**Forest Park Crew, Inc.**

**Board Meeting Minutes**

**February 8, 2023 @ 7:00 PM**

**Establishment of Quorum**

**Board members present: Mark, Don, Lisa, Danielle, Michael, and Ruth**

**Key Volunteers: Angie and Stephanie**

**Adoption of Board Meeting Minutes from December**

* Don motioned, Angie second to adopt January minutes.

**Team Representatives Report**

Team Reps present: Kathryn and Luke

* Did we get all the rowers on a chat?
  + Team reps were able to get most of the rower’s information. Will try to get the rest at ERG Sprints and tryouts.
* Are shirt designs ideas in with spirit wear coordinator?
  + Team reps did like one design that Angie showed them. Will need to get those determined soon. Angie will nail down design by Friday or Monday at the latest.

**Coaches’ Report**

Coaches Present: Bob, Gretchen, Mary Pat and Kerrie

* Registration will stay open till about 1-2 weeks prior to MELs deadline
* In the last week of winter conditioning, have been completing assessments. Rowers seem pleased with their improvement.
* ERG Sprints are Saturday. Need parents to sign on-line waivers
* Tryouts start Monday and Tuesday in the commons. Wednesday will be team meeting in hopefully the mini-theatre.
* World Gym will now be Method Gym and will going under renovations. Bob met with the owner about next season and owner said that they will accommodate FP Crew. There will be one studio.

**Board Member Reports**

**President – Mark Eramo**

* being asked for equipment rental availabilities (coaches input requested) -will be assembling an anonymous survey for winter conditioning. Will go out before the session ends -will continue to push for reallocation at Oxford Boathouse post registration. We may loose racks putting equipment outdoors. Impacts on current rack spots at the school and protection for shells. We need to evaluate total shell configuration for club. Club size is averaging 50 for multiple years. We have equipment for shells to seat about 125 at one time. Would like Coach input NLT end of February to reduce total shell inventory to 15 or less.
* Will have 3 rack spaces at the school once John Paul removes their shells
* Will be putting together a winter conditioning survey form and sending it out by the end of February
* sharing cox room with Potomac. What is the plan to segregate space or label items? Keys, key inventory/who will have keys?
  + Please let Mark know how that all comes to be. Potomac coaches will not be coaching till the end of March. For that time, their rowers will be under Hylton.
* would like to understand how we register for regattas through regatta central. Registration was a hodgepodge of signups and actions: USRowing, regatta central, signup genius, google forms, JL racing, PayPal. And then google lists for email alignment. Need to make this less duplicative for everyone. Reconciling lists are time consuming and comes with flaws.
* did binding straps and footplates come in? Orders have been done
* Registration went well as a weekday event. Need to ask about this at end of year survey.
* may have found a director of maintenance. Will be reaching out this week.
* Don was able to get hold of someone and registrations will be mailed to Don’s house. Four boats which expire in April so Don will renew those in mid-March

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

* TAG Day – team reps will make up the teams. Michael will start reaching out to dining locations and pick up TAG day material from Ed.

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

* Registration went well
* Lisa asked if we could do electronic signatures to avoid so much paperwork

**Treasurer – Ruth Avelis**

* Financials – As of 06 FEB 2023
  + Checking account - $66,870.11 (Does not include all payments from Spring Registration. Please see below.)\*
  + Money Market account - $11,716.22 (Another $.10 in interest!)
  + Donations - $200 (Benevity)
    - Note – Amazon Smile Program will be discontinued 20 FEB. Team will be getting a one time donation equivalent to three months of what they earned in 2022. Based on 2022, that should be about $40-70.
  + Service fees - $0.40 (December Zelle transfer)
* Income
  + Spring Registration
    - Checks -$11,900.34 ($2,878.67 not included in 06 FEB total)\*
    - PayPal - $7,865.68 (not included in 06 FEB total)\*
    - Zelle - $650
    - Venmo - $75.00 (Croc charms, splash jacket and flannel pants) (not included in 06 FEB total)\*
* Paid Expenses
  + Payment to World Gym for $50.00 for Winter Conditioning, check #2570
  + PWCA invoice #46034 for rack fees for Spring for $2,374.00, check #2571
  + Reimbursement for Bob Rodriguez for $158.03 for shoe plates, check #2572
  + Reimbursement for Bob Rodriguez for $40.00 for Colgan trailering, check #2573
  + Reimbursement for Gretchen Kennedy for $100.00 for regatta referee, check #2574
  + Reimbursement for Don Green for $100.00 for Board discount for Spring Season, check #2575
  + Payment to PWRC for $190.00 for erg sprints, check #2576
  + Payment to Shirt Art, Inc. for $652.00 for Winter Conditioning shirts, check #2577
* Upcoming Expenses
  + Received Invoice #682483 from Stack Sports for $16.50 for Spring Registration; due 22 FEB
  + Received Invoice #687247 from Stack Sports for $12.00 for Spring Registration; due 01 MAR
  + Received reimbursement paperwork from Lisa Rivera for the boat flip and copies for Spring Registration. Receipts total $253.36.
* Other
  + Checked the P.O. Box and boat registration stickers have not arrived.
  + Leonard Insurance - $84, insurance on the new shell.
    - **Note: Mark to sign check for reimbursement to the Treasurer.**
  + Working on 1099 for the coaches that will be receiving them.

**Director of Operations – Don Green**

* Launches back in the water will be on February 16th at 4:00pm. Will try to get a few rowers to help.
* Don created a spreadsheet for our volunteers to VASRA. Shirley was very pleased to have that so early.

**Secretary – Danielle Eramo**

* Forest Club email group is updated with Spring 2023 registrations
* Will discontinue Interest Group on February 15th
* Carpool Update. Might have a dad that could help out with TAG Day.
* SAVERS fundraiser is set up. Will be posting and sending out info to club.

**Director of Maintenance – Mark Eramo**

* Zeus repairs are complete. Too cold to paint.
* Nemesis repair is underway.
* Khaos repair has not started.
* new propeller came in and has been installed. All motors are ready.
* will be picking up chuck wagon registration from original owner. Will place that and annual safety inspection forms inside front of trailer.

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

* The uniform store was extended since there were a few rowers that still needed to order. The uniform store is now closed.
* Spirit wear store is going well, closes on Feb 12th. We have made our minimums.
* Angie suggests having uniform store to be open earlier and have the cut off day a few days to a week past in-person registration.

**Breakfast Coordinator: Stephanie Bowers**

* Stephanie met with Don and pulled all the breakfast equipment out of the storage rooms.
* Pasta parties – have all the hosts except for March 31st

**Miscellaneous**

* Gretchen will need to order six trophy oars. The board approved purchase of those oars up to $300.

**Don motioned to adjourn, Ruth second the motion.**

**Board meeting ended at 8:05pm**