**Forest Park Crew, Inc.**

**Board Meeting Minutes**

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

**Establishment of Quorum**

Board Members – Mark, Michael, Don and Danielle

Key Volunteers – Angie and Stephanie

**Adoption of Board Meeting Minutes from October**

Board motioned to adopt the October minutes

**Team Representatives Report**

Team Reps: Luke, Dayle, Kathryn and James

Dayle mentioned that the group chat isn’t getting much of a response from other rowers. Luke suggested that team reps be part of the registration table to get rower’s information. Courtney suggested that it could be mentioned during winter conditioning as well as at the interest meeting.

**Coaches’ Report**

Coaches: Bob, Mary Pat, Courtney and Kerrie

Winter conditioning is going well, in final week before winter break

40 students – 20 novice/ 20 varsity

On Tuesday – Persephone moved to a different rack. Shells are where they need to be for the spring season.

Mark will give form to coaches so they can submit for reimbursements

**Board Member Reports**

**President – Mark Eramo**

Adjusted our equipment insurance policy to account for our new 4+.  Also reduced the value of our old 2X (Gemini) and reduced the insurance value of our 1X.

Incurred expense of keeping the 2X (Hermes) in the boathouse past July 2022.  It is now removed and racked at the school.  School rack is now full. One shell is on trailer.

Rack allocation – lost one rack that would have been for a 4+ or 4x.

VASRA will hold next board meeting on January 10th – Mark will attend. There will also be a VASRA volunteer meeting – Mark and Don will attend that meeting.

Spring registration is scheduled for 28 January.  Spring Crew info meeting will be January 18th. We should target a 21 January as the date all registration items are ready and published (Regatta Central, website, volunteering requirements, registration shirt designs, etc.)

Mark will offer to VASRA launch training for other schools starting the last weekend of February and into March. Would dedicate a weekend to training just our parents. Good fundraiser for FP Crew.

Mark proposed that if they are known fees such as insurance would not need Board approval. Small expenses such as batteries doesn’t need the Board to appove.

Plan for uniforms – do it during winter conditioning so rowers have their uniforms before the first regatta. Good to have someone at the interest meeting to go over/ measure for uniforms.

Plan for TAG day – will have sign ups for drivers but also parents to help Michael

**1st VP (Fundraising) – Michael Critchley**

Rent A Rower – $1690 was raised. The fundraiser went really well. Many people were asking how to be on list for future rent a rower days. Rowers had a great time. For next year, have a yard sign with a QR code since people were asking how to donate to the club. Mark has fundraiser signs that he will turn over to Michael.

Michael said he would help keep track of volunteer hours if that would be useful. Bob said that would be helpful if there was a POC for that.

**2nd VP (Registration) – Lisa Rivera (not present, but Lisa’s report conveyed through Secretary)**

Need list of what she needs to put on Regatta Central

Cost of registration on Regatta Central?

**Treasurer – Ruth Avelis**

* Financials – As of 13 DEC 2022
  + Checking account - $62,394.08
  + Money Market account - $11,716.02 (Another $.10 in interest!)
* Income
  + PWRC
    - PWRC Reg (Sum/Fall) Season Boat Usage - $1,167.00
    - PWRC Preseason Boat Usage - $108.00
  + Donations
    - Giving time of year – ask your employer if they’ll do matching funds!
    - Amazon Smile - $25.19
    - Venmo - $25.00
    - Bennevity - $115.00
* Paid Expenses
  + Filing taxes with the CPA - $435
    - **Note: IRS acknowledged acceptance the same day. The CPA informed the Treasurer that he forgot to ask for an extension for filing the team’s taxes so when the IRS informs the team via letter of the late filing, the CPA will cover the expense for the late filing.**
  + Finish Line - $9,000.00
    - Remaining balance on Volturnus (new shell) - $6,000.00
    - Repair of Colossus - $3,000
  + Leonard Insurance - $84, insurance on the new shell.
    - **Note: Had an issue paying with the Treasurer debit card and had to pay with a personal credit card. Mark to sign check for reimbursement to the Treasurer.**
  + Reimbursement for Critchly family for $297.54 for food during Rent-a-Rower, Zelle transfer
  + Reimbursement for Mark Eramo for $538.95 for boat cover for Hermes, Zelle transfer
  + Reimbursement for Kerrie Golden for $31.98 for erg batteries, check #2564
  + Reimbursement for Gretchen Thompson for $14.83 for erg batteries, check #2565
  + Payment to World Gym for $1,450.00 for Winter Conditioning, check #2566
* Upcoming Expenses
  + PWC invoice #46043 for prorated rack fees for Hermes - $80, due 03 JAN 23
  + 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**
  + Regatta Central invoices for Winter Conditioning ($1.50/student athlete)
    - Invoice #668976 from Regatta Central for $1.50, due 16 DEC
    - Invoice #670292 from Regatta Central for $36.00, due 22 DEC
    - Invoice #671401 from Regatta Central for $13.50, due 29 DEC
    - Invoice #673140 from Regatta Central for $7.50, due 05 JAN
    - Total = $58.50, will be paid through Stack Sports
      * **Note: Currently having issues paying the invoices online. Working with Stack Sports and Versapay to resolve the issue.**
* Other
  + PayPal Winter Conditioning Refunds
    - Received overpayment of $50 for (4) families - $200.00
    - Families paid $150.00 instead of $100.00
  + Confirmed with VASRA Treasurer that our payment for fees and council dues was received. Payment is reflected on VASRA’s website.
  + Checked the P.O. Box and boat registration stickers have not arrived yet.
  + Please use Reimbursement Request form when submitting expenses. Reimbursement will be by check or Zelle,

**Secretary - Danielle Eramo**

* Spring Registration
  + Registration will go live on January 21
  + Sign-Up Genius for volunteering to be included in on-line registration
  + Crew Carpool – ask everyone if they need help with carpooling
* Need Coaches bio for Kerrie and Courtney – Will give it to Danielle before Info meeting
* TAG day/ Savers Fundraiser – Danielle will email Michael all the fundraiser info for SAVERS

**Director of Maintenance – Mark Eramo**

Equipment review necessary.  Between the boathouse allocation and rack at the school we are full and have no place to store one of our boats which it is currently on the trailer.  The school rack is built to store nine shells.  Previous board approved cost to expand.  But we need to take a hard look at evaluating equipment needs and right size around that.  Equipment maintenance for excess shells is a waste.

Previous requests for shoes and footplates.  When do we want to inventory and determine real needs.  Budgeted maintenance for year is $4100.

**Director of Operations (Don)**

Don would like to go through all the equipment and organize. Would consult with Stephanie on which supplies for specific events.

Boat registration shows that we have paid on the website, but yet the stickers have not arrived. Don will email Ruth to look into what the issue may be. Mark will make sure that Heather didn’t mistakenly receive the stickers.

Don did the safety inspection for the chuck wagon and will place the updated paperwork on the side door.

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

Winter Conditioning Shirts – Custom Inc was expensive, over $900. Shirt Art Inc would be $573.67 including tax and there wouldn’t be a shipping charge since they are local. Will go with the less expensive option and outline the letters with winter conditioning. Don motion to purchase the winter conditioning shirts from Shirt Art, Danielle second the motion to purchase.

**Breakfast Coordinator: Stephanie Bowers**

Nothing to report

Meeting adjourned at 8:35pm

**Next crew board meeting on January 11th at 7:00pm**