**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 Ruth.

**Team Representatives Report:**

Student Reps Present: Adalie Chandler

* NSTR

**Old Business/Actions**

* Renewal of club rowing equipment policy. (Don/Ruth) – For any item with a declared value of $300 or less we took off the policy as the deductible is $350. Ruth has paid the policy via check.
* Board approved purchase of polos for Asst Coaches and some extra team tanks via email. (Angie)
* Board approved purchase of 4 new ERGs via email. Need to decide on what to do with the 4 we are replacing. (MaryPat/Ruth)
* Coach Mabeus will identify the four and Don will take them out of the shed. We will need to decide what to do with them. One has been taken apart and used for parts, which leaves three to get rid of.
* Boat Flip Prep (Coaches)
  + Need to update website – still showing old info - Lisa sent email to Jolene.
  + Coaches will identify the boat that will be used on the 17th and Don will take that boat to Colgan.
  + Elizabeth to send out reminder this week.

**Coach’s Report:**

Coaches Present: MaryPat Mabeus, Kerry

* Sell an 8+. We have an 8+ (the Ares) at the school that we have not used in years.
* We have a total of Eight 8s.  We can only keep 5 in the house. We currently have 6 in the house We can keep one on the trailer as a spare. We will most likely only use 4 of the 8+s this season.

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| **Shell** | **Type** | **Year** |
| **Khaos** | **4+** | **2001** |
| **Helios** | **8** | **2001** |
| **Atlas** | **8** | **2003** |
| **Nike** | **4X** | **2003** |
| **Tethys** | **8** | **2003** |
| **Athena** | **8** | **2004** |
| **Artemis** | **4+** | **2004** |
| **Nemesis** | **4+** | **2004** |
| **Colossus** | **4+** | **2005** |
| **Thanatos** | **8** | **2011** |
| **Persephone** | **8** | **2011** |
| **Kratos** | **4X** | **2018** |
| **Hermes** | **2X** | **2018** |
| **Volturnous** | **4+** | **2015** |
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|  |  |  |
| **RESERVED FOR SALE** | | |
| **Gemini** | **2X** | **1980** |
| **Ares** | **8** | **2000** |
| **Zeus (or Helios)** | **8** | **2003** |

* If the club sees an increase in enrollment, then a newer boat should be purchased. Don’t hang on to old inventory.
  + Reached out to John Paul to see if they were interested in one of them but have not heard back.
  + Lisa called for vote to sell two extra 8s (Ares & Helios) and maybe the double (Gemini) that are not being used. Don motioned to sell and Angie seconded. Board voted and all agreed.
* Need to rearrange boats in the house. Bring one or 2 4+s from the school to the house.
* Boat for boat flip?  Boats at school are dirty! Need to Wash first.

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Lisa proposed increasing the discount for parent key volunteers to $100 just like board members.
  + Eliz motioned to increase the discount and Don seconded. Board voted and all agreed.
  + Will give refund of $50 to Ruth who did not receive the $100 discount at registration.
  + Need to formalize a list of official Key Volunteers. Don will take action to review Parent Handbook and make recommendations.
* Tag Day - do we have all the driver spots filled? We have 17 out of 18 spots filled. One opening in the afternoon is still available.
* Lunch order for tag day - how soon do we need to coordinate that? See below.
* Boat flip - any feedback? No one has contacted me about any issues with the date yet. I will bring some copies of the permission form to Colgan just in case they forget them.
* Savers - when are we taking the donations to Savers? The afternoon of Tag Day. Who is pulling the chuck wagon? Don will drive it to Savers.

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

* Spirit Nights
  + Chipotle (Merchant Plaza) – Earned $69.84
  + Panera (Merchant Plaza) – February 27th, 4-8PM (25%) – new date since Boat Flip date changed.
  + Five Guys (Merchant Plaza) – 20 MAR
  + Tropical Smoothie Café (Dillingham Square) – Still no reply from the manager. Will look into other options. Suggestions? Smoothie King in Merchant Plaza
  + Campbell’s Custard (Merchant Plaza) – 14 MAY – need to get timeframe
* Givebutter
  + Once the team roster is finalized, we will get pictures of all the students and set up their individual Givebutter page where they can send their individual link to friends and family who are not local to donate. More to follow.
* RaiseRight
  + There are 9 families signed up so far, 4 have earned a $25 gift card. Two families are donating their cards to the team (will be used for beverages and snacks for Tag Day). Gift cards have been issued to the other two families. There are still eight more cards available to earn.
* Tag Day – 02 MAR
  + Food
    - Brothers will donate six pizzas for the team. We will purchase an additional three pizzas and also get a Subway party pack. Angie has some water from RAR that wasn’t used and we can purchase additional drinks and snacks.
    - Will need plates, utensils and napkins, maybe take that out of the stock from the boathouse? Don can bring them to the school from the shed. Angie also has some left over from RAR.
  + Tag Day Coordinator – Angie Jeffcoat!!
    - Library is reserved – will need to contact the coordinator to confirm entrance time.
    - Volunteers have been coordinated through Signup Genius – Thanks Don!
    - Groups will be organized by Angie. Drivers will find their packet of assigned routes and students. Go through as many of routes as possible and return between Noon to 1:00PM for lunch. Repeat for the afternoon routes.
    - There will be a sheet of paper in each envelope for students to write names and addresses for people who donate $50 or more in cash. This is to help maintain records of who to send thank you notes to. If donors give through Givebutter or by check, all the necessary information will already be available.
    - All students will wear an FP Crew related t-shirt/sweatshirt/splash jacket to make them easy to identify by the community.
  + Savers – Don and Ruth
    - Chuck wagon location and times
      * Rowers – open at 7:30AM
      * Community – 9:00AM-Noon
    - Drop off time at Savers – 4:30PM
    - Collecting soft goods, books, media, toys, household items/small kitchen appliances. Soft goods should be in garbage bags. Boxes will be available at the chuck wagon for all other items.
    - Ruth will collect moving boxes/purchase boxes from Lowes.
    - Angie & Ruth working with Brian Simpson to redesign the Door tags, will send to PWCS to cut and punch holes in them.

