

# **PROPOSED AGENDA FOR THE NEXT ADMINISTRATION OF THE JOSEPH CONRAD YACHT CLUB**

**March 1, 2005**

## **I. Membership Benefits**

In addition to the membership rights guaranteed by the bylaws, each paying member of the club member will be entitled to the following privileges/benefits:

- A. Discounts of at least 10% on all paid events organized by the club such as regattas, classes, balls/dances, club merchandise. Non-member fees for some of these events or products will be in many cases dramatically increased.
- B. The club will arrange discounts at selected retailers, and marine stores.
- C. Only club members will receive regular club mailings and announcements via internet.
- D. Only club members, club sponsors, and special guests will be invited to special events such as the Annual JCYC Award presentation at the Polish Consulate, and other media events.
- E. Members of the club will be entitled to receive reference business/advice from other members of the club, resulting either in a new business or reduced costs of conducting the business.
- F. Each club member should receive a club membership booklet with specific details for the current calendar year.
- G. Each member should have password protected access to view sensitive club information on the JCYC official website.
- H. Each club member should receive a club membership card which will entitle him/her to discounts at selected retailers, or secure entrances at reciprocals yacht clubs which demand such ID's.
- I. List of all new members will be published throughout the year In the club's official monthly "Polish News", and on the JCYC official website.

## **II. Sponsorship Benefits**

- A. All club sponsors will be published in each issue of the “Polish News”.
- B. The Club Sponsors will be invited to all special events and generally to any event involving media access.
- C. The Club Sponsors will be entitled to display their advertising logos, or banners at selected special events of the club.
- D. The Club Sponsors will be entitled to display their names, and/or company names on the JCYC official website with the links to their own websites.
- E. Sponsors should be individually approached to determine their promotional needs and expectations.
- F. Always plan to award all or selected sponsors at the annual ball.

## **III. General Membership Meetings**

Instead of two(2) separate monthly meetings of the club, one for the officers and directors and the other for general membership, the two meetings will be consolidated into one and structured as follows:

- A. First part of the meeting will be dedicated to the Administrative issues, effectively replacing the former last meeting of the month. This portion will be scheduled at least one hour before the general membership meeting.
- B. Second part of the meeting will effectively replace the first meeting of the month with notable differences which will include only 15-20 minutes of essential club announcements including comments and suggestions from the membership, and will be followed by the main part of the program. All general club membership will be invited to this portion of the meeting. Following the short announcements, a scheduled presenter, will begin his/her program. This will normally be dedicated to a specific topic selected for the meeting.
- C. All meetings will have a detailed agenda published(eg. available via internet and/or sent by E-mail) at least five(5) days before the meeting. Sending the notices by US Mail is

also a highly desirable method, since not all members may have access to internet.

- D. Since reading of the last meeting minutes is a boring and time consuming process, the minutes of the meeting will not read at the club meetings. Only references will be made to the minutes published on the Internet or distributed via E-Mail to the members within five(5) day of the last meeting. It will be up to the individual member to read the minutes in advance to be ready to approve them as read, or to make corrections at the meeting.
- E. Any member wishing to introduce an idea, or speak in excess of five(5) minutes should indicate his/her intention before the start of the meeting in order to keep meetings well organized and in a disciplined manner.
- F. Members who introduce a time consuming project may be asked to form their own committee to carry it out, if such committee does not exist.
- G. Essential part of the treasurer's report at each meeting would be not only to read the cash deposits/receipts and expenses for the period, but also all uncollected dues from members and from PYANA, if any, in order to instill promptness of payments and to reduce the accounts receivable balances to the bear minimum.
- H. All meetings will follow closely the "Robert's Rules of Order", generally regarded as a standard guide of conducting meetings.
- I. The initial agreement is to have the general membership meeting scheduled for second Friday of the month, starting with this April meeting.
- J. Number of general membership meetings will reduced to maximum of eight(?) per year. Generally, there will not be meetings during the summer months with the exception of specific committee meetings dedicated to organizing of regattas.
- K. General membership meeting where a well known speakers/presenters, business or community leaders will address the membership will be scheduled at suitable location such as Columbia Yacht Club, Chopin Theater, or possibly at the PNA main facility, etc..

The underlying idea behind this approach will be essentially

to aid with the A/V aspects of a good presentation and in order to secure a desired ambience for the presenter and for the audience.

