

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

Establishment of Quorum

Board Members: Lisa Rivera, Elizabeth Green and Don Green; Ruth Avelis.
Quorum established.

Key Volunteers: Angie Jeffcoat, Tatjana

Additional Attendees: Rebecca Jami, Mia Simpson, David Pendergraft, Betony Conte, Chrischanda Smith,

Adoption of Board Meeting Minutes:

Don motioned to adopt the minutes, seconded by Angie.

Team Representatives Report:

Team Members Present: No Team Reps present.

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)**
 - Ruth needs to send combined invoice for boat disposal and deductible.
- 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/Ruth/Elizabeth)**
 - Two logos are on the website, Ruth needs to add two more via Jolene. Elizabeth will get contact info from Five Guys.
- Order new stickers and car magnets. **(Action Still Open: Angie)**
 - Had to pay to reimage the bear one as it had been recopied too many times.
 - Need to submit order for the car magnets, they will be smaller than the current magnets and the stickers. Might be available by the banquet.
- Order cake for the End-of-Year Banquet. **(Action: Lisa)** Ordered (Complete)
- Send out a post to Guardians about upcoming open Board Positions. **(Action: Lisa/Elizabeth)** (Completed 4/10/2025)
- Recommend we resend week of the Banquet. (Completed 5/1/2025)
- Recommend we ask seniors if they want to donate their splash jackets.
 - Send out a post on Spond day before the banquet. (Action: Elizabeth)
 - Give to Betony to wash and re-coat for dryness)
- Procure gift cards for the transportation team. **(Action: Ruth)**
 - Ruth will pick up gift cards from UPS store on Friday and will give them to Mia to distribute.
 - Mia will bring a card to the Pasta Party to have kids sign a card for the bus drivers.

Coach's Report:

Coaches Present: MaryPat Mabeus, Kerrie Golden and Katie Gibb

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- One of the quads has a broken skag. It needs to go back to the factory or a repair service as it is completely unusable. We cannot re-attach it as old residue prevents that.
 - Don coordinating with Vespoli factory in Connecticut or repair shop in Baltimore **(Action: Don)**
 - Ruth asked if we have a ball-park figure for transportation to Connecticut.
It will be at least a couple grand.
 - Don stated that we need to refurbish the shell trailer. He wants to look at hauling to NY to get it fixed there. He can drive the quad to Connecticut on the way and pick it up at end of summer. It would be about \$7K for both quad repair and to refurbish shell trailer.
 - Coaches would like to buy a brand-new boat from Vespoli. A new four would be around \$28K.
 - Maybe we could negotiate with Vespoli if we buy a new shell, we could get a deal on repair of the quad.
 - Board decided to get a valid estimate to repair the trailer and quad before we vote to have them fixed.
- Did we resolve which boat are going to be rented to PWRC over the summer as we need to rearrange at the boat house?
 - The broken quad (Cratos) is one of the ones we rented to them, could offer the new four (Medusa) instead? Medusa is a racing boat and only for the higher-skilled racing group not the novices.
- The last practice is on Monday, May 12th. Ww will do a quick fun row then pack everything up.
- Angie will bring the t-shirts to practice on Friday so they can wear as a team on Saturday.
- Many rowers missing practice due to AP testing this week.
- Will oars be ready for the girls by Monday for Coach Kerrie to distribute? Yes

Board Member Reports:

President (Acting) – Lisa Rivera

- What else needs to be purchased before end of year or next season?
 - Nothing needed. Would like to get a new quad. (See above)
- What do we do if no one takes the President/Treasurer roles?
 - Rebecca Jami recommended we send out a list of the positions and estimated hours involved.
 - Recommend each person revise their roles & responsibilities add in time requirements and send to Elizabeth over the weekend. She will put all together and send out via Spond on Monday. Don will send out the Word document of the By-laws. **(Action: All Board Members)**
 - Will need to update the by-laws as well. **(Action: Don)**

