**Forest Park Crew, Inc.**

**Board Meeting Minutes**

**April 12, 2023 @ 7:00 PM**

**Establishment of Quorum**

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

Key Volunteers: Angie

**Adoption of Board Meeting Minutes from March**

Don motioned to adopt March Minutes, seconded by Lisa

**Old Business**

* launch rental to Osborn Park – Don and Brian retrieved the launch at the school, and lease is in place.
* Shell rental to PWRC – renting Atlas on Sundays for the spring season. Brian did a joint inspection of boat with them.

**Team Representatives Report**

Team Reps: Kathryn and Luke

* Kathryn mentioned that there is frustration amongst the rowers on changing line ups and thought maybe a talk to the rowers would help. Coach Bob and Gretchen said that it has been hard to keep line-ups when there are so many absences, excused and unexcused.
* Luke said that the point was great and everyone enjoyed it, especially the novices.

**Coaches’ Report**

Coaches: Gretchen, Bob, Mary Pat and Kerrie

Coach Bob said we are the halfway point, trying to solidify final boat assignments. Good showing last weekend with all the boats. Planning to be at the point this weekend. James River will be the following weekend and awaiting confirmation of the school buses.

Coach Bob said parents are dropping off their rowers in the lower parking lot. Mark will send out an email out to the club.

Coach Bob needs another cox box if the novices get broken down. Gretchen said the second generation cox boxes are not keeping their charge. Would be good to have the GPS boxes since they are reliable. Mark motioned to buy another cox box, Brian second the motion.

**Board Member Reports**

**President – Mark Eramo**

* State Corporation Commission annual registration
	+ Updating current board members, but need to attain signature from Lisa (only remaining member on the previous registration)
* Annual banquet dates/conflicts. May 31st is conflicting with the orchestra concert that evening. Coach Bob has asked for a list of students that are part of orchestra.
* Stotes – Coaches said they will know by the end of the upcoming regatta to see how our top boats place
* End of season maintenance day – need to determine so can put that on the calendar. Just need to make sure that repairs are completed on shells that PWRC will be leasing starting the weekend of June 3rd. PWRC will be requesting shells to FP within the next couple of weeks.
* Need to set a date for all season expenses to be turned in and paid. This should include any recapitalization expenses. Will need all receipts turned in by June 30th.
* Equipment Leases/Rentals
	+ Spring season: (1) launch and ancillary equipment – Battlefield; (1) 8+ (Atlas) – PWRC
	+ Summer/Fall season:
		- All equipment except Thanatos (8+), Persephone (8+), Helios (8+), Kratos (4X), and Hermes (2X) made available first to PWRC and then PWC for lease/rental.
		- Currently PWRC is interested in is (7) shells. Athena (8+), Tethys (8+), Atlas (8+), Zeus (8+), Volturnus (4+), Nemesis (4+), and Nike (4X)
		- Equipment still available for rent includes: Artemis(4+), Colossus (4+), and Khaos (4+). No word from PWC if they are interested

\*\*Equipment leases may demand we move equipment in/out of the boathouse at the end of the season. FP Crew currently rents (6) 8+ racks and 4 (4+/4X) racks. If our best boats end up outside the boathouse Mark recommends purchasing boat covers. This could include (3) 8+s and a 4X. 8+’s cost about $1200 and 4+/4X are about $800.

* + Club will rent ERGs from the end of the season to the beginning of November. Will rent ERGs for $125 and to club members only.
* Equipment insurance adjustments were made to reduce the deductible from $1000 to $250. Annual premium increase of roughly $550.
* Equipment management / maintenance / issues
	+ We have had a number of damages sustained this season. We have repaired everything internally. We need to continue to immediately notify the club as damage is found.
	+ The club possesses one old Single, currently hanging from the rafters in bay 4. It was found split apart on April 3, 2023. Inquiries have gone out to the boathouse and clubs whether anyone knows anything.
* FP Crew auditing with PWCS
	+ The club has requirements to report financials to PWRC annually. We must disclose annual fundraising activities, annual cash flows, bank account balances, etc. This also includes an external audit equipment. Historical reporting was completed in the last month for the last two seasons.
* Budget and funds usage at season close out & posture for future years
	+ Each season and FY (July – June) the club has a surplus after all fundraising and expenses. We typically purchase some new items, conduct post season repairs, reserve funds for out of season expenses, etc. and occasionally make a large purchase such as last year with a new shell.
	+ The balance we carry in our accounts are sizable and would permit additional capital improvements or we can continue to hold in reserve for unforeseen expenses.
	+ There is a discussion on whether the club should automatically apply a percentage of the previous seasons fundraising against the next season’s registration.
		- Example: Team anticipated size = 45 rowers. If the club wanted to reduce registration to $500 we would need to subsidize with ~$7000 of fundraising. This would still support a small recapitalization each year yet it would take 5+ years to build enough funds to purchase new shell.

