

Forest Park Crew, Inc.
Board Meeting Minutes
12 Mar 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:

Elizabeth motioned to adopt, seconded by Angie.

Team Representatives Report:

Team Members Present: Rose Villareale, Leah Gregory

- NSTR

Old Business/Actions

- Have we received the check from PWRC for the insurance 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)**
 - Lisa reached out to Bruce, and he did not know, and he would ask new treasurer. Ruth/Lisa to follow-up.
- Need to get logos from sponsors and get info posted on website before we send thank you notes. **(Action: Don/Jolene)** Still no action, need to follow-up.
- 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 no action, need to follow-up.
- Tag Day:
 - Order more door hangers for Tag Day. (~~Action: Angie/Ruth~~) Action Completed.
 - Picked up door tags and envelopes are stuffed. Finalizing groups for the kids.
 - Everyone will enter in Door 1, would like Don to put up the Flag (~~Action: Don~~) Action Completed.
 - Reserve Library or Commons (~~Action: Angie~~) Action Completed.
 - Rooms are reserved; we will meet in 1001-1003
 - Create Spond Event and Post Info (~~Action: Elizabeth/Angie~~) Action Completed.
 - Angie will send out a reminder tonight
- Order new stickers and car magnets. **(Action Still Open: Angie)**
 - Going back and forth on the cost, the numbers are so low, hate to spend that much on a small amount. Have been looking on-line for fewer quantities and at a lower cost, but keeping the same magnet design we had, but haven't made a purchase.
 - The Board had already voted to spend the money so go ahead and purchase them. The last time stickers and magnets were purchased was in 2021.
- Social media needs to have disclaimer that says the social media is not sponsored by PWCS. Need to verify that we are in compliance. (~~Action: Elizabeth/Jolene/Dayle~~) Action Completed.
 - Instagram needs to be updated as well. (Dayle)

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- Board to vote on rental fees for the PWRC adult club – charge per usage or charge for the season. (Action: Board of Directors) Action Completed.
 - Don motioned to charge PWRC a Flat Fee of \$2,800 for the season. Lisa will need to name the two 8's they can use pre-season only. Lisa seconded the motion. The board voted and all agreed. Motion passed.
 - Leasing during the Regular season would be a separate lease.
- Reserve Indoor Cafeteria for the Year-End Banquet (Action: Lisa) Action Completed.
 - Reserved for Thurs, May 15th from 6:00-8:30pm

Coach's Report:

Coaches Present: MaryPat Mabeus, Kerrie Golden, Katie Gibb

- Spring Break
 - We've been talking about taking a day or two off during Spring break. Decision made to take off Monday and Tuesday. Practice will be at the regular time Wednesday thru Friday.
 - Don mentioned that the school from Erie, PA would like to rent some launches again like last year. They would need to be off the water by 2/2:30pm.
- Need the Team to sign the Waiver in VASRA. Coach Mabeus cannot see who has signed or who hasn't signed. Lisa will check to see if she can access the information. Coach Mabeus will contact Dorthey to see how we can track it.
- Oars
 - Want to start using the new oars. The 1st eight are painted and will finish the second eight tomorrow. Action Completed.
 - Don will put them in the Chuck Wagon after Tag Day and bring it to practice on Monday. Action Completed.
- Need Elizabeth to reach out to guardians who are not on Spond. Action Completed.
- John (Jack) Carney quit the Team. His mom was told there is normally no refund, but to bring it up to the Board if she would like to.

Board Member Reports:

President (Acting) – Lisa Rivera

- Tag Day follow up- Need any back-up drivers? Do I need to pick up lunch?
 - Dustin Troyer and David Pendergraft have signed up for afternoon – we are good for drivers.
 - Brothers will give us some Pizza. Lunch will be from 12:30-1:30. Lisa can pick up the food.
- Flat fee or hourly rentals for PWRC we need to vote. I told them we have lower numbers this year and could lower the fees per usage
 - See above under Old Business/Actions.
- Is there a copy of the new insurance policy in our folder?
 - Ruth went back and forth with Bruce to get access to the folder. She finally has it, and the policy is in the folder.
- Fun Row? since we are not traveling to any regattas this season- Pirate row?
 - Could do it on VASRA Day 1 as looks like we won't be racing any novices this year. May 3rd is FPHS Prom so would have to be earlier in the day.