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

- Spirit Nights
 - Five Guys (Merchants Plaza) – \$374.15
 - Need to follow up with Audrey's on funds raised
 - Campbell's Custard (Merchants Plaza) – 12 MAY (5-8PM) Ruth will work on a flyer.
- 2025 Givebutter Challenge
 - Not a mandatory event for rowers

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- Campaign will run until 31 MAY
- As of 05 MAY, team has raised \$855
- Tag Day
 - Working on sending out thank you notes and letters to lapsed donors.
- 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.
 - Discuss at the end-of-year meeting. Jennefer Deane said she will help out with Fundraising.
- Savers
 - Could set something up for end of the school year? Team earned over \$500 on this at Tag Day.
 - Thinking of doing another Savers during the summer
- Alamo movie tickets
 - Will update info and send back out.

2nd VP (Registration) – Lisa Rivera

- NTR

Treasurer – Ruth Avelis

- Financials – As of 05 MAY 2025 (Cleared transactions through 02 MAY 25)
 - Checking account - \$7,662.66
 - Money Market account - \$93,941.46
 - Transferred \$6,000.00 from Checking to Money Market (30 APR 25)
 - Will look into switching to a product that has a better yield.
- Income
 - Launch rental - \$840.00
 - RaiseRight - \$49.70
 - Five Guys - \$374.15
 - Reimbursement from PWCA (Maintenance items) - \$347.47
- Donations
 - Givebutter (Tag Day) - \$2,380.00
 - Tag Day - \$150.00
- Paid Expenses
 - Debit Card
 - State Corporate Commission (Annual Report) - \$25.00
 - Quicken renewal (Annual subscription) - \$131.88
 - Zelle transfer
 - Tatjana D’Arcangelo (Reimbursement for breakfast items) - \$110.38
 - Angie Jeffcoat (Reimbursement for Tag Day door hangers) - \$601.49
 - Kerrie Golden (Reimbursement for shell parts) - \$25.73
 - Don Green (Reimbursement for maintenance items) - \$576.28
 - Steve Ward (Reimbursement for regatta food) - \$81.15

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Tatjana D’Arcangelo (Reimbursement for breakfast items) - \$327.85

Don Green (Reimbursement for maintenance items) - \$554.23

Steve Ward (Reimbursement for erg parts) - \$76.70

- Checks

Jose Esquilin Photography (Senior banners and poster) - \$530.50 (Check #2668)

USPS (PO Box renewal) - \$244.00 (Check #2669)

• 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)
- Banquet cake (MAY) -\$100.00
- Gift cards for bus drivers (MAY) - \$300.00

• Other

- Fraudulent charge from Alamo - \$1,053.36 on 07 APR 25. Reported to the bank and reissued Treasurer debit card. Bank sent a loan to cover the charge while conducting the investigation. Alamo has sent a refund on 11 APR 25. Made report to the bank with the update on 29 APR 25. Awaiting bank to withdraw loan.
- Need to write checks to parent volunteers for Tag Day. Will be distributed at the banquet.
- Last month Alamo charged Ruth the same amount as the original ticket purchase. She filed a fraud claim and received a new card and Alamo has reversed the charge. Need to have the bank take their money back.
- Please let Ruth know if you have any upcoming expenses by June.

Secretary – Elizabeth Green

- Zoom for non-profits for next year.
 - Already have this. Lisa set it up for FP Crew and it can transfer to new the President.
- Recommend we put up a slide to be shown at the beginning of the banquet with board positions that will be voted on and mention the discount received.
- Spond sub-group for members who have graduated or just delete accounts? Use to inform of fundraisers and events.
 - Can create an Alumni group.
- This year’s board officially ends on July 31st. Don will do continue as Director of Operations. James Deane and Deane Edwards have agreed to help with maintenance.

