

# Club Cruceros Standard Operating Procedures

## 1) INTRODUCTION AND PURPOSE

- a) The Standard Operating Procedures (SOP) contain the current procedures adopted by the Board of Directors (the Board) of Club Cruceros
  - i) The SOP has been adopted to:
    - (1) Quickly orient and guide the new and existing Commodore, Board members and volunteers to Club procedures
    - (2) Eliminate conflicting procedures
    - (3) Make it easier to review procedures when considering new issues
- b) The SOP is expected to be consistent with the law and with the Club Cruceros Bylaws, which have precedence over the SOP. Except for policies that are recorded in regular Board minutes, all current procedures shall be included or referred to in this document. The Commodore is responsible for ensuring that the Club adheres to the SOP
- c) These procedures supersede any procedure that may be in prior minutes unless a former Board resolution or contract obligates the Club to a specific matter. If any actual or apparent conflict arises between the SOP and other policies or Board resolutions, the matter shall be resolved by the Board and incorporated in the SOP
- d) These procedures are intended to be reviewed constantly by the Board and by the committees. Any change to the SOP must be approved by the Board
- e) The SOP shall be posted on the Club website and thus available to all members
- f) The Secretary shall maintain the SOP document and provide updates to the webmaster whenever the SOP changes

## 2) CLUB ADMINISTRATION

- a) Club Management
  - i) The management of the business activities and administrative actions of the Club shall be by the Board who will keep the general membership informed of plans, conditions, finances and operating status of the Club on a regular basis
- b) Club Administrator
  - i) The Club administrator (if any) is appointed by the Commodore and approved by the Board
  - ii) Duties may include but not limited to attending Board and general membership meetings, maintaining, distributing and posting agendas and minutes for all meetings, providing support for Club events, communicating information to the webmaster, working with and supporting Board members and volunteers, and other duties as assigned
  - iii) The Club administrator may enter into discussions at Board meetings but does not have a vote
- c) Board member conduct and conflict of interest
  - i) Board members shall conduct themselves with integrity and honesty and act in the best interests of the Club
  - ii) Disclosure by a Board member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the Club and protection of each individual
  - iii) Board members are expected to attend and participate in all Board meetings and may be subject to recall if the member is absent at three or more Board meetings during any calendar year

### 3) TREASURER

- a) The Club treasurer is entrusted with all of the resources of the club. Unimpeachable integrity, a strong commitment to the welfare of the club and a highly organized and meticulous manner is an absolute requirement.
- b) Receive all money from donations, event income, membership dues and merchandise sales
  - i) Collect the daily coffee and merchandise donations from the backroom of the clubhouse. Post to the daily log and accounting system
  - ii) Collect the membership donations from the membership committee. Post to the daily log and enter into the accounting system
  - iii) Collect all other money from all members, committee chairmen and Board liaison. Post to daily log and accounting system
    - (1) Money collected by any member is given to the treasurer within ten days with an accounting of the source of the money
- c) Pay all expenses
  - i) Pay all monthly bills per board approval and post to the accounting system
  - ii) Reimburse all Board liaison for their expenses after approval by the Board and post to the accounting system
  - iii) Expenses of less than 1,000 pesos may be paid from a petty cash account
    - (1) Advances from the petty cash account are only by Board authorization
    - (2) All expenses must be approved by the Board liaison to the function incurring the expense
      - (a) The Board liaison may delegate the authority to purchase items to a Club member, but is responsible to reimburse the member directly
      - (b) The Board liaison may request reimbursement once they have submitted a reimbursement form and receipt, subject to approval by the Board
      - (c) Should the Board not approve the spending, the Board liaison shall immediately reimburse the Club for the monies received from the petty cash account
  - iv) All expenses over 1,000 pesos shall be pre-approved by the Board
    - (1) The Board may approve normal operating expenses expected to occur within the current fiscal year not over 10,000 pesos each. As presented at the beginning of the fiscal year.
      - (a) The treasurer reports the expenses against that authorized amount in the monthly financial statement
      - (b) If the Board adopts an annual budget showing expected expenses and income, it would fulfill this requirement
    - (2) Expenses for capital purchases, donations to qualified charities, and extraordinary expenses shall be approved separately by resolution of the Board
    - (3) Expenses for items exceeding 75,000 pesos to a single vendor or entity shall be approved by the Board and approved by vote of the membership at a general, special or annual membership meeting
    - (4) Advance of funds may be permitted if specifically included in the Board resolution for the expenditure
    - (5) Board authorization of expenses are included in the Board meeting minutes with the purpose, amount, and whether the action was unanimous or split vote
- d) Maintain itemized current records and records
  - i) Paper records are kept for the past two years and digital records are kept permanently

- ii) The Treasurer keeps separate accounts for the following funds and reports them monthly at Board and membership meetings, including current income and expenses and year-to-date totals. All sources of funds are recognized as donations. The sources of funds (dues, memberships, donation, etc.) should be noted in detail on the general ledger for each account.

- (1) General Fund.

- (a) Operating expenses
- (b) Dues income and expenses
- (c) Event income and expenses
- (d) Donations

- (2) Disaster Fund

- (a) Expenditures
- (b) Fundraising Income
- (c) Donations

- (3) Charitable Activities Fund

- (a) Expenditures
- (b) Fundraising Income
- (c) Donations

- (4) Merchandise Fund

- (a) Merchandise expenses
- (b) Merchandise income

- iii) The treasurer transfers the permanent record of all revenues and expenses to the succeeding treasurer at the May Board meeting

- e) Provide a financial status report at both the Board and general meetings
  - i) Be prepared to answer any questions on financial matters
- f) Provide change till for functions as needed in an amount appropriate to the event
- g) Most of the money is kept in the safe at Marina de La Paz. The treasurer and the commodore have the combination
- h) Collect coins in bundles of 10 coins periodically exchanging coins at the bank for currency maximum amount being 3,000 pesos per day
- i) All merchandise inventory and purchases are overseen by the treasurer
- j) Within 10 days after the close of the fiscal year an annual financial review is conducted by the financial review committee
  - i) Make all records available to the financial review committee as requested but at least once a year
- k) Club monies may not be co-mingled with personal or business funds of any member or other individual
- l) The treasurer is expected to use their own personal computer and printer. The club will provide the necessary software
- m) The fiscal year is from May 1 to April 30
- n) All Club financial records are in Mexican pesos
- o) The Treasurer and one other Board member shall have the passwords and access to the PayPal account and any other financial accounts.

#### 4) SECRETARY

- a) Board Meetings
  - i) Agenda

- (1) One week prior to the meeting, use the Board meeting agenda template to create a draft agenda with the new date.
  - (2) Consult the minutes from the previous meeting for any items that were tabled or unresolved. Place these items under old business.
  - (3) Email the draft agenda to the Board allowing time to request changes
  - (4) Change, add, and delete items as requested by Board members
  - (5) Distribute the agenda via email to the Board at least 2 days prior to the meeting
  - (6) Have a printed copy of the agenda available at the meeting if requested for guests
- ii) Sign-in Roster
- (1) Use the sign-in roster template to create a roster for those in attendance to sign
  - (2) Include name, role on Board or guest, club member Y/N, and signature
  - (3) Scan and store digitally after the meeting
- iii) Minutes
- (1) Use a copy of the final agenda to take notes on discussions of the agenda topics and any additional topics during the meeting to create the Board meeting minutes
  - (2) Include major points of discussion as well as any actions of the Board authorizing expenditures with the purpose, amount, and whether the action was a unanimous or split vote
  - (3) Email the draft minutes to the members of the Board who were in attendance, allowing time for Board members to respond with corrections or additions.
  - (4) Make changes and additions as needed
  - (5) Email the revised draft minutes to the Board, committee chairs, and the webmaster to post on the website. These minutes should be clearly marked as draft minutes
  - (6) Post a printed paper copy of the draft minutes on the bulletin board inside the clubhouse. These minutes should be clearly marked as draft minutes
  - (7) The draft minutes will be up for approval at the next Board meeting
  - (8) If the minutes are changed at the Board meeting before approval, send the revised final minutes to the webmaster for posting and post them at the clubhouse
- b) General Membership Meetings and Annual Meeting
- i) Agenda
- (1) At least one week prior to the scheduled meeting, use the prior general membership meeting agenda template and previous Board meeting agenda to create a draft agenda with the new date.
  - (2) Consult the minutes from the previous meeting for any items that were tabled or unresolved. Place these items under old business.
  - (3) Email the draft agenda to the Board and committee chairs allowing time to request changes.
  - (4) Change, add and delete items as requested.
  - (5) Distribute the agenda via email to the Board and committee chairs at least 2 days prior to the meeting
  - (6) Have at least 2 copies of the agenda and the minutes of the previous general meeting that are up for approval. Place one copy at the sign-in table and one at the Board table so they are available to Board members, members and guests if needed
- ii) Sign-in Roster
- (1) Use the general membership meeting sign-in template to create a roster form for those in attendance to sign
  - (2) Include name, member Y/N, email address and signature

- (3) Scan and store digitally after the meeting
- iii) Minutes
  - (1) Use a copy of the final agenda to take notes on discussions of the agenda topics and any additional topics during the meeting to create the general meeting minutes
  - (2) Email the minutes to Board members and committee chairs in attendance allowing time to request changes.
  - (3) Make revisions and email the draft minutes to all members of the Board and all committee chairs.
  - (4) Email the draft minutes to the webmaster to post on the website
  - (5) Post a printed paper copy of the draft minutes on the bulletin board inside the clubhouse
- c) Handle any correspondence (other than email) sent to the Club either by contacting the appropriate Board member or taking it to the Board meeting for resolution
  - i) If needed scan the content in its entirety for the permanent digital files
- d) Obtain a digital current member roster and keep it for the permanent record
- e) Obtain a digital copy of the current Standard Operating Procedures and Bylaws and keep them for the permanent record
- f) Scan into a digital format any other records deemed necessary and keep for the permanent record
- g) A device containing all digital records is to be forwarded to the incoming secretary after the May Board meeting

## 5) MEETINGS

- a) All meetings are to be held in the Vista Room at Marina de La Paz unless otherwise announced
  - i) The Commodore or designee is responsible for scheduling all meetings and ensuring that the facility is available and suitable for the event
  - ii) The Commodore or designee insures that audio or visual equipment is available if needed
- b) The time and location of each meeting is reflected in the minutes of the meeting one-month prior and is posted on the Club website, at the clubhouse and announced on the net
- c) All meetings are to be in compliance with the Club Bylaws and Roberts Rules of Order
- d) General Membership Meetings
  - i) Held monthly from October through May during the third week of the month unless otherwise announced
  - ii) A quorum consists of 20 members in good standing
  - iii) Membership meetings may include a guest speaker immediately following the meeting
- e) Annual Meeting
  - i) The April meeting of the general membership is held during the third week of the month, unless otherwise announced and is designated the Annual meeting
  - ii) The teller committee, responsible for election of officers and other voting issues, conducts the election portion of the meeting and announces the results at the meeting
- f) Board Meetings
  - i) The Board meets monthly within the week prior to the general meetings or annual meeting unless otherwise announced
  - ii) A quorum consists of a Commodore and four other Board members
  - iii) Board meetings are open to the public
  - iv) The May Board meeting is intended to be a joint meeting with the installation of the new Board at mid-point in the meeting. The outgoing Board members and committee chairs

should be prepared to provide written summaries of their area of oversight during the past year to assist in an orderly transition without loss of continuity

