**Establishment of Quorum**

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

Key Volunteers: Angie Jeffcoat

**Adoption of Board Meeting Minutes:**

Don motioned to adopt, seconded by Lisa.

**Team Representatives Report:**

Student Reps Present: Fadi Choudhary

* Winter Conditioning:
  + Is much better at the school than at the gym as it’s easy to walk right down the hall
  + Would like to have more access to the axillary gym and be able to use the weight equipment.
  + Coach Golden stated that they used some weights today in the spin room. We need to preplan more carefully.

**Old Business/Actions**

* Update on a new design and potential for new uniforms (Students Reps/Angie)
  + Angie reached out to a few places as well as our current company - JL Racing.
  + JL Racing has three levels of uniform quality - basic, middle or high. Not sure which one we have, but believe it is the basic. We might look at upgrading the tier quality.
  + Another option is RivalKit USA which is a newer uniform company. Most have mixed reviews on shipping.
  + 776BC is another company, but they don’t have a splash jacket that resembles ours – they have a zip-up one. In three styles: for wind, for rain and a combined that is $260. Their Uni suits also has quality tiers.
  + At this point think we can stick to JL Racing but need to figure out the tier system.
    - We are paying $69.95 right now, the higher tier is about $20-25 more.
  + We currently have basic black bottoms, rowers can buy their own compression shorts. If we change the design, should we just stick with the uni’s and forgo tanks?
    - All of the novices got tanks last year so we should not get rid of them.
  + Fadi stated that most of the rowers prefer the tank over the uni as it is easier to change and get in and out of.
  + We will need to put it to a vote with the kids.
    - Fadi will ask at practice tomorrow.
    - Angie will get info to Dayle by Fri.
    - Will try to put a voting form on the website.
    - Fadi will make a group chat with all the rowers.
  + Coach Kerry - PWRC used So Sporty and Boathouse Row. These are another companies to look at.
  + Rival Kit does not have tier pricing.
  + Angie will look into the possibility of getting a sample suit of each tier so we can see the differences.
* Buying shoes from Row2K (Coach Kerry)
  + They have been purchased and are on their way and should be here by Fri. The shoes are being sold as the club is changing to a clip-in system.
* Status of email response from Mr. Bricker on applying for preferred vendor status. (Coach MaryPat)
  + Did not push the issue, as the process is still unfolding for the county funds.
  + Do not think this avenue will work for getting funding for the shed.
* Update on distribution of funds from PWCA meeting in Nov. (Coach MaryPat/Lisa)
  + Ken confirmed that the funds will be coming.
  + They will not bill any school for rack fees (ours is usually $3k-$4K).
  + Will pay VASRA directly, the US Rowing membership fee, pay for the umbrella insurance policy through US Rowing and pay for Regatta entry fees.
  + Lisa sent email to Mr. Bricker and Ken as this needs to be resolved before we can decide on what our Spring fees will be. We have about one month.
  + They talked about school uniforms which would be Tier 3 expenses and discussed giving out team gas cards.
* Update on the Shed (Don)
  + The shed is completed, installed and functional.
  + We should build a ramp to get in and out with the Ergs. Could also pour finer rock to help with mud/moisture.
  + Went to a lock smith to get keys made, but they were $9/ea. Instead ordered a hasp and four combo locks which will be in tomorrow. Will change to a pad lock and distribute the combo.
  + Had discussions about painting, but we can’t do that until Spring so we have time to come up with a design. Currently it just has a primer coat.
  + There is a ding in floor from dropping an Erg. We can look into buying another layer of plywood or rubber mats.
  + We still have some more space – will move some more stuff over from the boathouse, including the track system.
  + Oars – how much oar should be left beyond the blade/shaft? Will leave a few inches and leave a few intact.
* Atlas Claim Reimbursement (Don)
  + Atlas got picked up. The quote was $2k to repair, insurance will pick-up all but $250. Will need to send that bill to PWCA as they manage the docks and boathouse. Bruce Ware is the Treasurer.
  + Talked to Leonard, insurance rep, about adding the coach to the insurance policy, but we don’t get the protection we are concerned about. If there is an accident while towing, they go after the insurance of the vehicle towing the coach. If it’s stolen/broken into, then it would be covered. Lisa is fine with keeping it off.

