

Truth in Testimony Disclosure Form

In accordance with Rule XI, clause 2(g)(5)* of the *Rules of the House of Representatives*, witnesses are asked to disclose the following information. Please complete this form electronically by filling in the provided blanks.

Committee: Committee on Small Business

Subcommittee: Oversight, Investigations and Oversight

Hearing Date: July 21, 2021

Hearing Title :

SBA's Role in Climate Solutions

Witness Name: Rick Chapman

Position/Title: General Manager CMM

Witness Type: Governmental Non-governmental

Are you representing yourself or an organization? Self Organization

If you are representing an organization, please list what entity or entities you are representing:

The Midwest Marina Association and the Port of Sunnyside Club, Inc.

FOR WITNESSES APPEARING IN A NON-GOVERNMENTAL CAPACITY

Please complete the following fields. If necessary, attach additional sheet(s) to provide more information.

Are you a fiduciary—including, but not limited to, a director, officer, advisor, or resident agent—of any organization or entity that has an interest in the subject matter of the hearing? If so, please list the name of the organization(s) or entities.

President of the Midwest Marina Association
General Manager of thr Port of Sunnyside Club, Inc.

Please list any federal grants or contracts (including subgrants or subcontracts) related to the hearing's subject matter that you, the organization(s) you represent, or entities for which you serve as a fiduciary have received in the past thirty-six months from the date of the hearing. Include the source and amount of each grant or contract.

NA

Please list any contracts, grants, or payments originating with a foreign government and related to the hearing's subject that you, the organization(s) you represent, or entities for which you serve as a fiduciary have received in the past thirty-six months from the date of the hearing. Include the amount and country of origin of each contract or payment.

NA

Please complete the following fields. If necessary, attach additional sheet(s) to provide more information.

- I have attached a written statement of proposed testimony.
- I have attached my curriculum vitae or biography.

* Rule XI, clause 2(g)(5), of the U.S. House of Representatives provides:

(5)(A) Each committee shall, to the greatest extent practicable, require witnesses who appear before it to submit in advance written statements of proposed testimony and to limit their initial presentations to the committee to brief summaries thereof.

(B) In the case of a witness appearing in a non-governmental capacity, a written statement of proposed testimony shall include— (i) a curriculum vitae; (ii) a disclosure of any Federal grants or contracts, or contracts, grants, or payments originating with a foreign government, received during the past 36 months by the witness or by an entity represented by the witness and related to the subject matter of the hearing; and (iii) a disclosure of whether the witness is a fiduciary (including, but not limited to, a director, officer, advisor, or resident agent) of any organization or entity that has an interest in the subject matter of the hearing.

(C) The disclosure referred to in subdivision (B)(iii) shall include— (i) the amount and source of each Federal grant (or subgrant thereof) or contract (or subcontract thereof) related to the subject matter of the hearing; and (ii) the amount and country of origin of any payment or contract related to the subject matter of the hearing originating with a foreign government.

(D) Such statements, with appropriate redactions to protect the privacy or security of the witness, shall be made publicly available in electronic form 24 hours before the witness appears to the extent practicable, but not later than one day after the witness appears.



False Statements Certification

Knowingly providing material false information to this committee/subcommittee, or knowingly concealing material information from this committee/subcommittee, is a crime (18 U.S.C. § 1001). This form will be made part of the hearing record.

Rich Chapman

Witness signature

7/20/20

Date



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My career began in Liverpool, NY in 1971. In that era, there were few job choices for a fourteen year old boy. I could have pumped gas; yes full service gas stations still existed then, bagged groceries or washed dishes. I chose to wash dishes at a local Italian Restaurant. From my first day on the job I always wanted the next promotion. First to salad person, then to sauté cook and finally to broiler cook. At seventeen I became the evening Chef. From there I spent the next fourteen years working as a Cook and Sous Chef in Colorado, Minnesota and California. I became an Executive Chef in 1988 for a large hotel in Bloomington, Minnesota. In 1991 I accepted the additional responsibilities of Food and Beverage Director for the same hotel. During this time I developed my ultimate management style, learned how to budget, control expenses and generally make money in the Food and Beverage Industry.

In the fall of 1999 my career took a different turn. Our hotel owner, Rod Wallace, hired a new General Manager, Kevin Sawatsky. Since the owner of our hotel had always acted as the General Manager, this was a change for me. Kevin immediately saw something in me beyond a tall hat and checkered pants. Kevin saw an administrator. During the next year we created our own hotel management company, Arrowhead Hospitality Group LLC. From 2000 to 2005 we grew to manage nine hotels. Because we were a small company, I also acted as General Manager for at least one of our hotels and at one time three hotels at the same time, while still fulfilling my corporate position duties as Vice President of Operations. This period in my life was at the same time very stressful and rewarding; because I learned I had capacity I never knew existed. I will forever be thankful to Kevin Sawatsky for his mentoring.

In the summer of 2005 our company sold its contracts to American Hospitality Management Company, a larger hotel management company. Although they offered to keep me on as the Vice President of Operations in the Midwest region, I decided to look for something else to do with myself professionally. Because I knew networking would ultimately lead me to my next position, I had lunch one day with a good friend of mine, John Swaney. John manages the Golden Valley Golf and Country Club in Golden Valley, Minnesota. John and I knew each other from several hotel associations and serving on the same committees and boards. John had received an e-mail from a headhunter looking to fill a position for General Manager at a marina.

