

Forest Park Crew, Inc.
Board Meeting Minutes
9 Jan 2025 @ 7:00PM (Zoom)

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:

Team Members Present: None present

Old Business/Actions

- Design for Winter Conditioning T-Shirts (**Action: Angie**) (Completed)
 - Shirts have been ordered and paid, \$551. Will be here in two weeks.
- Talk to FPHS Principal regarding participating in the April 12th Regatta which falls on Passover. (**Action: MaryPat**)
 - Mr. Pricker did not object, but waiting to see if needs to go to the principal. (**Still open**)
- SafeSport Training:
 - If PWCS are still requiring SafeSport Training, confirm with Mr. Bricker who we report it to. (**Action: MaryPat**) (Completed)
 - This is a US Rowing requirement, not a school requirement, so will not need to report.
 - Is it a requirement for our Liability Insurance
 - No news from PWCA on if they've gotten a new insurance policy. There is a PWCA Board mtg next Wednesday, Lisa will see what is discussed. This should be a Tier 1 expense and PWCA should be paying for it.
 - Don needs to contact insurance agent – we are still carrying Artemis on our insurance that we have sold and the new motor needs to be added. (**New Action: Don**)
- Get volunteers (one per weekend for each school) for VASRA Workdays in Feb and Mar (**Action: Don**)
 - On hold until we hear from VASRA.
- Provide Ruth with contacts and mailing addresses to send thank you notes for Sponsors and come up with Thank you letter from Mr. Bricker and FP Crew President) (**Action: Don**)
 - Still open
- Review required documents for Spring Registration (**Action: Lisa**) (Completed)
 - Updated a Field Trip Permission form and uniform ordering link.
- Verify where donations from the PWCA Occoquan Challenge were sent to. (**Action: Lisa**)
 - They were supposed to send to Ruth, she will check the PO Box. (**Ruth**)
 - A check for \$50 from OBC will be sent out tomorrow.
- Touchbase with Gretchen about painting the new oars. (**Action: Don**) (Completed)
 - Will reach out this week. Kerry has some paint from Gretchen. Will place in the shed.
- Purchase Dry Bags for coaches. (**Action: Angie**) (Completed)
 - On order.

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Coach's Report:

Coaches Present: MaryPat Mabeus and Kerry Golden

- Tried to sell the Aries to a High School in Louden County, but they decided to lease from Vespoli. Want to get the Aries off or inventory. Should we go to VASRA website or Row2K, Facebook MarketPlace?
- Need to make sure everyone in Winter Conditioning understands that they will be registered for ERG sprints. Attendance has been spotty, and they are not ready. Will reinforce in an email tonight.
 - ERG Sprints are at Battlefield High School this year. Bruce is looking into potentially getting a school bus for everyone on this side of the county.
- The start day on the water is Feb 24th but will do indoor training for 2 days at the school and do a 2-day boat prep and basic water safety drills. (Action: update calendar)
 - Will need to reach out to Mia Simpson and schedule the bus. (Action: MaryPat) (Completed)

Board Member Reports:

President (Acting) – Lisa Rivera

- Received email from PWCA about funds being sent over from fall rowing event – CC'd Ruth on email
- Tag Day Plan- try to recruit another parent to help so they can see how it is run for next year
 - Request support at Interest Mtg and Registration.
 - Are we going to fill the trailer again this year as well? Yes
 - Start advertising in February in Montclair groups? (Action: Ruth/Angie)
 - Kids can post on Instagram
- More door hangers – Do we need to order more? Will need to reorder door hangers. (Action: Angie/Ruth)

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

- Spirit Nights
 - Brothers – Team earned \$125.00; between the spirit night and pizza donations, they are Bronze level sponsors. Will talk to the owner about sponsorship.
 - Giorgio's – Jan. 22nd from 4-9PM, dine-in or carry-out. Can show the flyer or mention that the order is supporting the team. Orders should NOT be placed through Grub Hub, Door Dash, etc. (Team will not get credit)
 - ??? – TBD FEB – Panera Feb 3rd (tentative); could try El Paso or Domino's in Montclair
 - Try for Feb 17th the day of the Boat Flip
 - Can look into the new Thai restaurant near Colgan – Kerry can give Ruth information
 - Five Guys (Merchants Plaza) – TBD MAR
 - ??? – TBD APR
 - Campbell's Custard (Merchants Plaza) – TBD MAY
- RaiseRight training
 - Will start back up with the Interest Meeting. Slides are ready to go.
- Sponsors
 - Vulcan Materials Company – rocks for the shed (\$449.28) – Silver level
 - A&E Logistics Management – delivery of rocks (\$395.20) – Silver level
 - All American Steakhouse – spirit night (\$622.40) – Gold level
 - Brothers – spirit night (\$125.00 plus pizza donations) – Bronze level