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- Senior Banners- Sounds like all the kids want them now, are we going to pay since we did last year?
 - Lisa moved to buy Banners for all nine seniors, Angie seconded. Board voted and all agreed. Motion passed. Cost will be between \$45-\$60 each.
 - The tentative date for banner pictures is March 23rd (Coach M to confirm)
 - Reina Sager is doing the banner pictures for the school. Her son, Kevin, is on the team. We can check to see if she can do them at the boathouse.

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

- Spirit Nights`
 - Five Guys (Merchants Plaza) – 12 MAR
 - ??? – TBD APR (working a date)
 - Campbell’s Custard (Merchants Plaza) – TBD MAY (will need to make it at the beginning of the month as banquet is on the 15th).
- RaiseRight training
 - Friday, March 14th @ 6:30PM
 - Sunday, March 16th @ 2:00PM and 5:00PM
 - Tuesday, March 18th @ 7:00PM
- Tag Day – March 15th
 - Savers community donations from 9:00AM - 12:00PM
 - Savers drop-off scheduled for 2:00 PM at 2nd Avenue
 - Brothers donating some pizza; will purchase additional pizzas
 - Sandwiches from Subway
 - Will print out tax donation receipts

2nd VP (Registration) – Lisa Rivera

- NSTR

Treasurer – Ruth Avelis

- Financials – As of 10 MAR 2025
 - Checking account - \$7,355.36
 - Money Market account - \$87,764.35
- Income
 - Our Lady of Mercy Academy (Shell sale) - \$500.00
 - RaiseRight - \$53.80
 - Giorgio’s (spirit night) - \$75.00
- Donations
 - NTR
- Paid Expenses
 - Debit Card
 - PHLY Insurance (Board Insurance) - \$523.00
 - Mobile Marine (Motor repair) - \$248.68
 - Stack Sports (Regatta Central fees) - \$17.00
 - Zelle transfer
 - NTR

Forest Park Crew, Inc.
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12 Mar 2025 @ 7:00PM (Zoom)

- Checks
 - NTR
- Upcoming Expenses
 - CPA fees for filing taxes – will be submitting taxes at the end of the month. Should be around \$500.00. (MAR)
 - Boat Flip (PWCS Aquatics Center) - \$60.00 (FEB)
 - Tag Day expenses – door hangers, postage, food (MAR)
 - Regatta food (MAR-MAY)
 - PO Box renewal - \$240.00 (APR)
 - Quicken renewal - \$140.00 (APR)
- Melissa Troyer volunteered to be new Treasurer. Ruth will start turn-over training at Tag Day
- There was a double payment to Don for some receipts. Ruth will follow-up to see how PWCA wants to reconcile it. Decision made for Don to write check to PWCA and then Bruce will write us a check.

Secretary – Elizabeth Green

- Any issues with Spond? Some issues with uploading pictures, but overall, everything is going great.
- 1st Pasta Party (21 Mar)
 - 18 Men (4 Novice); 18 Women

Director of Maintenance – Don Green (Acting)

- Contracted the services of “Mobile Marine” to rebuild the carburetor on Launch Motor #4
 - Cost was \$248
 - Motor running fine now.
 - They also installed Motor Run Time Meters on each motor
 - \$42x6 = \$252
- Patched Leak in Launch #1 and #5
 - No cost to the club as we already owned the repair epoxy.
- Modified the new Loft rebuilt by PWCA to accommodate our specific needs
 - Cost of Lumber and Fasteners \$102

Director of Operations – Don Green

- Conducted Launch Training 3/8
 - Six Parents showed up for the training.
- Chuck Wagon is empty and ready to be filled up for Savers Drive.
- Donated two of our older Ergs to Saunders Middle School to help grow the next generation of rowers.
- Rented (3) Launch Boats to George Washington University for (8) Days at \$35 per day per Launch. This comes to \$105 per day x (8) days = \$840.00
- We have also been asked to Rent (3) Launch Boats to Northwest Pennsylvania Collegiate Academy. Same team we rented to last year. This would take place the same week as our spring break. 14-18 April. We will probably charge them \$30 per day.

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Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- Spirit Wear store is closed.
- Uniforms should come in by the end of the month.

Website Coordinator: Jolene Edwards

- Not in attendance.

Breakfast/Food Coordinator: Tatjana D’Arcangelo

- Not in attendance.

Next Meeting:

- Wednesday, April 9th at 7:00pm via Zoom