Upper Valley Rowing Foundation
Board of Directors (Zoom) Meeting Minutes
November 1, 2021

Present: Liz Marshall, President; Elizabeth Glenshaw, Vice President; Dan Ruml, Treasurer; Margie Elsberg, Secretary; Carin Reynolds, Mickey Elsberg, Roelof Versteeg, Peter Swanson, Susan Brighton, Michael Stafford, Beata Randall, and Jenny Lynn.

Call to order: Liz called the meeting to order at 5:51 pm.

October Meeting Minutes: The minutes were corrected to reflect that Mickey had not been appointed chair of the Long-Range Planning Committee. **Mickey moved to approve the October minutes as corrected; Elizabeth seconded the motion; the minutes were approved by unanimous vote.**

Committee Reports
Kendal and Fuller
Workdays & Dock Removal: Carin said the Junior workday was successful and hopes enough volunteers will help move boats to Fuller tomorrow afternoon. The dock will be removed tomorrow morning.

Winter Storage: Dan said he is sure we have space at Fuller for all boats that should be stored there for the winter. Boats will be cartopped to Fuller on November 21 and 22. On March 31, as required by Dartmouth, he will move 15 boats to outdoor racks, adding that there is overflow space in Josh Lewis's barn. A new Fuller rental fee has not been set, so Liz is negotiating an agreement with Dartmouth. Owners may take their boats home tomorrow or Saturday when the gate is open. Owners must arrange for Dan (or someone else) to open the gate so they can pick up boats at other times.

Long-range plans for Kendal: Carin said she and Liz had a positive meeting with Julia Griffin, the Hanover Town Manager, and with Rob Houseman, the town's Director of Planning and Zoning, to move toward a long-term Kendal Park use agreement for UVRF. Carin explained that the Town of Hanover doesn't own the park land; rather, the town leases the property from the Kendal continuous care community and has given UVRF permission to use it. The current Hanover-Kendal lease agreement, she explained, is for two 10-year periods, the second of which is revocable. We are now halfway through the first ten-year period.

Carin said Town officials are pleased with UVRF's use of the park and would support Hanover Selectboard approval of a long-term sub-let agreement, a move made likely if Kendal supports our continued use. "The stronger the partnership we have w/Kendal, the more likely it is that we could get a long-term agreement (with Hanover's Selectboard)," Carin said. During the remaining time on the lease(s), improvements to the site might be of interest: Kendal might want a pickleball court and kayak storage, and because Rob confirmed that Outdoor Recreation zoning means a boathouse would probably be permitted, UVRF could possibly build an open-sided structure like Craftsbury's, with a gravel floor, a loft for ergs, and solar power (though likely not running water). It helps that we have excellent relations with neighbors but because the park is on a floodplain, we could not build a permanent

structure. Julia is setting up a meeting between the chief officer of Kendal and a negotiating team from UVRF.
Carin advised the Board that UVRF's new Long-Range Committee should hold its first meeting before the Kendal-UVRF meeting. The Long-range Committee members are Elizabeth, Carin, Mickey, Roelof, and Liz. Liz agreed to e-mail UVRF's members, asking for volunteers to join the committee.

Roelof suggested that UVRF should send a gift certificate with a note to our Kendal Park neighbors. Carin said the neighbors had been hesitant about having UVRF activity in the park, but that efforts to build a good relationship have been successful. Beata expressed concern with the precedent of financial thank-yous and suggested sending a note of appreciation. Mickey suggested that the Executive Committee make the decision.

Liz concluded the discussion about the Kendal Park saying, "This is an incredibly hopeful situation."

Finance Committee
Profit and Loss Statement: Beata reviewed the P&L statement (attached). She said UVRF's Operating Income and Donations now total close to $217,000, adding that accountant and other fees rose when our income passed the $200,000 mark.

Program Cost Report: Beata said that there is work to do with understanding how to allocate the program overhead. Now that we have computed the total number of butt-seats for the 2021 season, the finance committee would like to meet with the programming committee to get a new butt-seat cost. Note: a "butt-seat" is a count of outings by a rower in a club-owned boat. Thus one outing in an eight would correspond to 8 butt-seats and 8 outings in a club-owned single would also correspond to 8 butt-seats.

