**Establishment of Quorum**

Board Members: Lisa Rivera, Don Green, Elizabeth Green, and Ruth Avelis

Key Volunteers: Stephanie Bowers

**Adoption of Board Meeting Minutes:**

* Board adopted meeting minutes from May 10, 2023.

**Team Representatives Report:**

* None present.

**Old Business:**

* Motion by Ruth to elect Lisa as Acting President, Seconded by Don.
* Email regarding FP Trailer Rental did not pan out.
  + South County & GarField used to rent out trailers.
    - 3rd party service can be $100-$200 per rack space; this could be income for the club.
    - Lisa to send out an email to Board for approval to rent out if it arises.
* Regarding email from Mark on 6/5 – we gave up rack space and will we get a refund.

**Coach’s Report:**

Coaches present: MaryPat Mabeus and Kerrie Golden

* MaryPat spoke to Bruce Ware (PWCA Treasurer) – the rack we gave up we do not pay for; but since we doubled up on a top rack we will will pay 1.5 for that one. Ruth will reach out to Bruce for documentation.

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Acting President needs to notify AD, VASRA, and PWCA
* Purchase of Zoom or Microsoft 360 (Teams) for Board Use
  + Don to take action on talking to Jolene re: setting up MS Teams; Ruth can help if we need it.
  + If can’t get Teams set-up will vote to buy Zoom. Discount through TechSoup.org ($75).
* Plan for Winter Conditioning
  + Need to have someone who can pull the trailer; Don volunteered.
  + MaryPat – Mr. Bricker has tentatively okayed the use of the school’s mini-gym; limited to 3 days/week.
  + The county has approved money to be used by the crew teams, but there are restrictions, but we think this could be used for the building of a shed. Kerrie will follow-up.
  + If Winter Conditioning is at the school, students would still need to go through the entire registration process & physical.
* Draft Calendar
  + MaryPat and Kerrie have discussed this year’s events:
  + Leaning for Stotesbury being every other year so we would not do it this year.
  + If the team goes to Matthews, then novices don’t get to go to States; recommend we skip Matthews this year.
  + Do go to James River.
  + Event participation.  VASRA will ask, starting in October, which regattas we plan to attend and with how many rowers.
    - Lisa will inform VASRA
  + Back-to-School Night (who is going to attend and run table)
    - MaryPat and Kerrie will attend the FPHS Resource Fair (8/18 from 4-7pm) and the Back-to-School Night (8/30 from 6-8pm)
    - Angie can help out with Back to School night
    - Ask Team Rep to assist – maybe Francesca or Connor?
* Free-up Spring Break
  + Will table this for now.
* Facility Usage Request (submitted to the AD and the AD’s secretary)
  + In-person board meetings – Lisa prefers virtual
  + Information briefs (Fall Crew, Winter Conditioning and Spring Crew)
  + Fundraising coordination (Tag Day)
  + Registration event(s)
  + Banquet.
* Rack Allocation (PWCA)
  + Rack Allocations in Nov - Based on number of students on team
* Lisa recommend we do some Team Building Activities with new members team up with Varsity kids.

**1st VP (Fundraising) – Ruth Avelis (Acting)**

* Planned Fundraising Activities
  + 5 Guys, Chick-Fil-A, Great American Steakhouse (Oct) and Tag Day (there are hard rules on canvasing).
  + Submitted to FP AD & Principal prior to the first day of school, but no later than the end of August.
  + Lisa will look at what Mark proposed for the dates and will submit to AD Office
  + Look into FPHS Concessions and JiffyLube Live Concessions
  + Rent-a-Rower – Get pizzas donated.
  + Will discuss Fundraising to next meeting.

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

* Lisa - discussed lowering dues to $500 – Ruth needs to know how much money they are giving us; lower dies could attract more kids.
* We use Regatta Central for registration, because school needs physical forms on file. Kerrie can check with AD to see what is required.

**Treasurer – Ruth Avelis**

* Annual Budget
* Financials – As of 07 AUG 2023
  + Checking account - $76,776.71
  + Money Market account - $11,716.81
  + Donations
    - Amazon Smile - $41.18 (Final Payment)
    - Benevity - $350.00
* Income
  + Battlefield – $100.00
  + PWRC - $90.00 (Pre-season racing team rowing)
  + Five Guys Spirit Night - $563.29
* Paid Expenses
  + Checks
    - Reimbursement for Bob Rodriguez for $111.60 for fuel (towing trailer for James River), check #2602
    - Reimbursement to Gretchen Thompson for $279.14 for Matthews hotel, check #2603
    - Reimbursement for Don Green for 118.59 for launch gas, check #2604
    - Reimbursement for Bob Rodriguez for $165.78 for Stotes gas and tolls, check #2605
    - Reimbursement for Don Green for $348.52 for coaches gifts and Stotes gas/supplies, check #2606
    - Reimbursement for MaryPat Mabeus for 133.36 for coaches gifts, check #2607
    - Reimbursement for Kerrie Golden for $166.49 for marketing materials, check #2608
  + Zelle
    - Reimbursement to Stephanie Bowers for $93.98 for regatta food
    - Reimbursement to Danielle Eramo for $356.26 for Stotes food, coaches gift, and banquet items
    - Reimbursement for Mark Eramo for $1,695.90 for boat covers
    - Reimbursement for Lisa Rivera for $77.49 for Stotes food
    - Reimbursement for Angie Jeffcoat for $702.47 for Stotes food
  + Debit Card
    - Magerks $1,422.00 (Stotes Team dinner)
    - Best Western - $2,811.60 (Stotes lodging)
    - Best Western - $198.00 (Stotes lodging)
* Upcoming Expenses
  + Rack fees – Due 13 SEP for $2,448.00 (Rack fees of 8+ x 6 = $1,800.00 and 4/4+ x 4 = $648.00)
  + PWRC purchased 2 speakers for $144.80
  + Reordering checks
* Other
  + Dropping off the tax binder to the CPA - we are down $2500; could have recouped if we could have had more fundraising. One requirement to maintain non-profit status is to file with the IRS. Need to update our address when we file with the IRS.
  + Fundraising closeout with FPHS for 2022-23 - All bills paid for last year, need to close-out with the school.
  + Fundraising forms for FPHS for 2023-24 - Need to submit what we think out fundraisers will be and turn in to the school before school starts.

**Secretary – Elizabeth Green**

* Get updated contact info from everyone
* Kerrie will work on calendar for Website
* Create the Google Groups – for Interest Groups

**Director of Maintenance – Brian Palmer**

* Not present.

**Director of Operations – Don Green**

* Permission for Storage Shed
  + Don will take lead on the approval process.
  + Don will ask around for donations from companies to donate material
  + Don has an open case with PWC to recognize our 501 status so we don’t have to pay the property taxes on the equipment. Don will look into opening the case on-line.
* Review/Publish Crew Handbook – Don has lead.
* Review/Adjust Equipment Insurance – Don has lead.

**Key Volunteer Position Coordinator Reports**

**Uniform/Spirit Wear Coordinator: Angie Jeffcoat**

* Not present.

**Website Coordinator: Jolene Edwards**

* + New Website Coordinator (Jolene)
  + Continue with Hostgator or merge with PWCA
  + Hostgator is paid for thru 2024.
  + Have Jolene talk to someone at PWCA to become familiar with their site to make a recommendation if we should merge with PWCA. Kerry will contact PWCA to see how much it would cost.

**Breakfast/Food Coordinator: Stephanie Bowers**

* + Not present.

New Business

* None.

Next Meeting:

* September 13th at 7:00pm

**Meeting adjourned at 7:48pm**