- L. Dates, locations, speaker names, and topics for all special presentations for the club will be published at least 2-3 months in advance to accommodate advance planning.
- M. Club meetings and especially meetings with presenters will be conducted with in hospitable and cordial manner which will include beverage and food service.
- N. The club should expand the existing video tape library with unconventional titles and more effectively utilized the library at the meetings and informal gatherings.
- O. The club should subscribe to a whole range of Polish and American sailing publications and make them available for the meetings. Izydor Ryzak expressed willingness to supply magazines which he subscribes to.
- P. The purpose of all meeting changes is not to eliminate or to limit input from the membership but to introduce a well disciplined conduct and orderly meetings which stick to the predefined meeting agenda.

#### **IV. Special Events/Activities**

- A. Annual ball in November will still remain a major fund raising event. Part of the proceeds from the ball will be used for scholarship awards. This ball will always be used to present awards to the winners of club regattas and to present awards to dedicated members or sponsors of the club.
- B. Annual presentation of scholarships will be conducted at the Polish Consulate by invitation only of club members, former commodores and special quests with their spouses.
- C. “Wieczorek Konradowski” in early December at the Chopin Theater in Chicago. Invite speakers, present material directly connected with Joseph Conrad-Korzeniowski.
- D. “Festiwal Szantowy” should be conducted annually during the late summer and preferably in a location reflecting sailing accents. JCYC club should assist with sponsorship and organizing of this event.

- E. Every effort shall be made to schedule the main social and fund generating events which are open to the public, well in advance, in locations which expose the elite nature of the club, and by inviting notable guests, entertainers, business, or community leaders which are well known in the sailing community.
- F. Every effort should be made to conduct at the club at least one(1) United States Coast Guard Auxiliary class a year.
- G. Suitable arrangements should be made with the owners of sailboats anchored in the Caribbean, to facilitate if possible, organizing of sailing cruises/charters for interested club members.
- H. Look into the idea of having the club open on selected week days during the summer months. Resolve alcohol serving issue!.
- I. During summer months the club should always schedule barbecue/picnic in very informal setting for large groups. A significant benefit would be realized initially, if such an event it was planned in conjunction with a well known and popular club, eg. Neptun, Wieczni Studenci, Index, etc..
- J. Whenever possible, the club should participate in regattas outside of the Chicago area, such as Key West Regatta, Rolex Regatta, Heineken Regatta, “Polonia Fest” in Milwaukee, or “Polonia Race Week” in Gizycko, Poland.
- K. Every effort should be made that the club participates in the annual “Venetian Night” boat parade organized by the Chicago Park District.
- L. During popular local boat shows the club should always supply the organizers with their own flyers/pamphlets.
- M. During the club planned races a designated person(s) should be gathering digital photo/video material so that it could be easily utilized at the annual CYA and JCYC balls.
- N. The club should encourage irregular meetings in very informal settings(eg. breakfasts/lunches) were club members can expand their club contacts to another level of fostering better business relationships. Any number of members can participate in such meetings and the only the JCYC credit would be that the club was the source or possibly facilitator for establishing better business relations/contacts.

## **V. Club Regattas**

There will not be major modifications to the JCYC Club regattas this year, but during the subsequent years the following new, or substitute regattas may be introduced, or rather, should be introduced:

- A. In order to capitalize on the name of the club patron, the famous Polish author of English literature, and for that matter to gain a wider publicity for the club itself, a new regatta will be sponsored by the club, and quite appropriately, it should be called “Joseph Conrad-Korzeniowski Regatta”. The major departure would be marked here by inviting to this regatta members of sailing clubs which belong to Chicago Yachting Association(CYA), in addition to our own club members. Because of a high exposure of such a regatta, every effort must be made to insure that all logistical components are in place before any promotional efforts are undertaken.
- B. Number of members, and non-members have indicated at various times, that the existing regatta “O Puchar Konsula Generalnego RP” is being received at large as a nationalistic event and it may be well advised to modify the name to associate the event, or to accentuate it with the local theme, such as “Regaty o Puchar Burmistrza Chicago”. Including a reference to the mayor would be well received by the Chicago politicians, it would be an unprecedented event, and additionally it would greatly help us in our future efforts. We still could retain the “Puchar Konsula Generalnego” as one of the trophies in the regatta. Possibly, “Regaty o Puchar Burmistrza Chicago”, may replace the existing “Regaty o Guzik Komandora” which may be re-delegated to new Sea Scout Sailing Group now formed under the umbrella of the JCYC Club.