Beata said our greatest expense for most programs is coaching, totaling 39% of expenses.
Our second-greatest expense, at 12% of all expenses, is insurance.

Bookkeeper: Dan said the Finance Committee researched a recommendation that UVRF should hire a bookkeeper and decided that concerns supporting the proposal were unfounded. The committee confirmed that Paul Gross wants to continue keeping the books, decided there are no valid concerns about financial oversight continuity or control, and pointed out that an employee would need to be managed. Dan said the committee voted 5 to 1 not to hire a bookkeeper for 2022. Liz thanked the Finance Committee for its research and noted that Board action is not needed.

Programming: Liz said Martha & Liz are working on program registration forms for 2022.

CReW: Carin said CReW has begun its Zoom erg sessions with two new volunteer coaches and is recruiting members. The study analyzing why CReW members—all cancer patients and survivors—maintain an unusually high level of participation in the group's rowing and erg programs compared with other cancer exercise programs is being researched by two medical students.

Safety Committee
Launches: Terry reported that the last two Kendal launches are now in the barn.

COVID: Terry followed up on his report that a member of the men's team had tested positive for COVID. All other crew members were tested and agreed to be tested every week. After everyone tested

negative three weeks in a row, the team was able to race. Terry expects we'll have to deal with COVID when rowing starts in the spring.

Membership: Liz reported that UVRF has two new members; membership now totals 276.

Nominating Committee: Susan reported that she, Liz, Elizabeth and Martha have asked Board members whether they want to remain on the Board. Most want to stay. Susan reminded Board members to complete SafeSport certification (not required of the Board's Dartmouth coach member). Liz said the Board will vote on the committee's proposed slate at the December meeting.

Old Business

Replacement for League Athletics: Liz said she and Roelof like Regatta Central's system and that Erika is now testing the program. Because Regatta Central's program is coordinated with USRowing, everyone registered with USRowing will automatically be registered on our system. Regatta Central's transaction fees would have been about $1,200 this year, about twice what we're paying League Athletics. Also, we will have to build our own WordPress website; Roelof has volunteered to build the website. When Erika finishes testing, the committee will report to the Board. Liz said she hopes to go live with the new system by January 1. She said even if the new website isn't ready, we will be able to handle registrations from the Regatta Central website during the winter.

Annual Meeting: Liz announced that the Annual Meeting will be at 6 pm on December 8th, using updated versions of last year's slides for committee reports. There will be several awards: a Volunteerism Award; an Oars on Fire award to the member/s who's had a particularly strong/fast season; and the Starzinger Award, in honor of long-time member and sculler Vincent Starzinger, "recognizes a person whose regular contributions to the club represent going above and beyond the call of duty in some way." Board members suggested possible award winners and decided to name our outstanding teenage dock monitor, Caleb Jordan, the 2021 "Friend of UVRF." Liz will invite past winners to help make Award decisions. She asked Board members to send in photos from this season.

Director of Rowing Report: Because Linda knew she would be unable to attend the meeting, she sent her report to the Board members before the meeting. The report is attached.

New Business

Director of Rowing Job Description: In anticipation of hiring a Director of Rowing for 2022, Liz asked the Board to consider Linda's report and create a job description. Mickey said decisions about the job must be made quickly because of the large amount of work a Director of Rowing must do to prepare for an upcoming season. Roelof agreed, saying the 2022 Director of Rowing should be hired in January and added that the salary, which was $22,000 this year, is well below the $35,000 to $40,000 that Linda recommends, even if the job remains part-time. Liz said the Board apparently will need a special meeting to focus on the job and pay, including a review of the experience this year. Dan suggested that we consider following Opera North's decision to use Tuck's free organizational development consulting service to help navigate through a period of intense growth.

After more discussion, Liz concluded that the Programming and Long-Range Planning Committees will digest Linda's assessment of the job and report back to the Board before the January Board Retreat.

Adjournment: The meeting was adjourned at 7:07.