## 6) SPECIAL EVENTS

- a) To be considered sponsored by Club Cruceros, a special event must be approved by the Commodore and one other Board member
- b) The event should be posted on the website and announced on the net by the organizer
- c) Tickets to any special event is by donation to the Club. Any merchandise is made available by a donation to the Club
- d) Seminars & Speakers
  - i) Everyone in the cruising community has a “back story” to share for entertainment or education
  - ii) It is preferable to have several types of seminars through the season to appeal to more people in the community
    - (1) Technical seminars for education on cruising topics
    - (2) Travelogue style presentations for cruising in other parts of the world
    - (3) General information on the City of La Paz and the state of Baja California Sur
  - iii) Consider if the person’s information would be an advantage to Club members and/or the cruising community in general
  - iv) Ask the person to consider sharing and answer any questions they have
    - (1) Find out if the person would prefer
      - (a) A classroom style set up with chairs
      - (b) Big screen or projector - Vista Room
      - (c) Casual setting - Sports Bar at Marina Palmira or La Costa Restaurant
  - v) Once the potential speaker agrees to do a seminar or presentation
    - (1) Check the availability of the Vista Room or the restaurant
    - (2) Begin promoting the event
      - (a) By announcing on the net
      - (b) In written form posted to Southbound, Pacific Puddle Jump, and La Paz Gringos Yahoo Groups
      - (c) Post on Facebook on the Club Cruceros page, the La Paz Gringos page and the La Paz Business Newsfeed page
      - (d) Post on the Club website
      - (e) Post at the clubhouse
  - vi) Once decisions have been made regarding the style of seating, date and time, meet again with the speaker to go over their equipment needs. For example, a HDMI cable for computer to TV connection, microphone, extension cord, portable screen, etc.
  - vii) On the day of the presentation
    - (1) Meet the speaker a few minutes before the arranged time to make sure the room set up and equipment is correct
    - (2) At the appropriate time in the program, announce the speaker to the audience
    - (3) After the presentation, give thanks to the speaker for participating
  - viii) Write a short article (with a picture if possible) and a thank you for sharing to post on the Club website
- e) Immunization Clinic
  - (1) Confirm a date and time with Dr. Enrique Tuchmann. He usually prefers Saturday morning

- (2) Reserve the date and time in the Vista Room. Try to schedule the clinic late November near the time the Baja Ha-Ha boats arrive, a minimum of 7 days and preferably 10 days after the Ha-Ha ends in Cabo
- (3) Begin announcements on the net a few weeks before and post information on the Club website. Suggest the La Paz Gringos Yahoo site and La Paz Gringos Facebook site as well for promotion
- (4) The immunization donation has been \$50 pesos per injection, this is strictly a donation
- (5) Post sign-up sheets at the clubhouse and in the cruiser's lounge at Marina Palmira
  - (a) Sign-up sheet should have the person's name, contact information (cell phone or boat name), age and desired inoculation (flu or pneumonia)
  - (b) [Click here](#) for a suggested sign-up sheet
- (6) Confirm with Dr. Tuchmann on the amount of serum he will have available and the donation amount before publicizing
- (7) Send the number of people signed up on the sheet to Dr. Tuchmann 4 days before the clinic. He needs the count for the Public Health Department distribution. On the morning of the clinic, have the sign-up sheet available to give to Dr. Tuchmann to take with him. He gives the information to the Public Health Department
- (8) On the morning of the clinic
  - (a) Set up one long table with two chairs for people receiving injections
  - (b) Bring a coffee can with a slit in the plastic cover for the donation can
  - (c) Greet the arriving cruisers at the door
    - (i) Check their name off the sign-up sheet
    - (ii) Show them the donation can
  - (d) Have each person wait in line until a chair becomes available
  - (e) Dr. Tuchmann usually will bring two or three nurses from Public Health to assist him in giving injections. You will need to have a nurse or doctor standing by to assist him if he is not able to provide the nurses from Public Health
- (9) Once the clinic is over, the money is given to Dr. Tuchmann who purchases gifts or blankets for the children in the DIF (Department of Infant and Families) for Christmas presents
- (10) In the past, Dr. Tuchmann has called with the amount of gifts he was able to purchase with the donations. This is reported back to the community on the morning net

## 7) VISTA ROOM MANAGEMENT

- a) The Vista Room, located above the showers at Marina de La Paz is owned by the marina and operated by Club
- b) The marina is responsible for the electricity, water and water bottle
- c) The audio and visual equipment and all furnishings are owned and maintained by the Club
- d) The Commodore shall designate a Vista Room manager and a Board liaison
- e) The Vista Room manager will advise a schedule for a cleaning service to periodically clean the Vista Room and the clubhouse
  - i) The service will be hired by and the responsibility of the Vista Room manager or a designee
  - ii) Cleaning is necessary more often in the winter season and less in the summer
- f) Combination lock on door
  - i) The Commodore is responsible for ensuring that the combination is changed periodically and the access codes only given to those with specific authorization
  - ii) There shall be one code issued only to Board members that opens both the Vista Room and the clubhouse

- iii) The instruction manual for the combination locks is kept in the top drawer of the file cabinet in the backroom of the clubhouse
- iv) Neil Shroyer at Marina de La Paz has a key that opens both the Vista Room and the clubhouse doors without a combination
- g) Any activity taking place in the Vista Room will be free of charge. Persons or groups using the facility may not collect fees, donations, gratuities, etc., from the attendees
- h) The Vista Room manager schedules all use of the room and keeps a log of the activities
  - i) Reservations for the use of the room are on a first-come basis with order of preference to
    - (1) Marina de La Paz management
    - (2) Club Cruceros meetings and Club events
    - (3) Club Cruceros members who have a regularly scheduled activity (quilters, yoga, etc.)
    - (4) Club Cruceros members
    - (5) Non-Club groups that have a program of general interest to the Club membership
      - (a) Non-Club people must have at least one Club member in attendance, to ensure that all is turned off and locked up
- i) Any person or group using the facility must have a designated responsible person who will guarantee the facility is used properly
- j) The Vista Room manager is responsible to inform the group using the room of the following
  - i) No eating, smoking, alcoholic beverages, or animals in the Vista Room unless specifically allowed for an event
  - ii) Tables and chairs must be wiped off and returned to their storage area
  - iii) Any audio/visual equipment must be returned to its storage place
  - iv) If the floor was dirtied it must be swept clean
  - v) The sink and counter must be cleaned if used
  - vi) The trash must be emptied if full
  - vii) All windows are to be closed
  - viii) Fans and air conditioners switched off
  - ix) All lights turned off
  - x) Door locked

## 8) CLUB EQUIPMENT

- a) The Commodore shall designate a Club member and a Board liaison to oversee the maintenance and loaning of the Club medical and emergency equipment
- b) Medical Equipment
  - i) The medical equipment is stored in the Club bodega in Marina de La Paz and is for temporary use by the entire fleet
  - ii) The designated equipment manager will maintain a list of the medical equipment
  - iii) The equipment manager, Club Commodore, Board liaison and treasurer shall have keys to the bodega for lending of the equipment
  - iv) A record of equipment loaned is kept on the clipboard in the backroom of the clubhouse
  - v) All equipment loaned is to be returned clean and in good operating condition
  - vi) Equipment available varies due to donated items received, items not returned and items beyond repair
    - (1) An example of the types of medical equipment often available
      - (a) Wheel chair
      - (b) Crutches (several sets usually available)
      - (c) Walker (several usually available)



- (d) Knee immobilizers
- (e) Ankle/foot immobilizer boots
- vii) There is also a first aid kit in the backroom of the clubhouse as well as the Marina de La Paz office for emergencies
- c) Emergency Equipment
  - i) "Sea Otter" Jimmy (Jim Loberg) maintains the trash pumps and emergency generator
  - ii) Equipment is available to the fleet for temporary use in an emergency
  - iii) Items are solely for private use, not for use by commercial businesses such as boatyards
  - iv) The following is stored in the locked area behind the clubhouse:
    - (1) Two high-capacity Honda trash pumps with intake and discharge hoses
      - (a) Instructions are stored with the pumps
    - (2) One 2000 kw Honda gas generator
      - (a) With a 1-gallon gas jug
        - (i) Due to the quality of the gas it must be purchased at the Pemex 1 block from the clubhouse on the Abasolo
      - (b) Instructions are stored with the generator
    - (3) 1000' Amsteel blue 7/16" tow line with bridle
    - (4) 35 lb. CQR emergency anchor and 30' of chain
    - (5) Handheld VHF radio
    - (6) Tub of Splash Zone
      - (a) If the Splash Zone is used, the person who used it must replace it
  - v) The equipment manager, Board liaison, Commodore, Al Marchand "Tuna Tamer" and "Sea Otter" Jimmy should all have keys to access the emergency equipment

## 9) THE NET

- a) The Commodore shall appoint a net manager who will be responsible for maintaining the list of net hosts and backup hosts for the morning VHF net
  - i) Net hosts are required to be members of the Club. They are volunteers, but must understand the responsibilities of being a net host and agree to fulfill these duties
  - ii) The net manager shall provide each host with
    - (1) An up-to-date script for the morning net
    - (2) Instructions regarding etiquette of participants
    - (3) Limits of use as set by the Port Captain

## 10) WI-FI ACCESS MANAGER

- a) The Club Cruceros Wi-Fi system is owned and overseen by Marina de La Paz. The management of the Wi-Fi access is by the Club
- b) The Commodore appoints a Wi-Fi access manager and a Board liaison
- c) The Wi-Fi access manager shall keep member MAC addresses and email addresses confidential
- d) The membership committee forwards a monthly list of new members and those members whose memberships have expired
- e) Members are allowed two devices on the system
- f) Members submit the MAC address for each device to the Wi-Fi access manager on the Club Cruceros website online form
- g) The member information from the Google Sheets Spreadsheet is checked against the membership list to be sure the request is from a current member
- h) To enter the MAC address into the wireless router