These are just proposals, an honest and a serious discussion would be welcomed here to gauge a general consensus and input of all club members.

## **VI. Club Officers/Directors/Members Responsibilities**

- A. In addition to the duties mandated by the office held, each officer and director of the club **MUST BE RESPONSIBLE** for a selected, or pre-assigned committee. It is not feasible for the club to operate smoothly where the administration members do not set the tone by their own examples.
- B. It will be the responsibility of the officer/director of the Committee in charge to insure that all activities of such Committee are conducted in a timely manner and reports are presented at regular intervals at the scheduled club meetings.
- C. In accordance with the club bylaws, the following working Committees should be established at the time of elections:
  - 1. By-Laws Committee
  - 2. Finance Committee
  - 3. Internal Committee(???)
  - 4. Membership Committee
  - 5. Nomination Committee
  - 6. Trophy and Prize Committee
  - 7. Media Committee
  - 8. Race Committee

But in order to further streamline the operations of the club and to avoid last minute assignments and delays the following committees should be enacted as well.

- 09. Balls/Dances/OPLATEK Committee
- 10. Special Publications Committee
- 11. Speaker Search Committee
- 12. Shanties Committee
- 13. Venetian Night Committee
- 14. Fund Raising Committee
- 15. JCYC Official Website Committee
- 16. Education/Training Committee
- 17. Sail Cruises/Charters Committee
- 18. Employment/Business Relations Committee

In some cases obviously, it may only a single person that is responsible for the committee.

D. It would tremendously simplify, the transfer of administration from one to the next if the club adopted automatic upward promotion of its officers. The new elected officers would be more consciences about their duties realizing that they will stay with the administration for an extended period of time. Creating brand new administration every two(2) years from scratch, or better from the street, tends to repeat all the same mistakes which each new administration makes without a chance for a self-correction. Forming all brand new administrations tends also to create internal conflicts and forms opposing blocks, and such a process is very destructive for a small group.

This form of officers upwards rotation model has been used for many years by the Chicago Yachting Association(CYA), and it seems to work very well. It is much easier to nominate one person for the office than to nominate five at one time. It is something that the club should look most seriously into adopting.

- E. Under compelling circumstances the club officer's tenure could be extended for another term, but in order to prevent stagnation a given position should not be held for more than two(2) terms, or maximum of four(4) years.
- F. Only voting members can be elected to a position of an officer or a director in the club. Sponsoring members, or honorary members cannot hold such positions.
- G. One cannot expect that the club will function well without serious involvement of its members, it will be expected that each member, at one time or another, will volunteer to perform selected duties/tasks in the committee which must be manned.

## **VII. Day-to-Day Handling and General Improvements of Club Functions.**

In order to improve and/or streamline day-to-day activities of the club it would desirable to introduce the following:

- A. Selected officer, or officers should have access to a Club P.O. Box in order to handle club mail/correspondence in prompt and professional manner. It is especially important in case of

the treasurer, where all payments and cash receipts should be made promptly.

- B. Selected officer, or officers should have access to the Club telephone answering system password to retrieve any messages promptly.
- C. Fax machine will be installed at the Club.
- D. Expanded use of the JCYC official website.
- E. Create annual budget for the Club.
- F. Amend the Club By-laws to reflect all changes that club voted for during the last two years.
- G. Purchase, if necessary, suitable computer hardware/software to assist where possible with specific and mundane club tasks.
- H. Once club calendar of major club events is published, the major events dates should not be changed. It only creates confusion for all advance planners, and it detrimentally affects participation in the planned activities.
- I. It may be well advised that the official club calendar should be annually published in only in the “Polish News” but also in the daily “Dziennik Zwiaskowy” publication.
- J. A special purpose checklist calendar should be created for the club to include action checkpoints for all club administrative functions and other filing/registration racing deadlines.
- K. In order to address appropriately many initiatives which the club is undertaking and must faced in a serious manner, it is advisable to engage a notable attorney to help us resolve numerous legal challenges.
- L. All club related documents, publications and photo material should be computer managed in such a manner that when change of administration occurs upon completion of two years, the club aggregate files can be transferred on a single CD, or DVD disk.

