**Establishment of Quorum**

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

Key Volunteers: Angie Jeffcoat, Tatjana D’Arcangelo

**Adoption of Board Meeting Minutes:**

Don motioned to adopt, seconded by Angie.

**Team Representatives Report:**

Student Reps Present: Fadi Choudhary, Dayle Jeffcoat, Adalie Chandler, Joshua Thirumalai,

* NSTR
* Coxswains need to know what docks to launch & recover from.

**Old Business/Actions**

**Coach’s Report:**

Coaches Present: MaryPat Mabeus, Kerrie Golden

* Put Regatta entries in for Polar Bear Regatta – We have 3 boats participating - Varsity Men’s, Jr Men’s, and Jr Women’s all 8s. (29 kids + coaches).
* Cox Boxes – order was for three cox boxes, three headsets, and three power plugs and we received five cox boxes instead. The two extras were the entire unit. Called the company and was told that two supervisors approved to have us receive credit from old cox boxes. Will hold onto them in a box and use for as back-ups.
  + We now have 9 GPS enabled cox boxes.
  + Would need an additional new headset to get them all working.
* Attendance – getting some sketchy attendance which is concerning as makes it hard to decide on who should be in what boat.
* Not for public announcement yet – Coach Mike needs to step down and this Fri (3/15) will be his last day.
  + Coach T will step in when she is able to.
  + The Novices have the greatest needs, will need to do some doubling up.
* Coach Kerrie – Team photos are tomorrow, will try to snap pictures for the GiveButter website.
* Mtg w/ Ken and Wally from PWCA regarding boat leasing. All boats in the boathouse must be leased. Would FP Crew be willing to lease the Persephone and Thanatos to the Adult Teams. This would be during the Summer (off-season for us).

**Board Member Reports:**

**President (Acting) – Lisa Rivera**

* Mathews Regatta - Logistics of going, bus, hauling shells down, food plan, parent volunteers for the regatta of those varsity rowers going.
  + Varsity kids really want to go to Mathews.
  + Concern from the coaches is that it is an exhausting trip, and we only have two or three coaches. Would need to have a big by-in from parents and kids and would only leave 1 Novice Coach to stay behind for States.
  + Need to verify that Mathews will actually be taking place before we discuss further. Coach Bob had a contact for Mathews – MaryPat will reach out to get contact info. (Action item)
* James River Regatta - Food plan? - will the chuck wagon need to be pulled for this regatta?
  + Chuck wagon was towed by a parent last year. Need to communicate who will be cooking.
  + Should have two different volunteer positions one to pull the coach and one to cook.
  + Tatjana will help cook.
  + Lisa’s husband can cook up some chicken ahead of time and reheat on the grill there.
  + Will need some vegetarian options.
* End of year banquet set date and reserve enclosed cafeteria.
  + Will shoot for Mon, May 13th with the 14th as a back-up. 5:30pm-8:30pm – Lisa will check availability. (Action Item)
* Senior Oars- Working on a sample oar - Lisa will compare it to what her son’s senior oar looks like and send everyone a photo of the finished oar.
* Ordered a sample full zip fleece from Amazon - Keep “coaches stock jackets” if the quality is good, we can vote on ordering some to keep for the coaches. They can be turned in at the end of the season to the uniform parent, Angie.
  + $47 included personalization & shipping
  + Will send out a link to the item on Amazon. (Action Item)
  + Coaches would like an internal zipper pocket is possible.

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

* Spirit Nights
  + Panera (Merchant Plaza) – Earned $125.82
  + Five Guys (Merchant Plaza) – 20 MAR – will post save the date after mtg.
  + April TBD – still looking at Tropical Smoothie Café or Smoothie King
  + Campbell’s Custard (Merchant Plaza) –07 MAY, 5-8PM
* 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 to donate. (Action Item) Rowers will set their own fundraising goal. Would like to discuss incentives for rowers.
* RaiseRight
  + There are 15 families signed up. There are still 4 bonus gift cards available. $25 gift card. There were 3 families that donated their bonus gift cards to the team. These will be used to help make breakfast purchases for regattas.
  + Pilot program: Zero balance physical cards for Wal-Mart, Amazon, Starbucks, Target, and Safeway. Encourages new participants to join the program.
* Tag Day – 02 MAR
  + Extremely successful!!
  + Need to collect lessons learned. (Action Item)
  + No issues with QR code
  + Had 7-8 VIP Doners and will write Thank You notes to them.
  + Need to work on Phase 2 - Donor Appeal

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

* Registration is now closed- We added 2 more rowers so total is now 45.

