Approved as amended 11/1/2021

Upper Valley Rowing Foundation
Board of Directors (Zoom) Meeting Minutes
October 4, 2021

Present: Liz Marshall, president; Elizabeth Glenshaw, Vice President; Dan Ruml, Treasurer; Margie Elsberg, Secretary; Linda Muri, Director of Rowing; Mickey Elsberg, Carin Reynolds, Michael Stafford, Patrick Turevon, Peter Swanson, Roelof Versteeg, Susan Brighton, Beata Randall, Jenny Lynn

Unable to attend: Nancy LaRocque, Martha Beattie, Terry Harwood

Call to order: Liz called to the meeting to order at 5:48 pm.

Prior meeting minutes: ***After Margie added Mickey's name to the list of attendees and correcting the spelling of Roelof's name, Jenny moved to approve the minutes for the August 30th Board meeting as corrected. Margie seconded the motion; the motion passed unanimously.***

Liz said she will post the August minutes, without Executive Session notes, on the website.

Committee Reports

Finance Committee

Profit & Loss Statement: Beatta pointed out that the P&L she sent to Board members shows program income, but doesn't reflect program-related bills that have not come in.

Program Expenses: Beata said she wouldn't be able to assign expenses to this season's programs without knowing how many people rented boats and/or racks and participated in each coached program. Carin and Dan said Beata will also need to figure in the cost of coaches, credit card processing, and gas as she figures out what each program costs. Liz asked the Program Committee to gather the information that Beata needs.

Bookkeeper proposal: Elizabeth said she's spoken with a bookkeeper who is interested in working for a community-based club. She knows QuickBooks and would charge $20/hour. Beata said she spends 8 hours each month on UVRF books and Elizabeth said a 15-hour/month bookkeeper would cost $3,600 a year. Carin said having a professional bookkeeper would give the financial side of UVRF long-term stability since new board members must be trained for finance-related tasks. Beata endorsed the proposal but said there must be good oversight.

Mickey moved that the Executive Committee should estimate the number of bookkeeper hours the club will need and proceed with interviews, references, and background checks. Once the ExecComm has identified a bookkeeper candidate to hire, the board will vote to ratify the decision electronically or during a board meeting. Jenny seconded the motion, which passed unanimously.

P&L (attached): Beata said the P&L isn't totally complete because she needs more data on program participation and costs.

Programming Committee

Programs: Linda Muri said that three programs are currently running as the season winds down: Learn to Scull, Drop-in Coaching, and the Big Boat program.

Program Participation: Linda reported the number of program participants during the 2021 season:

Adults:	122
Fall program adults:	5
Juniors:	32
Fall program juniors:	20
Coaches & Coxswains:	21
CReW:	23
Leb Crew members:	44
Volunteers:	7
Total:	274

Coached Masters Sweep: Linda reported that the UVRF trailer went to the Textile River Regatta in Lowel, Massachusetts, and the CRI Fall Classic in Boston. The trailer will go to the Head of the Charles on October 22-24, and the Head of the Fish on October 30-31. Chuck puts together sweep teams for each regatta.

Kendal and Fuller

Kendal boats & dock removal: Dan said private boats are no longer on the trailer at Kendal; they've been moved to racks. The Kendal dock and club launches will come out of the water during the first week of November, after all programs end and after the trailer returns from the Head of the Fish.

Kendal workday: Dan said we need a Kendal workday so club boats that have been rented can be derigged and moved to winter storage. He suggested an e-mail asking for help should go to members who rented club singles and doubles, along with a request for vehicles with boat racks since the trailer will not be available. Liz said Saturday, October 16, will be the workday.

Winter & spring storage: Dan said members who own 46 boats want UVRF to store the boats during the winter and he believes he will have enough space in the shed at Fuller and in Fuller, though Dartmouth will require that all boats must be removed by March 31. They can't be moved to racks at Kendal because the Kendal Park driveway will not be passable in early spring, so Dan's been searching for spring storage. One member has built racks in his barn for 24 boats and other members have offered space for slings and racks, so Dan believes he's found enough storage space.

Next Summer: Dan said all club boats and most private boats will be on racks at Kendal next year. In addition, we'll have 8 racks at Fuller. Seventy-nine members are on the seniority waiting list for the 8 indoor spaces, and Dan said he recommends that the club increase the number-of-rows-per-season requirement for indoor rack renters from 20 to 50. Dartmouth has not yet set the fee for Fuller storage, but Dan said he thinks the fee for Fuller rack rental should be set by UVRF so the club makes money over what Dartmouth charges. Elizabeth asked about the value of keeping all of the club's boats together in one place, but Liz said the Board will discuss that question later.

CReW: Carin said CReW members had their final row of the season this past weekend followed by a terrific potluck. The group will break for a week before starting Zoom erg sessions.

