

Forest Park Crew, Inc.
Board Meeting Minutes
12 Sep 2024 @ 7:00PM (Zoom)

Establishment of Quorum

Board Members: Lisa Rivera, Ruth Avelis, Elizabeth Green and Don Green
Key Volunteers: Angie Jeffcoat; Tatjana D’Arcangelo, Jolene Edwards

Adoption of Board Meeting Minutes:

August minutes had not been posted to website for review. Both August and September’s minutes will be reviewed and adopted at the October meeting.

Team Representatives Report:

Student Reps Present: Leah Gregory, Rose Villareale and Blake Edwards

- Leah recruited Mark Mase and a Freshman.
- New team reps requested to know what the Board is expecting from them for these meetings.
- Need to get the log in for the Instagram account (can get from Rose, Dale or Conner). Good to have multiple students posting. **(Action)**

Old Business/Actions

- Send out voting on name for the new 4+ for students to vote on. (Coach Mabeus)
 - Will reach out to Team Reps and get started on this. Will count on Team Reps to get the word out and to help with voting. **(Action)**
- Contact Concept 2 to get recommendation on new oars and on order fulfillment time, freight and shipping time. (Coach Mabeus)
 - Looked into it - The oars are \$880/pair and we need 4 pairs. Will need to put an order in to get shipping but should be around \$300. Total would amount to around \$4k. Does not look like shipping time is too far out... about 2-3 weeks. Do not need until Spring, so will wait until after next month’s meeting to order.
 - Don motioned to vote on the purchase of new the oars. Board all voted yes. Motion passed.
- Contact old Waters End Brewery to see if they might be interested in our double. (Coach Mabeus)
 - Not applicable anymore – Lisa will donate money to the team, for the boat instead.
 - All components are with the boat.
 - Elizabeth motioned to vote on Lisa taking the boat. Board all voted yes. Motion passed.
- Have discussion with Mr. Bricker regarding Winter Conditioning. (Coach Mabeus)
 - Asked for the same time and place as last year. Mr. Bricker said fine, but we are at the mercy of others and could potentially get moved out at times.
 - We can keep the Winter Conditioning fees the same, will just be for the t-shirt and ERG Sprints registration. Last year, PWCA ended up paying for ERG Sprints. Lisa will bring it up with them at next week’s PWCA meeting.
- Provide Jolene with Sponsorship information to post on Crew website. (Ruth)
 - Ruth still needs to send to Jolene to post. **(Action)**
- Provide an end of season accounting and forecasted budget for this year. (Ruth)
 - Will provide at next month’s meeting. **(Action)**
- Provide information on Tuition Assistance to Jolene to post on Crew website (Lisa)
 - PWCA is taking over for some of the upcoming regattas and offering money to the Club or some type of scholarship. Lisa will try and get clarification at next week’s PWCA meeting.

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- Review and update of By-laws (Don)
 - Still reviewing. Don will send Lisa what he has so far for her meeting next week. Will also need to provide the by-laws for the fundraising packet for FPHS in about a month. **(Action)**
- Provide estimate for re-furbishing of Launch Motor #4. (Don)
 - See Director of Maintenance input below.
- Homecoming Parade in November (All Board Members)
 - Student Reps will need to reach out to students get interest. **(Action)**
- Status on set up of new email accounts (All Board Members)
 - Elizabeth and Don have created new accounts. Still need to get Lisa, Ruth, and Angie's set-up.
 - Send out set-up instructions to Tatjana to create a Breakfast Coordinator email and to Angie. **(Action)**

Coach's Report:

Coaches Present: MaryPat Mabeus

- Coach Mabeus will be at the high school on Friday for the Activities Fair.
- First aid kit got attacked by mice at the boat house and they chewed up the chemical cold packs and bottles. Will need to resupply the kits. Will do closer to the season.
- PWCA meeting next week, will not be attending, as have to attend the US Rowing mandatory meeting on the 18th. Coaching certification will now be mandatory, this includes a background investigation. Lisa will bring up Background checks at next week's PWCA meeting as well.
- Had a learn to row day with about 40-50 kids, with about 7 names from FPHS.
- Need help with the Google Interest Group, Coach Mabeus will send list to Elizabeth to recreate. **(Action)**
- Recruiting suggestion – set up a QR code or Google Form so we don't get handwritten contact info that is hard to read. Rose can make a form for tomorrow. Will need First Name, Last Name, Year, Student Email and Parent Email. Ruth can create the QR code. **(Action)**