**Coach’s Report:**

Coaches Present: MaryPat Mabeus, Kerry

* Winter Conditioning started last week, had a bit of a rough start as we lost the auxiliary gym, but it is working out okay. We found another room with some aerobic equipment and space we can use. Starting tomorrow, will add Thursdays to the mix.
  + Lisa – There are five kids who have not registered so will keep registration open until Fri.
* Rack assignment meeting last Saturday. We got what we wanted which was five 8’s and three 4’s. There is the potential of a sixth 8 to be on a trailer in the parking lot if we get large numbers in the Spring.
* MaryPat had a conversation with the coaches from John Paul who is looking to buying or leasing a boat.
  + She told them to contact us about potentially buying/leasing one of ours.

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Review of Winter Conditioning – discussed above.
* Winter Conditioning Shirt Order
  + Will get the list to Angie after registration closes.
* Review from PWCA Board Meeting regarding funding for Spring crew – discussed above.

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

* Rent-a-Rower – Team earned $1,887.78
  + Savers fundraising tie-in –will get a deposit of $131.
  + Brothers apology for the mix up = six free pizzas for the team. When should we use this?
    - Can use for Tag Day
* Spirit Nights
  + Five Guys (Fortuna Plaza) – Received check for $441.36
  + All American Steakhouse – Awaiting check for $720.50
  + Panera (Fortuna Plaza) – $109.39, awaiting check
    - Would like to do this again in Lake Ridge. Will need to get out better instructions.
  + Chipotle (Merchant Plaza) – January 16th, 4-8PM (33%)
  + Panera (Merchant Plaza) – February 25th, 4-8PM (25%)
    - This should be tied into the Boat Flip
  + Need to schedule March-May
    - Tropical Smoothie, Five Guys and Campbells or Frosty Moose
* Givebutter
  + Donation form and donation levels updated.
  + Sent out email via the Secretary.
* RaiseRight
  + Gift card program.
  + Has the best return for the team. Been testing this out over the past month and have been able to earn the team over a $100.
  + Would like to offer $25 gift certificates for families who sign up for the program.
    - Ruth proposes we set aside $300 to give to 12 families who register and buy gift cards.
    - Ruth will draft up an email to send out to Google Groups and Facebook; She gets a notification when people sign up for the service and a notification when they buy a gift card.
    - Angie thinks $25 might be high, the board settled on $25 for a minimum of $50 in gift card purchases..
    - Motion to offer $300 for the first 12 families was proposed by Angie. Elizabeth seconded the motion. The board voted and agreed to try it.

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

* Will keep registration open until Fri for last five people to register.
* Ruth received a refund check form Regatta Central for people who paid the $30 on Regatta Central instead of directly to us.

**Treasurer – Ruth Avelis**

* Financials – As of 04 DEC 2023
  + Checking account - $32,613.69
  + Money Market account - $51,872.11 ($94.99 in interest)
* Income
  + Rent-A-Rower - $1,887.78
  + Received payments for 18 rowers for Winter Conditioning
    - Regatta Central has payments for 11 rowers
  + Five Guys - $441.36
* Donations
  + Check - $25.00
* Paid Expenses
  + Debit Card
    - RaiseRight GC for Staples - $75.75
      * Address labels - $10.59
      * Box of envelopes - $42.39
      * Total remaining on GC = $22.02
    - All American Steak House (Board Meeting dinner) - $258.90
    - Brothers Encore Restaurant (Rent-A-Rower food) - $138.00
  + Reimbursement to Angie Jeffcoat for $73.52 for Rent-A-Rower food (Zelle transfer)
  + Reimbursement to Don Green for $3,867.94 (Check #
* Upcoming Expenses
  + Rack fees – will keep this on until we get it in writing that will be paid by the county.
  + VASRA membership fees (November)
  + US Rowing insurance (December)
    - Received an email from Dorothy Lazor (VASRA President) that US Rowing member insurance was going to increase. Do not know how much yet. Also, the insurance will need a rider that covers sexual assault and molestation ($1M/occurrence and $1M aggregate). Safe Sport training has also been updated.
  + Erg sprints (January)
* Other
  + Honorarium – Receiving a gas reimbursement of $5/day for the coxswains.

**Secretary – Elizabeth Green**

* **NSTR**

**Director of Maintenance – Brian Palmer**

* Not in attendance

**Director of Operations – Don Green**

* Floor Mats for Shed (10’x16’) - discussed above, but it’s cheaper to get plywood if we want to reinforce the floor.

**Key Volunteer Position Coordinator Reports:**

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

* Discussed above.

**Website Coordinator: Jolene Edwards**

* Not in attendance

**Breakfast/Food Coordinator: (Vacant)**

**New Business:**

* Spring Interest Meeting, scheduled for Jan 11th – will be discussed at our next meeting
* Tuition for Spring – will come up with a potential cost and send out via email before we put it out to a vote.

**Next Meeting:**

* Wednesday, January 3rd at 7:00pm (Zoom)