**Forest Park Crew, Inc.**

**Board Meeting Minutes**

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

**Establishment of Quorum**

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

Key Volunteers: Angie and Stephanie

**Adoption of Board Meeting Minutes from February**

Angie motioned to adopt February minutes, seconded by Ruth

**Team Representatives Report**

Team Reps present: Luke, Kathryn, and Dayle

Land Training days

* lack of attendance and there should be some consequences. Coaches are marking those who don’t attend as “unexcused” and will follow the policy of the handbook.
* Would like to get rowers involved in leading workouts or do partner workouts.
* Unfortunately, club isn’t authorized to use weight room during land training days

**Coaches’ Report**

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

* Polar Bear in a week, rowers are developing their skills.
* 7 Day Rule:  Coaches cannot be in contact or demand/solicit rower’s activity seven consecutive days.  If coaches cannot facilitate equipment / logistics moves during contact times/hours they will be asking parent volunteers to assist.
* Registration is now closed
* MEL has been submitted

**Board Member Reports**

**President – Mark Eramo**

-Welcome to our new Director of Maintenance – Brian Palmer.  (and his father in-law Gary Sahlberg)

* Board electronically voted Brian Palmer in as Director of Maintenance on 2/27/23
* VASRA Meeting Tuesday 7 March
	+ Catastrophic Medical Insurance (CATMED) bill will be published by VASRA once they have all the MELs.
	+ VASRA is always looking for support for non VASRA Regattas typically on Sundays, all college regattas.  This is how VASRA makes money and offsets their expenses to support our regattas.  Reach out if you want more information.
	+ VASRA will not be using Twitter this year.  They moved over to Google Space. We will post on the website as well as email that information out to the club.
	+ VASRA specified that the Point is for ALL coaches and rowers
	+ Off site parking for regattas: South County High School and commuter lot on Route 123; pay attention to VASRA site, heat sheets and Regatta Central.  Fee for offsite parking is $15.  Includes round trip cost of bus from lot to upper parking lot at Sandy Run Park
* Financial strategy:  The club has not been following any specific financial strategy for several years.  We have hovered at the same cost / rower for over 7 years, purchased and refurbished (4) shells, purchased (5) new outboard motors, and paid to repair multiple items (cox boxes, shells, motors, etc.)  Mark recommends to make some specific targets and goals going into the future.  (1) continue to participate and fund in all the local and two away regattas for the season.  (2) Set a specific goal for recapitalization funds per year. (3) Look to apply a certain percentage of fundraising to drive down registration costs for the following season.   Mark thinks the target would be to get registration $500 or less and be able to purchase a new shell every 3-4 years.  This requires having a fundraising goal of about $20K / year.  Need a decision on what our financial strategy should be and how much money we would like to put aside annual for recapitulation and the remainder against tuition reductions.
	+ Angie found out the district is putting $200,000 towards the seven participating PWCS schools. The district is still ironing out the details. She said Justin Wilks mentioned that boat repairs would be a valid need.
	+ The club needs to keep at trying to get corporate sponsors to offset costs for rowers
* Leasing for Spring, Summer, and Fall:  Coaches provided their preferences for shell leases which includes continuing to ONLY LEASE to Prince William Rowing Club (adults), NO LEASING to Prince William Crew (scholastic programs), and no leasing of the (3) 8+’s, top 4X, and top 2X.  FP Crew has followed this regiment for the past two years and has only made around $1,250 per year.  If there is a desire to meet our fundraising goal we need to maximize rentals.  Board will need to decide what boats we will lease and whether we will continue to only lease to PWCA.
* Equipment Damage and Insurance.  (2) 8+’s were damaged in the first week.  Repairs underway at minimal cost.  PWCA offered to pay the teams deductible to send one boat to Finish Line for repair, but we opted out due to time and PWCA recanted once they found out our deductible is $1,000.  This is supposedly higher than several other clubs.  Leasing contracts are written that the organization leasing will pay the deductible, but this will change or be impacted by our high amount.  Investigated with Leonard Insurance on what it would take to bring our deductible down to $500 or $250.  $500 deductible will increase our annual premium $385.  $250 will increase our annual premium by $544.
	+ Board needs to decide which deductible the club needs to be.
		- Lisa motioned to approve, Don seconded the motion to reduce our deductible to $250
* PWCA currently has (8) full members and has increased, two weeks ago, from (2) to (3) associate members.  Full members include: Battlefield, Colgan, Forest Park, Garfield, Hylton, Potomac, and Woodbridge.  Associate members are John Paul the Great, Prince William Rowing Club, and now Osborne Park.  PWCA will be accelerating the plan to rearrange lockable storage space in the boathouse.
* Possible second rack allocation meeting from PWCA.  Due to the below expected registration numbers we may loose rack space at the boathouse.  Impacts: logistics of moving boats out, refunds of rack leasing, impact on equipment outdoors. We should look to purchase shell covers for all boats stored outside we intend on not selling.
	+ Will need to buy cover for Helios
* Coaches have recommended selling the Gemini (old 2X), two older 8+’s (Aries and Zeus).  Need a vote and if approved move out with sale ASAP and other necessary adjustments (insurance, etc.)
	+ Brian suggested the idea of lease to own with shells
	+ Board approved the sale of those shells listed above and will put them for the sale at the conclusion of this spring season.
* Prior to the annual banquet Mark like to summarize the season bills, anticipate remaining expenses for the calendar year and make a determination of how much funds are available for capital improvements this year.