Board Member Reports:

- **President (Acting) – Lisa Rivera**
- Donation of \$350 to purchase Gemini from the team if everyone is in agreement.
 - See above under Old Business for more info.
- Do we want to support PWCA regattas in October?
 - For October 6th. There is a sign-up genie already set-up. Can send out an email to see if there is any interest. It is on the Sandy Run side. **(Action)**
- Oct 30th approved for Fall interest meeting, the dates in January were not. Do we need to come up with alternate dates or have it at Panera?
 - Received email from Mr. Bricker that there is a problem with the 25-26 Jan.
 - Spring Registration at FPHS on the 25th and second will be on Wed night the 29th at Panera. We can hold a spirit night at Panera that night.

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

- Spirit Nights
 - SEP: Five Guys (Fortuna Plaza) – 10 SEP (5-9PM) – Had a good turnout will get check in about 6 weeks.

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- OCT: Panera (Fortuna Plaza) – TBD - Shooting for a Wed night.
- NOV: All American – Board meeting? Yes – will look at nights the week of 12-14 Nov.
- DEC: TBD – suggestions? Brothers
- RaiseRight
 - Zero balance gift cards – still have several available (Walmart, Starbucks, Target and grocery store)
 - RaiseRight days (19-20 SEP) and Fall Bonus days (04-27 OCT) – various brands will offer higher earnings on these days
 - New brands added: Etsy, Ikea, etc.
 - Two new ways to earn with RaiseRight
 - Shop online through RR – will need to create a profile
 - Purchase a GC through RR and use as payment towards online purchase for extra earnings
 - RR earnings extension
 - Once installed, RR will pop up a reminder for people while shopping online
 - Best if used through Google Chrome or Edge
 - Purchase a GC through RR and use as payment towards online purchase for extra earnings
 - Best for families who do not want to submit bank information to RR
 - Ruth will try and put together a PowerPoint on how to use it. Will also put a link to it on our website and send out an email to Google Group with info. (Action)

2nd VP (Registration) – Lisa Rivera

- NSTR

Treasurer – Ruth Avelis

- Financials – as of 10 SEP 2024
 - Checking account - \$6,754.54
 - Money Market account - \$88,029.92
 - 31 MAY – Interest +127.47
 - 20 JUN – Transfer from checking account +\$25,000.00
 - 28 JUN – Interest +\$140.35
 - 15 JUL – Transfer from checking account +5,000.00
 - 31 JUL – Interest +\$170.06
 - 30 AUG – Interest +\$166.11
- Income
 - RaiseRight - \$15.65 (MAY), \$90.28 (JUN), \$27.53 (SEP)
 - Givebutter - \$4,652.25
 - PWCA US Rowing membership offset - \$545.00
 - Erg rentals - \$650.00
 - Chunky Cup - \$200.00
 - Boat sale \$1,500.00
 - PWRC boat usage - \$162.00
- Donations - \$25.00 (JUN), \$20.00 (SEP)

