Board of Directors Meeting
Monday, May 1st, 2023
Coldwell Banker Lifestyles, 8 West Wheelock St, Hanover NH
Meeting Minutes

Present: Margie Elsberg, Kathy Harvard, Dan Ruml, Marcie Jacobs, Heather Shand, Mickey Elsberg, Peter Swanson, Susan Brighton, Roelof Versteeg

By Zoom: Martha Beatie, Elizabeth Glenshaw, Joe Paduda, Doug Calvey

Joined at 7.10pm by Zoom: Liz Marshall

Guest: Rowan Carroll

Dan called the meeting to order 5.49pm

The April 17th minutes will be approved next meeting - Margie will send them out to the Board

Committee Reports:

Finance:

The transition to Quick Books is being worked on by Deb W and Elizabeth G, we will have a more comprehensive report next month after it is complete.

We gave 33 scholarships in 2022, some to juniors and some adults.

The Board volunteer hours are significant - totally 72.5 per week - this is likely low because some people did not report. This might not be sustainable, is there a better way? These hours do not account for Erika Dade's time, all of Carin's time. In the strategic planning we could consider the volunteer hours and is there a better way to do things.

PROGRAMMING COMMITTEE: (Martha)

Wrapping up off-the-water sessions. The four morning tanks sessions were successful. The final virtual erg session broke even.

The Spring sessions are co-ed, we have low sign ups at the moment. We need to have more recruiting to be able to run the programs and cover the costs. We have offered a reduced equipment fee for the participants of the sweep programs.

The novice sweep (June 6) only has four sign ups, evening sweep (June 13) only has one sign up - we need to market these to get enough sign ups to run the programs.

Good news is that we have coaches for the programs - Chuck will coach the men, Ala will coach the women, we need a floating coach to cover any sessions that need an additional coach - if anyone has a suggestion let Martha know. The novice and evening sweep programs are being coached by Luke Rein, who has been a Dartmouth volunteer coach this year and is training for the PanAm Games. Luke will be intown for the next two years, which is exciting for our rowing community.

Coxing - we have a list of coxes, we still need a few more. Tyler Bergmeier and Margie Elsberg have offered to cox a session or two of the masters program, which would be a good trend if we can attract masters coxes for our masters programs rather than relying on the junior coxes.

All programs through the Fall are on RegattaCentral, thank you Erika!

We have had to cancel most of the adult sculling programs for the past two years, so we are not offering any this summer. There is a page on the website for private sculling coaches, the Programming Committee is monitoring if there is a strong request for adult sculling programs in the future. There are junior sculling clinics this summer, which have had good sign up in the past. The learn to scull programs are

changing from two sessions to four sessions, there are seven being offered over the summer, with a possible further two in September if there are requests.

House Crew - Ryan Hickock and Martha are running the House Crew, many people who did tanks did not pass the swim test, so we are down to a more manageable number of 30 participants. They will get on the water this week through Memorial Day weekend. Dartmouth removed the swim test as a graduation requirement, the UVRF swim test is essential for safety especially when running programs like this where we have a lot of non-athletes and new rowers.

HR: (Margie)
Margie has created a draft version of a welcome note to all employees and volunteer coaches to unify the point of contact for any questions. Margie will be the first point of contact for all volunteers, coxes, coaches, employees and will give out consistent information so that everyone knows what the requirements are, including Safesport, and brief description of payroll. All jargon has been taken out so that the language is clear regarding Safesport, and any juniors/junior parents can see clearly what expectations are for Safesport and them feeling comfortable with reporting. There will also be a clearer way for people to give in hours so that they are paid correctly, and a way to monitor the documents they need to provide to Paul so that he is able to pay them. There will be a time card completed by each person on the payroll when they need to be paid so UVRF can match the time worked to the payment received and accounting at the end of the year is cleaner. In the future every person who is paid by UVRF will have a google sheet that is shared with Paul, Deb W, Elizabeth. Either the coache or the person being paid will complete the timesheets and share them. This will be much easier for tracking at the end of the year, and easier for Paul to provide the quarterly reports.

There are a few new requirements for the dock monitors, including providing a bucket of water to clean boats. Mickey proposed a whiteboard to write any equipment repairs needed. How do we make sure that anything written on the whiteboard is conveyed to Dan? Mickey, Peter and Doug will be at KRP frequently

and will take a photo of the whiteboard and text to Dan so he is aware of what is written there. There is also a spot on the website for people to report equipment damage. Once Mickey has the whiteboard is in place he will let Roelof know, Roelof will then update the website with methods to provide equipment damage reports.

