**Establishment of Quorum**

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

Key Volunteers: Angie Jeffcoat and Stephanie Bowers

Student Reps: Dayle Jeffcoat, Joshua Thirumalai and Betony

**Adoption of Board Meeting Minutes:**

* Board adopted meeting minutes from August 9, 2023.

**Team Representatives Report:**

* Introduction of student reps
* Josh will start campaigning and advertising soon for the team.

**Old Business/Actions**

* Ruth reached out to Bruce Ware to get documentation of payment for 1.5 racks. Bruce responded and said there is no credit as the move did not happen. However, Ken did move the boat. Ruth will forward the email to MaryPat to follow-up as the move did happen.
* Ruth is still working on completing close-out with the school for 2022-23 fundraising.
* Ruth to submitted and received approval for planned fundraising activities from the AD and Principal.
* Don will get on Athletic Directors Calendar for the second week of Oct when he returns to VA to discuss getting approval for the new shed. He will notify the coaches of the meeting date and time in case they would like to attend.
  + We need to understand the restrictions on the use of the funds approved by the County to see if we can use them to build the shed.
  + We do not know how much we are getting, shed is $6K, what are the limits to the money.
  + Ken is having a meeting with the County AD to see how money will be split between the schools. Angie has a note from Justin Wilkes stating that there is $200K total and the amounts will be divided amongst the schools on basis of needs assessments. What all fits into that category, and what it can be used for?
* Ruth provided Don with an updated copy of our 501c paperwork that was filed with the IRS. He did open a case with PWC Tax Office and received a confirmation email of receipt to get PWC to recognize the 501c status as well.
* Don consolidated all the equipment into a spreadsheet with recommendations for what should be covered by insurance. He recommends that if we have something that is less than our deductible then we should remove it. We should add the CoxBox, and the trailers. Currently, only on the racing shell trailer is covered. Anything that is licensed to go on the road should be added. We also need to add the Chuck Wagon. Ruth has an email dated 4/6/23 that modified the policy to make the deductible $250. She will forward email to Don so he can contact the agent.
* Don will review/publish the Crew Handbook.
  + Our current handbook is pretty big. Last year he broke it up into a Student section and a Parent section but he would like to get permission to create two separate handbooks one for the Students and one for the Parents.
  + Don will update the “Message from the Club” and will send last year’s Coaches section to MaryPat to review.
  + Don would also like to make the handbook easily accessible in PDF on the website and break out the single page that the rowers sign and make that page a download. Lisa approved the change.
* We need to check with the AD to find out what physical forms are required to keep on file in regard to registration.
  + Lisa would like to have as much on-line as possible. Need to clarify what paperwork we need to keep other than Physicals and Field Trip forms.
  + PW Crew uses iCrew. It’s very functional.
  + We need to know what ties us to Regatta Central. Lisa will send an email to Renee asking about the system. The cost for Regatta Central is about $2/rower.
* Need work on the Calendar for the FP Crew Website.
  + Elizabeth will talk to Jolene about creating a Google calendar. Do not need school dates, just focus on important dates such as: Interest Meeting for Winter Conditioning, Registration for Winter Conditioning, date for Spring Registration. Spirit Nights and Fundraisers.

**Coach’s Report:**

Coaches present: MaryPat Mabeus, Kerrie Golden and Gretchen Kennedy

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Dates for planned meetings at school so Athletic Director’s assistant can be notified.
  + Winter Conditioning Interest Meeting planned for Thursday, Nov 2nd (paperwork, ERG Sprints – used to be $5, but will probably be $10-15 this year, T-shirts - $15-$16/shirt). This meeting can cover Spring Crew as well, it can be called “Winter Conditioning/Spring Crew Interest Meeting”.
  + Spring Registration will be held on Saturday, Jan 20th 2024.
* Is fund raising planed for Rent a Tower?
  + Rent-a-Rower is normally held on Veteran’s Day weekend. All agreed to do that weekend again. Angie volunteered to help Ruth with the event. Lisa will place advertisements will be placed in the Montclair paper.
* Where will Winter Conditioning be held?
  + We have been approved to hold Winter Conditioning for three days a week from 2:30-4:30pm in the weight room.
  + Would like to find out why we are limited to three days and why we can’t do four days.
  + The coaches have not decided on which three days. Ideally M-W-F but need to talk to the AD’s Secretary to see what days the weight room is not available.
  + All agreed on Thurs, Nov 2nd for the Interest Meeting to start Winter Conditioning on week of Nov 27th.

