

Minutes

UVRF Board of Directors Meeting

Thursday, February 13, 2025

5:45-7:15

Caldwell Banker Lifestyles, 8 West Wheelock St. Hanover

Present: Erika Dade, John Tunnicliffe, Elizabeth Glenshaw, Peter Swanson, Dan Ruml, Kristin Burdick, Guy Collins, Jeff Damren, Debra Fine, Andre Sole, Kathy Harvard

Absent: Doug Calvey, Tom Griggs, Roelof Versteeg, Kristen Munroe, Dylan Mroszczyk-McDonald

1. Review and Approval of January Minutes

John, the Chair, opened the meeting at 5:48. The meeting reviewed and voted to approve the amended January minutes with the correct spelling of Jeff's name.

2. Our Board Culture and key reports- John

John described elements of UVRF Board culture that will be important to the way we conduct our work throughout the year. Key among these is active listening, offering full attention to all discussion items, making sure all board members are recognized and have an opportunity to be heard and concluding all discussions with a summary of key points and assignment of follow-up responsibility.

Thanks everyone for completing their individual SafeSport training requirement. Now, the Board needs to review and approve UVRF's SafeSport policy. This is done annually. Linda Muri, later unanimously approved as Chair of the Safety Committee and Safety Officer, will be asked to guide us on this. There are many factors to consider, including potential liability. A future topic for the Safety Committee will be defining who in UVRF should be considered a "relevant adult participant" requiring SafeSport training. Given UVRF's wide range of participants, such as novices, there are other areas of compliance like the swim test and membership requirement that we will need to review at some future time.

Signature cards for our bank will need to be updated to reflect the new Executive Committee. As a reminder, reimbursement for 2025 approved budget expenses by Committee Chairs may be requested through the treasurer. Elizabeth will review authorized spending ceilings for unexpected or nonbudgeted items via the Executive Committee or full Board at the next meeting.

Dartmouth representation on the UVRF Board- has often been vacant, but we have heard there is a new person on the coaching staff, Carly Legenzowski, who is very interested, and we will follow up.

3.Executive Committee Report- Erika

The EC is meeting monthly. Some of the things we moved forward on this past month included finalizing the 2025 Covid Policy, advertising for a part-time UVRF Executive Director, and finalizing 2025 arrangements for the use of the 2.66 acres on our Norwich property. Cedar Circle has been farming about 1 acre and maintaining this property for many years and would like to continue in 2025. At their request, we will develop a contract for the 2025 season. In lieu of payment to UVRF, Cedar Circle will donate vegetables on our behalf to Willing Hands.

Though we have not received it yet, we have been assured our contract with Dartmouth for the use of Fuller will continue this year. Also, we have been working with John Ostler, Dartmouth facilities director, re the tanks. There are roughly 300 junior and adult rowers who had planned on using the tanks which are currently not available. We will see what else we can do to get them open this Spring.

We are talking with John Sherman, Town of Hanover, re continued cooperation with UVRF at Kendal. They are preparing a "Use Contract"- a first for us. We assume the terms will remain the same and have budgeted \$5,500 the amount offered in previous years. We will see how this is being done with other sports organizations and look for ways to strengthen our relationship with the Town.

4.Review of Board Committee Structure –Kathy

Martha, Guy, Tom, and Kathy have been meeting as a small working group to review UVRF's Committee Structure. They propose adding two new committees and consolidating some of the existing committees into the following: Governance, Personnel, Program, Safety, Finance, Equipment, Facilities, Fundraising and Communications, Membership and Outreach. These committees will be tasked with current as well as future needs in their respective areas. The ED will be an ex-officio member of each committee and though not expected to attend all meetings, will coordinate closely with committee chairs and attend as needed. Members of the Executive Committee will also serve as ex officio members of the following committees: President (Governance, Equipment, Facilities) Vice President

(Personnel, Program, Safety) Treasurer (Finance, Fundraising) Secretary (Communications, Membership and Outreach).