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

* Registration is now closed, have 41 registered. Board decided to keep open until tryout s are completd week after the 14th.
* Have a few rowers that still have some missing forms.
* US Rowers - Renee sent an email to wrong email addresses, but the issue still needs to be resolved.
  + We have all but five rowers who have paid the $25 US Rowing fee it and we want to use the funds this year not next year. Would like for the Club to get a refund.
  + Will need to have those five, just go ahead and pay it. Coach MaryPat will send names to Lisa who will then reach out to the parents to get their registrati0on completed.
  + Need to provide Lisa with our roster and US Rowing numbers.
* Lisa will send t-shirt sizes to Angie by this weekend.

**Treasurer – Ruth Avelis**

* Financials – As of 05 FEB 2024
  + Checking account - $42, 518.56
  + Money Market account - $56,075.28 ($104,84 in interest)
    - Transferred $4,000.00 from the checking account (05 JAN 2024)
* Income
  + Received payments/partial payments for 36 rowers for Spring Season
  + RaiseRight - $108.10
  + ShopRaise - $41.47
  + Chipotle - $69.84
* Donations – Nothing to report
* Paid Expenses
  + Debit Card
    - Hard Hits for Winter Conditioning t-shirts - $605.15
    - AMC gift card (Ruth Weber) - $25.25
  + Zelle transfer – No transactions
  + Checks
    - Check # 2612 Prince William Rowing Club for purchase of four ergs - $3,800.00
    - Check #2613 Leonard Insurance Group Inc. for equipment insurance - $3,274.65
    - Check # 2614 John Cyr for tuition refund (RAR credit) - $45.00
    - Check #2615 Bret Fitzgerald for tuition refund (RAR credit and family discount) - $150.00
* Upcoming Expenses
  + Post office box renewal – April
  + Board Insurance – Need to check due date, Mar or Apr
* Other
  + Sent emails to four families for tuition refunds. Still waiting to hear back from three families (Conte, Fallah and Chandler).
  + Would like to maintain checking account at $32K and deposit funds above that to the money market account. Ruth proposed to keep account at $32K. Elizabeth motioned to maintain that balance and move additional to money market account and Angie seconded. Board voted and all agreed.
  + MaryPat has an invoice for ERG Sprints, paid $290 with PWC credit card. Will need to provide the invoice to Ruth. However, we have not been charged for our coxswains ,so will have to pay that when we get the bill.
  + Have not heard anything from PWCA about receiving the debit cards for gas and other items.

**Secretary – Elizabeth Green**

* Still need Coach’s bios from Katie, Gretchen and Rob for website.
* Lessons Learned from Registration
* Need verbiage to send out emails to the Google Group for the following:
  + Tryout Information
  + Start of the Spring Season
  + Tag Day & Savers
  + Volunteers for Oxford Boat House on the 17th

**Director of Maintenance – Vacant**

* Don reached to Brian to get keys back. Lisa under the impression that he is still participating.

**Director of Operations – Don Green**

* General Updates
  + Annual Maint. on all 5 Tohatsu launch motors is complete.
  + Gear Locker at Oxford Organized and Ready to go.
  + We have 18 Volunteers signed up as Tag Day Drivers
  + Do we cancel Polar Bear Pasta Party cause is just an even for seniors? Yes, keep it on the schedule.
    - Sign Up for Pasta Party Filling up.
  + Walter Mess Regatta is now a half day event like Polar Bear.
  + New adjustments were provided for VASRA Jobs
    - Some of our jobs changed but we still have 28 Slots.
    - We still have 7 empty slots of the 28.
* Logistics Questions
  + Feb 9 – Last Day of Winter Conditioning
    - Identify the 4 Ergs to Retire – done – see above
  + Feb 10 – Erg Sprints Garfield HS
    - Need to pick up the 4 New Ergs 3pm Garfield
  + Feb 17 – Launch Training Coaches
  + Feb 19 – Boat Flip Colgan HS
    - What Shell are we using?
    - Where is the Shell we are using Located?
    - Logistics for getting Shell on Trailer?
    - Have we determined how we will get the boat into the Pool at Colgan?
    - How many Life Jackets are needed for the training?
  + Feb 20 – Season practice Starts Oxford Boathouse.
    - Expectations for Support needed
  + Mar 9 – Launch Training Parents
* Polar Bear Regatta
  + Not going to the point.
  + We only have two VASRA Jobs (Both Full)

**Key Volunteer Position Coordinator Reports:**

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

* Uniform store closed. Got everyone in except for 1, but not sure she will be participating. Purchased a few extra.
* Registration shirts waiting for the final numbers.
* Spirit store will open when we get the registration shirts.

**Website Coordinator: Jolene Edwards**

* Not in attendance

**Breakfast/Food Coordinator: Tatjana D’Arcangelo**

* Not in attendance

**New Business:**

**Next Meeting:**

* Wednesday, March 13th at 7:00pm (Zoom)
* Lisa motioned to adjourn. Angie seconded.