First membership meeting each month, financial report on income and expenses showing totals remaining in all accounts and liabilities outstanding in printed form for distribution and digital form for inclusion in the minutes.
4. And the end of each sailing season (Spring, Summer, and Fall), an audit of Club's financial records by the Internal Audit Committee.
5. Monitor contributions from the fund raising campaign and send out Thank You notes for each contribution received. The Foundation will send notices of contributions received to the UISC address at the Student Activities Center, IMU. The Foundation sends a receipt for tax exemption purposes to each contributor. But the Club should also send a note of thanks, maybe signed by the Commodore, and urging contributors to check the Web site, send in news about themselves, identify photos, etc.

(JH 11/14/05)

Treasurers:

2006 Jenna Burken
2005 Eric Orzechowski (Summer, 2004, Todd Burzynski)
2004 Todd Burzynski
2003 Karen Reed (Troy) and Vicky Montano
2002 Vicky Montano
2001 through 1997 not identified in the membership lists
1999 Shaun Cassells
1996 Belle Vukovich, Jenny Meyer
1995 Jenny Meyer
1994 Cindy Trachta
1993 Randy Chertkow
1992 Scott Johnson, Randy Chertkow
1991 Scott Johnson
1990 Kris Schultes
1989 Kris Schultes, summer Steve Woodward
1988 Loren Marshall
1987 Tim Craven

F. Fleet Captain

According to the Constitution (Articles VII and IX):

The Fleet Captain: shall be responsible for the maintenance and addition to the fleet and its equipment; shall work with the Rear Commodore in preparing boats for regattas.

According to actual practice and accumulated experience:

Analyze Boat Usage from sign out sheets; add to past usage data file.
Update boat for-sale list, put it on line. Sell more boats, esp E-scows, use Ebay. Try to get rid of those penguins, resolve registration problem w/Wooden Penguin.
Sell the old pontoon as is/or fix it up a bit and then sell it. We don't need 2.
Keep after buyers to remove boats they purchased/or are going to purchase.
Accept Boat Donations (only good sailable boats, no junk or "project" boats, and they must have all paper work. No unregistered trailers or boats will be accepted.)
Update, revise, correct Boat Inventory. Get this put online. Make a print out.
Get a trailer inventory online w/plate numbers (so we don't have to look at the pieces of paper all the time.) Make a print out.
As needed: Register Boats w/County or appoint someone to go and do it. Register Trailers or appoint someone to go do it.
Tag all license plates
Mark all trailer license plates on the back which trailer they go to.
Affix numbers, letters to boats, make corrections to capacity, or add capacity number/letters, replace worn lettering/numbers as needed.
Ask treasurer for checks to the county/or IDOT for the above.
Get reimbursements from the treasurer for parts, or other items purchased for the club
Move boats from lock up to boat yard as needed, and visa versa.
Assist Harbor Master w/trailers and dollies.
Assist rear commodore in getting boats ready for regattas.
Assist vice commodore in getting boats ready for teaching days.
Assess fleet condition, make repairs when possible.
Work with commodore/student team captain on visiting collegiate regattas.
Inspect/inventory Sails, make repairs, or send to sail repair.
Make boat repairs as reported in the repair log, as they occur
 Order parts for boat repairs.
 Get Fiber glass projects going, either do them yourself, or find people to help.
 Assess fleet condition, make repairs when possible.
 Inspect/inventory Sails, make repairs, or send to sail repair.
 Repair cracks reported in FJs
 Repair pesky leaks in Lasers (see the log book)
 Repair self bailers in the International FJ.
Repair Halyard wire and outhaul wires in MC scows as needed. Inspect before you mast them.
Cosmetic repairs to FJ and laser fleet to include gel coat repairs, remove oxidized paint, and polish surfaces, wet sand hulls if desired. Paint non-skid over cock pit floor patches.
Cosmetic repairs to day sailors/scows, including bright work refinishing.
 remove, sand and refinish.
Inspect all standing rigging, replace frayed cables when found.

Inspect all lines, bungies that are out to weather, or on the rudders.
Shim and fit tillers for clearance problems.
Singe all line ends to prevent fraying.
Replace frayed/worn lines, halyards, sheets as needed.
Go over every Windsurf board to find hull numbers, and make corrections to the IA boat number. Get parts/sails together to get more for sailing.