- i) Open a browser and enter the IP address, login and password provided by Mario of Marina de La Paz
- ii) Go to Filters/Wireless Mac ACC
- iii) Enter the members MAC address into the provided boxes for the 5 GHz band and hit add
- iv) Enter the members MAC address into the provided boxes for the 2.5 GHz band and hit add
- v) Click Save
- vi) Send the member an email. Example follows
  - (1) Your device(s) has been entered in the Club Cruceros Wi-Fi system. When you are near the clubhouse join either the “clubcruceros” or “clubcruceros5” Wi-Fi networks and use the password ccruceros. All lower case! If you experience any problems or cannot connect please email the club at [clubcrucerosdelapaz@gmail.com](mailto:clubcrucerosdelapaz@gmail.com).  
If you have a newer smartphone and cannot connect you may need to do the following:  
**IOS devices:**  
Open the **Settings** on your iPhone or iPad, tap **Wi-Fi**
    - 1. Tap the information button next to the clubcruceros or clubcruceros5
    - 2. Turn off **Private Address**
    - 3. Join the network**Android devices:**  
Open the **Settings**.
    - 1. Tap Network & Internet -> Wi-Fi
    - 2. Tap the gear icon associated with the network clubcruceros or clubcruceros5
    - 3. Tap **MAC address type**
    - 4. Tap **Phone MAC**
    - 5. Join the network.
 [Your Name]  
Club Cruceros WiFi Access manager
- vii) To delete a MAC address from the wireless router
  - (1) Open a browser and enter the IP address, login and password provided by Mario of Marina de La Paz
  - (2) Go to Filters/Wireless Mac ACC
  - (3) From the Wi-Fi Access Spreadsheet determine the MAC address for the member to be removed
  - (4) Scroll through ID MAC ADDRESS AREA to find the address for the 5 GHz band
  - (5) Click the trash can
  - (6) Click Save
  - (7) Scroll through ID MAC ADDRESS AREA to find the address for the 2.5 GHz band
  - (8) Click the trash can
  - (9) Click Save
  - (10) Remove the entry from the Google Sheets Spreadsheet

## 11) MEMBER OF THE YEAR

- a) The Commodore may appoint a committee of three
  - i) The Commodore may be on the committee
- b) Suggested guidelines:
  - i) Award is for an individual
  - ii) Selected person has to have provided above and beyond voluntary service that benefited the club and the cruising community

- iii) Service was exceptional and substantial
- iv) Award cannot be received by the same person two years in a row
- v) Recipient is kept as a surprise even to the full Board
- vi) Announcement of the award is done at the annual meeting
- vii) Recipient receives a small personal plaque and their name is engraved on the permanent club plaque in the clubhouse
  - (1) Information on ordering the plaque is listed under clubhouse below

## **12) COMMITTEES**

- a) Each committee has a designated Board liaison appointed by the Commodore. The Board liaison and committee chairperson may be the same person
- b) The names of the various committee chairs or Board liaisons shall be posted on the bulletin board at the clubhouse and on the Club website
- c) The committee chair or Board liaison must submit any receipts for approved committee expenditures to the treasurer for reimbursement
- d) The Board liaison reports the committee's activities (if any) for the committee chairperson to the Board at the monthly Board meetings

## **13) BYLAWS COMMITTEE**

- a) The Commodore appoints a bylaws committee chairperson and a Board liaison
- b) If proposed amendments to the bylaws are presented in writing by a member to the Board at a Board meeting, the bylaws committee will review the proposed changes and make a recommendation to the Board
- c) Once approved by the Board, the proposed amendments are posted on the Club website, at the clubhouse and announced on the net
  - i) The posted changes include redlined edits from the original bylaws
- d) The bylaws are then voted on at the next general membership meeting. Passing requires a quorum of 20 members present and a two-thirds passing vote
- e) The official copy of the bylaws is forwarded to the secretary to be kept for the permanent record. It is also forwarded to the webmaster for posting on the website

## **14) STANDARD OPERATING PROCEDURES COMMITTEE**

- a) The Commodore appoints a standard operating procedures (SOP) committee chairperson and a Board liaison
- b) Members of the SOP committee and the Board should review the SOP annually to insure its compliance to current policy
- c) Proposed changes to the SOP are presented to the SOP committee who will review the changes and make recommendations to the Board
- d) Once any changes are approved by the Board, the official copy of the SOP is forwarded to the secretary to be kept for the permanent record. A copy is emailed to the webmaster for posting on the website

## **15) NOMINATIONS AND ELECTIONS COMMITTEE**

- a) The Commodore appoints a nominations and elections committee and Board liaison at least 60 days in advance of election day

- b) Any current member may submit the name of a candidate to a member of the nominations and elections committee no more than 60 days in advance of the annual membership meeting and the election of the Board
- c) Any candidate must be a member of the Club
- d) Candidates may be nominated for the following positions
  - i) Commodore
  - ii) Rear Commodore
  - iii) Vice Commodore
  - iv) Treasurer
  - v) Secretary
  - vi) Three candidates for director positions
- e) The nominating committee may wish to post the following in the clubhouse [Candidates for Election](#)
- f) Nominations from the floor are accepted at the March general membership meeting, at the April Board meeting and then the nominations are closed
- g) After closing of nominations
  - i) All nominations will be posted on the Club website, at the clubhouse and announced on the net
  - ii) The candidates have an opportunity to post their views on the Club website

## 16) TELLER COMMITTEE

- a) At least one month prior to the election the Commodore appoints a three-member teller Committee to distribute, collect and count the ballots
  - i) Members of the teller committee may not be on the Board or a candidate for office
- b) The membership committee provides the teller committee with a list of current members including email addresses. This list is updated often as the election approaches
- c) The teller committee
  - i) Prepares email and paper ballots for the election
    - (1) Issues which require a membership vote such as bylaws amendments may be included on the ballot along with the candidates for office
  - ii) Assures that only one ballot will be counted from each member in good standing
  - iii) Creates a unique email address for the election
  - iv) Sends all emails using the "Bcc" line to insure the email addresses of multiple recipients will not be disclosed to other recipients.
  - v) Tallies paper and email ballots at the annual meeting
  - vi) Announces the outcome at the annual meeting
- d) Members may request an email ballot 7 days prior to the election if they cannot be present at the annual meeting
- e) In the case of contested elections, an email ballot will be sent to the last email on record for all members in good standing. The emails will be sent one week (7 days) before the election. For security they will be sent using the Bcc feature.
  - i) Suggested email ballot:
    - (1) Dear Club Cruceros Member,  
If you would like to vote by email in the upcoming Club Cruceros election respond to this email ballot. Some candidates have posted their information on the Club's website at [www.clubcruceros.net](http://www.clubcruceros.net). Please review their qualifications.  
How to vote:

- a. Hit reply and write "vote" next to the candidate you are voting for
- b. OR
- c. List the candidates you are voting for with their respective positions in your reply.

If your name shows on the subject line, please leave it there. It indicates more than one member with the same email address. It has to show in the reply in order for the ballot to be counted. If your name doesn't show in the subject line, please ignore this instruction

Your email vote must be received by the elections committee before 8 am MST [date of annual meeting]

Thank you,

Club Cruceros Teller Committee

- (2) The email ballots are held securely until the election. The teller committee shall not share any results of email ballots with anyone to eliminate the potential for affecting balloting at the meeting
- (3) Paper ballots are prepared by the teller committee and distributed at the annual meeting to members in good standing
- (4) Paper and email ballots are both tallied at the annual meeting
  - (a) The final vote count is announced by the teller committee during the annual membership meeting, posted on the Club website, at the clubhouse and announced on the net
  - (b) The teller committee should prepare a written report on the outcome of the election for the Board meeting in May, including statistic, outcome and recommendations for next year
  - (c) The elected Board begins their term of office during the Board meeting in May

## 17) MEMBERSHIP COMMITTEE

- a) The Commodore appoints a membership committee chairperson and a Board liaison
- b) The membership committee is responsible for
  - i) Soliciting new members from the fleet and the land based community
  - ii) Encouraging previous members to rejoin
  - iii) Reminding current members to renew
  - iv) Maintaining the membership database
- c) The membership chairperson or designee checks the locked membership box in the clubhouse and enters any new member or renewal forms into the membership database. All funds are submitted to the treasurer with the form attached within 10 days of receipt of the funds
  - i) The membership form contains
    - (1) Name, boat name or call sign, phone, email address, emergency contact information
    - (2) Includes the opportunity to donate to the Club charitable activities
    - (3) Form may be [downloaded here](#)
- d) All new and renewing members will receive an email confirming their membership. Attach the "Welcome Letter" from the Board to the email. An example of the letter can be found at [Welcome Letter in Word](#) or [Welcome Letter in PDF](#). You will need to update the letter with the current Club information and insert the combination to the locked member incoming mailbox at the red XXXX in the center of the letter
- e) Procedure for a new member
  - i) Enter in the excel database

- (1) Place the cursor in any single cell and search to make sure that the member is not already in the database. Using boat name is usually the best method, but searching by email, last name or contact name often reveals that the individual was previously a member. If nothing is found continue to Step 2
  - (2) Re-sort the entire database on the membership number field (“#”, “newest to oldest”). Make sure the highest membership # is the last line in the database and the row below is totally blank
  - (3) Place the cursor in cell “A1” titled “Joined” and open the forms tool, located in the quick access menu located above the menus
  - (4) Remember the next number in sequence, which will be entered in the “membership #” in the input form
  - (5) The form will have information on an existing member—do not delete any data, just click on the “New” button, which will bring up a blank form
  - (6) Fill in the information on the form. Once it is complete, press “New” and a blank form will be displayed to continue entry, if more than one form is processed at the same time
  - (7) If no additional members are to be added, press “New” in the blank form
  - (8) Close the form box and save the worksheet
- ii) Write the new membership number on the form, PayPal confirmation, email or other documentation
- (1) Submit documentation to the treasurer with cash received, to provide an audit trail
- iii) Send an email to the new member with a welcome letter from the Club. Currently the emails are processed using Bluehost webmail for membership@clubcruceros.net
- (1) Open a new email in webmail
    - (a) Add “Welcome to Club Cruceros” to the subject line
    - (b) Enter membership@clubcruceros.net in the “To” line
    - (c) Copy email addresses from the database and paste them into the “Bcc” line of a new email. This will insure that the email addresses of multiple recipients will not be disclosed to other recipients. A comma must be placed between each email to separate them
    - (d) Insert the body of the letter, currently set up as “New Member Signature” in webmail
    - (e) Attach a copy of the “Welcome Letter”
    - (f) Send the email
- iv) Once sent, open webmail inbox and move the email from membership@clubcruceros.net to Letters to New Members folder
- (1) Sample Email to New Members

From: membership@clubcruceros.net  
To: membership@clubcruceros.net  
Bcc: [insert email for new member(s)]  
Subject: Welcome to Club Cruceros  
Thank you for joining Club Cruceros. Attached is a welcome letter from the Board of Directors.  
To register your computer or cell phone MAC address for Wi-Fi access at the clubhouse, please visit the club website and fill in the WiFi Access form.  
If you have any questions, please contact me at membership@clubcruceros.net.  
[Your Name]

