

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

Establishment of Quorum

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

Adoption of Board Meeting Minutes:

Don motioned to adopt, seconded by Lisa.

Team Representatives Report:

Team Members Present: Rose Villareale

- NSTR

Old Business/Actions

- Talk to FPHS Principal regarding participating in the April 12th Ted Phoenix Regatta which falls on Passover. (~~Action: MaryPat~~) Action Complete.
 - Mr. Bricker did not object, but waiting to see if needs to go to the principal.
 - Sent email to Principal but received no response. Board agreed to move forward with participating in the Regatta, but if a student has a conflict they will not be required to attend.
- Don needs to contact insurance agent – we are still carrying Artemis on our insurance which has been sold, and the new motor needs to be added. (~~Action: Don~~) Action Complete
 - Insurance agent has been contacted.
 - From Ruth – The equipment insurance is good to go, but we have not received the check from PWRC for the deductible. Lisa will reach out to Ken/Bruce. Ruth just got access to our folder this week and will check it later to see if receipt has been uploaded. (Action: Lisa/Ruth).
- Get volunteers signed up for VASRA Workdays in Feb and Mar and FPHS volunteer requirements (~~Action: Don~~) Action Complete.
 - Created and published the sign-up Genius
- Provide Ruth with contacts and mailing addresses to send thank you notes for Sponsors (4) and come up with Thank you letter from Mr. Bricker and FP Crew President) (Action: Don)
 - Need to get logos from sponsors and get info posted on website before we send thank you notes. Don to connect with Jolene. (Action: Still Open)
- Did we receive donation from the PWCA Occoquan Challenge that were sent to our PO box? (~~Action: Ruth~~) Action Complete
 - Donation received.
- Start advertising Tag Day in Montclair groups? (Action: Ruth/Angie, Still Open)
 - Ruth to get with Angie on Feb 15th.
 - Date reserved for Savers for a 4:30pm drop-off. It will be at different drop off store - 2nd Avenue. Trying to move up the drop-off time.
- Order more door hangers for Tag Day. (Action: Angie, Still Open)
 - Not ordered yet, will order on Feb 15th.
- Order new stickers for new boat – Medusa and Forest Park (Action: Don) Action Complete.
 - Went today and will have them in a week.

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

- Order new stickers and car magnets. **(Action: Angie, Still Open)**
 - For 3” stickers x 300 qty it is \$247, and 5” magnets x 200 qty it is \$492, total would come to \$739.
 - Let’s hold off for a week or so, as Don is looking into 2” stickers to place on Crew inventory from The Sign Company where he ordered the Medusa stickers from.
 - Don will pass info on to Angie to compare prices.

Coach’s Report:

Coaches Present: MaryPat Mabeus and Kerrie Golden

MaryPat Report:

- We have not received a bill for the destruction cost for Zeus.
- Tryouts:
 - Finished tryouts today and we have 36 athletes registered.
 - One rower (Joe Campos) from last year showed up today and has been cleared by athletic trainer, but he needs to complete paperwork.
- First week of training:
 - Next week we planned on two days, Erging at school, then Thursday and Friday at the Boat House, but we have not gotten move-in approval and looks like snow on Thursday. So, the 24th will be 1st day on the water, weather dependent, and all next week will be at the school.
- Activity Bus:
 - Last night sat in on a Spring Coaches meeting. Mr. Bricker said the bus for Crew team is coming together, emailed him for status update, but have not heard back.
 - From Spond, 11 rowers need rides. On Monday at the Boat Flip, we can ask parents to talk about carpools for next week until bus situation is figured out.
- Placed an ad in Row2K, to sell the old 8 for \$500 and got two responses tonight. One from a coach in NJ asking when it’s available for pick-up. Bost has need sold to coach from NJ.
- With a total of 36-37 rowers the most we can use is 4 eights and most likely we won’t use more than 2 eights. We currently have 5 of them, which gives us a urplus of two.