Director of Maintenance – Don Green (Acting)

LAUNCH MOTOR MAINTENANCE

- Several problems with Launch Motors this year.
 - Motors are limping into the off season.

We will need to consider a more comprehensive Maintenance schedule in preparation for the 2026 season.
 - We had to provide (11) Launch Boats for VASRA Regatta use throughout the season
This accelerates the need for maintenance due to greater wear & tear.

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- Age of our Launch Motor Inventory

<u>Age</u>	<u>Year Built</u>	<u>Description</u>
21	2004	Spair
7	2018	Launch # 1 Motor
7	2018	Launch # 4 Motor
6	2019	Launch # 3 Motor
5	2020	Launch # 2 Motor
4	2021	Launch # 5 Motor
1	2024	Launch # 6 Motor

James Dean (Kaitlyn’s Dad) and Dean Edwards (Blake’s Dad) have agreed to help with motor maintenance next fall.

RACING SHELL MAINTENANCE

We have a major issue with the QUAD Shell “Kratos” – Skag / Rudder mount has been compromised beyond repair and needs to be professionally replaced. “Kratos” is one of our newer Shell’s (2017). We are checking with both Vespoli and Finish Line for repair estimates. This will likely be a major expense that we need to decide if we want to add it as a close out expense of 2025 Season or make it an early estimate against the 2026 Season.

<u>Type of Item</u>	<u>Year Item</u> Built	<u>Manufacturer</u>	<u>Description / Name</u>	<u>Serial Number</u>	<u>Coverage of</u> Item	<u>Cost to Insure</u> Item
Shell QUAD	2017	Vespoli 2017	Kratos	VUAHB445L303	\$ 10,000	\$ 320.00

Director of Operations – Don Green

- Happy to report we 2025 was a successful year meeting our responsibilities to VASRA. We filled 30 Volunteer Positions and had parents step up to fill last minute vacancies to help VASRA out as well.

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Forest Park Crew		Regatta Name & Date >>>>		<div style="display: flex; justify-content: space-between; font-size: small;"> 3/22 - Polar Bear 3/29 - Walter Meas 4/5 - Daral Winklow 4/12 - Ted Phoenix 4/19 - Ryz Oniechowitz 4/26 - Al Urquiza 5/3 - VASRA One 5/10 - VASRA Two </div>								Chischanda Smith LOC (Finish Line and Referee) Every Regatta "All Day"			
		FP	FP	FP	FP	FP	FP	FP	FP	FP	FP				
Total VARSAs Jobs FPCrew must support 2025		30	3	5	4	3	4	4	3	4	Forest Park Volunteer LOC				
Forest Park Crew will Provide a Launch		11	1	2	2	1	2	1	2	1	Donald	Green	FPcrewoperations@gmail.com	703-489-6636	
Team is at the Point															
JOB #	VOLUNTEER POSITIONS	SHIFT TIMES	FP	FP	FP	FP	FP	FP	FP	FP	FP	FP	FP	FP	FP
7	Launch Driver	7:30 - 1230	1												
27	Concession Boathouse	0630 - 0930	1												
55	Dock Master Assistant - Recovery Dock	0800-1300	1												
15	Launch Driver	0730-1130		1											
16	Launch Driver	1100-1430		1											
67	Concession Finish Line	0700-1100		1											
79	Cross Over Marshall	1130-1530		1											
104	Takedown Helper	1130-1530		1											
37	Launch Driver	0730-1300			1										
38	Launch Driver	1230-1700			1										
47	Concession Boathouse	0630-1130			1										
119	Stakeboat Holder	0730-1300			1										
15	Launch Driver	0730-1300				1									
16	Launch Driver	1230-1700				1									
109	Money Collector Van Finish Line	0700-1230				1									
13	Launch Driver	0730-1300					1								
14	Launch Driver	1230-1700					1								
45	Concession Boathouse	0630-1130					1								
81	Concession Finish and Cleanup	1500-1800					1								
5	Launch Driver	0730-1200						1							
35	Launch Driver	1100-1630						1							
112	Money Collector Upper Lot C3	1200-1500						1							
113	Money Collector Upper Lot C3	1500-1800						1							
25	Launch Driver	1130-1530							1						
53	Concession Boathouse Setup	0600-0900							1						
107	Dock Master Assistant - Recovery Dock	1200-1600							1						
3	Setup Helper	0600-0900								1	Matthew	Weber	matthew.weber24@yahoo.com	401-239-8997	Laurel Weber
17	Launch Driver	1130-1530								1	Betony	Conte	betonyconte@gmail.com	254-289-6185	William Conte
18	Launch Driver	0730-1230								1	Dustin	Troyer	mmdtroyer@hotmail.com	937-668-3658	Acelyn Troyer
55	Concession Boathouse	0630-1100								1	Melissa	Troyer	bisaitaly@hotmail.com	937-668-5101	Acelyn Troyer