Safety: Terry reported that one member of the men's sweep program tested positive for COVID. Everyone else in the program tested negative. Terry is working on a proposal for future incidents.

Membership 2021: Liz reported that about 60 people participated in Learn to Scull programs and that 16 signed up for the Novice Intensive program. She said some of these participants joined the club after completing the programs, so they are included in the membership count. "We put at least 300 people in boats this summer," according to Liz. "That is an amazing accomplishment and one we should all be proud of!" The club has 274 members, including members of Leb Crew.

Nominating committee: Liz said the Nominating Committee—Susan Brighton, Martha Beattie, Elizabeth Glenshaw, and Liz—is working on the slate of officers and Board members for next year. Some Board members have terms that extend through next year; everyone on the Board is eligible to remain on the Board. She asked Board members to think about the skills we need on the board and to give Liz suggestions.

Long-range planning committee: This committee will focus on a future boathouse for UVRF. The committee members are Elizabeth, Carin, Mickey, and Liz.

Old Business

Report on the Director of Rowing Position: Liz said she, Elizabeth and Linda have been working since April to develop a description of the position of Director of Rowing. They've been working on a report that concludes that the growth of UVRF—spurred on by the pandemic—makes it necessary to have a Director of Rowing who can manage and oversee the club's many programs. We've run 51 unique programs this year through the end of October. The Kendal logbook and on-line registrations show that UVRF is not the same club it was a few years ago. We added 5-minute coaching, a masters big-boat program, 17 or 18 learn-to-row programs, and boat and rack rental programs "that went through the roof!" In addition, we need a more robust Social Committee.

Liz acknowledged the importance of keeping the excitement, vibrancy, and momentum going, but said it's not possible for Board members to run all the rowing, maintenance, social and communications programs that the club now demands. The question is whether we need a Director of Rowing or a Club Manager, someone who can help the Board develop a vision and strategies as well as design and manage the year-round programming.

We've revitalized the use of the ListServe, added a few social events, weed-wacking and lawn grooming parties, and are holding derigging workdays. All need to be expanded by getting more people to help. We should communicate how much work the Board does so members will appreciate the efforts and want to help. Board meeting minutes should be more visible on the website along with more photos and news about programs.

The Director of Rowing should work more closely with the Programming Committee; we should run member satisfaction surveys. The Director of Rowing should work more closely with coaches to manage and coordinate coaching programs and keep them consistent. The Director of Rowing also will oversee SafeSport training, performance reviews and background checks. Coaches' compensation, perhaps, should be based on expertise and years of service. We want everyone to realize how much time and effort every coach puts in. Chuck works overtime on masters sweep program; Erika works with Juniors throughout the Upper Valley; same with Carin and the Leb Crew. Those three coaches work above and beyond—the loss of any of them would be really bad. We want to make things easier on them.

Liz said it's important to serve lots of constituent groups within the club and pointed out that it's time to start planning for next year, starting with indoor erg classes. We need programming to be at least a quarter of the year ahead.

Liz said she recommends that the Director of Rowing position should be a part-time year-round position. She said she will forward the Report to the Board.

Replacement for League Athletics: Liz said the search for a replacement system continues. Here search committee is taking another look at Regatta Central, which is improving its package. She hopes to get a demo later this week or next.

New Business

Annual Meeting: The Board agreed that the Annual meeting will be on Zoom at 6:00 pm on Wednesday, December 8.

Board Retreat: It was agreed that the Board Retreat should be after the annual meeting when new officers and Board members are seated.

Kendal Parking Lot: Carin said that Hanover Public Works has graded the parking lot.

Neighbor Relations: Liz said our fall juniors helped take up the neighbors' dock, and the neighbors were enormously appreciative of the juniors' hard work and politeness.

Adjournment: Jenny moved and Carin seconded the motion that the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 7:12 pm.

Respectfully submitted,
Margie Elsberg, UVRF Secretary

Attachment: UVRF Profit and Loss Statement through October 1, 2021

Upper Valley Rowing Foundation
Profit and Loss by Class
January 1 - October 1, 2021