### **VIII. Club General and Official Publications**

- A. Official annual club bulletin should be published which would include not only a Club calendar but also organization related information. It can be based on the one issued by the CYA.

In due time such a bulletin can be published on semi-annual or quarterly basis, especially when selected committees become more active.

- B. "Polish News" will be the official monthly club publication.
- C. Expand club exposure by publishing also in "Dziennik Zwiaskowy" on regular basis.
- D. JCYC Internet site will provide all most current events and club related information including information about the club sponsors.
- E. The club will also publish its own booklet racing rules in Polish and English versions.
- F. A single page club flyer will be prepared for promotional purposes. In addition to information about the club, the flyer will explain how to join and identify different levels of membership.

## **IX. Club Fund Raising Activities**

In order to improve the bottom line of the club balance sheet, the following fund raising activities should be implemented:

- A. In order to encourage general public and the members to donate funds to the club it would desirable to establish a new type of membership called "Sponsoring Member" with different levels depending of the amount of monetary contribution.
- B. Resale of merchandise with the club logo should be reinstated ASAP. Make these products available for resale on the JCYC website, or the "Polish News" website.
- C. It is conceivable to create a club calendar for resale to public.
- D. Very significant funds can be generated based on the referral business generated within the club members .  
Tony Czupryna is suggesting ½ percent donations to the club based on the contract amount, or on the realized business savings. Key point should be made here that ½ % is merely a suggestion, but any amount should be accepted, and all donations to the club should be strictly on a voluntary basis.
- E. Encourage use of a tax deductible use of PYANA to make contributions to the JCYC Club. Prepare a formal letter instructing how to make such contributions.

- F. Whenever possible take advantage of the state tax number of the Sea Scouts Chapter of the JCYC to obtain state tax refunds for all large purchases, and/or payments.
- G. More aggressively pursue willing sponsors for anniversary publications, or special publications mandating general business/public advertising.
- H. Establish a “Suspended Membership List” in order to keep all Club memberships fully funded at all times.
- J. All tax exempt donations made via PYANA, or direct gifts to the JCYC club will be recorded effective as of the date the contribution was received from PYANA or from a private source.
- J. More effort should be made to target prominent business community leaders as sponsors of the club.
- K. Increase the Club dues from \$180.00 a year to at least \$250.00 for the next club calendar year, but include free subscription to “Polish News”.
- L. Increase substantially club entry and re-admission fees.
- M. Introduce charges for late payment of dues.
- N. Introduce very attractive plans for individuals who are willing to donate their vessels to the club as gifts or for the purposes of charting their sailboats. Additionally, the club accountant and/or attorney should assist them to help with maximizing their tax write-offs.
- O. Currently, there are no entry fees to JCYC sponsored regattas. Such practices do not exist at any other sailing clubs and this practice is also unfair to the paying members of the club because many a times the prizes are awarded to individuals which are not club members. In order to help with the financial burden of organizing the regattas it is imperative to institute substantial entry fees for all non-members and perhaps only a token fee for the club members.

**X. Club Official Polish Fraternal Organizations**

- A. PYANA – Polish Yachting Association of North America. JCYC already a member of PYANA. PYANA has a federal tax exempt status 501(3)(c) which can be used by

its member yacht clubs including the JCYC club to make significant donation to the club by our own members and by individual donors. Formal instructions need to be prepared to inform about procedural handling and legal ramifications of such donations. Such instructions should make absolutely clear that contribution to PYANA is made strictly for the benefit of the JCYC Club.

Closer cooperation needs to be developed between the JCYC club and other sister clubs of PYANA, especially where sharing of expenses can be achieved, eg. Invitation of guests/bands from Poland or elsewhere for mutually coordinated club events.

B. Boys Scouts of America – JCYC Chapter

JCYC already a Chapter Member. Membership in the Boys Scouts of America help the parents of the JCYC club to have their children fraternize and to establish a sister Sea Scout Chapter for them.

Since JCYC Sea Scout Chapter has a State Tax ID number, the JCYC club is eligible for state tax refunds on all large purchases or payments where state tax is applied.

C. PNA – Polish National Alliance

JCYC currently is not a member of PNA. JCYC club is in the process of scrutinizing all pros and cons to join PNA.

