**Forest Park Crew, Inc.**

**Board Meeting Minutes**

**September 14, 2022 @ 7:00 PM**

**Establishment of Quorum**

Board members: Mark, Mike, Lisa, Don, Ruth, and Danielle

Key Volunteers: Angie and Stephanie

**Adoption of Board Meeting Minutes from the Summer**

Mark motioned to adopt the minutes, Mike second the motion

**Team Representatives Report**

Team Reps: Katherine, James, Dayle and Luke

* Will look into creating a Group Me group so they can receive feedback from all the rowers. Team Rep will will be the administrator of the Group Me group and will only allow current rowers of this upcoming season to be in group.
* Rent a Rower was discussed, and reps said rowers would be interested. Mike Critchley will meet with Courtney to discuss past rent a rower events.

**Coach’s Report**

Coaches present: Bob, Gretchen, Courtney, Kerrie and Mary Pat

* Recruitment at the school is going great, much more interest this year. 84 students in FP interest group.
* Finished first shift of PE classes, second shift will be coming up
* Gretchen is still getting student rep applications
* Last Learn to Row will be this Saturday, September 17th. Needs Varsity rowers to help with event.
* Have interview one applicant for assistant coach and will possibly interviewing two more
* Coaches will be having a meeting later this month and will discuss coaches’ availability for away regattas. Will let the board know what they are able to support for away regattas at the next crew board meeting in October.

**Board Member Reports**

**President – Mark Eramo**

* -Crew Board composition for 2022-23
  + -Executive board + Key Volunteers
    - * Will be actively looking for replacement for Director of Maintenance position
      * Spirit wear/Uniforms (coordinates closely with VP Registration)
      * Recommend Add: Assistant Director of Ops (this position + Director of Ops addresses all equipment and regatta logistics to include away regattas)
      * Recommend Add: Assistant for fundraising (this position + VP Fundraising manage and execute ALL fundraising events)
      * LOCs (VASRA) may need two this year depending on #s. Need one LOC for every 50 rowers.
* Mark will constantly be updating the Crew Calendar throughout the year. Bob is updating the calendar published on the FP Crew website.
* Budget discussion/budget plan.  We should have a recapitalization plan. Mark will have a proposed budget at October’s board meeting.
* Bylaws need to be reviewed and updated by a committee comprised of three board members. Board will vote when updated bylaws are ready.
* SafeSport:
  + need to publish policy on website as well as Handbook
  + Executive board and any known parents that will have extended contact must complete the full training (chaperones)
* Registration for Winter Conditioning will need to start mid-November.
* Crew Handbook updates will need to be done before registration for winter conditioning. A committee will need to be formed to review handbook.
* Away Regatta plan for 2022-23 (James, Matthews, Stotes)?  Need intent ASAP to weave into VASRA schedule, but also for planning (reservations) purposes by the club. Coaches will let the board know which away event they will be able to do at October’s board meeting. Hotel reservations for Nationals will need to be made.
* Purchase authorizations - Approved purchases by board needs to be done within 30 days of vote. Otherwise, the approval is rescinded and will need to be voted by board again. Ruth stated that this will be beneficial and essential for her as treasurer.
* Boat & boat inventory plan. Club has 18 shells to store, insure and maintain. This has become costly to the club and inventory will need to be reduced. Bob said that the Gemini, blue double, can be liquidated. Coaches will reassess shell inventory and let the board know at October’s meeting which shells can be let go.
  + -New 4+ should be ready October/November time frame
* Insurance adjustments: target November for a full review (add new 4+). Technically, the only shells that are required to be insured are the shells stored in the boathouse. The club does insure all the shells in the inventory.
* Fall fundraising opportunities: HOTO and Rent-a-rower. Mark has reached out about the HOTO with no response. Will reach out again. Mike will work with Courtney for the rent a rower turnover.
* Currently making money on boat leases (rentals).  Per use rentals vice fixed price leases.
* Erg return date will be the first week of November to allow Bob to work on them. Will publish hard date in the next couple of weeks and Mark will email all families who are currently renting an FP Crew ERG.
* -Launch registrations - will need to make sure those are all current.
* -Launch training.  Should we offer a fall course? Mark will ask at the October VASRA meeting to see if they are interested in having FP perform training for their new drivers.
* Boat racks at school:  we have approval to expand (go from 9-15 boats)
  + -John Paul The Great is leasing (3) of our (9) outdoor rack spaces.  Ends May/June 2023.  (I still have not seen an agreement)
* Oxford Boathouse occupancy: anticipate losing rack space this season; we will want to evaluate equipment and equipment protection (covers)
* PWCA board meeting next Wednesday (21 Sept).  President + Treasurer
  + -continuing to push construct of seasonal rack fees.  If the boat is not being used, we should expect for it to come out.