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- Email to go out to families regarding sponsorship leads and tuition credit that can be earned with successful leads (\$10/lead) – Will send out after Spring Interest night.
- Tag Day – March 15th
 - Contacted Savers to save the date

2nd VP (Registration) – Lisa Rivera

- Registration forms need to be updated did Boat Flip and sent coaches email about field trip permission forms
- Reached out to Colgan- Confirmed date for Feb 17th from 8am-12pm do we want to try to line up a fundraising event for after this?
- I will work on the Regatta Central Registration page this weekend and have it go live on Sunday.
- Date for Interest meeting moved to Jan 14th. Registration scheduled for Jan 25th.

Treasurer – Ruth Avelis

- Financials – As of 06 JAN 2025
 - Checking account - \$4,937.22
 - Money Market account - \$87,593.57
- Income
 - Winter Conditioning – missing one payment
 - Ann Mihalik (shell sale) - \$1,000.00
 - PWRC (boat usage) - \$3,070.00 – waiting for the boat usage log to make sure we've been paid for everything. Kerry will run a report in iCrew and send to Lisa and Ruth. (Complete)
- Donations
 - NTR
- Paid Expenses
 - Debit Card
 - RaiseRight (Staples gift card) - \$101.00
 - Zelle transfer
 - Kerrie Golden (Coaches Jacket for Steve) - \$150.84
 - Marypat Mabeus (ERG Batteries) - \$16.93
 - Checks
 - NTR
 - Bank fees – \$0.15
- Upcoming Expenses
 - Winter conditioning shirts - \$552
 - Club Insurance – any word from PWCA?
 - Board Insurance – awaiting response on Safe Sport question
 - CPA fees for filing taxes – will be submitting taxes at the end of the month. Should be around \$500.00.
- Other
 - MaryPat volunteered at Occoquan Challenge and asked that it be donated to the team. Awaiting check for \$50 from Occoquan Boat Club.
 - Do we want to get any new ERGs from the ERG Sprints to refresh some old ones? Yes.
 - Don motions to buy 4 new ERGs, Ruth seconded, Voted and all agreed. Kerry will check with Gretchen.

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Secretary – Elizabeth Green

- Still need to create a test bed on Spond for messaging. (Action)

Director of Maintenance – Don Green (Acting)

- Update: Parts for the Outboard Motor repair arrived.
 - I submitted and have been reimbursed for Motor Repair Parts.
 - Parts have been replaced on the motor.
- Update: Re-Furbish of Shell Trailer Update
 - Got Quote to repaint Shell Trailer
 - Cost was way more than I anticipated.

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			2,227.50
Body Labor	47.0 hrs @	\$ 125.00 /hr	5,875.00
Paint Labor	52.0 hrs @	\$ 125.00 /hr	6,500.00
Paint Supplies	52.0 hrs @	\$ 55.00 /hr	2,860.00
Body Supplies	47.0 hrs @	\$ 10.00 /hr	470.00
Subtotal			17,932.50
Grand Total			17,932.50

- Looking at other options for this maintenance improvement.

Director of Operations – Don Green

- No action on painting the blades
 - They are still in my garage, will work with Coach “T” some time in Jan.
- Purchased and have been re-imbursed for all the Megaphone’s The Club now owns Qt (6)
 - These are presently still located in my garage until the re-shuffle of the boat house storage space gets works out.
- Update on Final Actions Zeus Insurance Claim
 - Updated Math on Zeus Claim
 - \$3000.00 Totaled value of Zeus for claim purposes
 - \$ 500.00 Finish Line Disposal Fee
 - \$3500.00 Total Value of Lose to FP-Crew
 -
 - \$2750.00 Received from Leonard Insurance Group
 - \$ 250.00 Deductible on our Policy (Waiting on PWRC Re-imburement)
 - \$ 500.00 Disposal Fee (PWRC has agreed to pay for Disposal-Waiting on Check)
 - \$3500.00
 - Work with New PWRC Treasurer on receipt of the \$750.00
- Insurance Renewal is Due by Feb 7th, 2025.
 - Need to Update List of equipment and get Renewal Invoice Amended

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Rowing Equipment Insurance Declarations

XL Specialty Insurance Company

LEONARD INSURANCE GROUP, INC.
2103 E. Darby Road Havertown, PA 19083
Local Phone (610) 789-9600 Fax (610) 789-5757

