**Forest Park Crew, Inc.**

**Board Meeting Minutes**

**January 11, 2023 @ 7:00 PM**

**Establishment of Quorum**

Board Members present: Mark, Don, Ruth, Danielle and Lisa

Key Volunteers: Angie and Stephanie

**Adoption of Board Meeting Minutes from December**

December minutes were adopted

**Team Representatives Report**

Team Reps present: Luke, Kathryn and Dayle

Nothing to report

**Coaches’ Report**

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

Winter Conditioning has resumed and are currently prepping for the upcoming Erg Sprints

Have officially hired a new assistant coach, Mike Breslin. He has been cleared to coach with the team

This Friday, will be bringing in a shell to the commons during lunch periods

Yard signs will be going up this week, awaiting signage approval for signs within the school

**Board Member Reports**

**President – Mark Eramo**

FP Crew USRowing registration has been renewed as a suborganization of PWCA for the 2023 calendar year

Individual USRowing memberships are calendar year as well.  Board members, key volunteers, and those parents requiring SafeSport training need to renew their FREE membership. Coach Bob says that all the coaches are compliant. Will just need to do alignment with our club to show up on our roster.

Crew Information night is 18 January. Mark will be in attendance and encouraged other board members to attend.

PWCA virtual board meeting is 18 January. Mark would prefer Mike or Lisa to attend. Lisa said she could attend to be Mark’s proxy. Ruth will also be in attendance.

Registration has moved from January 31st due to school scheduling conflicts to two weekday nights.  Primary: January 31st, backup Feb 2nd.  7:00pm – 9:00pm. Will be held in the enclosed cafeteria.

SAFESPORT training needs to be completed/refreshed and associated to FP Crew.  Current list of up-to-date board members, key volunteers, coaches are: President, Secretary, Treasurer, Coach Kerrie, Coach Mary Pat, and Coach Bob.  All others need to complete training or resolve the reporting of training completion in USRowing.

VASRA meeting – VASRA went over volunteer requirements, scheduling of events, policies during the regattas.

* Parking rates will be $15 off site, $5 for the shuttle. Volunteers can park down at the park.
* LOC requirement is 1 per 50. VASRA will give us 1 LOC credit for Gretchen Kennedy being an assistant referee. May need one more LOC if we go over 50 rowers.
* Mark is going to waive off on offering training to the Fairfax side since they will be implanting their own training over there.
* VASRA has all the updated information from our club
* Coach Bob gave VASRA our list of regattas that we will be attending

**1st VP (Fundraising) – Michael Critchley (not present)**

Status of coordination for Saver’s drive- Danielle filled out the application with SAVERS for March 4th

Tag day coordination / committee coordination – Bob has reserved the enclosed cafeteria on March 4th from 7:30-5:00

Spirit night dates / locations (student rep input) – would like to do a dine in fundraiser monthly as well as the night of the Boat Flip. Would like team reps to give us 3-4 locations they would like to have fundraisers at.

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

Will need to add a field speaking to the SafeSport Policy

Plan for registration evenings.  VP Registration, Operations, Treasurer, Uniforms/Spirit Wear, Coaches, Student Representatives, President, Secretary, etc.

FPCrew.org website will publish registration on January 21st

Lisa has not been able to get hold of anyone at Chinn for the boat flip day. She has been reaching out to the Aquatics Manager and haven’t heard back. She will go to Chinn to see if she can talk to someone in person. Could possibly try Colgan if Chinn didn’t work out.

Ruth said CPark Aquatic Center in Manassas might be an option if the club cannot lock on Chinn. Coach Bob would like to keep it closer to the boathouse and is concerned with the farther drive to Manassas.

