**Establishment of Quorum**

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

Key Volunteers: Angie Jeffcoat

**Adoption of Board Meeting Minutes:**

Angie motioned to adopt, seconded by Don.

**Team Representatives Report:**

Student Reps Present: Dayle Jeffcoat and Fadi Choudhary

* Spring & Winter Conditioning meeting
  + Student reps thought we should have two separate meeting as students do not think about Spring that early.
  + Coaches agree that we will not capture as many people if we only have one combined meeting.
  + Board decided on to hold a Spring Interest meeting on Jan 11th at 7:00pm.
  + The November meeting will be an overview of Crew and Winter Conditioning.
* Coaches asked student reps – “What is the best way to get the information out to the students? How do we capture their attention and get the word out?”
  + Fadi brought up having an ERG competition at lunches in the Commons area. with a small prize (T-Shirt/Candy). Woodbridge HS did this, and it was effective.
  + Angie/Ruth asked about redecorating the trophy cases.
    - Will need to talk to the AD.
    - Will also find out if we can get power in there and use an old digital picture frame to show crew photos.
  + We can put up posters before the interest meeting.
  + Bring a boat into the cafeteria and have everyone wear their crew spirit wear on day of Interest Meeting.

**Old Business/Actions**

* Insurance for Chuck Wagon (Don)
  + Don has not contacted the insurance as we are doing a physical inventory on Nov 3rd.
  + After that meeting, he will have a finalized list of everything we have and what needs to be insured.
  + Will discuss at November’s BoD meeting.

**Coach’s Report:**

Coaches Present: MaryPat Mabeus and Kerrie Golden

* We are trying to get into the cafeteria before winter conditioning to get the info out to the students.
  + We’ve submitted a request to Mr. Bricker for cafeteria dates and are waiting for a response.
* We want to have a crew session in the PE classes, will try to get into the Dec/Jan classes.
* We are holding a Boat House Inventory/Clean-up Day on Nov 3rd.
* VASRA updates:
  + Pending deadline of Oct 31st to provide regatta intention and enrollment.
    - Bob Rodriguez’s advice is to go low as it ties into our parent commitment. Board agreed to go with last year’s numbers, which was 45.
    - We are doing all regattas except for the Ted Phoenix Regatta on April 13th. We plan to do the James River Sprints instead, but we need a trailer driver. Don has towed that trailer before and can drive it to James River, but we would need to have someone tow the Chuck Wagon. Angie’s car has the ability to tow.
    - Lisa might need to sign the VASRA document with formal numbers being submitted.
  + VASRA is looking at doing a couple of clinics this winter – one is Boat Rigging another is a Boat Repair Clinic and the third is Trailer Driving.
    - Don and Matt Jeffcoat would be interested in the trailer driver clinic.
  + Spring Break (March 25-29)
    - Our 1st regatta is the Polar Bear on March 16th, which is only Varsity; March 30th is Walter Mess with the Novices, which is also Easter weekend.
    - The week prior is Spring Break (March 25-29). We need to have practice during Spring break to attend the regatta.
    - Propose that the Mon and Tues of Spring break would be off, and would hold practice Wed-Fri.
* We are doing ERG Maintenance – 0n Nov 6th at 1300.
  + Would like to have the 4 ERGs are still out for rental returned by then.

**Board Member Reports:**

**President – Lisa Rivera (Acting)**

* Recap of PWC Crew meeting
  + We are not going to get the money outright; the discussion was that they are looking at covering everyone’s Tier I fee. This would allow us to lower our dues, but there is no concrete number yet.
  + Not every team will get the same amount of money. We are probably no longer considered a bigger team. We do not know if we will get any additional money after the Tier I fees are covered.
* Review of proposed dates and plan for Rent a Rower in November
  + Has traditionally been held the weekend after Labor Day, not Labor Day weekend.
  + Since we have paid for the Ad, we will stick with our current dates.
* Head of the Occoquan Regatta
  + This is a fundraiser held on Nov 3-4th. ? As it big level of effort, Board decided will not participate this year.

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

* Spirit Nights
  + Five Guys (Fortuna Plaza) – Awaiting check for $441.00
  + Chik-Fil-A (Fettler Park Road) – October 26th, 5-8PM (20%)
    - Will send flyer to Elizabeth to email out
    - Need to post on FB
  + All American Steakhouse – November 8th, all day
    - We have a reservation for 6:30 pm, this will take the place of our Board meeting.
    - We can put up a poster in the retsurant, Ruth will create a flyer.
  + Panera (Fortuna Plaza) – November 28th, 4-8PM (25%) \*\*Giving Tuesday
  + ~~El Paso (Dumfries) – December (left a message)~~ Have not heard back from manager so will skip for now.
  + Chipotle (Merchant Plaza) – January 16th, 4-8PM (33%)
  + Panera (Merchant Plaza) – February 25th, 4-8PM (25%)
  + Need to schedule March, April and May
    - Frostie Moose or Campbells Custard for May
    - Ideas for April and May? Would like to hear from the students for ideas.
* Rent-a-Rower – November 10th and 11th
  + Ad in the Montclarion – Lisa submitted and will be out at the end of the month.
  + Save-the-date for rower participation, customer scheduling – Angie
    - Need to bring this up at Interest night.
    - Students can earn $5/hour towards tuition or volunteer hours.
    - Parents that participate can also earn $5/hour towards student tuition.
  + Savers fundraising tie-in – Ruth
    - Team does not need to donate goods, save bags for Tag Day
    - This will run with Rent-a-Rower for collecting soft goods – looking for donations from the community in conjunction with Rent-a Rower. We can run this for more than the two days, maybe the entire month of Nov.
    - Uhaul cargo van reserved; not eligible for donation in kind but does offer military discount.
  + Talked to the owner of Brothers in the Food Lion strip mall.
    - Will donate some pizza for team but need to work this out; also discussed possible spirit night.
    - Looking into other food options
  + This will be advertised through-out the month. Angie will send out to the students tomorrow.
* Givebutter
  + Want to put the donate button on team website – will work with Joleen.
  + Once set up, do some testing
  + Launch by November to tie in with Giving Tuesday
* Benevity recertification – completed 09 Oct.
* FP concessions – Crew does not qualify, only for school sponsored teams.
* Jiffy Lube Live Bristow (left multiple messages)
* ShopRaise – Current balance $30
* RaiseRight

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

* Winter conditioning information will go live before interest meeting.
  + There will be 3 coaches for winter conditioning. Still trying to get a 4th day but might be a boot camp one day in the parking lot.