(Rich Adkins, 11/3/2005)

(Additional suggestions by JH)

Finishing inventory of boats owned, boats needing repair, boats up for sale, boats for rotation.
Lessons in fiberglass/gel coating repair
Lessons in use of sewing machines and doing sail repairs
Monitoring boat damage log and signing off on all repairs accomplished so that fixed boats are back in circulation
Preparing boats for regattas
Creating web sites (or advertising copy) for boats-for-sale (with photos)

(Each year, at the end of each section, Ship's customs will add the names of the people who filled these offices—right now, I can't tell who was doing what 10 years ago.)

Fleet Captains:

2005 and 6 Rich Adkins (Co-Fleet Captain, Jana Brumbaugh)
2004 Jana Brumbaugh
2003 Bill Seiss
2002 Bill Seiss
2002 through 1997 not identified in the membership lists
1999 Steve Neuman
1996 Tom Bair and Steve Erickson, John Hartley
1995 John Hartley
1994 Tara Krubsack, Jim Hodgson, and Tom Gleeson
1993 Jim Hodgson, Loren Marshall, Greg Calvert, and John Middelstaedt
1992 Randy Chertkow, George Cook, Tom Gleeson, and Mike Swaim
1991 George Cook, Loren Kloft
1990 George Cook, Scott Johnson
1989 Duncan Woodward, George Cook, Loren Marshall
1988 Bryan Gregory, Brian Small, Tricia Combs, James Otis
1987 Brett George, Becky Ries, Bill Vickers, Derek Maurer

G. Harbor Master

According to the Constitution (Articles VII and IX):

The Harbor Master (called “Buildings and Grounds Chairman” in the Constitution) shall be responsible for the upkeep and maintenance of the building and grounds as well as maintaining a parts inventory for the Fleet Captain.

According to actual practice and accumulated experience:

- Make a schedule for repairs and maintenance:
- Trailers (grease wheels, replace bunkers, front wheels, make new trailer props “sheep huts”)
- Tug(s): change oil, have fuel (gas for outboards and diesel for John Deere) available
- Outboard motors: change oil per owners manual, lightly “fog” cylinders with oil at end of fall season
- Care for tools and workbench area
- Organize the life jackets

- Organize workbench area, return missing tools
- Empty trashcans
- Recruit help with above tasks (so you can go sail)

(Dave Steinman, 10/2005)

Other possible duties suggested by JH:

Finishing inventory of boats owned, boats needing repair, boats up for sale, boats for rotation.
 Lessons in fiberglass/gel coating repair]
 Lessons in use of sewing machines and doing sail repairs\
 Monitoring boat damage log and signing off on all repairs accomplished so that fixed boats are back in circulation
 Preparing boats for regattas
 Creating web sites (or advertising copy) for boats-for-sale (with photos)

(Each year, at the end of each section, Ship's customs will add the names of the people who filled these offices—right now, I can't tell who was doing what 10 years ago.)

Harbor Masters:

2005 and 6 Dave Steinman
 2004 DaveSteinman and Eli Otdoerfer
 2003 Dave Steinman
 2002 Todd Burzynski
 2001 through 1997 not identified in the membership lists
 1999 Eric Daniels
 1996 Dave Lippe, Steve Granin
 1995 Steve Branin
 1994 Kurt Kulhavy, Graham Allan
 1993 Graham Allan, Kendall Gray
 1992 Graham Allan, Pascal Bolon
 1991 Graham Allan
 1990 Eddie Miller, Graham Allan
 1989 Brian Small
 1988 Dave Miller
 1987 Mike Kerker, James Lawler

8. Membership Officer

According to the Constitution (Articles VII and IX):

The Membership Chairman: shall be responsible for publishing periodic membership lists and organizing membership drives at registration and other times as deemed appropriate by the Executive Board.

According to actual practice and accumulated experience:

Print, hand out, and collect membership form and release of claims docs
 Number, issue and distribute log books

Take dues and issue receipts
Send reminders of impending membership expiration
Coordinate open house days, including recruiting volunteers to assist
Keep membership lists in electronic and paper format
Post updated lists on website (electronic) and at boathouse (paper)
Sign logbooks and keep track of member ratings
Coordinate with safety officer to distribute keys when appropriate
Attend lesson days and meetings to sign up members and accept renewals
Membership recruitment

(Heather Clark, 11/30/05)

Consequently, the membership officer works closely with Treasurer (dues), Social and Publicity (recruitment), Safety (electronic keys), Web Master (updating info constantly), and Club members (recruit and teach volunteers to cover these operations at boathouse, teaching days, open house, land school, info meetings, etc.)

