Board of Directors Meeting
Monday, February 6th, 2023
Coldwell Banker Lifestyles, 8 West Wheelock St, Hanover NH
Meeting Minutes

Present: Ben Bailey, Susan Brighton, Doug Calvey, Margie Elsberg, Mickey Elsberg, Kathy Harvard, Liz Marshall, Dan Rumi, Roelof Versteeg.

Apologies from: Martha Beatie, Joe Paduda, Marcie Jacobs, Heather Shand,

Guests: Rowan Carroll (minutes), Carin Reynolds

Dan called the meeting to order 5.50pm

Dan moved to approve the January minutes - unanimously approved.

**Review of Memorandum of Understanding between UVRF and Lebanon Juniors by Carin Reynolds.**

Carin went over the MOU, the history of the relationship between the spring junior program and UVRF, and how the priority of equipment usage and ownership was developed. When the spring junior program started the masters did not have a program in the spring so there was no conflict on equipment usage. There are now masters programs in the spring. Historically juniors row in the afternoon and masters row in the morning so there has not been any conflict of usage and we are not expecting any conflict in the near future. The possible future conflict would be use of safety launches rather than hulls if the masters wanted to run a program in the afternoon because all safety launches are in use by the junior programs, this has not been an issue to date and is not expected to become an issue.

Should the MOU be legally changed to reflect the new name of UVRF Juniors rather than Lebanon Crew? Carin said that she does not feel this is necessary yet, as it is not

a legal name, but a group within UVRF. Currently any 8th graders who are in the Dresden school district and will be entering Hanover High Crew as 9th graders are not invited to join the spring Lebanon Crew/UVRF Juniors because we do not have the coaching staff or equipment to cope with the number of novice rowers this would possibly create. Although the group is now known as UVRF Juniors the original name of Lebanon Crew helps prevent juniors who already have a spring rowing program in their own school thinking that they can join the program, so this name is still on the UVRF website.

Question from Ben Bailey/Roelof Verstig - do the other groups within UVRF need a MOU? Are we one club, or a series of groups under the banner of UVRF - the groups include UVRF Masters, UVRF Spring Juniors, UVRF Fall Juniors, CReW, Dartmouth House Crew. The discussion decided that these groups were created by UVRF, not brought to the club as an existing program, and they do not do separate fundraising, so we do not need individual MOU between the other groups and UVRF. The Spring Juniors is different from these other groups because fundraising was done specifically for this group and equipment purchased by the group, and this led to the writing of the MOU.

How do we ensure that the groups are secure even if the person/people running them leave UVRF? The coaches share the documents and understanding about each group in the UVRF Google drive. If one person disappears it should not be disastrous for the club because there are other people who share the knowledge. Erika and Carin have been working to move all documents to the UVRF Google drive to ensure all documents are available in one place.

Roelof brought up a potential  issue with having multiple groups within UVRF because of the relationship with Kendal and the use of Kendal Riverfront Park. As we grow in size and become more professional should we have a more strategic plan for the future and a less complicated relationship between each of the groups? The example that Roelof gave is that the equipment bought by UVRF Juniors does not come from the UVRF equipment reserve account, so can we see the true cost of

maintenance, equipment purchases, etc if they are not easily traceable through being in so many different groups. Carin said that all the equipment owned by the club is inventoried on the club equipment inventory spreadsheet and shows where the funds came from (whether the Leb reserve or the club). Ben B said that tracking this would be hard with how we currently run our finances and accounting and most of the book keeping being manually entered.

Carin suggested that getting a professional bookkeeper would be a good move forward. Ben said that this might not solve the problem, we might need to make our processes more efficient. If one person changes any of the spreadsheets it creates work because every change has a knock on effect that might not be easily traceable with the manually entered accounts.

Margie commented that having the different reserves makes it much easier to fundraise because different people want to donate to the different groups, which is marketing rather than accounting. Ben and Roelof agreed that they are not suggesting removing the groups, just streamline the accounting.

The upshot is that the Finance Committee should make a proposal to the Board to suggest a new method of accounting, and a more streamlined way to record the finances. What do we as a club want to do moving forward to fix the accounting issues? This will be discussed at the next Finance Committee meeting.

Can we make the P&L reports a planning tool.  No change to having the existing groups, but to look at them to see how we can grow and simplify tracking of expenses and equipment. Should we do things differently? Maybe not, but this would be a good time to look and see if we can make changes that make the club stronger and easier for someone to step in to any of the roles.

**Question for the Finance Committee**: How do we improve: finance systems, equipment maintenance, future planning.

**VOLUNTEERS:** Are the Board members spending too much time on UVRF items, the club works because Board members work really hard at their roles, can we work smarter rather than harder? Can we get more volunteers from the club membership? Do we need to set up an easier way for people to find out our volunteer needs and volunteer?

This discussion will be continued at the February Board Retreat.

**Committee Reports**

**Finance** Ben sent out financial statements for 2022 and provided written copies at the meeting.

Fraud issues with the old account have been addressed - a new account was created in November and the old account has been closed.

Ben went over the 2022 accounts as presented.

Overall income was higher than budgeted for 2022 primarily because of rack rentals and membership payment. The budget was created using the last three year averages, this included the unusual years of Covid, so it would be better to use 2022 for future planning to get a more accurate budget.