**Treasurer – Ruth Avelis**

* Financials – As of 09 OCT 2023
  + Checking account - $74,173.63
  + Money Market account - $11,717.01
    - Currently earns 0.01% interest. There is a different money market account that we can change to that would earn 2.25%.
    - CPA says okay to change.
    - There is a $10/month fee that would be waived if we maintain a certain balance.
    - Ruth proposed that we switch to new account and recommend that we move $40K out of checking into that account. Board voted and approval to make the change given.
  + Donations – $220 (Benevity)
* Income - None
* Paid Expenses
  + Checks – None
  + Zelle
    - Reimbursement for Lisa Rivera for $157.40 for Zoom subscription.
  + Debit Card
    - Invoice # 6188411538 from Deluxe Checks for business checks for $16.95
    - Invoice #50489349 from CheckAdvantage for business checks for $26.14
    - Invoice #4682 from MPOA for Montclarion Ad for Rent-a-Rower for $140.00
* Upcoming Expenses
  + VASRA membership fees (November)
  + US Rowing insurance (December)
* Other
  + Fundraising closeout with FPHS for 2022-23 – In Progress
  + Honorarium for the Coxswains that participated all summer.
    - Dorthey says a ruling came down from the NCAA that no athlete can receive money even indirectly. There is a PWRC meeting tonight and will discuss how to resolve this issue.

**Secretary – Elizabeth Green**

* Have we booked Chinn for the Boat Flip in Feb?
  + Lisa sent email out today to Chinn.
* Winter Conditioning & Spring Info for Website –
  + Don will submit proposed language changes to the coaches.

**Director of Maintenance – Brian Palmer**

**Director of Operations – Don Green**

* Crew Handbooks
  + Sent out a copy of the student handbook for everyone to review.
* Update from Meeting with the AD
  + Met with Mr. Bricker on Monday. He provided a copy of the internal purchase order for a shed.
    - We should come up with a Capital Improvement Plan. See Don’s inventory spreadsheet to help develop.
    - For the funds coming from the County - He is open to let us spend it how we want to.
    - This money might be a year-after-year distribution.
    - He does not want to purchase things that require insurance, such as shells.
* Shed
  + - Don proposed that we buy the shed now, as on Jan 1st the rules for PWC Schools change as to where the shed could be located, and we might not be able to get one approved. If get the shed now and put it in place, we can get the ERGs inside and be well placed for winter conditioning.
    - He went to Home Depot today and got a Quote for $3,842 which includes installation. That has a $700 discount, but it’s only good to Oct 18th. If we order it tomorrow, it can’t be delivered until Dec 14th. This meets the Jan 1st rule change. We would also need to buy some cinder blocks.
    - Questions from Angie:
      * Would this only be for Crew? Yes, primarily for the ERGs and the Regatta gear.
      * Will we have to get a permit? No, the AD already has permission to put it by doors 6&7, by his office.
      * Are we going to be losing space at the boat house?
        + At the meeting, it sounded like we are being targeted. A plan needs to be made for space. Fully suspect that at the next meeting we will have to divvy it up again.
        + We appear have the largest locker space, but we are sharing it and actually, we only have half the space.
        + OP has acquired a whole trailer full of boats. They have said that they do not want to take space in the boathouse, but they will probably want locker space.
    - Questions from Ruth:
      * The shed looks good but concerned about the windows.
        + The shed we would order would have no windows, just a door.
      * Did you consider a composite shed?
        + This is a composite materiel.
    - Don proposed that we commit funds and make the purchase for the shed. The Board voted and all were in favor.
* Personal Property Tax Update
  + We do have to pay property taxes on the trailer every year.
* **Launch Boat Conversation**
  + Launch #’s 1-5 (Tohatsu Motors)
  + Launch # 6 (always in the water and available)
  + Launch # 7 Update (potentially sell as no one likes this motor)
  + Launch # 8
  + Last year the most boats we used was five. Recommended that we potentially sell launch #7 for about $1k. This is the one that no one likes. We do not need to make a decision now.
  + Expected number of coaches for the upcoming season:
    - Should have Kerry, Mike Bresslan and 2 more coaches who will job share – Gretchen Kennedy and (Teri Gibbs?).
    - Coach T will come back as a substitute, and we have a Winter conditioning Coach.
    - Could have 5 coaches on the water. Would like to have 1 more person.

**Key Volunteer Position Coordinator Reports:**

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

* Contacted VASRA on requirements on the girl’s uniforms. The whole boat would have to have any changed uniform and doesn’t think that realistic.

**Website Coordinator: Jolene Edwards**

**Breakfast/Food Coordinator: Stephanie Bowers**

* Stephanie is stepping down as breakfast coordinator. We will need to recruit a new volunteer.

**New Business:**

* Inventory will be completed.
* Shed should be ordered. Will get formal response from Mr. Bricker.

**Next Meeting:**

* Wednesday, November 8th at 7:00pm