Board of Directors Meeting
Monday, January 6th, 2025
Coldwell Banker Lifestyles, 8 West Wheelock St, Hanover NH
Meeting Minutes

Present: Peter Swanson, Marcie Jacobs, Tom Griggs, Dylan Mroszczyk-McDonald, Martha Beattie, Kathy Harvard, Dan Ruml, Elizabeth Glenshaw, Jeff Damren, Susan Brighton, Debbie Hannam, Guy Collins, Kristen (Fern) Munroe, Kristin Burdick, John Tunnicliffe, Roelof Versteeg, Erika Dade, Andre Sole

By Zoom: Doug Calvey, Debra Fine

Guest In Person: Rowan Carroll (minutes)
Guest By Zoom: And Morse

Marcie called the meeting to order 5.50pm

Introductions by 2025 and 2024 Board members.

Debbie - moved to approve November minutes as amended
Doug - seconded approving November minutes as amended
Unanimously approved

Election of Officers: (Susan)

Executive Committee is made up of the President, Vice President, Secretary and Treasurer

2025 Executive Committee is:
President: Erika Dade
Vice President: John Tunnicliffe
Secretary: Kathy Harvard
Treasurer: Elizabeth Glenshaw

Susan made a motion to approve the 2025 Executive Committee.
Roelof seconded the motion.
Unanimously approved.

Thank you to the outgoing 2024 Board Members, and welcome to the incoming and returning 2025 Board Members.

Bylaw Updates: (Erika)

There are a few discrepancies in the bylaws, eg attendance allowed by phone which needs to be changed to attendance by video call, Board member to take minutes, two different dates for the budget, etc. The goal in the next few months is to look at any discrepancies and tidy them up and then vote on updating Bylaws. The last time Bylaws were updated was 2016.

Kathy Harvard, as secretary, would like approval, pending revision of the Bylaws, to appoint a non-Board member to take meeting minutes.
Kathy made a motion to approve a non-Board member to take meeting minutes.
Elizabeth seconded the motion.
Unanimously approved.

Agreement with Town of Hanover: (Marcie)

Currently UVRF has a very informal agreement with the Town of Hanover on the use of Kendal Riverfront Park. If UVRF interested in formalizing our agreement with the Town of Hanover John Sherman, our contact with the town, would encourage us to do that.

Proposed Executive Director position: (Marcie)

Marcie has been investigating a paid Executive Director position, talking to many people both on and off the Board about what the position would entail, who might be a good fit, and discussing it with the Board in recent Board meetings.

What is the Club's comfort with a paid position if we can find the right person? At the September meeting Marcie did a straw poll to see what the current Board members thought of the idea - 6 yes, 1 no, 2 maybe.

At the Executive Session at the November Board meeting the Board discussed Chuck Nagle coming on as the Executive Director. A job description for a half time administrative role with Chuck in mind was created by the Executive Committee which was shared with Chuck.

Currently the thought is that the position of Executive Director will not be advertised nationally. When Chuck became available to fill the role this seemed like a very opportunistic hire, he has both IT background and the rowing/coaching background. He could take over much of the Regatta Central tasks that are essential to setting up and running the programs and club. This role will be in addition to any coaching he does.

Should we run a national search to keep the process clear and within the ethics and ideals of a non-profit? The consensus was that we should post the job on a national website. Erika will post the job description on Row2K and the UVRF listserv for two weeks detailing the pay scale, benefits and job description. If we get multiple applicants the Executive Committee will review applicants before presenting them to the Board.

Who will manage the Executive Director? Who will they report to? What are the deliverables that the Executive Director will need to produce? Should there be monthly/quarterly/annual performance reviews? Do we need an HR committee? We will need to flush out the oversight process. In the interim the Executive Committee will manage the Executive Director.

The club is reliant on volunteers. With the growth of the club it has highlighted the need for a paid Executive Director. Even with the Executive Director we will still be very reliant on volunteers.

The budget for the Executive Director will come from the Club surplus fund, unrestricted funds and slightly increasing the membership fees.

The 2025 budget will be created for the February meeting, Elizabeth is waiting for some details to be able to complete the proposed budget. We need to vote on the membership fees at this meeting because some programs will start prior to the February meeting.
Membership fees - Elizabeth is recommending increasing the adult membership fee from $200 to $210 and to keep the junior membership fee at the 2024 rates. We could have a membership fee of $210 and add a request for a donation towards funding the Executive Director.

Elizabeth made a motion to increase 2025 adult membership fee to $210.
Guy seconded.
Unanimously approved.

The Board is voting to approve the Executive Director position, and how it will be funded, but the Board is not approving the definition and details of the role. The job description and details of compensation have yet to be clarified - health insurance will not be included in the benefits, two weeks of paid vacation and eight public holidays will be included.

Erika made motion to approve the position of the Executive Director in 2025 with funding being split $21,500 from the 2024 surplus and $21,500 from unrestricted funds totaling $43,000
Elizabeth seconded the motion
Unanimously approved.

Committees: (Kathy)
Currently we have 15 committees. Kathy, Guy and Tom will review all committees to make sure they are all still relevant. By February we will have a proposed list of committees for Board members to join.

Finance Committee - Elizabeth, Roelof, Erika, Dan, Andre - Elizabeth will invite Debra to join the committee.

Programs: (Martha)

VEW programs are up and running
Tanks will be advertised when they are filled with water, currently they are empty!

Motion to adjourn - Erika
Seconded - Andre
Meeting Adjourned 7.22