Chair of Membership Committee  
Club Cruceros

- f) Procedure for renewed member
- i) Enter in the excel database
    - (1) Open the Excel database and search for the member's name (usually last name), boat name or membership number (if known)
    - (2) Verify that there are no duplicate records with different membership number(s)
    - (3) If duplicates are found, enter the earliest membership # and "Join Date" in the most recent record and note membership #(s) that were deleted in "Comments...".
    - (4) Delete all records other than the latest one with the updated information, original membership # and original "Join" date
    - (5) Update the "last paid" and "expires" entries
    - (6) If the membership had not yet expired when the renewal was received, indicate the "last paid" as the date on the renewal and extend the "expired" date by one year and indicate "early renewal" in the Comments column
    - (7) Update any changes in member's contact information or emergency contacts
    - (8) Save the worksheet
  - ii) Write the membership number on the form, PayPal confirmation, email or other documentation
    - (1) Submit documentation to treasurer with any cash received, to provide an audit trail
  - iii) Send an email to the member with a Welcome Letter from the Club. Currently the emails are processed using Bluehost webmail for membership@clubcruceros.net
    - (1) Open a new email in webmail
    - (2) Add "Thank you for your Club Cruceros Renewal" to the subject line
    - (3) Enter membership@clubcruceros.net in the "To" line
    - (4) Copy email addresses from the database and paste them into the "Bcc" line of a new email. This insures that the email addresses of multiple recipients will not be disclosed to other recipients. A comma must be placed between each email to separate them
    - (5) Insert the body of the letter, currently set up as "Membership Renewal Signature" in webmail
    - (6) Attach a copy of the welcome letter
    - (7) Send the email
  - iv) Once sent, open webmail inbox and move the email from membership@clubcruceros.net to Letters to Renewing Members folder
    - (1) Sample email to renewing member
 

From: membership@clubcruceros.net  
To: membership@clubcruceros.net  
Bcc: [insert email addresses for renewing members]  
Thank you for your Club membership renewal. Attached is a welcome letter from the Board of Directors.  
To register your computer/cell phone MAC address for Wi-Fi access at the clubhouse, please visit the Club website and fill in the WiFi access form.  
If you have any questions, please contact me at membership@clubcruceros.net.  
[Your Name]  
Chair of Membership Committee  
Club Cruceros

- g) Procedure for online memberships and renewals
  - i) To receive the link to the Google Docs spreadsheet, contact the webmaster. The spreadsheet contains confidential emails and the link should not be shared
  - ii) Do not consider that member paid if they have filled out the form.
  - iii) Retrieve the current member information from the Google Docs spreadsheet. This should be done at frequent intervals not exceeding two weeks.
  - iv) You will receive a copy of the PayPal statement monthly compare that to the Google Docs spreadsheet to assure the member has paid.
  - v) Once the payment is confirmed process in accordance with the procedures established for entering new and renewing members in the database
- h) Procedure for renewal reminders
  - i) Members with membership expiring during the next month should be sent a reminder that they should renew their membership
  - ii) Ideally the emails should be sent the last week of the month preceding the membership expiration
    - (1) Sort membership database on the expiration date and select the emails for the memberships that will expire during the next calendar month
    - (2) Paste email addresses into the "bcc" line in a blank email addressed to membership@clubcruceros.net
    - (3) Enter date of the email reminding the member to renew into the database to prevent sending multiple invitations

- (a) Sample email to Club members reminding them to renew

From: membership@clubcruceros.net

To: membership@clubcruceros.net

Bcc: [insert email addresses to members being reminded to renew]

Subject: Your Club Cruceros membership Will Expire Next Month

This is a reminder that your membership to Club Cruceros is expiring very soon. Your continued membership will help to support the many activities that we provide for the cruising community and the local community in La Paz. Remember, it is not just a club for those of us that are boaters, we welcome all.

If you are receiving multiple copies of this message, there is more than one member sharing this email address.

You can follow the Club's activities at [www.clubcruceros.net](http://www.clubcruceros.net). The Club now has free Internet access at the clubhouse for members.

The annual Club dues are still only 200 pesos per person, US \$10.00 if you pay online.

Please stop by the clubhouse or go online at [www.clubcruceros.net/TheClub/Membership.html](http://www.clubcruceros.net/TheClub/Membership.html) and fill in a renewal form with your current information.

Please let me know if you have any questions.

Thank you,

[Your name]

Chair, Membership Committee

Club Cruceros de La Paz

P.S. The Club now has free Internet access at the clubhouse for members.



- iii) The email address of members that reply that they do not expect to return to La Paz or specifically request that their name be removed from further mailings should be deleted from the database
  - i) Procedure for inviting former members to rejoin
    - i) Members that have let their membership lapse should be invited to rejoin after a reasonable period has passed since their membership has expired. To avoid alienating former members with “spam” emails, it is recommended that at least one year has passed since their membership expiration date. Further, only one invitation to rejoin should be extended to former members to avoid creating “spam emails.” Once per year at the beginning of the cruising season (October or November) would be preferable
    - ii) Sort membership database on the expiration date and select the email addresses for the former members that will be invited to rejoin. Check to make sure that the member has not previously been invited to rejoin
      - (1) Paste email addresses into the “bcc” line in a blank email addressed to membership@clubcruceros.net
      - (2) Enter date of the email inviting the member to rejoin into the database to prevent sending multiple invitations
      - (3) The email address of former members that reply that they do not expect to return to La Paz or specifically request that their name be removed from further mailings should be deleted from the database
      - (4) Sample email to former Club members inviting them to rejoin
        - From: membership@clubcruceros.net
        - To: membership@clubcruceros.net
        - Bcc: [insert email addresses to members being invited to rejoin]
        - Subject: Invitation to Rejoin Club Cruceros de La Paz
        - We are sorry that you are no longer a member of Club Cruceros de La Paz and want to invite you to rejoin the Club. The new Board of Directors is working on revitalizing the Club by expanding the activities related to cruisers and land-based members. Remember, it is not just a club for those of us that are boaters, we welcome all.
        - Please consider renewing your membership, even if you are no longer in La Paz. Your membership will help to support the many activities that we provide for the cruising community and the local community in La Paz.
        - You can follow the Club activities at [www.clubcruceros.net](http://www.clubcruceros.net).
        - The annual Club dues are still only 200 pesos per person, \$10 USD if you pay online.
        - Please stop by the clubhouse and fill in a renewal form with your current information or you can go online at [www.clubcruceros.net/TheClub/Membership.html](http://www.clubcruceros.net/TheClub/Membership.html).
        - Please let me know if you have any questions.
        - Thank you,
        - [Your Name]
        - Club Cruceros de La Paz
        - Chair, Membership Committee
        - P.S. The Club now has free Internet access at the clubhouse for members
- j) Database management

- i) The Club Cruceros membership database contains confidential email addresses and phone numbers. The list should not be shared with anyone not authorized by the Board
- ii) Removal of email addresses
  - (1) When a bounced email address notice is received after sending a notice of expiring membership or invitation to rejoin the Club, that email address should be removed from the database, wherever it occurs
  - (2) When a member responds to a notice of expiring membership or invitation to rejoin the Club and responds that they are no longer interested in the Club, the email address should be removed from the database wherever it occurs
  - (3) A member or former member may request that the Club cease sending announcements or correspondence, at which time the email address should be deleted from the database wherever it occurs
  - (4) Email addresses of deceased members should be removed to prevent accidentally sending a renewal notice to the deceased member. The word "Deceased" should be placed in the email column
- iii) Monthly reports
  - (1) Save a copy of the current database in an archive folder and rename the database with the current date, usually near the end of the month
  - (2) Email a copy of the complete database to the webmaster and the treasurer
  - (3) Print one copy of a list of memberships that will expire during the next month and post on the members' mail locker door in the clubhouse. Include no more than member name, boat name, member number and membership expiration date
  - (4) The treasurer will print a list of current members for use for DVD loans and Club membership discounts from the store (t-shirts, hats, burgees, etc.) including no more than member name, boat name, member number and membership expiration date
  - (5) The webmaster will forward a list of current members to the Wi-Fi access manager for membership confirmation and a list of recently expired memberships for removal from the Wi-Fi system
  - (6) The webmaster will post the membership expiration dates covering the past 2 years on the website. The list will include no more than member name, boat name, member number and membership expiration date
  - (7) The membership committee chairperson or Board liaison shall report the total membership count at the monthly Board and general membership meetings

## 18) CHARITIES COMMITTEE

- a) All funds from the Club Cruceros charitable activities fund are to be allocated once per year with the approval of the Board
- b) Applications
  - i) Applications requesting volunteers, goods, or funds are to be made available in the clubhouse and on the club website
  - ii) Any organization or entity that assists the public can ask to be considered by filling out an application
  - iii) Applications must be filed with the charity committee by the announced deadline
- c) Selection
  - i) A presentation by the top charities will be offered to the general membership either in writing or in person

- ii) The charity committee will present these to the Board for final approval of fund distribution
- iii) The charity distributions are to be posted on the website
- d) Follow-up
  - i) Whenever possible members of the committee should see the project, people, or other evidence of the work being done
  - ii) When not possible for physical observation a letter or written communication should be presented to Club Cruceros by the receiving organization outlining how they have used the funds
  - iii) Whenever possible we should invite and include charity recipients to participate or volunteer in club activities
  - iv) Whenever possible general members should be invited to volunteer with charity recipients

## 19) WEBSITE AND EMAIL MANAGEMENT COMMITTEE

- a) Website
  - i) The website content is overseen by a Board liaison. All members and Board members should submit updates for the website including the calendar, service directory, member expiration dates list, photos and new website articles directly to the Board liaison or designee who will then forward to the webmaster
  - ii) Updates will be made as needed
  - iii) The passwords and login information for the website shall be stored in the Club safe
- b) Email
  - i) The Commodore will appoint an email manager who will receive all Club email sent to [crucerosdelapaz@gmail.com](mailto:crucerosdelapaz@gmail.com)
  - ii) All email is forwarded to the Commodore with the exception of those directed to a specific person or a specific committee
  - iii) If requested by a Board member, an email address will be created for anonymity [commodore@clubcruceros.net](mailto:commodore@clubcruceros.net), [membership@clubcruceros.net](mailto:membership@clubcruceros.net), etc. Email received by that address may be automatically forwarded to any email address
- c) Online memberships
  - i) When a member joins online, an entry is created in the Club Cruceros Google Docs online spreadsheet. The membership chairperson has access to this spreadsheet.
  - ii) Once a month the list of all members who have paid via PayPal is sent to the membership chairperson to assure those that filled in the online form paid their dues.
  - iii) The treasurer and one other Board member shall have login information for the Club Cruceros PayPal account
  - iv) A monthly accounting of the receipts and disbursements in the PayPal account shall be forwarded to the treasurer

## 20) FINANCIAL REVIEW COMMITTEE

- a) The Commodore appoints at least three members at large to the financial review committee
  - i) Committee members shall have financial, accounting or auditing experience
  - ii) The treasurer may not serve on this committee
- b) The review must be conducted within ten days of April 30 (the close of the fiscal year)
- c) The treasurer shall cooperate with the committee
- d) The review process
  - i) Reconcile the monthly ledger using

- (1) Bank statements
- (2) Membership forms (fees and donations)
- (3) Coffee forms (which include merchandise exchanged for donation)
- (4) Receipts for purchases
- (5) Receipts from the coffee supplies, etc.
- ii) The committee counts all cash on hand
- iii) Photocopies of the monthly ledgers are used as worksheets
- iv) Random checks are to be made of transactions to match Board authorization with expenditures
- v) All transactions over 10,000 pesos must be checked for appropriate authorization
- vi) One master copy is initialed by the committee members when they are satisfied with the checks and balances
- vii) If there were non-reconcilable discrepancies, they are noted on the master copy
- e) Findings of the financial review committee are presented to the Board for approval and presented at the next meeting of the general membership
  - i) The report must be in writing and signed by all members involved and the treasurer
  - ii) The report should contain recommendations and remedial measures to correct any discrepancies

