

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

Establishment of Quorum

Board Members: Lisa Rivera, Elizabeth Green and Don Green; Ruth Avelis not in attendance, Quorum not established.

Key Volunteers: Angie Jeffcoat

Additional Attendees: Rebecca Jami, Ashleigh Fitzgerald, Mia Simpson

Adoption of Board Meeting Minutes:

Don motioned to adopt the minutes, seconded by Elizabeth.

Team Representatives Report:

Team Members Present: Leah Gregory

- Noticed that when I show up early to practice many of the kids are just sitting around and not taking the initiative to prep the coaches launches.
- Board and coaches advised that the seniors/team reps should take the lead and remind early arrivals to get started prepping the launch and not wait.

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 Still Open: Ruth/Lisa)**
 - Still have not received the check. We received the invoice to dispose of the Zeus, Ruth will reach out to the PWRC counterpart, as we now have both invoices to submit to them.
- Need to get logos from sponsors and get info posted on website before we send thank you notes. Also need to provide Ruth with contacts and mailing addresses to send the thank you notes and to come up with thank you letter from Mr. Bricker and FP Crew President. **(Action Still Open: Don)**
- Order new stickers and car magnets. **(Action Still Open: Angie)**
 - Still plan on placing an order.

Coach's Report:

Coaches Present: MaryPat Mabeus, Kerrie Golden, Katie Gibb, Steve Ward, Gretchen Thompson

- Boat replacement-can we buy another 4+?
 - Want to start the conversation, so that at the end of the season when something comes available, we might be able to make the purchase.
 - One of our 4's is being help together with duct tape. We would get rid of the one from Alabama as it is a different brand then the rest of our boats and the uniqueness makes it harder to maintain.
 - Would be looking at more than the \$10k we paid for the last one. We would want one that is not older than 5-6 yrs old.
- New oars-look great. Shout out to Don.
- For this weekend, the weather on Saturday looks terrible. So, we will launch in and out of the boat house. Coach Mabeus will send out a Spond notice.

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- Kerrie's daughter's graduation ceremony is on the May 16th so she will not be at the banquet to give the seniors their blades.
 - Requested special arrangement to allow her to present seniors their oars. All agreed.
 - Lisa will get them to Kerrie prior to Monday's practice that week.

Board Member Reports:

President (Acting) – Lisa Rivera

- Informal poll from Lisa – What are our upcoming vacant Board positions for next year?
 - President, VP Registration, VP Fundraising and Operations
 - Angie will still do Uniforms and Spirit Wear
 - Treasurer – Melissa Troyer – waiting to confirm
 - Coach Golden thinks it would be a good idea to have a Marketing person to help with getting the word out and organizing the Winter Conditioning and Spring season.
 - Lisa will roll these duties into the Registration Roll and will edit the Registration Job position.
- Do we want to order a cake for the party. All agreed that we should. **(Action: Lisa)**
- FYI - Ruth's Team Credit Card got hacked. If anyone needs anything from the team card, reach out to Lisa until Ruth's new card comes in.

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

- Spirit Nights
 - Five Guys (Merchants Plaza) – Awaiting check; funds raised ???
 - Need to follow up with Audrey's on funds raised (FEB)
 - **Campbell's Custard (Merchants Plaza) – TBD APR**
 - **??? – TBD MAY**
- 2025 Givebutter Challenge
 - Updating the campaign this week and info for families
 - Thanks to Kerrie for all the photos
 - Should be able to launch by Friday/Saturday
 - Not a mandatory event for rowers
 - Campaign will run until the day before the banquet
- Tag Day – March 15th
 - Team did an amazing job! Special thanks to Angie for coordinating students and parents with all the routes and food, Don and Elizabeth for coordinating the Savers collection and drop-off and all the parents that helped to make the day so successful.
 - Will post totals on Spond this week
 - Savers = \$570.40
 - Donations = \$7,169.00
 - Total = \$7,739.40
 - Working on sending out thank you notes this weekend and sending out letters to lapsed donors. Could always use help with this. Could try and recruit some parent help through Spond.
 - Elizabeth said she can help. **(Action: Elizabeth/Ruth)**

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- Angie mentioned that some of the kids left in the middle of Tag Day.
 - One of them did not tell anyone and he was found walking down Rte. 234 walking home.
 - A lot of kids only did AM or PM not the whole day. So, some of the kids who stayed, had to work extra hard in the afternoon. Also, many of the showed up late.
 - This was very disappointing to the Team, especially the kids who stayed.
 - Next year we must be very clear that tag day is an ALL DAY event for all team members. Parents only get shifts.
- RaiseRight
 - Conducted several training sessions last month. Only a few parents participated. Only one new family has joined.
 - Ideas for getting more families to participate? Some may not want to start an account but they could still participate by purchasing gift cards through the Fundraising Coordinator.