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

* Spirit Nights
  + Five Guys (Fortuna Plaza) – September 26th, 4-8 pm. We get20% of the revenue generated. Elizabeth will send out the flyer once it is received from Ruth to the Crew Google Group and have it posted on the FP Crew website. Ruth will post to Montclair moms and another local site.
  + Chik-Fil-A (Fettler Park Road) – October 26th – Ruth needs to get the paperwork to sign the contract. We get 20%, but a QR Code need to be used.
  + All American Steakhouse – November 8th, all day **–** Will hold this in conjunction with Rent-a-Rower on Nov 8th. We get 10% of all food & beverages minus alcohol for the entire day. All American Steakhouse does not provide a flyer so Ruth will create one. Elizabeth will post send out. Would like to have the board there as kind of a meet & greet.
  + El Paso (Dumfries) – December (left a message)
  + If anyone has any recommendations, let Ruth know. We can do Five Guys and Chik-Fil-A once a quarter.
  + Lisa mentioned that the kids requested that we do one in Lakeridge after a Regatta.
* FP concessions – need 3 volunteers for each shift.
  + This is a way for us to do fundraising, but we need to have 3 people to do it. MaryPat was not able to get the information for the AD and AD Sec.
* Jiffy Lube Live Bristow (left a message)
  + If we work their concessions, we can receive money. Ruth will pass on the information when received.
* ShopRaise – Current balance $30
  + This would replace AmazonSmile. You can use the app or an extension on your computer browser. You find the retailer on the app/ext., make a purchase and we get a % of the purchase price. This is usually 2-3%. The money is disbursed when $50 is reached.
* Givebutter - Ruth will discuss at the next mtg.

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

* Volunteers
  + Lisa received email from VASRA regarding a volunteer for this Saturday, Sept 16th.
  + We do not know if we have a volunteer. Ruth believes this is separate from the season. Don said we have not solicited any help other than what was required for last year. Lisa will forward the email to Don, and he will follow-up.
  + MaryPat mentioned that when she and Kerrie were at Back-to-school they met a parent who said that she is still volunteering on behalf of FPHS even though her daughter has graduated.
  + Gretchen mentioned that her referee hours go towards our VASRA credit.
* Nothing on registration, but once we come up with a cost we will start rolling out.
  + We cannot decide on the amount until we get clarification on the County funds.
  + Believe that Mark decided that $650 is break even. We need lots of shoes, another CoxBox and a fund for repairs/maintenance/supplies. Recommendation made to keep it at $650.

**Treasurer – Ruth Avelis**

* Financials – As of 012 SEP 2023
  + Checking account - $74,328.71
  + Money Market account - $11,716.91
  + Donations – None
* Income - None
* Paid Expenses
  + Checks
    - Reimbursement to PWRC for $144.80 for shell speakers, check #2609
    - Prince William County Personal Property Tax for $34.60, check #2610
  + Zelle – No transactions
  + Debit Card
    - Invoice #46059 from PWCA for Rack Fees for $2,448.00
* Upcoming Expenses
  + Reordering checks
* Other
  + Fundraising forms for FPHS for 2023-24 – Submitted and approved
  + Fundraising closeout with FPHS for 2022-23 – In Progress

**Secretary – Elizabeth Green**

* Google Groups for FPC Interest has been created.
* FP Crew BoD POC list has been distributed.
* Reviewed the process for Meeting Invites, Agenda distribution and Minutes

**Director of Maintenance – Brian Palmer**

* Not present.

**Director of Operations – Don Green**

* Crew Video
  + Asked Josh to review the crew video that is on the website from 2019. Then look to see if the school has a class that could create a new one. Would like to update it using the class as a student project.
  + Coach Bob was original creator of the vide. MaryPat thinks there are a few rowers who are very good at creating videos that we can tap into.

**Key Volunteer Position Coordinator Reports:**

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

* Do we want the Winter Conditioning shirt design ready for the interest meeting? Lisa said that if the kids want to come up with ideas, then can start early.
* The coaches are fine with the current uniform, but would like to look into alternatives for the splash jacket as the current one is not very functional.

**Website Coordinator: Jolene Edwards**

* + Not present.

**Breakfast/Food Coordinator: Stephanie Bowers**

* + Stephanie asked the coaches if they would like her to maintain what we’ve been doing past two years for breakfast/food. MaryPat thinks might be good to get feedback from the kids, but no changes right now. Kerrie said the student reps can make suggestions.

**New Business:**

* Ruth asked about volunteering:
  + Will we still offer students volunteer hours for Rent-a-Rower? Yes, we will still honor that this season.
  + For concessions at Forest Park or Jiffy Lube can we offer the $5 tuition discount/hr? The BoD voted and agreed that we could. Ruth motioned and Don seconded.
* Lisa purchased a Zoom account for FP Crew BoD using the Club Acct. Lisa will send out access information.

**Next Meeting:**

* Wednesday, Oct 11th at 7pm