Membership Officers:

2006 Matt Legg
2005 Heather Clark
2004 and 2003 Benjamin Doyle
2002 Shay Bowman
2001 through 1997 not identified in the membership lists
1999 Missy Leiting, Diane Deignan
1996 Laura Curvey, Kara Deaver
1995 Jayne Mcquillen
1994 Siobhan Malany, Miriam VanMersbergen, Heather Taylor, Jennifer Oliphant, Mollie Schlue
1993 Jenny Middleton
1992 Liz Lienau
1991 Betsy Morrison
1990 Dana Pigg
1989 Michele Voss
1988 Beth Janecek, Lori Widestrom, Jeff Karlin
1987 Eric Quayle, Beth Janecek, Joey Grandganett

II. Duties of Two Ex Officio Members of the Executive Board

A. Faculty Advisor

According to the Constitution (Articles VII and IX):

The Faculty Advisor shall function as an advisor to the University of Iowa Sailing Club; is an automatic member of the Board of Advisors of the Midwest Collegiate Sailing Association.

According to actual practice and accumulated experience:

- (1) When requested, communicate with UI personnel on issues related to the UISC
- (2) Attend UISC executive board meetings and provide advice to the club concerning University issues
- (3) Attend meetings with Recreation Services when required to ensure that the UISC is represented appropriately
- (4) Interact with Recreation Services to ensure that maintenance activities (tree-trimming, building modifications, etc.) are scheduled and carried out properly
- (5) Interact with the UI Foundation and donors to set up donations of materials (e.g., sailboats, etc.) to the UISC
- (6) Register undergraduates on the sailing team with ICSEA

(Warren Darling, 11/3/2005)

2005 Warren Darling
2004 and earlier, Jim Torner

B. Executive Advisor

As defined by the Constitution, the previous year's Commodore stays on to advise the current Executive Board (except that in extraordinary circumstances the Officers may ask some other person to serve as Executive Advisor).

Need stuff here

2006 Lindsey Schneider
2005 Lauren Trolley
2004 John Huntley

C. Other Ex-Officio Members?

Would it make sense to add other ex-officio, non-voting members to the Exec Board? Bill Budelier, for example, or Mark Gleaves—both old timers—for continuity's sake?

III. Duties of Officers Appointed by the Executive Board with the advice, consent, or vote of the Members

MCSA Undergraduate Racing Team Captain(s)

Need stuff here

What are the responsibilities of the Team Captain(s)? How closely do they work with the Rear Commodore, with the MCSA? What is the election or appointment procedure?

2006 Lauren Trolley and Matt Legg
2005 Lauren Trolley and Matt Legg; Lindsey Schneider and Eric Orzechowski
2004 Vicky Montano and Steve Schmid
2003 Jenny Springsteen and Josiah Friction
2002 through 1997 not identified in the membership lists
1996 Setve Erickson, Liz Perkins
1995 and 1994 Brenda Ward

Social Chair (aka Social God, Goddess, of Enthusiast)

Possible duties (JH):

Mobilize people to plan food, refreshments on sailing weekends

Parties

New and creative ways for individual members to get to know each other and have fun.

2006 Matt Legg
2004-5 (fell through the cracks)
2003 Sonja Elmquist
1990 Liz Lienau
1988 Liz Churchwell, Mary Anne May
1987 John Johnson, Duncan Woodward, Ed Shimkat

Publicity chair (aka Publicity God, Goddess, or Hawk)

Need stuff here (Publicity fell through the cracks in 2004-5)

Possible duties (JH):

Recruitment of new members

Bringing boats into campus

Writing ads, placing ads, signing up mbrs

Writing stories

Preparing Scuttlebutt

Somebody for Club historian or archivist—records, photos, pictures

Write material about the club to hand out to guests

Solicit memory stories from returning Sailors

2006 Mat Legg
2004-5 (fell through the cracks)
2003 Nicholas Bergin
2002 Diane Deignan
2002 through 1997 not identified in the membership lists
1996 Jayne McQuillen

Webmaster

Create and maintain web pages, primarily using HTML, CSS and PHP
Re-size images and post photos to gallery
Seek out content from officers and other ISC members
Provide other technical guidance and support as needed
(Heather Clark, 11/30/05)

2006 Heather Clark
2005 Heather Clark
2005 (summer) Todd Burzynski
2004 Benjamin Doyle

Safety Officer

(This office was created in 2004 on a motion by Benjamin Doyle; Todd Burzynski was the first officer appointed; unfortunately, the original motion cannot be found. JH)

Maintain proper safety equipment, eg first aid kits and functioning life jackets; making sure the jon-boats have the kits on board etc etc; functioning radios
In general, address all issues related to safety, keeping the club informed of DNR regulations and enforcing them religiously.
Arrange safety tests, swimming and CPR

(This wasn't an committee officer position, but the safety officer reports to the harbour master or fleet captain, probably the former, because they should work together keeping the safety equipment and boathouse secure.)