Kerrie Report:

- From Spring Coaches meeting with Mr. Bricker:
 - Team photos on Mar 20th. Last year senior banners were paid for by the Club. We have 8 seniors. The banners are a novelty and are fun, but probably a waste of money. After discussion with the Board and Team Reps, decision was made to scrap the banners for this year.
 - Social media needs to have disclaimer that says the social media is not sponsored by PWCS, website requested updated one a week. Need to verify it is there and we are in compliance. **(Action: Elizabeth)**
 - We might be required to support the FP Booster Club in the future even though we have not received any support from them in the past.

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

Board Member Reports:

President (Acting) – Lisa Rivera

- The new treasurer is asking us to lower fees for rentals to the PWRC adult club.
 - We are hardly charging them anything.
 - Rental has cost us two insurance claims and our insurance has gone up \$400/yr.
 - We could look into a seasonal rate, and we could also state that rentals need to stay in the boathouse as well as stipulate that the better boats (Persophene, Sanatos, Trados, Voltornas and Medusa, and Hermes) be only used by racing team, no novices.
 - Willing to do \$2,800 for the season. Lisa motioned to charge \$2,800 for the season, Elizabeth seconded the motion. Ruth sent Lisa and Don the usage from last year to look at. Board decided to hold off on vote until next month. **(Action: Board of Directors)**
- Blades for Seniors – we have 17 blades and 8 seniors this year. Don to give them to Lisa to work on them. **(Action: Don)** Action Complete.
- Boat Flip
 - Do we need volunteers to help load shells onto the trailer? Already done.
 - Do we have a Spirit Day with a restaurant for after set up? Ruth sent out info.
 - Lisa checking them in MaryPat to let her know
- Does the team need anything before they get on the water?
 - Life jackets, etc? Don has the bullhorns and batteries ready to go, maintenance has been done on all the motors. We might have a problem with #4, but won't know until we get it on the water. If we do, we might need a professional to look at it. Met someone last week who works on boats.
 - Do coaches all have their own gear? Yes
- Tag Day
 - Anything we need to order? door hangers? has lunch been set up? Ruth will check with Brother's again for lunch and Subway.
 - Tag Day Info sent out by Angie last year. Angie will post to Spond, Elizabeth will create Spond Event **(Action: Angie/Elizabeth)**
 - Has Library or the commons been reserved for Tag Day? Angie will contact Vickie Willinberg. **(Action: Angie)**

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

- Spirit Nights
 - Audrey's Fish and Chips – 17 FEB (11:30am-1:30pm)
 - Five Guys (Merchants Plaza) – 12 MAR
 - Chipotle – TBD APR – Had to cancel Chipotle Chunky Cup or something else in Lakeridge
 - Campbell's Custard (Merchants Plaza) – TBD MAY
- RaiseRight training
 - Double checking schedule to set up Zoom sessions - plan on a couple towards the end of next week.
- Tag Day – March 15th

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

- Contacted Savers to save the date – will be dropping off at a different location. Awaiting details.
- Need to buy door hangers, postage and envelopes. Ruth made a motion to spend \$400, Angie seconded motion. Board voted yes, and motion passed.

2nd VP (Registration) – Lisa Rivera

- Have 36 registered, will look out for 1 new who came to tryouts today.