	Development	General	Programs	TOTAL
Income				
30100 Membership		16,250.00	0.00	16,250.00
30300 Equipment Use		150.00	23,590.82	23,740.82
30400 Registration		365.00	86,530.00	86,895.00
30500 Interest		437.00		437.00
Total Income	**$ 0.00**	**$ 17,202.00**	**$ 110,120.82**	**$ 127,322.82**
Expenses				
40100 Events		394.03	298.45	692.48
40200 Insurance		770.00	9,470.36	10,240.36
40400 Property Tax			1,059.04	1,059.04
40600 Fees				
40601 Banking		4,353.16		4,353.16
40602 Office		304.31		304.31
40603 US Rowing Dues		3,275.00		3,275.00
40605 Software		1,395.92		1,395.92
40606 Supplies			497.31	497.31
40608 Background Checks		53.18	240.00	293.18
40610 Annual Report		75.00		75.00
Total 40600 Fees	**$ 0.00**	**$ 9,456.57**	**$ 737.31**	**$ 10,193.88**
40700 Launch Fuel			293.51	293.51
40800 Site Costs			5,000.00	5,000.00
40900 Payroll Expenses	**$ 0.00**	**$ 3,551.30**	**$ 2,254.17**	**$ 5,805.47**
41000 Equipment Maintenance			1,524.61	1,524.61
41100 Equipment Repair			2,905.75	2,905.75
41200 Director of Rowing		16,408.02		16,408.02
41300 Coaching			26,106.13	26,106.13
41400 Assistant Coach			2,452.20	2,452.20
41410 Dock Monitor		2,580.29		2,580.29
41500 Race Expenses			1,689.16	1,689.16
41600 Facilities Rental		75.00	860.00	935.00
41700 Team Gear			2,219.40	2,219.40
Total Expenses	**$ 0.00**	**$ 33,235.21**	**$ 56,870.09**	**$ 90,105.30**
Net Operating Income	**$ 0.00**	**($16,033.21)**	**$ 53,250.73**	**$ 37,217.52**
30200 Donations				
30201 Unrestricted	2,920.00			2,920.00
30202 Scholarship	1,120.00			1,120.00
30203 Jasmine Rogers			5,200.00	5,200.00
30204 Leb Crew			75,500.00	75,500.00
30205 Equipment	150.00			150.00
30207 CReW	1,325.00			1,325.00
30208 Director of Rowing	1,500.00			1,500.00
Donations	**$ 7,015.00**	**$ 0.00**	**$ 80,700.00**	**$ 87,715.00**
Reserve Withdrawals	**$ 10,990.21**	**$ 0.00**	**$ 83,581.12**	**$ 94,571.33**
Net Income	**($3,975.21)**	**($16,033.21)**	**$ 50,369.61**	**$ 30,361.19**

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Upper Valley Rowing Foundation w/o Leb Crew
Profit and Loss by Class
January 1 - October 1, 2021

	Development	General	Programs	TOTAL
Income				
30100 Membership		16,250.00	0.00	16,250.00
30300 Equipment Use		150.00	23,590.82	23,740.82
30400 Registration		365.00	74,630.00	74,995.00
30500 Interest		437.00		437.00
Total Income	**$ 0.00**	**$ 17,202.00**	**$ 98,220.82**	**$ 115,422.82**
Expenses				
40100 Events		394.03		394.03
40200 Insurance		770.00	7,576.29	8,346.29
40400 Property Tax			1,059.04	1,059.04
40600 Fees				
40601 Banking		4,353.16		4,353.16
40602 Office		304.31		304.31
40603 US Rowing Dues		3,275.00		3,275.00
40605 Software		1,395.92		1,395.92
40606 Supplies				0.00
40608 Background Checks		53.18	60.00	113.18
40610 Annual Report		75.00		75.00
Total 40600 Fees	**$ 0.00**	**$ 9,456.57**	**$ 60.00**	**$ 9,516.57**
40700 Launch Fuel				0.00
40800 Site Costs			5,000.00	5,000.00
40900 Payroll Expenses	**$ 0.00**	**$ 3,551.30**	**$ 1,159.24**	**$ 4,710.54**
41000 Equipment Maintenance			1,227.62	1,227.62
41100 Equipment Repair			2,425.75	2,425.75
41200 Director of Rowing		16,408.02		16,408.02
41300 Coaching			14,442.87	14,442.87
41400 Assistant Coach			2,126.90	2,126.90
41410 Dock Monitor		2,580.29		2,580.29
41500 Race Expenses			1,839.16	1,839.16
41600 Facilities Rental		75.00		75.00
41700 Team Gear			628.50	628.50
Total Expenses	**$ 0.00**	**$ 33,235.21**	**$ 37,545.37**	**$ 70,780.58**
Net Operating Income	**$ 0.00**	**($16,033.21)**	**$ 60,675.45**	**$ 44,642.24**
30200 Donations				
30201 Unrestricted	2,920.00			2,920.00
30202 Scholarship	1,120.00			1,120.00
30203 Jasmine Rogers				0.00
30204 Leb Crew				0.00
30205 Equipment	150.00			150.00
30207 CReW	1,325.00			1,325.00
30208 Director of Rowing	1,500.00			1,500.00
Donations	**$ 7,015.00**	**$ 0.00**	**$ 0.00**	**$ 7,015.00**
Reserve Withdrawals	**$ 10,990.21**	**$ 0.00**	**$ 0.00**	**$ 10,990.21**
Net Income	**($3,975.21)**	**($16,033.21)**	**$ 60,675.45**	**$ 40,667.03**

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