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

**Mark will reach out to Michael about the following items**

* Need spirit nights/times for March and April.
* Erg rentals for summer and fall; need to set cost, dates, who can participate, and time for pickup.
* Rent-a-rower: recommend two weekends in November and get the word out before the end of the season.
* TAG Day overview

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

Nothing to report

**Treasurer – Ruth Avelis**

* Ruth just asked Coach Bob to give her and Mark heads up before using the debit card. Bob says those charges should occur on Wednesday evenings.
* Ruth found <https://shopraise.com/>. Companies listed in their website will give a portion (2-3%)of purchases to the club. She will put it together and send it along for us to review. Great fundraising option.
* Financials – As of 06 MAR 2023
	+ Checking account - $76,366.17 (Does not include Tag Day donations from Venmo, PayPal and Savers. Please see below.)\*
	+ Money Market account - $11,716.31 (Another $.09 in interest!)
	+ Donations - $35.92 (Amazon Smiles – Last payment for this program)
	+ Service fees - $0.00 (No Zelle transfers)
* Income
	+ Tag Day
		- Cash - $4,046.06
		- Checks -$2175.00
		- PayPal - $1,001.60
		- Venmo - $155.00
		- Savers - ????
		- **Total = $7,377.66**
* Paid Expenses
	+ Coaches salary – Winter Conditioning for $4,000.00, checks #2578, 2580-84
	+ Reimbursement for Lisa Rivera for $253.36 for Boat Flip and copies for Spring Registration., Zelle XFR
	+ Reimbursement to Mark Eramo for $48.43 for propeller, check #2585
	+ Reimbursement for Ruth Avelis for $84.00 for Leonard Insurance, check #2586 (signed by Mark)
	+ USPS – mailing out 1099s/1096 to the IRS with signature verification, $14.75, debit card
	+ Payment to Stack Sports for Spring Registration invoices
		- Invoice #689976 for $36.00
		- Invoice #682483 for $16.50
		- Invoice #687247 for $12.00
		- **Total = $64.50**
	+ Payment to Stack Sports for Spring Registration Invoice #697858 for $3.00
	+ Paid Philadelphia Insurance Companies Invoice # 2005365076 for Board Insurance (D&O Flexi Plus) for $523.00, check #2590, due 13 MAR
* Upcoming Expenses
	+ Regattas
	+ Renewal for the PO Box
	+ Rack fees
* Other
	+ Completed 1099s and the 1096 for the coaches. Mailed out from USPS 25 FEB.

**Director of Operations – Don Green**

* $128 for renewal of registration stickers (expires at the end of April)
* $127 for gas so far in the season. Don is going to track how much gas we are using to give the club an idea how many gallons we go through per week for budget purposes.
* Don has been sending our reminders to volunteers about their upcoming volunteer spots
* Launch training went well.

**Secretary – Danielle Eramo**

* Winter Conditioning Survey Results, was emailed out to coaches, Board/Key Volunteers and Student Reps
* Five Guys Fundraiser - $723.98, check will be mailed to Danielle in the next couple of weeks and will then deliver over to Ruth
* SAVERS Fundraiser – Raised $350.65 and will be deposited directly into the FP account
* New email was created for coaches, coach@fpcrew.org. All coaches will have access to that email.

**Director of Maintenance – Brian Palmer**

* Brian happy to join the team. Mark will forward his contact information to all the coaches.
* Tethys repair is almost done. There was more damage than was observed before
* Mark encourages coaches to look the shells over for damage as the rowers might not pick up on damage
* New cables will be sent down to the boathouse this week

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

* Spirit wear delivery came in this week
* Uniforms will be in early next week except for the splash jackets. The jackets will come in the following week.
* Registration $515.04 for 48 shirts. Rowers would prefer white shirts. Angie will proceed with order.

 **Breakfast Coordinator: Stephanie Bowers**

* Mark asked Stephanie for an estimate of what breakfast will be and the costs of James River/Mathews. Last year, breakfast averaged about $100/week.
* Adam has offered to be our chef again for the James River!!

**New business:**

* AD will be doing an internal audit such as by-laws and fundraising. Mark will need to discuss this with Ruth.
* Launch boat repair for #8 – Mark will get together with Brian to repair.
* Bob proposed the idea of a recruiting incentive, $50 per rower they get. Rower could get up to recruiting 3 rowers ($150). Parents could be recruiters as well.
* State Corporation Commission registration- club will need to have address changed and update our officer list. Club will need to pay $25.00 fee

Don motioned to adjourn meeting, seconded by Ruth

**Meeting adjourned at 8:30pm**