**Establishment of Quorum**

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

Key Volunteers: Jolene Edwards

**Adoption of Board Meeting Minutes:**

* Don motioned to adopt, and Ruth seconded.

**Team Representatives Report:**

Student Reps Present: Josh Thirumali and Fadi Choudhary

* Students looked at the potential new uniforms. Most agreed on option #11, the one with the white top part, but need to make school logo larger.

**Old Business/Actions**

* Permission to purchase Erg parts
  + Received permission to purchase, received delivery and brought them to practice today.
* Update on uniforms
  + Angie not available to give update. See student rep comments.
* Spring Crew Interest Meeting
  + Meeting will be held at 7pm on the 11th in the enclosed cafeteria.
* Tuition for Spring Crew
  + See below.

**Coach’s Report:**

Coaches Present: MaryPat Mabeus, Bob Hall and Kerry Golden

* We are back to practice after the winter break. Practice went well today. The spare parts were placed on the on ERGs. Need to investigate one wiring issue, hopefully it will be a small fix.
* Reminded students we have ERG sprints on 10 Feb.
* Received a check from Jackson today and will provide it to Ruth. We still have one more payment coming. The parent believes it has been taken care of, he said he will look into it.
* Reminder – Elizabeth sent out an email regarding the OBC scholarship announcement. Hopefully students will take advantage of the scholarship opportunity as there is some financial aid from OBC.
* For the Spring Interest mtg – coaches will update the slide show used in the past. Lisa will provide her information.

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Reviewed last year’s budget and came up with $15,103in fees that will be covered by the county as Tier 1 items. This is about half of our expenses so we can reduce our Spring registration fee.
* Spring Season
  + Proposed a new registration fee of $400 for Spring Season 2024. This cuts tuition by $250. After discussion by the Board, fee was upped to $425 to include PayPal fees and t-shirts. Ruth motioned to adopt new fee; Don seconded. All agreed.
  + Three payments can still be made if needed.
  + This will include a $50 capital improvement fund in case we need to replace any shells or buy any new equipment this year.
* Boat Flip at Chinn – potential time change.
  + Heard back from Chinn and was told there was an issue with our time to rent the whole pool. We have done this for the past few years with no issue. Still waiting to hear back on resolution.
* Winter Conditioning - Still have 2 students that have not registered and 2 that have not paid.
* All Board members need to complete their Safe Sport refresher training. Must be done before the beginning of the season. Can access the training directly from your US Rowing profile. Initial training takes about 90 minutes and refresher training takes about 20 min.
* Board members voted on making the website person a key volunteer job.
  + Would allow for a $50 credit for registration for next year.
  + Don motioned to approve; Elizabeth seconded. All agreed.

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

* Spirit Nights
  + All American Steakhouse – Received check for $720.50
  + Panera (Fortuna Plaza) – Received check for $109.39
  + Chipotle (Merchant Plaza) – January 16th, 4-8PM (33%)
  + Panera (Merchant Plaza) – February 25th, 4-8PM (25%)
  + Five Guys (Merchant Plaza) – March, awaiting confirmation on date, week of the 18th.
  + Tropical Smoothie Café (Dillingham Square) – mid-April, awaiting confirmation on date.
  + Campbell’s Custard (Merchant Plaza) - May, awaiting confirmation on date.
* Givebutter
  + Nothing to report.
* RaiseRight
  + There are 6 families signed up so far, 2 have earned a $50 gift card.
  + Team earnings = $108.10
  + Will bring it up at the interest meeting and registration.
* Tag Day – 02 MAR
  + Brother’s apology for the mix up from Rent-a-Rower = six free pizzas for the team; will need to figure out how many more we will need.
  + Need a Tag Day Coordinator – Angie volunteered.
  + Library reserved? Lisa will email Ms. Shanks to get the library from 0800-1600
  + How will volunteers sign up and when will that be published? Ruth will get with Angie to discuss.
  + Would like to run a Savers event for this – 2 bag minimum for each student.
* Mr. Bricker mentioned to MaryPat that many of the teams are using Vertical Raise for fundraising. Allows students to reach out to friends and family/people outside of your community. Ruth had looked into it, and it is very similar to GiveButter.

