Board of Directors Meeting
Monday, July 10th, 2023
Coldwell Banker Lifestyles, 8 West Wheelock St, Hanover NH
Meeting Minutes

Present: Meeting primarily by Zoom because of heavy flooding and more flooding/storm warnings

In Person: Heather Shand

By Zoom: Martha Beattie, Elizabeth Glenshaw, Roelof Versteeg, Liz Marshall, Margie Elsberg, Dan Ruml, Marcie Jacobs, Mickey Elsberg, Peter Swanson, Susan Brighton, Kathy Harvard

Apologies: Joe Paduda, Doug Calvey

Guest In Person: Rowan Carroll
Guest By Zoom: And Morse

Dan called the meeting to order 5.47pm

June minutes approved as submitted

Committee Reports:

PROGRAMMING COMMITTEE: (Martha Beatie)

Task List: Martha is working on the list of tasks that each Board member and the various committees are responsible for. Having a detailed list of tasks would ensure that each committee is responsible for the items in their task list, and one committee doesn't end up taking care of more items than one committee can realistically handle. One result of this is that some committees and certain individuals are taking on tasks that, by their nature, should be handled by other committees. Not only does this create an undue burden for some, but also creates a situation of "who is doing

what?" With the growth of the membership we need clear and efficient processes and protocols, communicated and understood by all.

The task list could also be used to give club members an idea of what volunteer opportunities there are, and used to encourage members to volunteer for more things that are currently being done by Board members.

Martha will send the most recent task list out to the Board and various other volunteers to look at and make corrections/additions. Please do so within the next 7 days so that Martha can get a real handle on the tasks needed and make a report at the August meeting.

Programs: Programs are going well - Erika is keeping track of the "behind the scenes" in Regatta Central which is amazing, and very time consuming.

Question for the future - with the success of the novice programs we are potentially going to have an issue with finding coaches for programs in the future. The novice program created 20 new sweep rowers, who will all (hopefully) become intermediate rowers. We will need to increase the intermediate sweep/sculling opportunities in the future. We will need to work on getting additional coaches and coxes.

There is one possibility to create a new coxing culture where all rowers are expected to also cox. There are other clubs who use this model successfully. Using rowers to cox would take away the issue of lack of coxes, the pressure on the programming committee to find coxes, and create a feeling of the cox really being part of the team. If this is the solution how would we institutionalize this? Martha will email with the coaches about this and see if we can start to encourage rowers to cox when there is no cox available.

FINANCE: (Elizabeth Glenshaw)

Elizabeth emailed out the P&L Report for January to May 2023. We are currently on target per budget with net income at $53,034. There is small deficit (under $1000) is the section under membership & Administration, the goal is to have membership fees cover these costs each year.

There is not always a good way of recognizing income/expense in one month that are offset in different years so at times the expense line will look high as the revenue will come from restricted funds that were raised in prior years. One example of this is the youth spring program that has an expense for equipment, this expense was covered but it is not easily reflected in the report as the funds used were raised in 2022.

Who should chase down unpaid program/membership fees? At the moment it is falling to Erika to notice that someone owes money and then let Martha know to follow up with them. Erika, Deb W and Elizabeth are trying to check it at the end of each month as Regatta Central sends the monthly report. Martha will continue this year, but we must find a better system for next year.

Should the membership committee track non payments and also missing swim tests? Currently Liz and Marcia are on this committee, could they take this on?

Questions for Elizabeth:
What is our operating budget? Answer: $133,559.
Do we know what percent of our operating budget is covered by fundraising gifts? As we track our expenses and income with the new accounting format we will get a better idea of this. We can see the separate scholarship funds, CReW, Junior fund and add them up to see the income totals from donations.
We will close out the programs after they finish to get a better idea of expenses, income, and donations.

Fundraising: (Marcie)

Marcie has been talking with Carin about a fundraising ask letter to be sent out later in the Summer, we will get more details as she has them.

Where does the money donated to UVRF by the McLaughlin Foundation following the Prouty team fundraising go? The money that is donated by the McLaughlin Foundation (since 2012) is donated to the junior reserves and much of it has been used to purchase boats.

Scholarship money for all juniors will now come from the Jasmine Rogers Scholarship Fund, previously this was only used for Spring junior sculling requests and scholarship requests for other seasons were made from the general scholarship fund. All junior scholarship requests will now come from the Jasmine Rogers Scholarship Fund.

Possible fundraising goal could be to do with development of Kendal - are there any costs that we can reasonably start saving for now. This could be a bucket that we try to fill for development of a boathouse whether they are at Kendal or somewhere else. Discussion over whether we should wait on this so that we do not make an ask when we do not have any real details resulted in decision not to fundrasie for boathouse development at this point.

Possible fundraising goal could be equipment maintenance and facility maintenance/development, this fund was depleted when we installed the new racks at Kendal.

Marcie will coordinate with Margie to have some content about fundraising on the newsletter.

Marcie will give an update on fundraising goals and proposal for fundraising plan at August meeting.

UVRF decision making process: (Kathy)

General question about how decisions are made within the club. What is the mechanism, in the absence of an administrator, for someone in the club who has an issue to make it known, and to have it dealt with efficiently and promptly? (Operational issues not issues regarding Safesport.)

Do we have systems in place? Do we have a method to report? Do we have a method to respond or monitor? How do we know who will be decision making?

Examples: The road is washed out, who do I tell? Someone is going out in boats who is unqualified to do so, who do I tell?

The Board made an effort to address this by hiring the Director of Rowing - unfortunately this did not work. Kathy suggested that, in the absence of an administrator, we should more formally activate an Executive Committee that would be able to quickly address questions, comments or concerns and react appropriately on behalf of the full Board.

We could publicize this avenue of communication in the news letter, in a waterproof frame on the trailer, the website and would actively encourage communication from everyone.

Kathy proposes that the President, Vice President, Secretary and Treasurer reinstate the Executive Committee.
Heather Shand seconded the Executive Committee reinstatement
Motion to reinstate the Executive Committee - unanimously approved

Further Business:

Heather - UVRF has a mission statement, but do we have a vision for the organisation for the future? Heather will do a preliminary presentation at the August meeting, so

that we can have a basis for what the vision might look like, and then we will discuss it at future meetings or at the Board retreat. Heather will research what a non-profit vision might look like, what other rowing club visions might look like, who would have input on the club vision, how we get input.

Roelof - we should actively reach out to new members to show them what jobs exist at the club and how they can participate - this discussion links to the task list that Martha is working on to create volunteer opportunities. Kathy suggested being more proactive in asking for volunteers, and could we make this ask for volunteers more systemised? Suggestion to add the request for volunteers to all future news letters, maybe a “volunteer corner” to show what opportunities there are. We will discuss this further once Martha has completed the task list analysis.

Motion to adjourn - Marcie
Seconded - Elizabeth

Meeting Adjourned 7.16pm