Forest Park Crew, Inc.
Board Meeting Minutes
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- Paid Expenses
 - Debit Card
 - RaiseRight (GCs for students and bus drivers) - \$757.50
 - Leonard Insurance - \$154.00
 - Checks
 - Check #2627 Fantasy Kim for tuition credit (Tag Day) - \$45.00
 - Check #2629 John Cyr for tuition credit (Tag Day) - \$20.00
 - Check #2630 Lisa Rivera for banquet cake - \$98.98
 - Check #2631 Wally Sorenson for skeg reimbursement - \$120.88
 - Check #2632 Lisa Rivera for US Rowing refund - \$20.00
 - Check #2633 Mia Simpson for US Rowing refund - \$20.00
 - Check #2634 John Avelis for US Rowing refund - \$20.00
 - Check #2635 Claudia Segura for US Rowing refund - \$25.00
 - Check #2636 Amy Carney for US Rowing refund - \$20.00
 - Check #2637 Nudrat Virk for US Rowing refund - \$20.00
 - Check #2638 Betony Conte for tuition reimbursement (rent-a-rower) - \$75.00
 - Check #2639 Betony Conte for US Rowing refund - \$20.00
 - Check #2640 Terrence Costello for US Rowing refund - \$20.00
 - Check #2642 Stacey Fallah for US Rowing refund - \$20.00
 - Check #2643 Ashleigh Fitzgerald for US Rowing refund x2 - \$40.00
 - Check #2644 Ashleigh Fitzgerald for tuition credit (Tag Day) - \$20.00
 - Check #2645 Norrell Gregory for US Rowing refund - \$20.00
 - Check #2646 Norrell Gregory for tuition credit (Tag Day) - \$40.00
 - Check #2647 Sharon Hall for US Rowing refund - \$25.00
 - Check #2649 Yvette Jordan-Moore for tuition credit (Tag Day) - \$20.00
 - Check #2650 Keith Kehler for US Rowing refund - \$25.00
 - Check #2651 Gretchen Kennedy for US Rowing refund - \$20.00
 - Check #2652 Fantasy Kim for US Rowing refund - \$20.00
 - Check #2654 Dave Pendergraft for US Rowing refund - \$20.00
 - Check #2655 Rich Terrillion for US Rowing refund - \$25.00
 - Check #2656 Heidi Wells for US Rowing refund - \$25.00
 - Check #2658 Katie Gibb for US Rowing refund - \$20.00
 - Check #2659 Michael J Klein (CPA) for 2022 tax return - \$440.00
 - Check #2660 First Coast Rowing Club for shell purchase - \$9,200.00
 - Zelle Transfer
 - Don Green - \$20.00
 - Kerrie Golden - \$20.00
 - Tataja D'arcangelo - \$198.68 (regatta food)
 - Don Green - \$102.14 (maintenance supplies)
 - Angie Jeffcoat - \$178.15 (regatta and picnic food)
 - Zelle service fees - \$4.65
 - Kerrie Golden - \$65.78
 - MaryPat Mabeus - \$104.88
 - Rebecca Jami - \$105.92 (Shed painting supplies)

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Secretary – Elizabeth Green

- Clarification on date for interest meeting for Spring registration.
 - Had note that Board decided on January 25th and 26th 2025, but are those dates for the interest meeting or for registration? (see above, under Presidents section)
- Continue to build calendar dates for key events.
 - Need to decide on Stotesbury asap. If we go we will need to find a new hotel. (Action)

Director of Maintenance – Don Green (Acting)

- Reached out to Coach Bob about who painted the Shell Trailer last time.
 - “Performance One” in Dumfries did the painting (As a Donation)
 - “The Sign Shop” near Potomac Mills did the Graphics (We paid for this)
- Estimate to Repair Launch Motor #4
 - Impeller replacement – We have the Impeller.
 - Bracket Replacement – Need to find a Tihatsu dealer but should be about \$250. Will do when Don returns to VA. (Action)
 - Need to purchase another outboard motor which will be around \$2500.

Director of Operations – Don Green

- Had a couple folks sign up for VASRA Fall Maintenance.
- Working on Editing FP-Crew By-Laws

Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- Reached out to JL Racing about the extra Tanks to get more of them to have on hand. Team pricing is \$40 for quantities of 8-64.
 - We can discuss quantity at next meeting. (Action)
 - There are a bunch of old-style uniforms out in the shed that we can sell for a small amount.

Website Coordinator: Jolene Edwards

- Website hosting switch from HostGator to Nexcess update.
 - Transfer is complete. Nexcess provides really good support, this transfer does not change the website.
 - Got access to our DNS records. The Domain name expires next year. Would like to send credentials to Elizabeth so there is a back-up of the information. (Action)

Breakfast/Food Coordinator: Tatjana D’Arcangelo

- Bought some hot chocolate since it was on sale. Will submit receipt.

New Business:

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Next Meeting:

- Thursday, October 10th at 7:00pm via Zoom

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Don motioned to adjourn Ruth seconded.