Upper Valley Rowing Association
Minutes for Special Meeting and Board of Directors Meeting
January 6, 2014
Murray Meeting Room, Howe Memorial Library, Hanover, NH

Board Members Present:
Eric Brooks, Rowan Carroll, Erika Dade, Jonathan Edwards, Paul Gross, Joanne Hayes, Rosi Kerr, Liz Marshall, Louise Moon, Carin Reynolds, Dan Ruml (joined via Facetime), Janet St Germain

Also present for Special Meeting: Terry Harwood, Annette Kennedy

Board Members Excused:
Christopher Bordeau, Kevin Cotter, Sean Healey

1. **Special Meeting to Amend Bylaws**
   A special meeting was called to amend the bylaws, allowing for absentee voting by email and to fix inconsistencies in bylaws.
    [Carin will send specific language]

   Motion to approve the amendments to the bylaws, seconded and approved unanimously by the Board of Directors and other members present for the Special Meeting.

   Motion to adjourn the Special Meeting, seconded and approved unanimously.

2. **Review of December 2, 2013 Minutes**
   Motion to approve the minutes, as amended, seconded and approved unanimously.

3. **Nominating Committee Report**
   We need to replace two board members and plan to vote for three new members. Liz is the only board member whose 2nd term expires on the 2014 slate of directors. Rosi is stepping down, therefore, we need to fill two positions.

   We need to put Carin on the ballot for her first official term effective in 2014 since she has been serving as an interim director. Rowan's and Erika's first terms are up so we need to put them on the ballot also for re-election to a 2nd term.

   The Nominating Committee presented candidates as potential new board members. The Committee will contact them to confirm their interest and request that they send a bio and write-up for the ballot for the annual

meeting.

In addition, a general email will be sent to the general membership to solicit interest in serving on the board. It should be explained that there is no guarantee that an interested member will be put on the ballot, as there may be too many candidates for places on the board and we may want to focus on filling specific tasks needed, depending on who is leaving the board. The Nominating Committee will review responses and if approve, will request information to add to the ballot.

Motion made to approve the names presented by the Nominating Committee for the ballot for UVRF board members to be voted at the annual meeting, seconded and passed unanimously.

4. **Annual Meeting**
   The board reviewed the list of tasks and awards provided by the secretary in order to finalize task assignments, award recipients, presenters, and prizes.

   Awards:
   Awards to be presented at the annual meeting:

   Starzinger (recipients of this award are added to a plaque that Paul made)

   Oars on Fire (new award last year)

   Lifetime Achievement Award (new award last year)

   Best Dressed

   Rookie of the Year

   Rowan will send an email to board members to ask for nominations for the Starzinger Award.

5. **Board Job Descriptions**
   A list of current job descriptions was reviewed with some reallocation of tasks suggested by Janet. Janet's responsibilities in Communications and web work are substantial and these jobs need to be divided among more board members and possibly others if it is determined that a non-board member can take responsibility for them. Suggestions include changing some Registrar tasks to Membership tasks (handled until now by Liz) and some Communications tasks to Registration responsibilities (Janet), with Eric and Rowan taking on more of the Communications.

   We will need to replace Liz's tasks (which Dan and Jonathan currently are

also helping with.

These will be discussed further at the February 10 meeting, when new board members will be present. Janet will send a revised task list based on our discussion.

6. **Budget**
   Paul provided a budget spreadsheet for review, and reported that the club finished the year with a very positive figure. Overall, we met the fundraising goal, even with a shortfall in unrestricted gifts. The response to our general fundraising letter was fairly good, but the appeal for the men's eight was the best fundraising accomplishment ever.

   Paul also indicated that the 2012 quarterly UVRF tax report was not sent in, resulting in a penalty which Paul offered to pay. The Board did not feel that Paul should pay this – it will be paid by UVRF funds.

   Reserve funds: last year we had more cash in reserve funds because the club didn't buy as many boats but Paul proposed that the same amounts for the trailer/motor fund and for the Norwich property fund be moved from the checking account into the reserve account. That leaves enough money in the checking account for cash flow and some additional monies. Paul proposed that $8,000 be moved to the sweep equipment fund. We should also fundraise for a women's new four at $18,000.

   Motion to approve Paul's recommendations, seconded and approved unanimously.

7. **Other**
   Kendal: Carin met with Becky Smith to discuss the Lebanon spring rowing program on the Kendal property. Becky was pleased with the fall program and there were no complaints from the residents. Also, the fact that Lebanon crew is actually part of UVRF is helpful because it means that the agreements do not have to be revised. Lebanon crew will be allowed to hold two small races. For quads – club members will be allowed provided they are with a coach who has a key to the gate and sign a waiver.

   There will be an end of season learn to row for Kendal staff and residents. Kendal upgraded the road to the river because they were taking residents down to view the site. They may pave the road because they want to use it for residents. And some residents want to canoe, kayak, etc.

   Becky was not aware of the broken dock parts. Carin talked about the issues and potential cost. UVRF will cover the expenses to fix the dock and Kendal will waive

all fees for use of the site. If Kendal decides not to use the dock UVRF would like to have first right to purchase.

Motion to adjourn at 7:30 pm, seconded, and unanimously approved.

Respectfully submitted,
Louise Moon, Secretary