## 21) COMMUNITY LIAISON

- a) The liaison is the go-between for the Club and any government officials in Mexico, including but not limited to the Port Captain, the Naval Commander and Immigration
- b) The Commodore appoints a Community Liaison
  - i) It is suggested that the community liaison be the Club Commodore
  - ii) If the liaison does not speak fluent Spanish, there should be a Club member to accompany that speaks Spanish
  - iii) The Vice Commodore should accompany in case that person should advance, but also that person is the go to person if the Commodore is unavailable. In any case a member fluent in Spanish should also accompany
- c) An incoming Commodore should contact Neil Shroyer of Marina de La Paz, to introduce themselves as the new Club Commodore. Neil is a good source for communications with the community

## 22) SOCIAL COMMITTEE

- a) The Commodore appoints a social committee chairperson and a Board liaison
- b) The social committee is responsible for publicizing each upcoming event to the membership and (if appropriate) the community. Once the date is set for an event, the organizer should notify the webmaster for publication on the webpage. Include details and a short article to promote the event. Submit the article (if appropriate) to Bajainsider, Latitude 38, La Paz Gringos website and Club Facebook page.
- c) Tickets to any social event are by donation to the Club. Any merchandise is made available for a donation to the Club.
- d) Submit any receipts for reimbursement for committee expenditures to the treasurer within ten days
- e) Give any money collected to the treasurer within ten days with an accounting of the source of the money
- f) WELCOME BACK POTLUCK

- i) The Welcome Back Potluck is typically held in early November. Typical attendance is approximately 50 people
- ii) Alcohol is allowed and the event is BYO
- iii) Send information to the webmaster for posting on the website 1 month before the event
- iv) 2 weeks before, announce the event on the net during the Club announcements. Include the date, time and location of the potluck
- v) Beginning 1 week before the event, announce everyday on the net the date, time, location, what to bring, what the Club provides, if pets are allowed and that you may bring alcohol
- vi) Club Cruceros provides the paper plates, plastic cutlery and napkins. Check to be sure there is enough in stock in the clubhouse backroom. If not, inquire if there is stock elsewhere or purchase those supplies and remit receipts to the treasurer within 10 days for reimbursement
- vii) The day of the event
  - (1) Remind the fleet on the net in the morning. Ask for help setting and cleaning up. Usually set up begins one hour before the potluck
  - (2) Bring tables and chairs down from the Vista Room
    - (a) 3 tables are used for food, the remaining tables for guests
    - (b) Set food tables up in the corner of the patio under the shade by the fence
    - (c) Reorganize the round tables and the chairs
  - (3) The bodega has some tablecloths especially for the food tables
  - (4) Get the tables ready with the plates, cutlery and napkins. There are some serving utensils in the backroom of the clubhouse to put on the tables
  - (5) Arrange main and side dishes in one area of the serving tables and desserts in another
  - (6) During the event, police the food table and remove empty serving dishes
    - (a) Put empty serving dishes under the food table for guests to retrieve
  - (7) Announce on the net when the event is ready to start
  - (8) Cleanup
    - (a) Clean up the food table and remind guests to take their serving dishes and utensils with them
    - (b) Wait until the crowd thins before wiping off and returning the tables and chairs to the Vista Room
    - (c) Wipe and return the round tables and chairs to their usual places
    - (d) Wipe off the tablecloths and return them to the bodega along with any decorations used
    - (e) Wash (to discourage vermin) any Club utensils used and return to the backroom of the clubhouse
    - (f) Wash and make a pile in the backroom of any serving dishes, utensils and any items left by others
    - (g) Clean up the sink area of the clubhouse and wipe the counters
    - (h) To further discourage vermin, carry all trash to the dumpster
    - (i) Turn off the clubhouse backroom lights and lock the door
- viii) After the event, announce on the morning net its success and that there were items left that can be retrieved at the clubhouse during coffee hour
- g) THANKSGIVING DINNER
  - i) If the event is to take place at La Costa Restaurant meet with Martha at La Costa Restaurant early
    - (1) Bring a translator if you do not speak Spanish

- (2) Discuss with Martha the time, date and costs of using the restaurant
- (3) Keep Martha informed of expected head count and any other details often before the event
- ii) Email information to the webmaster for posting on the website 1 month before the event
- iii) Determine all costs so you can set the price of the tickets. Turkeys, veggies for stuffing, cranberries from the US, cooking, aprons for carving, napkins and decorations.
- iv) Order Turkeys
  - (1) Figure 10 people per turkey and add one extra
  - (2) The past couple of years we have used City Club to purchase turkeys
- v) Contact Casa Buena to find out if the preparation can be done in their kitchen. We buy one turkey for them for this service.
- vi) Be sure the turkeys are taken out of the freezer in enough time to completely thaw
- vii) Contact Betty's Bakery on Marquez de Leon between Madero & Revolution, north side of the street.
  - (1) Be sure they are willing to cook the turkeys
  - (2) What the cost will be to cook them
    - (a) In the past the cost has been 100 - 120 pesos each
  - (3) What time you need to have them there so they are out of the oven by 1:00 pm
- viii) Print tickets and flyers
- ix) Begin taking paid reservations three weeks before the Thanksgiving dinner
  - (1) Keep a list of what each person is bringing
    - (a) Potatoes
    - (b) Dressing
    - (c) Salad
    - (d) Vegetables
    - (e) Bread
    - (f) Dessert
- x) Get volunteers
  - (1) Stuffing
  - (2) Carving
  - (3) Decorating
  - (4) Serving
  - (5) Clean-up
- xi) You will need the Club sound system for announcements
- h) CHRISTMAS AND NEW YEAR'S EVE POTLUCKS
  - i) The Christmas potluck is held at 4 pm at the clubhouse patio and is potluck dinner. Typical attendance is approximately 150 people
  - ii) The New Year's potluck starts at 4 pm (Zulu midnight is at 5 pm local time) on the clubhouse patio and it is potluck appetizers. Typical attendance is approximately 150 people
  - iii) Alcohol is allowed and both events are BYO
  - iv) Email information to the webmaster for posting on the website 1 month before the events
  - v) 2 weeks before, announce the potluck on the net during the Club announcements. Include the date, time and location
  - vi) Beginning 1 week before the event announce everyday on the net the date, time, location, what to bring, what the Club provides, if pets are allowed and that you may bring alcohol
  - vii) The Club provides the paper plates, plastic cutlery and napkins. Check to be sure there is enough in stock in the clubhouse backroom. If not, inquire if there is stock elsewhere or

purchase those supplies and remit receipts to the treasurer within 10 days for reimbursement

- viii) You will need to ask the owners of the vehicles parked by the clubhouse if they could move (especially during the Christmas Eve potluck). With the number of people attending, the area is needed for seating. Marina de La Paz can help you with this
- ix) The bodega has decorations and tablecloths specific to Christmas and New Year's so get a group to help decorate and have fun!
- x) The day of the event
  - (1) Remind the fleet on the net in the morning. Ask for help setting and cleaning up. Usually set up begins one hour before the event
  - (2) Bring all tables and chairs down from the Vista Room
    - (a) 3 tables are used for food, the remaining tables for guests
    - (b) Set food tables up in the corner of the patio under the shade by the fence
    - (c) Reorganize the round tables and the chairs
  - (3) Get the tables ready with the plates, cutlery and napkins. There are some serving utensils in the backroom of the clubhouse to put on the tables
  - (4) Arrange main dishes and sides in one area of the serving tables and desserts in another
  - (5) Announce on the net when the event is ready to start
  - (6) During the event, police the food table and remove empty serving dishes
    - (a) Put empty serving dishes under the food table for guests to retrieve
  - (7) Cleanup
    - (a) Clean up the food table and remind guests to take their serving dishes and utensils with them
    - (b) Wait until the crowd thins before wiping off and returning the tables and chairs to the Vista Room
    - (c) Wipe and return the round tables and chairs to their usual places
    - (d) Wipe off the tablecloths and return them to the bodega along with any decorations used for the event
    - (e) Wash (to discourage vermin) any Club utensils used and return to the backroom of the clubhouse
    - (f) Wash and make a pile in the backroom of any serving dishes, utensils and any items left by others
    - (g) Clean up the sink area of the clubhouse and wipe the counters
    - (h) To further discourage vermin, carry all trash to the dumpster
    - (i) Turn off the clubhouse backroom lights and lock the door
- xi) After the event announce on the morning net its success and that there were items left that can be retrieved at the clubhouse during coffee hour
- i) CHARITY BEACH PARTY
  - i) Raffle and donated prizes
    - (1) The committee may choose to have
      - (a) 50/50 Raffle
      - (b) Drawings for raffle prizes
      - (c) Silent auction
      - (d) Use donated prizes for game winners
  - ii) Prior year committee chairperson notes
    - (a) [2017 Beach Party](#)
    - (b) [2018 Beach Party](#)

## iii) Before the event

- (1) If the event is to take place at La Costa Restaurant meet with Martha at La Costa Restaurant early. Once a date has been decided it will need to be coordinated with her
  - (a) Bring a translator if you do not speak Spanish.
  - (b) You may have to start some games on Friday if a large turnout is expected.  
Discuss this with Martha
  - (c) Discuss the menu.
    - (i) La Costa does not normally serve breakfast but does during the beach party
    - (ii) Breakfast and lunch are typically at reduced prices
    - (iii) The standard La Costa lunch menu is also available.
  - (d) Keep Martha informed of expected head count and any other details often before the event
  - (e) Email information to the webmaster for posting on the website 1 month before the event
- (2) About a month before the beach party, start asking for volunteers to
  - (a) Chair and run the games
  - (b) Be the auctioneer
  - (c) Help during the bake auction
  - (d) Handle money donated
  - (e) Acquire raffle prizes
    - (i) Suggest motivated volunteers to visit local businesses including restaurants, marina (slips), chandleries, etc.
    - (ii) If the business does not have a form of their own, you may want to use the donation form found at [Beach Party Donation Pledge](#)
  - (f) Offer raffle tickets before and during the event for donation
  - (g) Be the head cashier and collect all donations from games, raffles and auctions
  - (h) Bake goods for the bake auction
    - (i) It is best to approach people for donations of baked goods rather than relying on announcements on the net
- (3) Start offering raffle tickets for donation at coffee a week before the event and all day during the event
- (4) Organize each game as early as possible
  - (a) Cribbage
  - (b) Horseshoes
  - (c) Baja Rummy
  - (d) Bocce' Ball
  - (e) Darts
  - (f) Mexican Train Dominoes
- (5) Put game sign-up sheets in the clubhouse 3 weeks before the event
- (6) Announce the beach party on the morning net often. Include location, games, raffles, special menu, bake auction, etc.
- (7) During the event
  - (a) You will need the Club sound system for announcements
  - (b) Prizes are given to each tournament winner. For team events, a prize should be given to each team member
  - (c) You may choose to have a silent auction for items such as marina fees, boatyards and other large items. [Click here](#) for a sample bidding sheet.