- (14) of our VASRA jobs were Launch Boat Drivers this year, very dis-propionate but we came together as a team and met the demand, Thanks to all the parents who helped with multiple shifts.
- We are in good shape going into Next Season with potentially (12) Trained Launch Drivers returning for the 2026 Season

FP-Crew Launch Boat Trained				
First Name	Last Name	Email	Phone	Rower
James	Dean	jdeanjr3@gmail.com	571-435-6709	Kaitlyn
Bret	Fitzgerald	ashhutch99@hotmail.com	719-510-0667	Tristan and Keira
Greg	Sager	reyna.sager@gmail.com	571-477-0655	Kevin
Betony	Conte	betonyconte@gmail.com	254-289-6185	Will
Dustin	Troyer	mmdtroyer@hotmail.com	937-668-3658	Acelyn
Edwin	Garrett	egarrett4@yahoo.com	301-440-7137	Madison
Matt	Weber	matthew.weber24@yahoo.com	401-239-8997	Laurel
Michael	McAndrews	michael.p.mcandrews@gmail.com	202-573-6102	Taylor
Bob	Hall	bobhall01@gmail.com	315-263-1090	Isaac
Dean	Edwards	Dean.edwards1775@gmail.com	760-401-2925	Blake
Chrischanda	Smith	Chrischandasmith@gmail.com	240-314-9695	Sejaden
Dustin	Drewry	dustin.drewry@gmail.com	520-437-2530	Adalie

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2025 Operations Expenses

2025 Season Gas Expenses

Month	Date Purchased	# of Gallons	Cost Per Gallon	Total Cost
Feb.	2/22/25	32.78	\$2.99	\$98.33
	NA			
March	3/4/25	4.93	\$2.99	\$14.79
	3/9/25	9.78	\$2.96	\$28.94
	3/11/25	6.84	\$2.95	\$20.25
	3/17/25	9.36	\$2.89	\$27.15
	3/23/25	8.54	\$2.99	\$25.64
	3/28/25	8.10	\$3.10	\$25.26
April/ May	4/3/25	8.60	\$3.16	\$26.86
	4/10/25	14.60	\$3.13	\$45.66
	4/18/25	15.21	\$3.06	\$46.53
	4/23/25	13.86	\$3.06	\$42.41
	5/1/25	14.34	\$3.19	\$45.89
Season Totals >		147	\$3.04	\$447.71
		Average		

Eleven Launch Boats Provided to VASRA
Seven Coach Staff

2024 Season Gas Expenses

Month	Date Purchased	# of Gallons	Cost Per Gallon	Total Cost
Feb.	2/16/24	9.29	\$3.26	\$30.28
	2/20/24	12.82	\$3.40	\$43.58
March	3/4/24	9.86	\$3.22	\$31.75
	3/12/24	13.49	\$3.26	\$43.97
	3/22/24	9.71	\$3.56	\$34.58
	3/26/24	8.84	\$3.56	\$31.80
	3/29/24	10.47	\$3.56	\$37.27
April/ May	4/4/24	9.35	\$3.56	\$33.28
	4/10/24	8.02	\$3.56	\$25.53
	4/15/24	9.79	\$3.56	\$34.86
	4/22/24	8.51	\$3.60	\$30.63
	5/3/24	5.04	\$3.52	\$17.73
5/10/24	4.64	\$3.50	\$16.24	
Season Totals >		120	\$3.47	\$411.50
		Average		