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

* Working on a PowerPoint for the website with pictures to help parents that are having trouble with registration.
* Registration will go live January 18th.
* In person registration will be on January 20th, 9:00am-1:00pm.

**Treasurer – Ruth Avelis**

* Financials – As of 02 JAN 2024
  + Checking account - $36, 034.65
  + Money Market account - $51,970.44 ($98.33 in interest)
* Income
  + Received payments for 15 rowers for Winter Conditioning
    - Waiting on 2 payments
  + Savers - $131.35
  + All American Steakhouse - $720.50
  + Panera - $109.39
  + PWRC equipment rental - $2, 670.00
* Donations
  + Benevity - $52.50
  + Benevity - $30.00
* Paid Expenses
  + Debit Card
    - Concept 2 erg repair parts - $282.00
  + Zelle transfer
    - First Coast Rowing bulk shoe purchase and shipping - $467.70
* Upcoming Expenses
  + VASRA membership fees (November) – waiting to see how PWCA wants to handle; will request a receipt for tracking purposes.
  + US Rowing insurance (December)
    - Email sent to Bruce Ware (PWCA Treasurer) on how to handle the insurance payment; our part has already been paid; requested a receipt for tracking purposes.
  + Insurance claim – who is writing the check for the deductible? Don spoke to Wally today at the boathouse and he said that he has no problem paying for it. Don will reach out to Finish Line to get a date for return, then we can decide if we need to pay up front and get reimbursed later.
  + Erg sprints (February) - PWCA mtg said they would cover costs for ERG sprints.
* Other
  + Would like to maintain checking account at $30K and deposit funds above that to the money market account.
  + We currently have $36, 034.65. Ruth proposed a transfer of $5k to the money market account.
  + Don will find out from Leonard when our insurance payments due. Is around $2k.
  + After Board discussion, Ruth motioned to transfer $4k to the money market account, Don seconded. All agreed.

**Secretary – Elizabeth Green**

* Website Changes
  + What do student’s want to see? Students mostly use Instagram and not the website.
  + Need updated info for Coach’s section.
  + Need current photos.
  + Why join Crew verbiage.

**Director of Maintenance – Brian Palmer**

* Not present.

**Director of Operations – Don Green**

* Met with Wally to discuss the gas locker that we will be responsible for Oxford Boat House Work Days
* Crew Handbooks – Need to assign a due date for comments.
  + Lisa motioned to approve as is. Don seconded. Will provide updated copies to Jolene to post to website.
* Follow up on $250 Deductible to Finish Line.
* Expense for Annual Maintenance outboard motors - Will need a couple hundred dollars and will provide receipt to Ruth.

**Key Volunteer Position Coordinator Reports:**

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

* Not present.

**Website Coordinator: Jolene Edwards**

* Made some editorial changes to the current theme – created a featured slider and moved menu to the top of the screen.
* Calendar is biggest thing that needs work – we can pay for an upgraded version or connect the site to a Google calendar.
  + If we went to an upgraded plug-in from WordPress, it would cost about $100/yr.
* When the calendar is set, we can link upcoming events on home page.
* Ruth mentioned that the Give Butter donate button disappeared.
* In the past – Coach Bob did the calendar via Google Calendar.
* Coach Kerry thinks we should get a FP Crew Google Account so we can share docs.
* Would like to update the photo gallery. Check Facebook posts.
* We can discuss transitioning hosting to another provider later in the year.
* Lisa moved to give Jolene a $200 credit this year on registration as the new website coordinator, Ruth seconded. All agreed.

**Breakfast/Food Coordinator: Vacant**

* Nothing to report.

**New Business:**

* Nothing to report.

**Next Meeting:**

* Wed March 7th at 7:00pm via Zoom