2nd VP (Registration) – Lisa Rivera

- NTR

Treasurer – Ruth Avelis

- Financials – As of 07 APR 2025 (Cleared transactions through 31 MAR 25)
 - Checking account - \$9,830.05
 - Money Market account - \$87,854.21
- Income
 - Erg sale - \$150.00
- Donations
 - Tag Day - \$4,789.00 (Cash and checks)
 - Savers - \$570.40
 - Givebutter - \$2,380.00 (Transaction pending and not included in overall financial total above)
 - Total = \$7,739.40
- Paid Expenses
 - Debit Card
 - Mobile Marine Service (Hour meter and install x 5 motors) - \$214.45
 - RaiseRight (Subway gift card purchase for Tag Day food) - \$166.65
 - Hardhits (Spring t-shirts) - \$571.28
 - USPS (Postage for Tag Day mailings) - \$73.00
 - Zelle transfer
 - Don Green (Maintenance items) - \$347.47
 - Checks
 - Martin Smith (Tuition discount) - \$100 (Check #2667)
- Upcoming Expenses
 - CPA fees for filing taxes – will be submitting taxes at the end of the month. Should be around \$500.00. (APR)
 - Boat Flip (PWCS Aquatics Center) - \$60.00 (FEB)
 - Regatta food (MAR-MAY)
 - PO Box renewal - \$240.00 (APR)
 - Quicken renewal - \$140.00 (APR)

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- Other
 - Will transfer about \$5,000.00 of Tag Day funds or so to the Money Market account
- All receipts for transactions on the PWCA debit card have been uploaded

Secretary – Elizabeth Green

- Should we send out a post to Guardians about upcoming open Board Positions? If so, who should send it? Lisa will write up a message tomorrow for Elizabeth to post on Spond. ~~(Action: Lisa/Elizabeth)~~ (Completed 4/10/2025)
- If doing the Fun Row on May 3rd instead of VSRC Day 1, do we still want to have a Pasta Party the night before?
 - We are entering a quad in VSRC Day 1 (Sculling) – so the team will be doing both day 1 and day 2
 - Because there is also a conflict with PROM that weekend most of the kids are more into prepping for Prom so e will not do the Fun Row.
 - VSRC Day1 rowers will be asked if they would like to have dinner courtesy of the team in prep for their race day.

Director of Maintenance – Don Green (Acting)

- Swapped Launch Boat Motor from launch (6) with motor from (4)
- Purchased new fuel connector and gas hose launches (4) and (5) Details below

Order Details	Ordered	Ext. Price
394702601 FUEL CONN, ENGINE SIDE, MALE, 4 STROKE, 4-50 (Tohatsu) <u>\$26.05</u>	2	\$52.10
99998PBA5 FUEL HOSE (ALL MFS MODELS) (Tohatsu) <u>\$128.67</u>	2	\$257.34
	Subtotal:	\$309.44
	Shipping:	\$15.95
	Tax:	\$19.52
	Order Total:	\$344.91

- Finished “New Configuration” Modifications to the Boathouse Loft. \$102.00
 - Safety Rail
 - Rigger Rack Organizer
- Ordered a new prop - \$105

Director of Operations – Don Green

- Talked with CJ at Finish line about why we have not gotten an invoice for the disposal of the Zues, and he said they have not disposed of it yet, and that they normally don’t send the invoice until the task is performed.
 - I asked that he make an exception and please send us an invoice now so we can close this claim out. He agreed.

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FINISH LINE SHELL REPAIR
841 E. Fort Avenue #225
Baltimore, MD 21230 US
support@finishlineshellrepair.com
<https://finishlinerowing.com/>



INVOICE

BILL TO
Don Green
Forest Park High School

SHIP TO
Don Green
Forest Park High School

INVOICE # 25-24287
DATE 04/08/2025
DUE DATE 04/08/2025

ACTIVITY	QTY	RATE	AMOUNT
Boat Disposal Boat Disposal - #24287 - "Vespoli 8 "Zeus"	1	500.00	500.00
BALANCE DUE			\$500.00

- First two moves to the point this year have gone smooth.
- We are renting (4) Launch Boats to Collegiate Academy again this year. This rental will take place over the spring break.
 - (4) Launch Boats at \$25 Each per day = \$100 per day x 5 days total is \$500 to the club.

Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- Angie has the Registration shirts and will bring them by tomorrow (4/10) after practice.
- Would like to suggest to the seniors at the end of the season if they want to turn their splash jackets in to be sold at a discount next year.

Website Coordinator: Jolene Edwards

- Not in attendance.

Breakfast/Food Coordinator: Tatjana D'Arcangelo

- Not in attendance.

New Business:

Coach Mabeus

- 1 rower out on injury since 3rd week. In the event that he cannot recover from injury – he has a jacket and uniform waiting for him and an unused portion of time with his team. So far family has not asked for credit, or refunds, etc.
- Flagging in case there is a request in the future. He is a junior so he could come back next year.

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- Lisa says we would not refund for jacket/uniform – they could be donated to the team to offer to another rower at a discount. She'll also recommend we ask seniors if they want to donate their splash jackets as well.

Mia Simpson - Transportation

- Thank you for the erg donation to Saunders Middle School. They are very grateful.
- Requested a Board vote to continue the gift card appreciation to the transportation team this year.
 - Organize the kids to give the gift cards direction to the driver
 - Same amounts as last year - \$100 cards already given at beginning of the season and then an additional \$100 to the transportation team and \$50 each (x 4 drivers) directly to the drivers.
 - Lisa will send out email to the board to vote on it. (Action: Lisa)

Next Meeting:

- Wednesday, May 7th at 7:00pm via Zoom.

Adjourned

Angie motioned to adjourn, Don seconded.