- (d) Bake auction
  - (i) Designate an auctioneer
  - (ii) Need 3-4 people to act as spotters during the auction to keep track of the bids
  - (iii) 1-2 people to walk around with the item up for bid
  - (iv) 4 people to handle the receipts and money for each item sold
  - (v) 2 people to write receipts (duplicated) for each item that is purchased; one person can't keep up with the bids so they alternate between bids; when the winning bidder comes up to pay he/she gets a receipt for the item and then goes to pay for it
  - (vi) 1 person to handle the money and keep a running total of amounts received; after the payment has been made the original copy of the receipt is kept by the cashier and the duplicate copy is given back to the winning bidder
  - (vii) 1 person to be at the counter with the auctioneer who will get the receipt from winning bidder in return for the item that was purchased
  - (viii) Consider cutting the larger items into smaller portions
- j) **KINGS DAY & DIA DE LA CANDELARIA**
  - i) These are two traditional celebration days in the Mexican culture. Kings Day or Three Kings Day (Dia de los Reyes, January 6th) is the traditional day that children receive Christmas gifts. It is celebrated by serving Rosca de Reyes (Kings Bread) which is shaped like a wreath and contains small plastic toys in the shape of the child Jesus. Those persons receiving a baby in their serving of Rosca de Reyes are traditionally obligated to host a feast on Dia de la Candelaria on February 2nd. The holiday commemorates Mary's visit to the Temple in Jerusalem 40 days after the birth of Christ. Dia de la Candelaria (Candlemas day) is celebrated with a meal of traditional tamales, refried beans, and champurrado (a chocolate drink made with masa and flour.) The Club is proud to celebrate these traditional events in honor of our host culture.
  - ii) Notes from the [2018 event](#)
  - iii) Rosca De Reyes (King's Day celebration)
    - (1) Begin announcing Kings Day a week or so before January 6 on the net
    - (2) Purchase 4 large sweet breads to serve the members at the coffee hour
    - (3) Cut the bread into slices and serve on individual small paper plates
    - (4) All members who find a plastic baby in their sweet bread will act as servers at the breakfast on Dia de Candelaria
  - iv) Dia de Candelaria
    - (1) Begin announcing Dia de Candelaria one week before February 2 on the net
    - (2) Take to the event - 1 large serving spoon for beans, tongs for serving the hot tamales, and a plastic tablecloth
    - (3) Have one person serving beans, one person serving tamales and one person serving the drink.
      - (a) Have other servers ready to replace the original servers half way through the coffee hour
      - (b) Announce just before coffee hour is over that any tamales left over will be available for a 20-peso donation each with a limit of 2 tamales
    - (4) Cleanup
      - (a) Enlist help from the others
      - (b) Clean up the food table, wipe off and return tables to the Vista Room

- (c) Wash (to discourage vermin) any Club utensils used and return to the backroom of the clubhouse
- (d) Wash and make a pile in the backroom of any serving dishes, utensils and any items left by others
- (e) Clean up the sink area of the clubhouse and wipe the counters
- (f) To further discourage vermin carry all trash to the dumpster
- (g) Turn off the clubhouse backroom lights and lock the door
- (5) Give all donations to the treasurer within 10 days
- (6) Remit all receipts for purchases to the treasurer within 10 days for reimbursement
- v) Information from past Kings Day and Dia de la Candelaria may be found at this link
- k) SUPER BOWL PARTY
  - i) The Super Bowl Party is a potluck and bring your own meat barbeque. Typical attendance is approximately 50 people
  - ii) Alcohol is allowed and the event is BYO
  - iii) Email information to the webmaster for posting on the website 1 month before the event
  - iv) 2 weeks before, announce the event on the net during the Club announcements. Include the date, time and location
  - v) Beginning 1 week before the event, announce everyday on the net the date, time, location, what to bring, what the Club provides, if pets are allowed and that you may bring alcohol
  - vi) The Club provides the paper plates, plastic cutlery and napkins. Check to be sure there is enough in stock in the clubhouse backroom. If not, inquire if there is stock elsewhere or purchase those supplies and remit receipts to the treasurer within 10 days for reimbursement
  - vii) The Club provides the catsup, mustard, charcoal and lighter fluid for the barbeque. Check the bodega for stock and purchase if necessary. Be sure to give your receipts to the treasurer within 10 days for reimbursement
  - viii) You will need to ask the owners of the vehicles parked by the clubhouse if they could move. Marina de La Paz can help you with this
  - ix) The day of the event
    - (1) Remind the fleet on the net in the morning. Ask for help setting up and cleaning up. Usually set up begins one hour before the party
    - (2) Bring the TV down from the Vista Room. It mounts outside the clubhouse facing the Vista Room.
    - (3) Get the Marina de La Paz barbeque - currently "Content" Scott handles the barbeque
    - (4) Set up chairs classroom style in front of the TV
    - (5) Bring tables and chairs down from the Vista Room
      - (a) 2 long tables are used for serving food
      - (b) Reorganize the round tables and the chairs for guests eating
    - (6) The bodega has some tablecloths for the food tables
    - (7) Get the tables ready with the plates, cutlery and napkins. There are some serving utensils in the backroom of the clubhouse to put on the tables
    - (8) During the event, police the food table and remove empty serving dishes
      - (a) Put empty serving dishes under the food table for guests to retrieve
    - (9) Announce on the net when the event is ready to start
    - (10) Cleanup
      - (a) Clean up the food table and remind guests to take their serving dishes and utensils with them

- (b) Wait until the crowd thins before wiping off and returning the tables and chairs to the Vista Room
- (c) Wipe and return the round tables and chairs to their usual places
- (d) Wipe off the tablecloths and return them to the bodega along with any decorations used
- (e) Wash (to discourage vermin) any Club utensils used and return to the backroom of the clubhouse
- (f) Wash and make a pile in the backroom of any serving dishes, utensils and any items left by others
- (g) Clean up the sink area of the clubhouse and wipe the counters
- (h) To further discourage vermin, carry all trash to the dumpster
- (i) Turn off the clubhouse backroom lights and lock the door

(11) After the event, announce on the morning net its success and that there were items left that can be retrieved at the clubhouse during coffee hour

#### I) ST. PATRICK'S DAY

- i) The Club St. Patrick's Day Dinner is a premier social event that has traditionally been enthusiastically supported by the membership. The dinner has, since 2009 been held every year at La Costa Restaurant, and Martha provides exclusive use of her facility, her staff, and her contacts to procure high quality beef brisket for corning. Martha purchases all the vegetables and the salad makings, makes the flan for dessert, and provides the kitchen for cooking the corned beef and the vegetables. She asks only that the Club reimburse her expenses, provide propina for the staff, and that ALL beverages be purchased from her bar. Truly a win-win for the Club and Martha.
- ii) The Commodore appoints a St Patrick's Day committee chairperson and a Board liaison by October
- iii) Before the Event
  - (1) December or January - arrange for entertainment
  - (2) January
    - (a) Meet with Martha about date and time of the event
      - 1. Bring a translator if you do not speak Spanish
      - 2. Keep Martha informed of expected head count and any other details often before the event
    - (b) Inventory the spice cache
      - 1. Order from the States
        - a. Beaver Extra Hot Horseradish from [www.beavertonfoods.com](http://www.beavertonfoods.com)
        - b. Sodium Nitrate and Juniper berries from Walmart, or ordered on Amazon or E-Bay
        - c. 2 gallon bags to put the meat in for brining are hard to find in Mexico
        - d. Arrange to get spices and bags transported to La Paz
      - 2. All other items can be found at the spice store on the next street directly behind the Madero Market at Semillas y Cereal de Guadalajara on Aquiles Serdan.
  - (3) February
    - (a) Determine estimated expense budget by reviewing last year's reports
    - (b) Get Board approval of ticket price
    - (c) Print tickets and prepare and print flyers

- (d) Distribute posters/flyers and put on club calendar, facebook and any other media available.
- (e) Email information to the webmaster for posting on the website
- (f) Solicit volunteers for selling tickets, decorating and to serve
  - 1. Traditionally current Board members serve the food
- (4) March
  - (a) March 1
    - 1. Start daily announcing event on morning net
    - 2. Start selling tickets
  - (b) March 2
    - 1. Request Martha order brisket for delivery on March 7
      - a. 75 kilos were ordered in 2020
  - (c) March 4
    - 1. In a 5 gallon jug of water add
      - a. 4 cups non iodized salt
      - b. 2 cups sugar
      - c. 1 heaping tablespoon sodium nitrate
      - d. 14 cloves minced garlic
    - 2. Set the capped jug in the sun to ensure salt and sugar dissolve
      - a. Shake periodically to stir
  - (d) March 5
    - 1. Prepare 6 Spice packets using 14" by 14" cheese cloth or paint strainer bags and 6 baggies of the mixed spices
    - 2. In each bag place
      - a. Spices available locally
        - i. 1oz (~3 tablespoons) black peppercorns
        - ii. 1oz (~1/3 cup) coriander (cilantro) seeds
        - iii. 1oz (~1/3 cup) red pepper flakes (chile quebrado)
        - iv. 1oz (~3 tablespoons+1 teaspoon) whole cloves (clavo entero)
        - v. 15 g (3 small 3-4") cinnamon sticks, crushed
        - vi. 1 tablespoon crushed bay leaves
      - b. Spices not available locally
        - i. 1oz (1/8 cup) whole mustard seeds
        - ii. 1 tablespoon ground ginger
        - iii. 1 heaping tablespoon ground mace (all spice)
        - iv. 2 heaping tablespoons juniper berries
    - 3. Secure packets with double wrapped tie wrap
    - 4. In each packet or baggie place
      - a. 3 T black peppercorns
      - b. 1/3 cup coriander seeds
      - c. 1/3 cup red pepper flakes
      - d. 3 T whole cloves
      - e. 3-4" cinnamon sticks, crushed
      - f. 1 T crushed bay leaves
      - g. 2T whole mustard seeds
      - h. 1T ground ginger
      - i. 1 T (heaping) ground mace (all spice)

- j. 2 T (heaping) juniper berries
  - (e) March 7
    - 1. Cut off excess fat (if any) and place in 2 gallon plastic bags
    - 2. Add the spices from one baggie to the meat and fill with brine mixture
      - a. For 75 Kilos of beef, you should end up with 12 bags of meat, spices and brine
    - 3. Mix spices in well and seal with no air in the bags
    - 4. It is prudent to double bag in case of spillage
    - 5. Place in refrigerators turning daily so that all meat is surrounded with spices and brine
  - (f) March 15
    - 1. Make up horseradish sauce as follows
      - a. 3 quarts Best Foods mayonnaise
      - b. 3 quarts Alta Dena sour cream
      - c. 12 - 4 oz. bottles of Beaver Extra Hot Horseradish
      - d. 4 oz. lemon juice
      - e. Sea salt and pepper to taste
      - f. Mix and refrigerate
- iv) The Day of the Event, March 17
  - (1) Deliver meat to Martha for cooking
  - (2) Martha will also cook the vegetables
  - (3) Decorate and setup the serving area
  - (4) You may need the Club sound system for announcements
  - (5) Guests start to arrive at 5 and dinner is served at 6
  - (6) Entertainment should start by 7 for 1-1/2 hours
  - (7) Decorations must be taken down that evening
  - (8) Pay Martha for the food and preparation
  - (9) Pay Martha for the tips for her staff
  - (10) Prepare an accounting of expenses and income including receipts for the Treasurer
  - (11) that can be retrieved at the clubhouse during coffee hour
- m) BAYFEST
  - i) Before Bayfest
    - (1) Cannot start planning too early, suggest October or November
    - (2) Be aware of Easter (Semana Santa) when choosing dates. Many stores will be closed even the second week of Easter
    - (3) Promotion
      - (a) Write a promotional article and submit for publication on Club website, Bajainsider, Latitude 38, La Paz Gringos website and Club Facebook page.
      - (b) Have pre-Bayfest posters made with the prior year's artwork for distribution in San Diego before the Ha-Ha, posted by November at La Paz marinas and the clubhouse and sent via cruisers to marinas and clubs on the mainland.
    - (4) Suggest a 4 pm – 6 pm happy hour Friday and Saturday with discounted drinks. Good way to get people to mingle.
    - (5) Suggest costume contest one evening
    - (6) Suggest having the raffle prizes be “must be present to win” every day to encourage participation

