

Stewards Log .

May 31, 2020

Before Jan 1st- Dropped off Art Dionne's plaque that was made for him as he became Past Commodore. Dropped it with Pat Dowey to give to Art New Years DaY Brunch.

Week of Jan 6th.

- Re-hire notices were sent out to staff.
- Made a phone call to a staff member not invited back.
- Discussed salaries with Pat Dowey and proposal for Maddie Flagg as Assistant Dock Master went out.
- Spoke with Pat 2-3 times this week about social calendar and events

Week of Jan 20th

- Secured caterers for May 16th Opening dance and June 3rd WND
- Called two -three bands that were a possibility for Opening Night
- Messaged back and forth with Pat almost every day that week about event ideas and what members were emailed regarding the Family Night events we planned for June and August.

Week of Jan 27th

- Spoke with Pat again regarding staff and especially Mike Blake's possible return.
- Was in touch with Mike Blake and discussed the pending offer until next board meeting.

Week of Feb 10th- Mike Blake's position as Dock master was not approved spoke with him and Art both about the situation.

Met with new hire Adam LaFramboise to work the lunch program

Week of Feb 17th- Rental agreements we finalized for private event at club. Staff wages were sent to Art.

Feb 24th – Met Brian Cormier from Seacoast Security at the club- due to a number of calls the previous week from Fire Station that our alarm was continuing to go off. Surveyed the building for the new fire alarm system.
New dock house was getting lifted onto Pier.

March 4th- Interviewed a new hire and launch driver John McArthur,

3/19- Covid lockdown started around this time. Continued to speak with Pat on a regular basis for the entire month of March.
Sent Mike Coffey the updated plans from SeaCoast security.

Locker list and the 2020 updated version begun.

3/30/20

Met a distance with Sam Krick to sign his sea service form and obtain receipts from Boatwise class to pass on to Doyle.

APRIL

Sent my document to Pat about how I envisioned opening the club IF we were to open clubhouse. Three different scenarios for safety (The stay at home order moved to May 15th after this anyways.)

Staff were updated on BOD decisions as well as what we envisioned for the club.

Caterers were contacted and everyone was on hold.

Pat, Wes, Art and I emailed multiple times on maintenance being done at the club.

I went to the club once or twice a week to gather paperwork and check in with Mike Coffey.

As of April 26th –The mail was forwarded back to Newcastle and I was picking it up three times a week into May.

May 5th- as soon as the Commodore's Update declared all events closed for May.

Caterers were contacted and private party hosts were as well.

Spoke with Ginny Baumer three times about whether or not to cancel her June event. Paper order put in, ordered many latex gloves and toilet paper.

Week of May 11th Maddie and Matt and I had zoom meetings to discuss going forward.

Emailed and spoke with Pat on regular basis about re-opening dock and safety protocols.

Drafted and sent my Notes for BOD meeting about how to proceed with opening dock.

May 18th – I contacted waste management to pick up trash and advised where to place dumpster. Bought disinfectant cleaners, outlined staff duties based on what Pat and I discussed. Called Kiawa for tank certification details.

May 19th. Mike coffey and I met at club to discuss the list of duties for the interior club items, organizing kitchen etc. Sent out parking stickers. Updated software on computer. Spoke with Don white police chief about staff parking when open. Spoke with Pat .

May 20th. Delivred Mail, office organization, new w4 forms for staff sorted and emailed jane caffrey to begin payroll week of May 25th. Ordered dockhouse items.

May 22nd- Met Matt and Maddie at club –got the launch cleaned and waxed. Discussed schedule and staff uniforms.

Docks IN May 23rd

May 24-Matt and Maddie first day at club. Organized boxes for dock house. Cleaning, launch rides etc.

Week of May 25th

Monday 25th. Met Ki for my inspection of tank training. Moorings booked. Staff guidelines and procedures laid out. Worked out pricing and got Fuel up and running to sell.

Tues-Sunday the 31st. Professional cleaner did bathrooms Tuesday, trained me and I proceeded to train staff on proper sanitation of bathrooms. Made plenty of signs for premises. Spoke with a number of members about the rule of no guests. Got water and power up and running on docks- thank you Mike and Andy. Approved three different boats and members to use dock overnight on different nights after launching. Kitchen stove and island delivered. Met with Wes to outline design of dock house. Bathrooms cleaned every two hours-staff doing great at this and initials on list. This week was packed full.

Emails continue throughout my day-work for PYC doesn't stop when I get home☺ Countless emails and texts with Pat, Wes, Art and Mike Coffey. Our communication has to be as tight as possible. Transients and boaters are contacted. Facebook posts and new fuel flag ordered.

The week of fine-tuning and doing our best in these strange times- One week down and we are ready to begin again tomorrow June 1st.

Thank you for all your support. I am working hard grab the helm of the club during this time. All will be ok!

All my best-
Frieda