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

* 2 Spirit nights:
	+ All American Steakhouse – April 26th
	+ Five Guys in Fortuna Mall possibly the week after
	+ Will look into givebutter.com to see it this would be a good way to raise money

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

Nothing to report

**Treasurer – Ruth Avelis**

* Financials – As of 09 APR 2023
	+ Checking account - $83,012.19
	+ Money Market account - $11,716.41 (Another $.10 in interest!)
	+ Donations - none
	+ Service fees - $14.50 (Two Zelle transfers and other service fees)
* Income
	+ Tag Day update
		- Cash – $4,046.06
		- Checks – $2,745.00
		- PayPal – $1,581.17
		- Venmo – $245.00
		- Zelle – $100.00
		- Savers – $350.65
		- Previous Total = $7,377.66
		- **Updated Total = $9,067.88**
	+ Five Guys Spirit Night – $723.98
	+ Osborne Park launch lease - $150.00
* Paid Expenses
	+ Checks
		- Reimbursement for Bob Rodriguez for $69.19 for Wintech parts, check #2587
		- Reimbursement for Bob Rodriguez for $272.83 for boat straps, check #2588
		- Reimbursement for Bob Rodriguez for $300.00 for replacement rigger, check #2589
		- Reimbursement for Don Green for $128.00 for boat registrations, check #2591
		- Reimbursement for Don Green for $157.18 for gas for launches (21 FEB-07 MAR), check #2592
		- Reimbursement for Brian Palmer for $85.62 for maintenance items, check #2593
		- PWCS Imaging Center invoice #PN23-1856 and PN23-1864 for Letterhead (200 copies), Tag Day letter (300 copies) and Tag Day 501(c)3 receipt (100 copies cut into thirds) for $101.20; check #2594
	+ Zelle
		- Reimbursement for Mark Eramo for $31.31cable lock, paint/primer and brass rod
		- Reimbursement to Stephanie Bowers for $254.04 for regatta food
		- VASRA Treasurer – CATMED, $225.00
	+ Debit Card
		- Vespoli – shipping and handling of the rigger, $23.59
		- PWC invoice #46046 for $2115.00 (due 29 APR)
			* Dock fees – $1,125.00
			* US Rowing umbrella plan – $450.00
			* User Fees – $540.00
			* **Total = $2,115.00**
		- Staples – replacement toner cartridges, $317.52 (Tag Day thank you letters and donor appeal letters)
		- USPS – stamps, $63.00 (Tag Day thank you letters)
		- USPS – stamps, $63.00 (Tag Day thank you letters and donor appeal letters)
		- USPS – PO Box renewal for one year, $226.00
		- Hardhits – Spring registration t-shirts, Invoice #17479 for $515.04
		- Leonard Insurance – Updated equipment insurance policy ($250 deductible), $370.00
		- Regattas
			* Polar Bear – $162.00
			* Regional Park – $337.00
			* James River Sprints – $1,595.00
			* Walter Mess – $384.00 (Team refunded $168.00 in athlete entry fees due to cancellation)
			* Darrell Winslow – $350.00
* Upcoming Expenses
	+ Regattas
	+ Rack fees
* Other
	+ Updated Team letterhead
	+ Updated Tag Day letter with correct PayPal QR code and added the Venmo QR code
	+ Updated 501(c)3 receipts with correct PayPal QR code and added the Venmo QR code
	+ Updated Tag Day list of VIP donors for 2022 and 2023

**Director of Operations – Don Green**

* Averages for the following: 14 gallons per week, $3.34 per gallon, $46.02 per week
* Of the 4 trailers, have titles for three of them to FP. Mailing address is PO Box address. All the launches are registered and have 2 year stickers. Will only need to renew one next year. Boat trailer has been legally transferred to FP and will bring plate by.

**Secretary - Danielle Eramo**

* Will need to reach out to the club to fill vacant board/volunteer positions.

**Director of Maintenance – Brian Palmer**

* Nemisis – shell is being continually hit as shells are being taken out. Coach Gretchen placed an artificial grass pad to protect the shell.
* Chaos – is damaged in several places
* Atena – has a double hull hole, did a temporary patch for now. Coach Bob thinks that the damage happened at the point since it was not there on maintenance day on Friday.
* Tethes – is good to go, took awhile because of the cool weather
* Brian asked Coach Bob to send him all the coaches’ cell phone numbers so he can get in contact with them asap when he needs to pass along information and vice versa.
* Persephene - Coach Gretchen said that much of the tape is off.
* Coach Bob asked if Tethes can be moved up to the 3rd rack of the trailer. Would be great if it could be moved this weekend. Board will solicit volunteers to move it this weekend.

**Key Volunteer Position Coordinator Reports**

**Spirit wear – Angie Jeffcoat**

* Splash jackets were finally delivered. Angie has two left to hand out, but rowers have been out sick.
* Registration shirts have been paid

**Breakfast Coordinator: Stephanie Bowers ( not present)**

* Pasta party on prom night - Will need to secure another host, Danielle will send out an email out to the club

**Don motioned to adjorn meeting, Angie seconded the motion**

**Meeting ended at 8:36pm**