**Forest Park Crew, Inc.**

**Board Meeting Minutes**

**January 4, 2022 @ 7:00 PM (Virtual)**

**Establishment of Quorum**

Members Present: Dan Hudson, Michelle Green, Lisa Rivera, Mark Eramo, Danielle Eramo

**Adoption of Board Meeting Minutes**

Dan motioned to adopt December meeting minutes, Mark second the motion

**Old Business**

-PWCA board meeting 19 Jan 22 (who is attending – need two)

Dan and Michelle will attend the January PWCA meeting

**Team Representatives Report** (Reps present: Emilia Metzler and Indu Sandil)

-shirt design

Emilia will set up Instagram poll to see if rowers would prefer tank/shorts or unis as the uniform

Student reps will submit shirt design to Ed no later than January 15th

**Coach’s Report** (Coaches present: Bob, Marta, Gretchen, Courtney, and Kerrie)

-Update on rack allocation

Clubhouse meeting will be this Saturday. Discussion topics include rack allocation, VASRA point changes, practice schedules, and boat projects

-Jan 12th Crew Interest Meeting (who will update board slides, coaches or board?)

Coaches will update their slide. Recommend having two separate power point presentations, one from the coaches and the other from the board.

**Board Member Reports**

* **Acting President / 1st VP (Fundraising) – Dan Hudson**

-School space coordination for 2/5 spring registration

Space for registration is locked on

-Update on 2/27 Chipolte fundraiser on the day of boat flip

Fundraiser is set up

-Additional fundraisers? Savers fundraiser set up for registration day, TAG day, etc?

Board is in favor of doing a SAVERS fundraiser on TAG day. Will reach out to parents to see if someone like to take the lead on that.

-Crew handbook update and deadline for publish?

Handbook will need to be updated NLT January, 18, 2022

-oversight of volunteers for the season?

Mark will set up volunteer sign ups for the day of registration as he did a couple years ago. Worked well. Will need to put out weekly email during regatta season with information such as volunteers for that upcoming regatta. Will need to find out from VASRA what will be expected of us from their side.

-extra JL gear from 2019... remove-replace embroidered names  & via Dynamic Designs' Cathy Manning (approx $20) recipients can contract , several UNI & 3 jackets  Vinny Hudson (XS),  Anna Lund (M +2) & Elijah Gatenmayer (L+2)

-Vista Print 11x17 foam board advert design... these can be used at various locations to solicit donations.

Dan said he would like to put this sign up at various businesses. No vote held on purchase of signs.

* **2nd VP (Registration) – Lisa Rivera**

-Update on locking in 2/27 as date for boat flip at Chinn Aquatic Center

Chinn is yet to get back to Lisa to confirm availability for our boat flips. Will update board as soon as she hears from them.

-Confirmation of attendance for the upcoming 1/5 VASRA meeting

January VASRA meeting has now been moved to February 1st. Lisa will attend. She will ask VASRA if they have an idea of what our volunteer requirement will be.

-Update on registration

Set up of registration is proceeding. Lisa will update dates on forms such as the boat flip test and pass it along to Danielle so it can be updated on website.

* **Treasurer – Michelle Green**

-Update on renewal of US Rowing membership

Membership has been paid, cost $400

 Tax binder has been submitted, cost for tax service ~$450

Will create two new PayPal buttons to be published on FP crew website for spring registration (one for full payment of fee, and the other for it to be paid in installments)

* **Secretary - Danielle Eramo**

-Status of website (i.e. updates, minutes to be published)

Website has been updated. Certain pages such as spring registration and spring tryouts have been made private until they have the necessary updates. Welcome to suggestions of any updates that the board or parents would like to see.

-Emails for FP crew volunteers

Trying to recover the secretary crew email so personal email does not need to be used

-Date for February board meeting, have it before registration?

Next FP crew board meeting will be held virtually on January 31st at 7pm to work out the final details for registration

* **Director of Maintenance – Mark Eramo**

-Update on purchase of additional motor

Motor has been purchased as well as parts to service the other existing motors. New motor should be delivered this week

 -Date for launches back in the water

Will set up a date to inventory all equipment and will ask for volunteers to assist on that day

-Re-lettering for Chuck Wagon

Will look into the cost of re-lettering once winter conditioning is coming to a close

-Need to schedule a couple launch training days

* **Director of Operations – Jeff Graham *(update through email since Jeff was unable to attend meeting)***

-Tires installed on Chuck Wagon?

Tires have been installed on chuck wagon

-All boats and trailer up to date with registration?

Chuck wagon is up to date on registration, will need to confirm if boat trailer is

* **Key Volunteer Position Coordinator Reports**
* **Breakfast Coordinators: Danielle Eramo**

No updates

* **Uniform/Spirit Wear Coordinator: Julie Zick**

-uniform ordering Jan 7-23rd/ spirt wear ordering Jan 24-Feb11th

Email will be going out at the end of this week which will include the link for ordering. Uniform ordering will be delivered in 6-8 weeks and spirt wear will be a 2-3 week delivery.

Board agreed on purchasing ten extra uniforms for rowers to purchase come registration time. Purchase authorization vote did not occur. Student reps will let board know if rowers are choosing the unis or tank/short option for this upcoming season. Coaches will provide sizes for extra uniforms if board votes to approve purchase.

Student reps will have a shirt design for Winter Conditioning to Ed no later than January 15th. Need to have it by this day so rowers will have it for ERG sprints.

* **Tag Day Coordinators: Ed Zick**

**-** Final on TAG day Door Hanger order, $550 for 6,000 hangers

Will not have the year on it so extras can be used for future seasons

**-** Final Hanger Photos and QR improved?

 QR Code is functional

**-**Website Donate Button to be featured prominently on crew website

Danielle will adjust placement of “donate button” so it is featured more prominently on website

Dan motioned to adjourn the Board meeting at 8:22, Mark second the motion

**Next meeting will be held virtually on January 31st at 7pm**