Newsletter - Margie took photos at the Junior races and the Fuller dock work day to share in the May newsletter. If you know anything that is going on that can be included in the newsletter send to Margie. The newsletter is both information and marketing - now is the time to advertise our Summer programs and encourage sign ups for the programs. Kathy suggested having a running calendar at the side of the newsletter, or a link to the calendar, and on the website. Roelof will add a calendar to the website, Martha will share the UVRF google calendar with the start and end of each program and the races with Roelof. The calendar should be built out to include all programs, work days, smackdowns, races, etc. Who will do this?

Spring programs do not yet have enough participants to run, Susan will send recruiting emails to generate more sign ups.

Marcie will send out information to members about the success of the fundraising for the eight and an annual report of the gifts, draft by June meeting. We need a strategic plan for fundraising in 2023, to be discussed at a future meeting. We were $6000 short for the CHUCK new boat purchase, we used reserves to purchase the boat and planned to ask for the shortfall, but this did not happen.
Motion to pay for short fall from reserves rather than further fundraising ask - motion proposed by Dan, seconded by Mickey - unanimously agreed.

At the June Board meeting Elizabeth will give a report on reserves so that the Board can have a discussion on where the money is coming from for both the racks and the CHUCK boat purchase, either unrestricted reserves or equipment reserves

CReW: (Susan)

Susan and Carin are involved in a national grassroots program called “Rowing Cares” which is a group running survivorship rowing programs. They meet every two weeks to discuss how to build the programs and are looking to have an informational table at the Head of the Charles 2023. There are currently 42 participants.

SAFETY COMMITTEE: (Mickey)
The water is now 50* at Kendal Riverfront Park.
The Safety Committee will have a weekly inspection of the launches to make sure that the emergency equipment is complete and on the launches.
Emergency procedures will be advertised on the interior of the trailer door on a laminated piece of paper - Mickey will put up document as soon as it is created.
Coaches certifications have been completed.
The dock monitors will now have a walkie-talkie if there is a program on the water. All coaches and launch drivers have a walkie-talkie and a cellphone, should we ask dock monitors to have a cell phone with them?
Mickey will update incident report folder at KRP to ensure that there are blank reports available.
Log sheets for sculling are being put down at KRP by Liz M, Dan R will put them at Fuller. Marcie is collecting the completed log sheets.
Marcie will coordinate with Liz and put the box with log sheets by the trailer so the people can start signing in and out when they go sculling, currently it is in the trailer.

FACILITIES: (Doug)
Kendal Rack Project - racks are built, three are currently on the upper plateau with boats on them, the rest are built and by the water waiting for the pads to be constructed. Additional supports have been created to stop the racks from moving. Doug purchased padding for the racks from FWWebbs and is installing it. The construction at the site will hopefully start on Thursday May 4th, we are waiting for the ground to dry up so that the heavy equipment does not damage the ground.

Doug is working on attaching the padding to the bars, Mickey said we need to ensure that the zip ties are not creating a sharp edge that will cut either the boat covers or people's hands.

Currently we have 63 people wanting to bring private boats to KRP, we have 56 rack spaces. 3 of the 10 new racks that were expected to be available for these boats are now intended for 8s and 4s. We need to purchase two more racks to ensure we have space for every boat.
Motion to purchase two additional racks proposed by Roelof - seconded by Susan - unanimously approved.

New Business: (Dan)
John Rhee (Boston) and John Biglow (Lyme) want UVRF to run a head race on the last Saturday of September. Peter Swanson was involved in running head races in New Haven, he reported that it was a HUGE undertaking and should be looked at very carefully before UVRF committed to run a head race. Further discussion needs to be had as to whether UVRF would want to consider hosting a head race at some point in the future, and if it is in our strategic future plan. At this point there is no plan for UVRF to host a head race.

UVRF Social: Roelof and Kathy will meet to make a plan for a social event at the beginning of the summer rowing season, and to propose - and social events throughout the season with both masters and juniors, and to coordinate with Carin on an end of season junior celebration.

Motion to adjourn - Mickey
Seconded - Dan

Meeting Adjourned 7.34pm