Upper Valley Rowing Foundation Profil and Loss by Class

January 1 - October 29, 2021

	Development	General	Leb Crew Program	Club Programs	TOTAL	foot-notes	
Income							
30100 Membership		16,375.00		0.00	16,375.00	A	
30300 Equipment Use		150.00		23,590.82	23,740.82		
30400 Registration		365.00	11,900.00	74,630.00	86,895.00		
30500 Interest		435.09		0.00	435.09		
Operating Income		$ 17,325.09	$ 11,900.00	$ 98,220.82	$ 127,445.91		
30200 Donations							
30201 Unrestricted	4,739.61				4,739.61		
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		
Total 30200 Donations	$ 8,834.61		$ 80,700.00		$ 89,534.61		
Total (Operating/Donations):	$ 8,834.61	$ 17,325.09	$ 92,600.00	$ 98,220.82	$ 216,980.52		
Expenses							
40100 Events		394.03	298.45	0.00	692.48		1%
40200 Insurance		770.00	1,917.87	7,671.49	10,359.36	B	12%
40400 Property Tax				1,059.04	1,059.04		1%
40600 Fees							
40601 Banking		4,379.08			4,379.08	D	5%
40602 Office		304.31			304.31		0%
40603 US Rowing Dues		2,175.00	1,100.00		3,275.00	A	4%
40605 Software		1,515.84			1,515.84		2%
40606 Supplies			497.31		497.31		1%
40608 Background Checks		53.18	180.00	60.00	293.18		0%
40609 Vehicle Registration		53.00			53.00		0%
40610 Annual Report		75.00			75.00		0%
Total 40600 Fees		$ 8,555.41	$ 1,777.31	$ 60.00	$ 10,392.72		
40700 Launch Fuel			293.51		293.51		0%
40800 Site Costs			1,100.00	3,900.00	5,000.00	C	6%
40900 Payroll Expenses							
40901 Social Security		2,168.22	261.50	470.44	2,900.16		3%
40902 Medicare		507.14	61.16	110.04	678.34		1%
40903 Tax Withholding		2,071.15	772.27	578.76	3,422.18		4%
Total 40900 Payroll Expenses		$ 4,746.51	$ 1,094.93	$ 1,159.24	$ 7,000.68		
41000 Equipment Maint			296.99	1,317.49	1,614.48		2%
41100 Equipment Repair			480.00	2,577.75	3,057.75		4%
41300 Coaching			11,663.26	20,373.03	32,036.29		39%
41400 Assistant Coach			325.30	2,653.29	2,978.59		4%
41410 Dock Monitor		3,108.53			3,108.53		4%
41500 Race Expenses			(150.00)	1,839.16	1,689.16		2%
41501 Entry				1,075.00	1,075.00		1%
Total 41500 Race Expenses			$ (150.00)	$ 2,914.16	$ 2,764.16		
41600 Facilities Rental		75.00	860.00		935.00		1%
41700 Team Gear		(90.00)	1,060.90	628.50	1,599.40		2%
Operating Expenses		$ 17,559.48	$ 21,018.52	$ 44,313.99	$ 82,891.99		100%
Reserve Expenses							
41804 Leb Crew			82,311.39		82,311.39		
41805 Equipment	10,990.21		1,269.73		12,259.94		
41808 DOR		18,946.16			18,946.16		
Reserve Withdrawals	$ 10,990.21	$ 18,946.16	$ 83,581.12		$ 113,517.49		
Total Exp (Operating/Reserve)	$ 10,990.21	$ 36,505.64	$ 104,599.64	$ 44,313.99	$ 196,409.48		
Net Operating Income	$ -	$ (234.39)	$ (9,118.52)	$ 53,906.83	$ 44,553.92		
Net Reserves Income	$ (2,155.60)	$ (18,946.16)	$ (2,881.12)		$ (23,982.88)		
Net Income	$ (2,155.60)	$ (19,180.55)	$ (11,999.64)	$ 53,906.83	$ 20,571.04		

Note A: Registration for Leb Crew includes $25/head for membership. To illustrate this, Leb expensed $25/head toward US Dues
Note B: Leb Crew allocated 20% of insurance costs
Note C: Leb Crew historically and continues to expense $25/head for site costs