(I remember one of the reasons we did this was to show the university that we were serious enough about safety to appoint an officer that specifically addressed these problems. The university always seemed suspicious and we needed them to see we're a responsible lot.)

(e-mail note, Benjamin Doyle, 11/30/05)

Insure that proper emergency supplies are at the boathouse, i.e., first aid supplies, life jackets, etc.
Assist the membership chair in updating the electronic lock system
Arrange volunteer boathouse staffing during summer.
Arrange CPR training for volunteers and officers in spring
(from memory, Todd Burzynski, 11/22/05)

Recruit and coordinate Boathouse Monitors as required by the RecServices agreement
Preparing lists of duties, instruct and supervise the monitors.
Provide CPR training for Exec Officers and members.
Provide 1st aid training for Exec Officers and members.
Train and certify members for using outboards and maneuvering jon boats in rescue, crash boat work.
Check water temperatures for the 2-boat rule
Monitor the number and condition of life jackets, paddles, bailers.

2006 Forrest Holley
2005 (fell through the cracks)
2004 Todd Burzynski

Photographer or Photo Librarian

Possible duties (JH):

Collect, sort, categorize, and identify persons in all the old Club photos that can be found.
Plan, initiate, and supervise an outreach program on the web site for former members to look at, identify, and e-mail back identification information.

Historian or Archivist

Possible duties (JH)

Sort through, identify, categorize, and catalogue Club records, photos, brochures, papers of all sorts.
Prepare a list of former members, their current addresses, the nature of their participation in the Club when they were active.

In cooperation with the Membership Officer and Web Master, plan, prepare, and maintain a self activating information update page on the Club's web site. For an example, look at how the Alumni Assoc does it:

<http://www.iowalum.com>

Click on "Subscription" box on the line along the top

Click on "@IOWA"

Fill in name, e-mail address etc.

Anticipating the 50th Reunion, start a Chronicle of the Iowa Sailing Club, a brief history of its ups, downs, progress, events, and activities over the years.

Supervise the Club's Archived records.

Table of Contents for the Alphabetized Files

- Alumni Association & FileMakerPro 8 databases, 1990 & 2005
- Constitution
- DNR Iowa Boating Basics
- Fleet definition & Fleet Rotation policies
- Fortieth Reunion stuff
 - 40th Anniversary SuperScuttlebutt
 - 40th Anniversary Mailing List
 - Database of UISC members
 - Jenny Springsteen's records,
- Instruction Material
 - Capsizing Procedures

FJ Rigging/Derigging Cheat Sheet
Recommended Procedures to Check out a Boat from Lake Macbride
At the back of the drawer:

- The Rules in Practice
- Tactics
- Tuning Your Dinghy
- Sailing: The Basics
- How to Build Boat Trailers
- Log Book, text, drafts
- Manuals for Club equipment
 - Outboards
 - Tools
- Manufacturers, boat dealers
 - Vanguard 420 Information
- MCSA Black Book (2001-2005)
- Newspaper clippings
- Non-Profit Mailing information
- Photographs, 35mm slide carousels, CDs (at the back of the drawer)
- Promotional & Information Material
- Rec Services and Macbride Policies
 - Sports Club Handbook
 - Policies on the Use o Macbride Nature Recreation Area\
- Robert's Rules of Order
- Rules, Policies, Procedures
 - "Rules and Regulations of the Univ. of Iowa Sailing Club" undated
- Ship's Customs
 - Original version (by Huntley, ca 1970s)
 - Current versions (2005 and following)
- Skipper's tests
 - Original version (by Budelier)
 - 2005 version (by Budelier and Huntley)
- Songs (mainly bawdy) of the SailingClub
- Video, tapes, promo material (at the back of the drawer)

Volunteer Coordinator

Possible duties (JH):

If the old sign-up cards are too out-of-date, random, and ill-defined, we might try other ways. Here's web site that offers (for free) some survey tools:

<http://www.surveymonkey.com/>

The more we can organize our members into work teams and involve them with Club maintenance and operation:

- the more elected officers will turn into leaders, teachers, and organizers;
- the more will our members bill bond with each other and with the Club;
- the more we will nurture future leaders for the Clu;
- the less will elected officers to most of the work while others do most of the sailing (and remain ignorant or indifferent to "the club").