UVRF bylaws call for committee chair positions to be filled by board members. After much discussion it was agreed we should continue this practice and will ask current board members to help fill the currently vacant: Personnel, Program, Facilities, Communications and Fundraising Committee Chair positions. Given the depth of her experience in this area, as an exception, Linda Muri was unanimously approved as the UVRF Safety Officer and Chair of the Safety Committee.

Treasurer Update- 2025 Budget Elizabeth

Elizabeth reported that the 2025 budget is virtually complete but because there are still a few pieces of information needed and not everyone had an opportunity to look at this draft budget, the final 2025 budget will be reviewed by the Finance Committee and submitted for approval to the Board at the March meeting. All major components, including budget requirements for a pt Executive Director are included in the draft budget document shared with the Board. The Board unanimously passed a motion to approve this provisional budget to support operations for the next month.

Dan reported that our fleet insurance was updated to include six boats acquired in 2024 and factor in 8% in depreciation. UVRF's fleet is now valued at \$403,316 and payment on our fleet insurance was made at the end of January

Executive Director Search- John and Erika

The ED Search ran through January. The job description was shared previously with the Board and the position was advertised on Row2k for 2 weeks and 2 days and posted on the UVRF listserv. There was one candidate, Chuck Nagle. Chuck has recently retired and is extremely interested in this position as well as continuing coaching for UVRF. He submitted a letter of interest and resume. Erika met and talked with him.

Background; Chuck was a coxswain at Dartmouth, coached at Princeton, was one of the first coaches for Dartmouth's Women's Rowing, helped start the Dresden Rowing Club and served on the Dresden Board for four years. Chuck has been coaching masters, juniors or both since 2002 and is one of UVRF's most senior coaches.

Professionally, Chuck has worked for 25 years as a Systems Administrator at Concepts NREC. He has extensive IT experience and is knowledgeable about Google Workspace applications and spreadsheets. He is interested in taking this pt ED position for at least 2 years and would work closely with the president on a rolling task list to help better define this position for the future. He will provide monthly written reports to the board and bi-weekly reporting on his hours.

Though members of a Search Committee; Erika, John, Elizabeth, Carin Reynolds and Martha were not able to meet as a group, individually they confirmed their support for Chuck to Erika and recommended offering him the position. Erika asked if the board felt it needed more information or an opportunity to meet with Chuck before moving forward to offer him the position. The group declined the need for more information or discussion and made a motion to approve Chuck Nagle as Executive Director for UVRF for one year with an evaluation at the end of the year. The motion was unanimously approved. Following legal review of an offer letter and contract, Erika will follow up with Chuck to get him on board as quickly as possible. This is a salaried position for \$40,000 for salary and \$3000 for FICA/taxes. This has already been included in the 2025 budget and is separate from his employment as a coach.

Lebanon MOU and Review of Spring Youth Program- Erika

Erika reviewed the UVRF Lebanon Crew Memorandum of Understanding which is renewed annually. Carin Reynolds started this junior program in 2011 and continues to manage and fundraise for it as a separate program for non-Dresden 8-12th grade rowers. Proceeds from fundraising pay for new boats and equipment that are made available to UVRF as well as a Reserve Fund for juniors. Approximately 2/3 of UVRF's fleet was acquired this way.

Registration for the 12-week youth, 5/d/week racing program will begin soon. In the meantime, Carin is searching for training space for 60 ERGS. Ideas? There will be two six-week novice and one experienced middle school programs that will begin in April.

Byrne Grant for CReW – Erika

The Byrne Family Foundation provided a grant of \$45,000 to the CReW program. More information about what it will be used for will be shared at a future meeting. In the meantime, the Finance Committee will review UVRF's 2024 decision re subsidized UVRF membership cost for CReW on- water rowers re; the 2025 budget and update the Board.

Submitted by Kathy Harvard

2/19/25