Two Regatt's Canceled
Only one Launch provided to VASRA all season

2023 Season Gas Expenses

Month	Date Purchased	# of Gallons	Cost Per Gallon	Total Cost
February	2/21/23	5.00	\$3.20	\$16.00
	2/21/23	5.00	\$3.20	\$16.00
	2/23/23	5.00	\$3.36	\$16.80
	2/28/23	9.80	\$3.30	\$32.41
March	3/2/23	9.20	\$3.26	\$30.30
	3/5/23	4.90	\$3.20	\$15.90
	3/9/23	9.30	\$3.18	\$29.77
	3/16/23	8.80	\$3.30	\$29.31
	3/20/23	9.20	\$3.30	\$30.40
	3/26/23	9.30	\$3.40	\$31.94
	3/30/23	4.50	\$3.40	\$15.35
	3/30/23	9.20	\$3.40	\$31.51
April	4/8/23	9.10	\$3.60	\$32.77
	4/12/23	9.50	\$3.60	\$34.38
	4/16/23	9.50	\$3.60	\$32.88
	4/25/23	9.70	\$3.60	\$34.82
	4/29/23	4.66	\$3.56	\$16.59
Season Totals >		132	\$3.38	\$447.13
		Average		

3 Year high for gallons used throughout the season due to heavy support requirement with VASRA and larger Coach Staff leading to more launch boats used per day at practice. All this accelerates the need for more extensive off season motor maintenance.

Operations and Maintenance Expenses 2025 Season. \$14,665.35

\$14,665.35	
<u>Monthly</u>	<u>Cost</u>
Nov24	\$ 11,228.97
Dec24	\$ 569.96
Jan25	\$ 424.49
Feb25	\$ 347.47
Mar25	\$ 576.28
Apr25	\$ 554.23
May25	\$ 963.95

\$14,665.35	
<u>Category</u>	<u>Cost</u>
CapEx	\$ 11,770.41
OpEx	\$ 1,908.74
Maint	\$ 986.20

\$14,665.35	
<u>Sub-Category</u>	<u>Cost</u>
Racing Shell	\$ 9,562.54
Launch Boat	\$ 3,760.91
Team Support	\$ 319.23
BoatHouse	\$ 289.47
Marketing	\$ 272.42
Coaching Expense	\$ 256.89
School Storage	\$ 133.76
Misc	\$ 52.13
Team Trailers	\$ 18.00

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Key Volunteer Position Coordinator Reports:

Uniform/Spirit wear Coordinator: Angie Jeffcoat

- NTR

Website Coordinator: Jolene Edwards

- Not in attendance.

Breakfast/Food Coordinator: Tatjana D’Arcangelo

- The job went easier than last year. Hoping for team to increase in count. Will be able to volunteer for Food Coordinator next year.

New Business:

- Tatjana - Had an idea recommend we use the short videos the kids put together for the banquet and use them for recruitment before next season – fun, friendships, changes. They could be posted could have on the website.
- Mia –The Saunders crew club is going to the boat house on May 31st if anyone wants to go and help. They will be doing quick boat rides. They wants to build interest for the high schools.

Next Meeting:

- Year-end Banquet/Annual Meeting - Thursday, May 15th at 6:00pm-9:00pm FPHS Enclosed Cafeteria.
- Wednesday, June 11th at 7pm via Zoom

Adjourned

Don motion to adjourn, Ruth seconded.