John did not know if I would be interested, but he passed the e-mail on to me. In the e-mail there was a document attached titled "GM Criteria". This document was created by the association of boaters that own the Port of Sunnyside Club, Inc. in Stillwater, Minnesota. As soon as I read this document I knew they were looking for a person with my skill set. I convinced the headhunter to present me to the Board of Directors and I was fortunate the hiring committee decided to take a chance on a hotel guy rather than what is commonly referred to in our area as a "River Rat", or someone that knows everything about marinas, boats and docks. The Board of Directors concluded that I could learn all of the marina industry things, but they wanted a proven manager, with great financial background, HR experience and good decision making abilities.

The Port of Sunnyside Club, Inc. is an association of slip owners. We have a total of 256 slips, 213 individually owned slips and 43 association owned slips. The association owned slips are available for rental each season. One of my responsibilities is to rent these slips and slips made offered for rent by our slip owners. The corporation is governed by a Board of Directors made up of twelve individuals who agree to a three year term.

During my IMM training with AMI, which I attended in the spring of 2006, it became apparent that the Port of Sunnyside Club, Inc. had never produced a Health, Safety and Best Management Practices Program. The topic came up daily in our training. When I left the IMM course I was determined to write the first program and I completed the first draft in the early summer of 2006. The document has undergone extensive updates since then. Each time an incident occurs on the property we reevaluate our program and update when necessary. Our Program is a living document. Our last update was in April of 2021.

A big part of our Health and Safety Program is our Emergency Response Plan. As I was writing this section of our program, it occurred to me that any emergency response plan had to include our boaters or it was useless. Since most situations would happen after staff had left for the evening, I needed a way to communicate the plans to our boaters. In the summer of 2006 I established the annual Pier Safety Meetings. We divide the marina in to three sections and invite the boaters from each section to attend the safety meeting for their pier. We offer beer and pizza and go through the emergency response plans. This program has been well received and our attendance has grown each year. It is also a great way for me to communicate any other information to our boaters. This includes there cooperation in sustaining our Certified Clean Marina status. We hold the safety meetings on three consecutive Friday evenings in June.

Two of the biggest changes I have brought to the Port of Sunnyside Club, Inc. are my daily dock walks and working weekends during the boating season. The greatest part of my dock walks is that problems can be responded to immediately. My boaters love that they can make a request on a Saturday morning and it is completed within hours. This is all part of our overall plan of "Exceeding Expectations".

One part of my job has nothing to do with the actual operation of the marina, but it is just as important. I must make sure the Board of Directors is on task. Since there are four new Directors each year, the process is very cyclical. I personally create and distribute the Board Meeting Agenda. From time to time, a Director will ask me to place a specific item on the agenda, but for the most part I drive the meeting. I also send out a “Board Packet” prior to the Board Meeting. The packet contains all of the background information the Directors will need for their discussions of the topics included on the agenda. The President of the Board of Directors actually resides over the meeting and I assume a role of supplying information when requested. One of the annual agenda items are items delegated to me by the Board of Directors.

Article 10, Section 1, H

Powers and Duties of the Board of Directors

To Annually Delegate Specific Duties and Responsibilities to a Paid General Manager, Which May be Renewed or Rescinded by the Board of Directors

Manage the Day to Day operations of the marina while ensuring that all policies and procedures set forth by the Board of Directors are followed. The Day to Day operations include, but are not necessarily limited to, the following items:

- Obtain Insurance quotations for all Port policies including General Liability, Directors and Officers, Flood and Employee Health and Life and present them to the Operations Committee well in advance of their respective renewal dates.
- Schedule and chair the marina safety meetings with input and participation from the Port Authority and their Advisory Committee.
- Continually update, train and enforce the Health and Safety Program.
- Perform and document employee performance evaluations as outlined in the Employee Handbook.
- Provide employee discipline in compliance with the Employee Handbook.
- Provide initial budget projections for the following year and present this information to the Finance Committee in advance of the first scheduled budget preparation meeting.
- Manage insurance requirements and obtain insurance certificates for outside contractors and all boats in the marina.
- Establish hours of operation in all departments.
- Establish pricing for all marina activities and products and review with the Operations Committee.
- Provide adequate staff for the operation of the marina including the hiring, firing and scheduling of employees.
- When required or requested, obtain bids, proposal for outside services, capital improvements and maintenance.

- Update the website on at least a monthly basis.
- Perform functions associated with accounts receivable using a baseline of under \$6,000 over 60 days from original invoice date on July 1 and January 1.
- Represent the POS at industry events.
- Remain active in all Marina Associations.
- Prepare, compile and manage the issuance of 12 Newsletters (Prop Talk).
- Provide a written weekly report including, an AR over 60 days report, to the Board of Directors.
- Schedule and organize all items and issues to be included in the Board of Directors meeting agenda.
- Prepare, compile and disperse the Board packets prior to each Board meeting.
- Prepare a PowerPoint Presentation in coordination with the Board of Directors for presentation at the annual Membership Meeting.
- Manage operations to the Board approved budget.
- Identify potential capital expenditures and communicate them to the Long Range Planning Committee.
- Establish the haul out and launch schedule including dates and deadlines.
- Coordinate sweep accounts and CD maturity dates.
- Ensure credit policy is followed by all employees.
- Bring member related requests, concerns and issues to the attention of the appropriate committee.
- Keep, update and maintain a complete list of members, annual members with telephone, address and contact information.
- Manage all leases the marina has in place including the expiration date of such leases.
- Keep and maintain all records and financial data of the Corporation.
- Provide the Port Authority with proposed/revised rules and regulations for the marina.
- Manage all Slip Rentals for the Port of Sunnyside and those slip owners who request the Port's assistance in renting their slips for them.