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

* Noting to report

**Treasurer – Ruth Avelis**

* Account balances. Money market account $11,715.72 Checking acct $68,928.73
* Finish Line - Board approved Colossus repair for $3,000; partial payment for 2015 Vespoli 4+ $10,000 ($6,000 remains to pay)
* Property Tax bill - $31.82, due 05 OCT
* Lawn signs - Board approved $350, invoice was $385.91 ($35.91 owed to Coach Bob)
* Other expenses: Zeus repair, replacement tires for the boat trailer, chuckwagon lettering
* Record keeping – Ruth was told by Pat that clubs are only required to keep seven years of records. Ruth asked if is fine to shred all records (minus tax records) prior to the 2015-2016 season. Don motioned to approve, Lisa second the motion

**Secretary - Danielle Eramo**

* Danielle asked board members/key volunteers to send any emails that need to go out to the club to her. Danielle can then consolidate multiple emails into one. The coaches will send their emails directly out to the club.
* Will keep website updated, just asked for some allowance of time to changes such as registration. For example, registration for winter conditioning/spring in Mid-November, Danielle has asked to give at least one week before registration becomes active to allow time to update the website.
* Need coaches pics/bios for website once team of coaches is set

**Director of Maintenance – Mark Eramo**

* -Zeus:
  + -hull damage: waiting on PWCA response.  No know mobile repair POCs  (within personal scope). Mark will go this weekend to look at damage and take pictures.
  + -seat repair: pending
* -Khaos:
  + -hull repair: need an opportunity to remove from the rack to repair
  + -need to reinstall front speaker
* -Colossus
  + -hull repair approved and underway at Finish Line
* -Aries.
  + -hull damage on stern deck, but the inside is in bad shape; need a plan.
* -Launch motors:
  + -need to replace motor oil, fuel filters, lower end oil
  + -#3 needs tune up
* -Chuck wagon:
  + -re-lettering ongoing, sun damage is extensive.  No cost given for completion at the moment.  Sign Shop working with us.
  + -need to repair license plate light
  + -will need inspection soon
* -Shell trailer:
  + -4 new tires installed in July. Will submit for reimbursement to Ruth.
* Bob has asked if the club would be willing to let the men’s racing team use the boat trailer for their race at the Head of the Chic in mid-October. Mark motioned to pre-approve the use of the trailer, Mike second the motion. Cost of lease will be voted on by the board once it is known if the men’s team is indeed going.

**1st Vp of Fundraising – Mike Critchley**

* Mike asked if it was ok for him to find out more information on fundraising with his friend who is involved with the Mid-Atlantic Sprints. Board said it was fine just as long as the Fairfax County side doesn’t want a part of our club’s earnings.

**Director of Operations – Don Green**

* Asked for a job description of the director of operations so he knows what all his responsibilities will be

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

* Noting to report

**Breakfast Coordinators: Stephanie Bowers**

* Nothing to report

**Mike motioned to adjourn the meeting; Ruth second the motion. Meeting adjourned at 8:45pm.**

**Next crew board virtual meeting on October 12th at 7:00pm**