Nautical Gear Manager & Merchandiser (Quartermaster? Ship's Stores? Purser? Slops Chest Chief?)

Possible duties, JH:

Somebody in charge of Club stuff—personal life jackets, hats, t-shirts, pull-overs, patches, etc.

Design, order, and sell or distribute UISC gear to Club Mbrs.

Scuttlebutt Editor

(Possible duties, JH)

We should send out a Scuttlebutt by mail to current, paid-up members of the Club at least 3 times a year, a little before the start of Spring, Summer, and Fall sailing seasons. The Spring mailing should feature the newly elected officers, plans, goals, etc. for the coming year.

Occasionally, a newsletter announcing special events (fund raising, reunions, etc.) should be distributed to a wider readership.

The editor should keep in touch with Membership chair (current e-mails and street addresses), Web master, Publicity, and all other Club leaders.

In 1992, there was a Scuttlebutt sent out once a month; in 2004, one was mailed out; in 2005 only 1, the SuperScuttlebutt, got issued.

2005 Fell through the cracks

2004 Sonja Elmquist

Document Supervisor

(Possible duties, JH)

Make sure that all Club documents (Constitution, Ship's Customs, Rules-Policies-Procedures, annual working calendar, Scuttlebutts and minutes of meetings, et al.) are up to date, clearly identified and available on the web site, and are in use by officers of the Club.

Works in close conjunction with Historian, Commodore, Web Master.

Duties of Special Committees Appointed by the Executive Board with the Advice and Consent of the Members

The Nominating Committee

A Standing Special Committee consisting of the Commodore, the Faculty Advisor, and the Executive Advisor

Each fall, seek the advice of Executive Officers and solicit candidates from the membership for election and appointment to Club offices.

By interview with each potential candidate, verify availability, willingness, and capability for fulfilling the duties of an office.

At the first nomination meeting of the Club (usually early in November), present a slate of candidates to the Members who are also free to nominate additional names from the floor.

2005 Lauren Trolley (Exec. Advisor), Lindsey Schneider (Coomm.), Warren Darling (Fac. Advisor)

2004 Jenny Springsteen, Lauren Trolley, Warren Darling

The 40th Reunion Committee

Chaired by Jenny Springsteen and assisted by Ann Robinson, Wane Robinson, Jim Torner, Robin Torner, Joe Fricdton, Dave Steinman, Chuck Jones, Steve Branin, Jayne McQuillen, Steve West, Laura Curvey, Kathy Deschenes, and Todd Burzynski. (Jenny has left some guide-lines, to-do lists, and cautions in the Club archives for running future events of this kind.)

1990 The Twenty-Fifth Reunion and Bastille Day Regatta was chaired by Bea Janicek Woodward.

The Internal Audit Committee

A Standing Special Committee established by unanimous vote on 2/25/2004 and recorded in the minutes for that meeting:

Moved (by Huntley and seconded) that a 3 person subcommittee be appointed to conduct an internal audit of the Club's finances and the state of its financial records. That the Commodore appoint 2 of these persons, one older person (long-standing in the Club with credibility in the University; the other person, a member of the Club who is also proficient in accounting and the money management program Quicken. The 3rd member of the Internal Audit Committee should be nominated from the floor and approved by vote of the membership during a regularly scheduled business meetings. This sub-committee should work closely with the Treasurer with a three-fold overall aim: first, to help the Treasurer learn the procedures involved in accounting for Club finances and reporting their condition regularly to the Club; second, to assure the Club membership of its financial status; and third, to assure Univ. officials, should they ask, that our finances are in good order. Furthermore, the Subcommittee should be prepared to submit their final audit to the club one month after their appointment has been confirmed.

At the end of each sailing season (Spring, Summer, and Fall) The Internal Audit Committee should audit the Club's financial records and certify their accuracy to the membership.

The committee's first report to the Club appears in the minutes for 5/5/ 2004.

2004 Todd Burzynski (elected member), Pete Johnson, and Derek Maurer (appointed members)