- (7) If the event is to take place at La Costa Restaurant meet with Martha at early. Once a date has been decided, it will need to be coordinated with her
  - (a) Bring a translator if you do not speak Spanish.
  - (b) Discuss happy hour special prices, special drinks
  - (c) Discuss the menu. Typically, she will have special breakfast, lunch and dinner menus for Friday and Saturday.
  - (d) Discuss Friday and Saturday night theme, music and meals
  - (e) Keep Martha informed of expected head count and any other details often before Bayfest
- (8) In January start asking for volunteers to
  - (a) Chair and run the games
    - (i) Rules for games are published on the website. Update if necessary
    - (ii) Games include bridge, bocce ball, corn hole, dominoes, Baja rummy, cribbage, darts and Mexican train dominoes
  - (b) Chair Volleyball
    - (i) Organization - Starting in February or March allows for many morning net announcements and consistent recruiting during the months preceding Bayfest
    - (ii) Practice - Three days a week is adequate time to practice and recover from the time spent on the court. Try to use proper technique instruction to enhance performance. Discuss court setup for offensive and defensive strategies, service techniques for underhand and overhead serves. Rotating of personnel into positions for equal playtime and enjoyment of the game
    - (iii) Bayfest Games - An exhibition game with cruisers against cruisers would be well received as many volleyball participants have family and friends watching the games. Additional games against the La Costa Restaurant staff, Abaroa's boat yard crew and other teams could begin one hour after cruisers against cruisers for continued entertainment. This allows more playing time for the many cruisers who've practiced weekly and become accustomed to their teammates abilities
    - (iv) Recommendations
      1. The team captain/coach could be given the opportunity during the Bayfest award ceremony to award a plaque for MVP - most valuable player, and another award could be given for MIP - most improved player.
      2. Sleeveless t-shirts work best in the heat and allow better arm mobility during play. 12 large and 12 extra-large should be sufficient
      3. The last practice date announced should be the deadline for sign-ups. No walk-ins should be allowed as teams are already set
  - (c) Coordinate seminars and workshops
    - (i) Types of seminars and workshops
      1. Technical seminars for education on cruising topics
      2. Travelogue style presentations for cruising in other parts of the world
      3. general information on La Paz and Baja California Sur
      4. Workshops on crafts, cooking and seamanship skills

- (ii) Discuss equipment needs with the speaker. For example, a HDMI cable for computer to TV connection, microphone, extension cord, portable screen, etc.
- (iii) On the day of the presentation
  1. Meet the speaker a few minutes before the arranged time to make sure the set up and equipment is correct
  2. Announce the speaker to the audience
  3. After the presentation, give thanks to the speaker for participating
- (d) Coordinate t-shirts
  - (i) Bayfest artwork design contest
  - (ii) Printing and quantity to order
  - (iii) Offering for donation at coffee
- (e) Veleros de Baja volunteer to run the Rock to the Dock sailboat race
- (f) Person in charge of event tickets
  - (i) Printing
  - (ii) Offering for donation
- (g) Wine tasting event coordinator
  - (i) Pre-tasting group to choose wines
  - (ii) Purchase of wines, bread and cheese
  - (iii) Decorate the club patio
  - (iv) Arrange for servers and clean-up help
- (h) Hot dogs & beer coordinator
  - (i) Purchase beer, dogs, buns & condiments
  - (ii) Purchase paper products – plates, napkins, beer cups
  - (iii) Arrange for servers and clean-up help
- (i) Chili cook-off coordinator
  - (i) Promote on the net and at coffee to encourage participation
  - (ii) Need at least 8 chili cookers
  - (iii) Suggest serving at the tables rather than the buffet table for milling around and no slow line for tasting
  - (iv) Tasters are the judges and there are 2 awards – one for flavor and one for presentation
  - (v) Need crockpots or warmers for the event, borrow from the fleet
  - (vi) Chili cookers need to get there 1 hour early to set up
- (j) Person to acquire raffle and tournament prizes
  - (i) Suggest motivated volunteers visit local business's including restaurants, marina (slips), chandleries, etc.
  - (ii) If the business does not have a form of their own you may want to use the donation form found at [Bayfest Donation Pledge](#)
  - (iii) Start offering raffle tickets for donation at coffee weeks before Bayfest and all day every day during the event
- (k) Printing person
  - (i) Bayfest schedules
  - (ii) Signup sheets
- (l) People to decorate, set up and cleanup
  - (i) After wine tasting on Thursday, the Club tables and chairs need to be moved to La Costa

- (ii) Decorating needs to be done at La Costa at 7:30 am on Friday
  - (iii) Set up for seminars and workshops with AV equipment and chairs for audience is done early Friday morning
  - (iv) Clean-up all decorations Sunday afternoon and return Club equipment, tables and chairs to the Vista Room
- (9) Put game sign-up sheets in the clubhouse 3 weeks before the event. Have sign-up sheets only in one location. People can call on the radio or email the Club to have their name added. Move sign-up board to La Costa Friday morning
- (10) Put printed event schedules in the clubhouse, at La Costa, in the marina offices and at the Palmira lounge for promotion and information
- (11) At least 3 weeks before announce Bayfest often on the net. Include for example location, where to sign-up, games, raffles, seminars, workshops, dinners, and dancing.
- (12) Begin offering t-shirts and event tickets at coffee at least 3 weeks before Bayfest
- ii) During Bayfest
  - (1) Announce the events of the day on the net every morning
  - (2) You will need the Club sound system for announcements
  - (3) Have a Club table with t-shirts, Bayfest schedules, Club brochures, membership information and raffle tickets for donation
    - (a) Have a schedule to staff the table with Club volunteers
    - (b) Need cash box
  - (4) Offer raffle tickets all day every day
  - (5) Prizes are given to each tournament winner. For team events, a prize should be given to each team member
  - (6) Perpetual trophy is given to the winner of the Rock to the Dock sailboat race
  - (7) can be retrieved at the clubhouse during coffee hour
- n) END OF SEASON PARTY
  - i) The End of Season Party is a potluck typically held in early May. Alcohol is allowed and the event is BYO
    - (1) Email information to the webmaster for posting on the website 1 month before the event
    - (2) 2 weeks before, announce the event on the net during the Club announcements. Include the date, time and location
    - (3) Beginning 1 week before, announce the event everyday on the net including the date, time, location, what to bring, what the Club provides, if pets are allowed and that you may bring alcohol
    - (4) The Club provides the paper plates, plastic cutlery and napkins. Check to be sure there is enough in stock in the clubhouse backroom. If not, inquire if there is stock elsewhere or purchase those supplies and remit receipts to the treasurer within 10 days for reimbursement.
  - ii) The day of the event
    - (1) Remind the fleet on the net in the morning. Ask for help setting up and cleaning up. Usually set up begins one hour before the potluck
    - (2) Bring tables and chairs down from the Vista Room
    - (3) 3 tables are used for food, the remaining tables for guests
    - (4) Set food tables up in the corner of the patio under the shade by the fence
    - (5) Reorganize the round tables and the chairs
    - (6) The bodega has some tablecloths especially for the food tables



- (7) Get the tables ready with the plates, cutlery and napkins. There are some serving utensils in the backroom of the clubhouse to put on the tables
  - (8) Arrange main and side dishes in one area of the serving tables and desserts in another
  - (9) During the event, police the food table and remove empty serving dishes
  - (10) Put empty serving dishes under the food table for guests to retrieve
  - (11) Announce on the net when the event is ready to start
  - (12) Cleanup
  - (13) Clean up the food table and remind guests to take their serving dishes and utensils with them
  - (14) Wait until the crowd thins before wiping off and returning the tables and chairs to the Vista Room
  - (15) Wipe and return the round tables and chairs to their usual places
  - (16) Wipe off the tablecloths and return them to the bodega along with any decorations used
  - (17) Wash (to discourage vermin) any Club utensils used and return to the backroom of the clubhouse
  - (18) Wash and make a pile in the backroom of any serving dishes, utensils and any items left by others
  - (19) Clean up the sink area of the clubhouse and wipe the counters
  - (20) To further discourage vermin, carry all trash to the dumpster
  - (21) Turn off the clubhouse backroom lights and lock the door
- iii) After the event, announce on the morning net its success and that there were items left that can be retrieved at the clubhouse during coffee hour

## 23) MERCHANDISE

- a) T-Shirts
  - i) Quality is of utmost importance – we want our members to look good
  - ii) Shirts can be purchased at Yazbek on Hwy 1
  - iii) Shirts with pockets cannot be purchased in La Paz as of this writing. Any seamstress can sew pockets for a nominal fee
  - iv) The Club logo is a blend meaning the color fades from one to the next making it difficult to have top quality with a screenprinter
  - v) Suggest digital printer for higher quality and more cost

## 24) CLUBHOUSE & COFFEE HOUR COMMITTEE

- a) Division of Responsibility
  - i) Responsibility of the exterior of the clubhouse lies with Marina de La Paz including:
    - (1) Exterior paint
    - (2) All electrical service
    - (3) Wi-Fi equipment
    - (4) Security cameras and associated equipment
    - (5) Plumbing up to the point of connection to the backroom sink
    - (6) Playground equipment between the clubhouse and Calle Manuel Encinas
    - (7) Exterior door and lock
      - (a) The Marina is responsible for locking the exterior door every evening and opening each morning
    - (8) Fence gate on Calle Manuel Encinas