Named Insured & Mailing Address

Forest Park Crew Inc

P.O. Box 488
Dumfries, VA 22026

Phone 1:
7034896636
Phone 2:

E-Mail:
Treasurer@FPCrew.org; FPCrewPres@gmail.com;
maintenance@fpcrow.org; fpcrowoperations@gmail.com

Renewal Invoice

Billing Date	Due Date
1/8/2025	2/7/2025
Amount Due:	\$3,969.60
Amount Remitted: \$	

Make check payable to: Leonard Insurance Group, Inc. and include the last 5 digits of your policy number on check: 00500

Coverage Period 12:01AM standard time at your address as shown:

Effective:	Expiration:	Policy Number :
2/7/2025	2/7/2026	UM00024414MA25A - 00500

Physical damage coverage on scheduled equipment (see Schedule in separate attached document)

Total Equipment Value: \$124,050.00 **Total Premium Due: \$3,969.60**
Previous Balance: \$0.00
Total Amount Due: \$3,969.60

Forest Park Crew Insurance Policy (2025) Updated January 2025

line item	Type	Manufacturer	Description / Name	Serial Number	Limit of Insurance	
	Shell 8+	Vespoli 2011	Thanatos	VUALG293J011	\$ 10,000	
	Shell 8+	Vespoli 2011	Persephone	VUALG292J011	\$ 10,000	
	Shell 8+	Vespoli 2004	Athena	VUACC160E404	\$ 5,500	
	Shell 8+	Vespoli 2003	Atlas	VUABA148D303	\$ 5,000	
	Shell 8+	Vespoli 2003	Zeus	VUACB437L303	\$ -	Remove
	Shell 8+	Vespoli 2003	Tethys		\$ 5,000	
	Shell 8+	Vespoli 2001 (2003)	Helios	VUACF427K303	\$ 4,000	
	Shell 8+	Vespoli 2000	Aries		\$ 3,500	
	Shell 4+	Vespoli 2016	Vulturnus	UK003A515	\$ 10,000	
	Shell 4+	WinTech 2005	Colossus		\$ 4,000	
	Shell 4+	WinTech 2004	Artemis	RWC4417XK404	\$ 4,000	
	Shell 4+	WinTech	Nemesis		\$ 3,500	
	Shell 4+/4X	Vespoli 2017	Kratos	VUAHB445L303	\$ 10,000	
	Shell 4+/4X	Vespoli 2001	Khaos		\$ 3,500	
	Shell 4X	Vespoli 2003	Nike	VUAHB445L303	\$ 4,000	
	Shell 2X/2+	Vespoli 2017	Hermes	V30E065C717	\$ 10,000	
	Shell 4+	Vespoli 2014	(No Name Yet)	IH006A414	\$ 10,000	
	Motor	Yamaha 9.9	#6, 2006 F9.9MSH2	66NS1005154	\$ -	Remove
	Motor	Johnson 9.9	#4, 2004 Bombardier	SZ2031577	\$ -	Remove
	Motor	Tohatsu 9.8	#1, 2021 MFS9.8B	034828AH	\$ 1,500	
	Motor	Tohatsu 9.8	#2, 2021 MFS9.8B	034537BX	\$ 1,500	
	Motor	Tohatsu 9.8	#3, 2021 MFS9.8B	032698AK	\$ 1,500	
	Motor	Tohatsu 9.8	#4, 2018 MFS9.8B	No-Serial	\$ 1,500	
	Motor	Tohatsu 9.8	#5, 2021 MFS9.8B	062011BA	\$ 1,500	
	Motor	Tohatsu 9.8	#5, 2024 MFS9.8B	017546BD	\$ 2,400	Add
	Trailer	Homebuilt	Racing Shell Trailer	VA295967TR	\$ 5,000	
	Trailer	Halumark	2006 Covered Trailer	16HCB12266PO55362	\$ 3,000	
					\$ 119,900	

- Need to order new stickers for new boat – Medusa and Forest Park (Action: Don)

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Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- Want to get new stickers and car magnets for registration. Want to redesign and use the shape of an oar blade instead of the current oval. Will get a mock-up.
 - Estimates for 4x4 is \$397, 5x5 is \$492 for 200 magnets, can check pricing from print shop. Will send out mock-ups when I receive them. (Action: Angie)

Website Coordinator: Jolene Edwards

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Breakfast/Food Coordinator: Tatjana D’Arcangelo

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Next Meeting:

- Thursday, February 13th at 7:00pm via Zoom

Don motioned to Adjourn. Ruth seconded.