Treasurer – Ruth Avelis

- Financials – As of 11 FEB 2025
 - Checking account - \$6,071.15
 - Money Market account - \$87,683.26
- Income
 - RaiseRight - \$120.83
 - Brothers (spirit night) - \$125.00
 - Petite Plume (pajamas) - \$87.00
 - Givebutter (Alamo tickets) - \$209.13
- Donations
 - Givebutter - \$100.00
 - OBC (HOTO volunteering) - \$50
 - PWCA (Occ Challenge volunteering) - \$50
- Paid Expenses
 - Debit Card
 - NTR
 - Zelle transfer
 - Don Green (Trailer parts, megaphones and batteries) - \$569.96
 - Kerrie Golden (Water bags for coaches) - \$589.73
 - Angie Jeffcoat (WC t-shirts) - \$551.12
 - Don Green (Spring tuition refund) - \$135.00
 - Kerrie Golden (Coach's jacket) - \$124.34
 - Don Green (Oar paint, motor grease, boat wax, boat cleaner and Breakfast Coordinator items) - \$424.49
 - Checks
 - Check #2664 Kathy Villareale Spring tuition refund (RAR credit) - \$20.00
 - Check #2665 Leonard Insurance (Equipment insurance) - \$3,212.80
 - Check #2666 PWRC (Erg purchase x4) - \$3,800.00
- Upcoming Expenses
 - Club Insurance – any word from PWCA? Need to follow-up (**Action: Lisa**)
 - CPA fees for filing taxes – will be submitting taxes at the end of the month. Should be around \$500.00. (FEB)
 - Boat Flip (PWCS Aquatics Center) - \$60.00 (FEB)
 - Tag Day expenses – door hangers, postage, food (FEB/MAR)
 - Board Insurance – awaiting response on Safe Sport question (MAR) Verified that not required to have SafeSport for our policy.
 - Regatta food (MAR-MAY)
 - PO Box renewal - \$240.00 (APR)
 - Quicken renewal - \$140.00 (APR)

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

- Senior banners? Boosters charging about \$55/each Declining to purchase banners.
- Awaiting arrangements for payments for 4-5 rowers.
- Chrischanda is volunteering for a Referee position which will fill an LOC position with VASRA, does she get tuition credit?
 - Ruth motioned to give \$100 tuition credit to Chrischanda, Don seconded. Board voted and all said yes, motion passed.

Secretary – Elizabeth Green

- Spond Update
 - Status of Spond Account Registrations
 - Spond Sub-groups
 - Discontinue use of Google Groups
 - Send Pasta Parties & Regattas as Spond Events or Posts? Recommendation made to keep pasta parties invites to two weeks in advance.
- Has the Indoor Cafeteria been reserved for May 14th 6pm-8pm for the Year-End Banquet? (Action: Lisa)

Director of Maintenance – Don Green (Acting)

- Pre-Season Maintenance has been performed on all the launch Motors
 - Oil Change
 - Spark Plug Gap
 - Grease all fittings
- Plan is to put the launch Boats in the water on 2/19
- Submitted Claim to Ruth for Pre-Season Maintenance Supplies (\$449)
 - Oil & Misc. Items for Motors
 - Boat Cleaner / Wax and Cleaning Supplies for Shells
 - Purchased New Heavy Duty “Brute” Tubs for Breakfast Coordinator
 - Purchased two new 5 Gallon Water Jugs for Breakfast Coordinator

Director of Operations – Don Green

- Sign up Links are out for:
 - VASRA Jobs, we got hit hard on Launch Boat Drivers
 - Pasta Parties
 - Tag Day 3/15
 - Launch Boat Training 3/8
 - Sign Ups Are filling Up
- Locker Project and New Loft almost Complete at the Boat House.
 - Will need to re-settle displaced Gear into the new configuration ASAP after we get the word its ok to do so.
- New Capital Improvement to Erg Inventory
 - 4 New ERGS - \$3800

Forest Park Crew, Inc.
Board Meeting Minutes
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Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- JL Racing:
 - Talked with JL Racing rep today and he was concerned that we hardly had any orders, but they are seeing that across the board.
 - We will not be affected by the tariffs.
 - For Production if we don't close store until Monday, we will get the uniforms the last week of March.
 - We are low on the quota, but we should order some extra pieces. Recommend a Men's Medium and a Ladies X-Small, Small, Medium and Large. This would come to \$302.83. Angie motioned to purchase extra uniform tops, Don seconded. All voted yes to order one of each size we do not have, motion passed.
 - We are missing one person in the purchase of uniforms as of this afternoon, he would be a Large.
- Need to order a Polo for Coach Ward.

Website Coordinator: Jolene Edwards

- Not in attendance.

Breakfast/Food Coordinator: Tatjana D'Arcangelo

- Don has the two tubs and water jugs for Tatjana, he will put them in the Chuckwagon.
- Not many changes from last year on what I will prepare for breakfast. Will take suggestions from the coaches.

Next Meeting:

- Meetings changed to the second Wednesday of the month.
- Wednesday, March 12th at 7:00pm via Zoom