

Upper Valley Rowing Foundation
Board of Directors Meeting Minutes
November 3, 2014, 5:45 PM
Howe Library, Hanover, NH

Board Members Present:

Eric Brooks, Erika Dade, Paul Gross, Dan Haedrich, Terry Harwood, Annette Kennedy, Louise Moon, Carin Reynolds, Dan Ruml, Janet St Germain

Board Members Excused:

Rowan Carroll, Kevin Cotter, Jonathan Edwards, Sean Healey

1. Review of October 6, 2014 Minutes

Motion to approve the minutes, seconded and approved unanimously.

2. Close out of 2013 and 2014 memberships and receivables

There is a short list of some members who appear to have balances due from 2013 and 2014. Some, if not all, could be due to duplicate signups and other online payment and/or membership problems, signup for a program and then not participating, scholarships that are not recorded in the League Athletics system, etc.

We should close out 2013. For 2014, Annette will send the ten names that show balances due, to Carin and Erika and they will review them.

We need a better system in the future since the League Athletics balance report is not accurate. People should become members first before registering for a program and there is a way that the League Athletics system can check for membership before allowing registration for a program. September is a good time to check for balances due. Any names of those who appear to have balances should be reviewed by the coaches first before a letter is sent out. Members of the Scholarship Committee (Eric, Rowan, Dan Haedrich) should process scholarships in the League Athletics system so they don't show up as unpaid.

3. Long Row (Nov 15)

Rowers should meet at the boathouse at 7:00 am. There will be a signup for a potluck afterwards.

There will be two launches – Chuck will go with the sweep boat and Dan Ruml will float.

4. End of Season Workday (Nov 23)

Janet has posted a signup for the workday which will start at 1:00 pm.

Rowan will bring coffee.

The dock will need to be taken up.

A third set of stairs will be needed at Fullington for workday.

The older white and blue sculling blades need to be painted. The green mountain part can be vinyl rather than painted.

5. Fundraising and Equipment Committee recommendations

Terry drafted a fundraising letter that was well received by the board. It will include a picture of the old launch as well as photos of the proposed new launch.

An opportunity to get a sweep oar will be offered to the first eight people who donate \$250; \$2,500 will allow someone to name the launch.

The board decided that we should try to get money raised for a *new* rather than a used launch as well as a new motor. Dan Haedrich will find out what the price of new launch would be and that amount will be included in the letter.

The letter will be sent out via email.

6. US Rowing Athlete Safety Program

Erika provided a draft for review.

The policy should be made available to the entire membership by putting it on website and notifying members about the policy each year. This can be done as part of the registration/membership process by checking a box that says "I have read...I am aware of this policy and shall follow report abuse..."

Only program coaches need to submit background checks. This is not necessary for volunteer and assistant coaches (including coxswains) because they are under the direction of existing coaches.

We will create a new position of safety officer who will monitor the six items on the coaches' checklist and background checks. This change should be made on the job descriptions so that this task is taken off the responsibility of the programming person. – Terry?

Erika will send a revised draft to board for approval.

7. Sign-in sheets

We need clarification on who is supposed to be picking up the sign-in sheets. Peggy has been picking them up and filling the notebook with blank pages. She should continue to do so. If Dan sees that they have been there for two weeks he will put them in Peggy's boat.

8. Membership/coaching policy

Full time coaches do not pay membership fees. There is a question about how many sessions a paid coach should do in order to earn a free membership. It was decided that the current policy of full-time coaches qualifying for a waiver of the membership should remain; however, part-time coaching does not qualify for a free membership.

Tabled: policy on refunds, fees for use of launches for non-programs.
It was suggested that we create a “coaches corner.”

9. Nomination committee for new board members next year

To date, the following board members’ terms expire: Kevin Cotter, Paul Gross (Treasurer), Louise Moon (Secretary), and Janet St. Germain. In addition, Annette Kennedy is stepping off the board.

The committee will report on potential new board members at the next meeting.

10. Budget

We have a budget with a balance above and expenses below expectations, although there is not as much money to distribute at the end of the year to different reserve funds. We need to keep about \$15,000-\$20,000 set aside in cash reserves. The budgeted surplus is only about \$400.

11. Executive Session

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

Respectfully submitted,
Louise Moon, Secretary