**Treasurer – Ruth Avelis**

* Financials – As of 10 FEB 2024
  + Checking account - $34, 749.95
  + Money Market account - $62,186.15 ($110.87 in interest)
    - Transferred $11,000.00 from the checking account (08 FEB 2024)
    - Transferred $5,000.00 into the checking account (20 FEB 2024)
  + Bank fees - $6.80 (one Zelle transfer)
* Income
  + Received payments/partial payments for 42 rowers for Spring Season
  + Panera - $125.82
  + RaiseRight - $64.11 (FEB) and $107.15 (MAR) = $171.26
  + Savers - $563.30 ($75 in bonus)
  + Tag Day - $7,870.08 + $250 additional funds received
* Donations
  + Occoquan Boat Club scholarship grant - $600.00
  + Anonymous - $25.00
* Paid Expenses
  + Debit Card
    - RR Staples gift card (Tag Day supplies) - $101.00
    - RR Staples gift card (Tag Day supplies) - $50.50
    - Costco (breakfast items) - $100.22
    - UPS Store (copies) - $10.60
    - PWCS Aquatics Center (boat flip) - $55.00
    - RR Chipotle gift card (Rose Villareale) - $25.25
    - RR (ACH fee) - $2.50
    - Subway (Tag Day food) - $207.87
    - Hard Hits (Spring season t-shirts) - $541.50
    - PHLY Insurance (Board insurance) - $523.00
    - Staples gift card (Tag Day supplies) - $101.00
    - Brothers Encore (Tag Day food) - $87.00
    - NK (Cox boxes) - $4,232.18
    - RR gift cards (Sharon Hall, Emma Drewry, Breakfast Coordinator) - $128.27
  + Zelle transfer
    - Matthew Jeffcoat for spring tuition - $680.00
  + Checks
    - Check # 2616 Angie Jeffcoat for tuition credit and Staples purchase - $78.33
    - Check #2617 Ruth Weber for tuition refund (double payment) - $425.00
    - Check # 2618 Don Green for maintenance expenses - $567.40
    - Check #2619 Emma Drewry for tuition credit - $50.00
    - Check #2620 PWCS Imaging Center for door tags and thank you cards - $270.00
    - Check #2621 Stacey Fallah for tuition credit - $5.00
* Upcoming Expenses
  + Post office box renewal – April
  + State Corporate Commission – April
  + Reimbursement to Parents who participated for Tag Day
* Other
  + Sent emails regarding tuition refunds (RAR). Still waiting to hear back from the Conte family.
  + PWCA Treasurer will refund the team for the following items.
    - Sunoco - $43.48
    - Maintenance - $71.13
    - Motor oil - $59.98
    - Board insurance - $523.00
    - Ruth askes that Don pdf/scan receipts and send to Ruth. Ruth will upload to the PWCA folder.
  + Don thinks we should buy Life Jackets for each launch for coaches to use they are $59 a piece, Don will send out email to ask for board approval. (Action Item)
  + Lisa had question regarding CATMED per student fee that is due. Need MELs in order to know how much is due to PWCA. Coach M just sent our MELs.

**Secretary – Elizabeth Green**

* Pasta Parties
  + Apr 5th and 26th do not have a host; need at least 1 chaperone for Apr 19th.
  + Added a section on website under Spring Season with info.
* Regatta Info
  + Added a section on website under Spring Season with info.
* Website Calendar
  + Jolene has started working on this, updates to calendar on Home page has been changed, but mail calendar section still needs work.

**Director of Maintenance – Don Green (Acting)**

* Repaired Leak in Launch Boat # 4
* Repaired Leak and Re-painted Launch Boat #8 (Which will now become #7)
* Performed Annual Maintenance on Yamaha Outboard for Launch #7
  + Changed Oil
  + Oil Filter
  + Lower Unit Gear oil
  + Fuel Filter
  + Spark Plugs
  + Repainted and new decals.
* Connected with Brian to get Shell Maintenance Supplies and Keys back.
* Helios has been evaluated by both Mark and Coach Thompson and minor damage that we can repair ourselves.

**Director of Operations – Don Green**

* Launch Boat Training Conducted March 9th – 9 attendees.
* We have purchased 45.5 Gallons of Gas at $149.58 thru 3/12
* Last year we had purchased 48.2 Gallons at $157.18 thru 3/9
  + So, Averages 11 Gallons a week last year’s entire season averaged out at 9 Gallons per week.
* Met with VASRA Finish Line Coordinator and synced up on the duties we will need to perform to support that position.
* Met with Tatjana and Stephanie (last year’s breakfast coordinator) at the shed and Stephanie was kind enough to do a pass down with Tatjana about the position and supporting it.

**Key Volunteer Position Coordinator Reports:**

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

* Uniforms will be shipped by Fri. but will not be here for Polar Bear. Should be here the following week.
* Registration shirts are in and will bring to the school tomorrow for pictures by 2:30pm.
* Spirit wear store is closed.
* Will look into Custom Inc for the Hoodie sweatshirt. Will also add socks.

**Website Coordinator: Jolene Edwards**

* Not in attendance.

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

* Should be good for this weekend.

**New Business:**

* US Rowing MAAPA Requirements this year.
  + All parent volunteers must sign a form that they are aware of the MAAPA. Don will send an email out to the volunteers.
  + All Board Members should be aware of this requirement.
  + Put link on Website – can Jolene do an e-signature so we know who had reviewed? (Action Item)
* From PWRC Mtg - An email will be coming from Renee, PWCA, with a question to the Clubs to see if anyone wants to rent out their launches to schools over spring break.
  + Do not rent #4.
  + Don motions to rent out launches. Angie seconds.
* Ruth – Kerrie sent link to water-resistant megaphone. (Discuss at next mtg)
  + Don will evaluate against the one Jessie has to see which is best for our needs. (Acti0on Item)
* Ruth - To pass on to Tatjana – ordered $75 Visa gift cards for Breakfast Coordinator. Lisa will send her an email.

**Next Meeting:**

* Wednesday, April 10th at 7:00pm (Zoom)