- (a) The Marina is responsible for management of this gate
- ii) Responsibility for the interior lies with the Club with the exceptions above
  - (1) VHF radio equipment
  - (2) Interior shelving
  - (3) Cabinetry
  - (4) Other equipment inside the clubhouse
  - (5) Combination lock on door to backroom
    - (a) The Commodore is responsible for ensuring that the combination is changed periodically and the access codes only given to those with specific authorization
    - (b) There shall be one code issued only to Board members that opens both the Vista Room and the clubhouse
    - (c) The instruction manual for the combination locks is kept in the top drawer of the file cabinet in the backroom of the clubhouse
    - (d) Neil Shroyer at Marina de La Paz has a key that opens both the Vista Room and the clubhouse doors without a combination
    - (e) The coffee host is responsible to lock the door whenever they are out of sight of the door to prevent unauthorized individuals from entering during and at the end of their assigned coffee hour
  - (6) The member assigned responsibility for the clubhouse shall oversee the general condition of all interior spaces and shall present recommendations to the Board for changes or repairs
- b) Clubhouse Policies
  - i) All solicitation at the clubhouse and on the clubhouse patio for non-Club sponsored charities must be preapproved by a Board member
  - ii) There is no smoking allowed inside the clubhouse and is only allowed in designated areas outside
  - iii) Pets are not permitted at Club events at the clubhouse, except when specifically allowed. Pets are permitted on leashes during coffee hour and in the clubhouse when there is no Club event happening. Marina de La Paz policy is that all dogs must be on a leash and under control of the owner at all times
  - iv) Vendors are not allowed to sell on clubhouse property. Vendors may announce on the Club VHF radio that they are here and may post signs on the gate. All products are to be kept outside of the Marina de La Paz property. This does not apply to Club authorized donations received for events or merchandise and Club fundraising
- c) Book Library
  - i) The Commodore shall appoint a Club Librarian responsible for organizing and shelving books. The following guidelines are recommended
    - (1) Hardcover books shall be shelved only on the top shelf
      - (a) The number of categories shall be kept to a minimum, and may include
        - (i) Sailing & cruising
        - (ii) Reference books
        - (iii) Westerns
        - (iv) Cookbooks
        - (v) Tour books
        - (vi) History (mostly dealing with war stories)
        - (vii) Romance
        - (viii) Self-help

- (ix) Religious topics
  - (x) Foreign language
  - (2) The books not falling within a designated category shall be filed alphabetically by author's last name
  - (3) Books are available to members and nonmembers on a one-for-one book exchange basis
  - (4) Books shall be put in the trash when their condition is badly deteriorated
  - (5) Efforts should be made to place all excess books in schools, other marinas or such other places where they can be appropriately used and not sold
- d) Coffee Program
- i) The Commodore shall appoint a coffee manager and Board liaison to manage the coffee program. Duties of the coffee manager and liaison shall include:
    - (1) Selection and training of coffee hosts
    - (2) Purchase of all coffee supplies and remit receipts to the treasurer within 10 days for reimbursement
    - (3) Recommendations to the Board the repair or replacement of equipment
  - ii) Coffee Hosts
    - (1) Coffee hosts are required to be members of Club Cruceros. They are volunteers, but must understand the responsibilities of hosts and agree to fulfill these duties
    - (2) Coffee hosts are responsible to lock the door whenever they are out of sight of the door to prevent unauthorized individuals from entering during and at the end of their assigned coffee hour
    - (3) Before Coffee Hour
      - (a) Arrive at the clubhouse in time to have coffee ready by 9:30 am, this generally means starting the coffee brewing not later than 8:45 am
      - (b) Start the coffee brewing and the water heating for tea or other hot beverages
        - (i) Check the whiteboard for the quantity of coffee to brew
      - (c) Open the locked incoming mail locker for Club members
      - (d) Put merchandise on display outside the clubhouse
      - (e) Prepare trays of cookies to be provided with coffee
      - (f) Ensure that there are sufficient supplies of cups, napkins, tea bags, sugar, creamer, coffee stirrers, etc., and the containers for the coffee donations, ready to be provided with coffee
      - (g) To the extent that there is time available, wipe the tables and chairs in the coffee area
      - (h) When the coffee finishes brewing, place the cookies and other items on the service counter, then announce on channel 22 that coffee is ready at the clubhouse
        - (i) Business coffee hosts are to provide cookies or other breakfast style treats
        - (ii) Club Cruceros provides cookies for coffee hosts that are not a business
    - (4) During Coffee Hour
      - (a) Check out DVD's to Club members
      - (b) Display merchandise available for donation
      - (c) Record all donations received for merchandise on a merchandise donation record
      - (d) Monitor the amount of coffee in the brewing urn. If the remaining quantity is low, it may be extended by adding hot water from the tea supply. When the

quantity of coffee in the urn is two inches or less, unplug the urn so it does not overheat

(5) After Coffee Hour

- (a) Empty coffee grounds into either a container below the whiteboard, or if there is no container, into the outside trash can
- (b) DO NOT EMPTY COFFEE GROUNDS INTO THE SINK
- (c) Clean the coffee urn – do not immerse the urns in water or rinse the outside of the urns
- (d) Re-fill the sugar and creamer dispensers and place them in the sealable container on the shelves
- (e) Wipe or rinse all cookie crumbs from the serving trays. Put cookies from open packages into a zip-lock bag so they do not attract vermin
- (f) Place all monies – coffee donations and donations received for merchandise – in an envelope with the merchandise donation record. On the outside of the envelope write the date and your name or call sign. Deposit the money envelope in the money drop behind the coffee room door
- (g) Ensure that all returned dvd's have been appropriately shelved and the cases returned to the main room
- (h) To discourage vermin, empty the trash every day from inside the clubhouse into the outside trash, and carry all trash to the dumpster
- (i) Return merchandise from the outside display and lock the member incoming mail locker
- (j) Close the door to the backroom of the clubhouse and ensure that it is locked

iii) During the summer coffee hour may be on reduced days as there is interest and as coffee hosts are available.

e) DVD Lending Library

- i) The Commodore shall designate a member and a Board liaison to oversee the maintenance and loaning of the Club DVD's. Duties shall include:
  - (1) Prepare donated DVD's for display and filing
  - (2) If DVD's do not have covers prepare a cover from IMDB web site using power point
  - (3) Keep a log of all DVD's by number, name, year, rating, type and if it is a Blu-ray
  - (4) Remove bad or broken DVD's and covers
  - (5) Do an inventory once a year to determine missing movies and covers

ii) We do not accept pirated copies of movies

iii) DVD's are for loan to Club members only

f) Mail

i) Incoming Mail

(1) Anyone, member or not, may have mail delivered to the Club's mailing address:

- (a) Name
  - 1. Boat Name
  - 2. APDO Postal 366
  - 3. La Paz, BCS, México CP23000

(2) Mail is collected from the post office by Marina de La Paz Monday through Friday, except for Mexican holidays

- (a) Mail is held until picked up by the Club member designated to sort the mail

- (b) Any mail requiring a signature to retrieve from the post office that is picked up by the marina, will stay in the marina office until the addressee retrieves it or makes arrangement with the marina
      - (c) All mail received will be marked with the date of receipt before depositing in the locked mailbox or non-member box
    - (3) Mail received that is addressed to current members will be stored in the locked mailbox located inside the clubhouse, with a combination padlock
      - (a) The padlock combination will be given to each new member or upon member request. The combination should not be divulged to any non-members of the Club
      - (b) The padlock combination shall be changed periodically
      - (c) The mailbox should remain locked at all times, except during coffee hour or scheduled Club activities at the clubhouse
    - (4) Mail received that is addressed to an individual who is not a member of the Club, will be stored in a container in the clubhouse that is not secure
    - (5) Periodicals and large envelopes will be stored in a separate section of the mail locker
    - (6) Oversize packages may be stored in the marina office or backroom of the clubhouse
    - (7) The membership chair forwards a list of current Club members on a monthly basis sorted by both member name and by boat name (or call sign) to the member responsible for sorting and storing mail
  - ii) Announcements
    - (1) The member responsible for incoming mail shall announce on the net the name of any member that received mail on the previous business day
    - (2) Mail that is held in the marina office will be announced by the marina staff on the net
    - (3) generally, incoming mail will only be announced once, the day after it arrives
  - iii) Unclaimed Mail
    - (1) The individual responsible for incoming mail shall review all mail stored in the member mailbox or in the non-member box at least monthly and remove items older than the limits for members and non-members
    - (2) Unclaimed mail addressed to a member shall be marked "return to sender" and placed in the outgoing mailbox if the piece of mail has been unclaimed for more than 6 months
    - (3) Unclaimed mail addressed to a non-member shall be marked "return to sender" and placed in the outgoing mailbox if the piece of mail has been unclaimed for more than 6 months
    - (4) At the Club's discretion, an attempt to find a forwarding address may be tried before marking "return to sender."
  - iv) Outgoing Mail
    - (1) The Club only provides facilities and logistics for having members carry outgoing mail to the United States
    - (2) The Club does not provide facilities for outgoing mail that is bound for Canada or other nations, unless U.S. international postage sufficient for delivery to that nation is affixed and clearly marked as "International Postage Affixed"
    - (3) Outgoing Mailbox
      - (a) The Club maintains a locked outgoing mailbox inside of the clubhouse
      - (b) The outgoing mailbox shall remain locked at all times, unless an authorized member is processing outgoing mail
      - (c) The padlock combination shall be changed periodically

- (d) The Commodore shall appoint authorized members to have access to the outgoing mailbox combination
- (e) Any packages that are inadvertently deposited in the outgoing mailbox will be returned to the sender
- (f) The authorized member assisting in opening the outgoing mailbox shall verify that all envelopes appear to contain sufficient postage before releasing the outgoing mail
- (g) Conditions of Acceptance of Outgoing Mail
  - (i) Only flat pre-stamped mail or mail marked with “guaranteed delivery information” shall be deposited in the outgoing mailbox
  - (ii) No cash or coin shall be affixed to any envelope, only legal US postage stamps
  - (iii) No padded envelopes or packages will be accepted in the outgoing mailbox. Separate arrangements should be made with individuals traveling to the US
  - (iv) Outgoing mail must have the name of the person sending the mail and a return address printed or written on the envelope. Mail that does not have a sender’s name or return address may be destroyed at the discretion of the Club
  - (v) Mail that does appear to have adequate postage will be mailed “as-is” and there is no guarantee of delivery
- (h) Mail Carrier Expectations
  - (i) A logbook of outgoing mail carriers will be maintained in the mailbox to assist in tracking missing mail
  - (ii) Individuals that agree to carry the outgoing mail to the US shall provide their name, email or phone number, method of travel, location of expected posting, and anticipated date of posting
  - (iii) The mail carrier shall verify that all envelopes appear to contain sufficient postage before accepting the outgoing mail
  - (iv) The mail carrier may refuse to carry any envelope, for any reason
  - (v) All mail should be posted within 24 hours of arrival in the US
  - (vi) If the mail is misplaced, lost or stolen before it is posted, the mail carrier shall inform the Club of the details of the incident
- g) Bulletin Boards
  - i) The Commodore shall appoint a person responsible for overseeing the bulletin boards outside the clubhouse
  - ii) Public Board
    - (1) Maximum size of posting is ½ sheet of paper
    - (2) Must have date posted indicated on posting
    - (3) Postings will be removed after 2 weeks from posted date unless re-dated or re-posted
  - iii) Locked Club Board
    - (1) For Club information and Club announcements
    - (2) Key is located inside the backroom of the clubhouse
- h) Member of the Year Plaque
  - i) A member should be appointed to update the member of the year plaque
  - ii) There are matching blank plaques in the file cabinet in the backroom of the clubhouse
  - iii) Engraving is done at Victoria Trophies on Independencia #780 and Sonora – two blocks from 5<sup>th</sup> of February. Call 612-122-8804, 612-142-9309