**Treasurer – Ruth Avelis**

* Financials – As of 09 JAN 2023
	+ Checking account - $64,040.25
	+ Money Market account - $11,716.12 (Another $.10 in interest!)
	+ Service fees - $0.90 (November Zelle transfer)
* Income
	+ Colgan
		- Trailering (Baltimore) - $40
* Paid Expenses
	+ Regatta Central invoices for Winter Conditioning ($1.50/student athlete)
		- Total = $60.00, paid through Stack Sports (1W3D5PS1W87U)
	+ Reimbursement for Mark Eramo for $500.00 for US Rowing suborganization annual registration for FP Crew, Zelle transfer
	+ Reimbursement for Bob Rodriguez for $68.24 for boat trailering to Baltimore and erg batteries, check #2567
	+ PWC invoice #46043 for prorated rack fees for Hermes for $80, check #2568
	+ Leonard Insurance Group Inc. for Rowing Equipment Insurance Program invoice for $4,071.14, check #2569
* Upcoming Expenses
	+ Invoice #46034 from PWCA for rack fees for the first half of 2023. Invoice breakdown:
		- 8+ racks – Quantity (6) at $291 each = $1,746.00
		- 4+/4x racks – Quantity (4) at $157 each = $628.00
		- **Total = $2,374.00, due 01 FEB 2023**
	+ P. O. Box renewal – fees changing on 22 JAN
	+ Shirt Art Order #1001956 for (40) Winter Conditioning t-shirts = $573.67
* Other
	+ Checked the P.O. Box and boat registration stickers have not arrived yet. Don will continue to try to get an answer on why the club hasn’t received them.
	+ Received an honorarium from PWRC for coxswain participation. The following students will receive credit to their accounts for the upcoming season:
		- Denny, Claire - $50.00
		- Jeffcoat, Dayle - $295.00
		- \*Rivera, Jacob - $135.00
		- Rivera. Francesca - $195.00
		- Villareale, Rose - $75.00
		- Total = $750.00
			* Note: Jacob Rivera’s honorarium will be applied to his sister’s account
	+ CPA
		- Received a letter from the IRS approving our Form 8868, Application for Automatic Extension of Time to File an Exempt Organization Return. Will need to speak to the CPA about this. We may be all caught up with the IRS.
	+ Leonard Insurance - $84, insurance on the new shell.
		- **Note: Mark to sign check for reimbursement to the Treasurer.**
	+ Bob will need one check for $50 for the last rower who just registered with winter conditioning
	+ Bob will also need the club credit card so he can register for the regattas. Mark asked if debit cards could be used. Bob will ask Marta on what she did in the past.

**Director of Operations – Don Green**

Status of launch registrations – Don has been looking into this and not able to get an answer online. Will continue to get this resolved.

Return launches to water ideally the weekend before the start of crew. Will need to put in the seven launches that are currently at the boathouse.

Refueling the boats – Coach Bob said refueling will need to be done on Thursdays

VASRA volunteer coordination meeting January 24th 7:00pm.

FP Crew full volunteer requirements generated in Signup Genius for entire calendar year: VASRA support, Club support, Oxford Boathouse.  Requirements will be steep and everyone needs to participate to include board members and board volunteers.

**Secretary - Danielle Eramo**

**Director of Maintenance – Mark Eramo**

Will run launch training March 4th, 5th, 11th, 12th.  May scratch March 4th because TAG day is happening.

Will have Zeus ready by mid-February.

Will order prop for Bob’s boat

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

Uniform Store Update

JL Racing is finished. Angie will send out the message on the uniforms out to the board to look over so we can the information out to the club. There will be one bulk order. If ordered after the end date, the rower will have to pay the shipping charges.

Will need student reps to submit the design for the spring season shirt by February 1st.

Winter Conditioning Shirts

The company who does the online orders are no longer doing it. There is now a $78 increase with WC shirts. Board approved the new amount $652.00. Shirts will be done in two weeks and it’s a local vendor.

Spiritwear

Hard hits will be used for Spiritwear. Angie has started the online store. Team reps suggested hoodies and sweatshirts. Will also do an athletic shirt, polo shirt, pajama bottoms, tank and few other items. Angie will price out items.

Angie did get extra uniforms and sprit wear from past years. Coaches recommend keeping two uniforms, male tank and one women’s tank

**Breakfast Coordinator: Stephanie Bowers**

Nothing to report

**Don Green motioned to adjourn meeting, Ruth seconded the motion**

**Meeting adjourned at 8:45pm**