Overall 2022 was very close to budget for expenditure, one change that Ben has made to UVRF accounts is that we are now separating out club gear to make sure we cover our costs. We also now have a new category for winter coaching expense that are not in the same category as the coaching payroll.

The overage on expenses was due to unexpected RegattaCentral fees and PayPal fees for donations. Suggestion to add a line on donations for the donor to add the

fee to their donation, how can we make the electronic donations less costly to us? Or is the ease of an online donation and potential increase in donations, and the removal of the work depositing a check, worth the additional costs? Ben is looking into this.
Site costs were a little higher than expected, this was due to Fuller costs, rent of Fuller and the porta potties.
Race fees - recouped from racers at the end of the season, some still needs to be recouped.
Net operating income was higher than costs, but this did not include all expenses in reserve withdrawals. Donations are not considered income, capital purchases are not considered an expense and are only made if the money is in the account.

Operationally it is easier to enter these balances and costs manually, and we have spreadsheets for these. Breaking down all of these reserve accounts is done manually by the treasurer, another reason to make the system more automated and simplified. Ben also requested that we work out a better way to get invoices to him so that he has time to pay them in a timely manner and not a rush or late payment.

The next step is for the Finance Committee to come forward with a budget, recommendations with what to do with the reserves. Two questions that will come up regarding the reserves:

Scholarship Account: in 2022 $2800 was spent on scholarships, we have $1620 in the scholarship reserve account. We need to move $1500 from unallocated reserves and move it into scholarships to cover the potential scholarship needs for 2023. This will be discussed by Finance Committee at next meeting.

Chuck Fund: There will be a shortfall in the fund to by the new boat. Currently $38,052 is in the fund, the boat cost is $44,200. Can we move some of the unallocated equipment reserve and add it to the new equipment reserve. There is an 8 week lead time on buying a boat, so there is a timeline on ordering a boat if that is what we decide to do.

Margie made a move to authorise the transfer of up to $6000 from the equipment reserve to the Chuck Fund to cover the $6000 shortfall for the purchase of the boat. Mickey seconded the move.
Roelof abstained from the vote.
Vote unanimously approved.

Regarding fundraising - there has been no follow up to the membership on how much money has been donated, communication to club members regarding fundraising goals and achievements need to be increased. There is an opportunity for a second fundraising plea for the additional $6000. Dan and Marcie will work on a follow up fundraising letter.

Bank statements saved to shared drive.
Bank signatories on the bank accounts are Dan, Ben, Paul and Margie.

**HR** - nothing to report (Margie)

**Programming Committee:** Martha will send out a report which will be shared with the Board. (Susan)

**CReW**: CReW recently had a great work out at the Dartmouth tanks with the Dartmouth Women. Most of the CReW team did the virtual HOCR. (Susan)

**Long Range Planning:** Roelof has been getting feedback on draft proposal for Kendal. One suggestion was for a staircase from the top parking area to the lower rowing area, Roelof is considering this. Roelof is taking the proposal to Kendal this week. With the construction of a building there will not be much space at the sides for additional boat storage. The impact of this will have an effect on fleet growth, we need to work out how many boats can fit in the building, and how many can be stored outside. At some point we will run out of space for private boats. We need to

discuss what will be in the building, and potential space issues for private boats once we get a general okay from Kendal. (Roelof)

Separately from the Kendal development that Roelof is working on Carin is talking with Hanover and Kendal on the replacement of the existing racks, all of which will be movable.

**Safety Committee**: USRowing has updated their policy so more people need to complete the 90 minute SafeSport training. See USRowing SafeSport policy for update.

Volunteer dock monitors and launch parents do not currently have to take SafeSport but take the MAP course (Minor Abuse Prevention). UVRF tracks SafeSport for coaches and Board members but relies on USRowing tracking for the general membership SafeSport requirements as SafeSport is a USRowing requirement for USRowing membership.

**Swim tests** - Rowan is arranging four swim tests with CCBA, the requested dates are March, May, June and July. As soon as we have dates from CCBA email will go out to the membership and those who need to renew.

Safety Committee is updating safety information at Kendal.

**Covid Policy** - should we change the covid policy? Currently it is that all members need to be fully vaccinated. CReW had a discussion and all members of CReW need to be fully vaccinated and are going to continue with this policy. Currently the website says that all members need to be up to date with CDC recommended vaccinations. The Safety Committee does not think that we should change this policy for 2023, we should keep the vaccination requirement in place.

Rowan will start sending emails regarding where to find safety information on the new website and information on the swim tests.

**Facilities**: Doug is working on replacement racks for Kendal. 8 racks are in process for 8s and 4s, Doug is getting Ben an updated cost estimate, approximately $13,000 for the racks. In addition to the racks the ground also needs to be graded and filled, there is no quote for this yet, the estimate is around $5000. The town is happy with the proposal to have a crushed stone pad under each rack as it will make it easier to mow around them. The largest excess in operating costs were the rack fees, so the cost for new racks are primarily covered. The speed of manufacture for racks is around two weeks, proposal is to vote on rack purchase at March meeting when Doug has updated estimates and costs.

Motion to adjourn - Dan
Seconded - Mickey

**Meeting Adjourned 7.31pm**