The following benefits can be realized by joining the PNA:

1. Up to 50% reductions on any advertising materials placed in the “Dziennik Zwiazkowy”, or on the 1490 PNA Radio Station.
2. Publication access to the “Dziennik Zwiazkowy” and the PNA bi-monthly publication “ZGODA”.
3. Easier airing access to the PNA 1490 Radio Station.
4. Scholarship for collage students of the club members.
5. Access to the main facilities of the PNA for meetings, parties, or dances. Their rooms are A/V ready. The main PNA office at 6100 North Cicero has ample parking area.

6. PNA would allow for catering service for events organized at their main facility at 6100 North Cicero Ave.
7. Access to PNA recreational facility in Yorkville where a large scale picnics, or outdoor functions can be organized. Kitchen service is available at the Yorkville recreational center.
8. Club members could purchase life/term insurance policies directly from PNA, or establish IRA/Annuity accounts at the PNA Alliance Savings.
9. With proper insurance sale procedures in place all insurance commissions could be refunded back to the club.
10. And the last but not the least, PNA would most definitely help the club with sponsorship of club regattas.

All of the benefits of joining the PNA, and any questions, clarifications, or reservations that the members may have, will be addressed at the near future meeting of all JCYC membership with the PNA representatives, hopefully at the PNA main offices.

JCYC Club will retain its current identity and every effort should be made that if in the future the club joins other organizations its identity is not diluted, or lost. The club should always stand on guard to retain its American origin and to cultivate its Polish roots and traditions of seamanship.

#### **XI. JCYC Club Restated Mission Statement/Future Vision/Goals.**

As time progresses, every effort should be made to insure that the club gravitates toward enlisting of elite and prominent members of the community into its ranks. Furthermore, the induction process should be gradually modified to “membership by invitations only” to guarantee a high profile and compatibility of the membership. In due time the club should acquire a reputation of an exclusive and elite organization recognized as a group of highly and well connected individuals who readily assist the club membership. The club should pursue policy to gain admission into prestigious fraternal, or business organizations to assert its own elite position.

The club should make every effort to enlist the membership support to promote and/or advertise with such organizations and encourage the members to join such organizations.

As time progresses and the membership increases to sufficiently high level, the club should slowly evolve into loosely organized groups (e.g. designated committees) which take on their own life and almost do not have a day-to-day supervision of the main organization and conduct the business affairs on their own. Similarly, as the Chicago Yacht Club or Columbia Yacht club are organized today.

One of the essential future goals of the JCYC club is to establish a new club facility, preferably in the vicinity of the lake would be perfect, however we should look at all possible benefit aspects even if it were a suburban location. The major reason to establish a special savings account at the Alliance Savings is to provide continuous funding strictly for the new club facility.

Tony Czupryna ½ % business referral donation of \$5,000.00 and the \$6,000.00 donation from PYANA, which are the rent money for the current club facility at 942 West Montrose in Chicago and Izydor Ryzak agreed transfer his entire rental amount to the JCYC club, will be used as a seed money for this JCYC special purpose account at the Alliance Savings.

As of March 11, 2005, this account was opened with the \$5,000.00 contribution from the Tony Czupryna's company - Abat Builders. Since currently the club does not have a suitable facility for CYA monthly meetings, at which all Chicago yacht clubs are invited, it may be well served, to find an interim location where such meetings could take place.

At one point the club has recovered \$1,500.00 dormant account from the State and it was suggested that these monies should also fund the new clubhouse account.

Additionally, the club has committed itself to contribute 15 % of its annual income, if any, for the purpose of a new clubhouse facility.

The club should also have a lofty ambition set for itself that its ultimate goal should be to attain such a high standard of its most prestigious regatta (e.g. "Conrad-Korzeniowski Regatta") that in

due time, it would be considered as one of the major racing events in the country.

Few words here about the membership ethics.

## **XII. JCYC Club Motto.**

### **“LABOR OMNIA VINCIT”**

Currently, the club does not have a motto, but it would be highly desirable to create one for promotional purposes at various events, to ensure that audience retains the message of the club.

To create a club motto it would be advisable to enlist high school students into a contest to come up with a suitable Latin quote, or a quote directly from Joseph Conrad works.

Set a token prize for the winner, e.g. \$50, or \$100.

KC