

Board of Directors Meeting
Monday, March 3rd, 2025
Coldwell Banker Lifestyles, 8 West Wheelock St, Hanover NH
Meeting Minutes

Present: Peter Swanson, Tom Griggs, Dylan Mroszczyk-McDonald, Jeff Damren, Guy Collins, Kristen (Fern) Munroe, John Tunnicliffe, Erika Dade, Andre Sole

Absent: Elizabeth Glenshaw, Kathy Harvard

By Zoom: Doug Calvey, Debra Fine, Kristin Burdick, Roelof Versteeg, Dan Ruml

Guest In Person: Rowan Carroll (minutes), Chuck Nagle, Linda Muri (left 6.10pm)

Guest By Zoom: Margo Zalkind (Head of Safety at USRowing)

Erika called the meeting to order 5.49pm

Jeff - moved to approve February minutes as amended

Andre - seconded approving February minutes as amended

Unanimously approved

Board Chair report on Exec Comm activities: (Erika)

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

Safety is the number one priority for 2025, we are grateful that Linda Muri has taken over as head of the Safety Committee. Kendal Riverfront Park is a public space and we can only have safety guidelines, not rules. Keeping our membership informed and knowledgeable about the safety guidelines is vital.

Chuck Nagle is taking over as Executive Director - we will be moving forward working out exactly what the position entails as the season progresses. The position comes with two weeks vacation which must be used in the calendar year that it is given.

Communication and collaboration are vital to the success of UVRF. Everyone has something to contribute, always assume that we are doing the best we can and looking for the best outcome for UVRF. Our goal is to over communicate rather than under communicate!

Transparency - if at any point you feel like you do not have enough information please reach out and ask for clarification. It's important that everyone feels well informed and that the communication is clear. All club documents are on the Google drive. If you need any help with the Board Google drive please reach out to Erika for help.

Fundraising: (Erika)

In February the Byrne Foundation donated \$45000 to CReW, Carin spoke to Mrs. Byrne and the donation will be split between CReW and UVRF Juniors.

Safety Updates: (Linda)

There will be a standing safety meeting on the second Tuesday of each month at 7pm, to discuss safety and any issues that come up. Unless otherwise decided all meetings will be by Zoom.

Linda is working on how to clean up the safety information on the website and within the safety folder on our Google Drive to make sure that the information is consistent and easy to find.

The SafeSport policy has been updated for 2025 and approved by the Board.

Swim tests - six swim tests have been scheduled with CCBA for UVRF sponsored swim tests. A member can also do a swim test on their own at Storrs Pond, UVAC or CCBA,

information on the website. They can also request to do a test at a different location by contacting the UVRF president or safety officer for permission, this is usually given.

Currently Learn to Scull and Novice programs do not require a swim test, they can sign a swim test waiver. The safety committee will discuss this and make a decision on whether to require all program participants to complete a swim test. Linda will present this to the Board as soon as it is ready.

Linda is working on developing a formal evacuation policy in the event that anyone has to get off the river.

We are working on getting a second AED at the parking area at the top of KRP. Linda will talk with Carin about money that has been fundraised for purchasing a second AED and donating it to the Town of Hanover to be located in the parking area at KRP. Linda is going to look into a portable AED to be taken to the junior program location when the program is not at KRP.

Incident Reporting - we have an incident form to complete following any accident. Currently there is no formal debrief after an accident. Linda will work on creating a more formal process for accident reporting.

Exec Director Updates: (Chuck)

Chuck and Erika are meeting with John Sherman to firm up the contract with Hanover for Kendal Riverfront Park.

Coaches - Chuck has spoken with all current UVRF coaches to confirm that they can all coach in 2025. Unfortunately Luke Rein is not available this year, but everyone else is able to coach again.

Google Drive Workspace - Chuck is looking to create a more usable digital workspace and to have different documents available to different groups within the Board. Chuck will discuss options with Andre and come up with a plan for document storage.

Website - Chuck is working with Roelof on the website.

Committees - Chuck can attend meetings if necessary, or you can send him minutes/notes on each meeting. If there is a meeting you want him to attend in person please reach out to him.

Programming Committee - Chuck is co-chairing with Martha Beattie - the recommendation is to keep most of the programs the same as 2024 and to add a few more sculling programs.

Juniors - Carin found a great new workout space, unfortunately this space might not be available again next year, but for now it is a good space for the juniors. We will probably still need to find a space for 2026.

A priority for the ED this year is to ensure compliance within USRowing and make sure all correct waivers are completed for all juniors.

Working Group on Committee Restructure - review committee assignments:
(Guy/Kathy)

UVRF is working on a new committee structure. There are currently 9 working committees, 2 of these are new for 2025. There is a list of committees and committee members on the shared drive.

We are asking for all committees to review their mission and review of tasks prior to the April Board meeting. The Executive Director is automatically on every committee, but does not need to go to every meeting! Please reach out to Chuck if you want him to attend a meeting.

We have chairs for each Committee apart from Personnel - please could someone volunteer to Chair the Personnel Committee? If you are interested in volunteering to be on another committee please reach out to Guy or Kathy.

Martha is happy to mentor people who would like help with chairing a committee.

Final 2025 budget review and approval: (Tunni)

The finance committee met last week to go over the budget for 2025.

\$21000 has been allocated for the Executive Director position in FY2025. The FC would also like to allocate \$21000 in FY2026 for Executive Director position, it is important that we have continuity for the position.

\$6700 dollars remain from the excess which the FC would like to allocate to scholarships.

Motion 1 - Allocate \$21000 to Executive Director position for FY2026

Motion made by Tom

Seconded by Fern

Unanimously approved

Motion 2 - Allocate \$6700 from operating surplus to reserve fund for Adults Scholarships

Motion made by Dylan

Seconded by Andre

Unanimously approved

Motion 3 - Approve the 2025 Budget from provisional to actual

Motion made by Andre

Seconded by Jeff

Unanimously approved

Other business:

Martha and Tunni have been in touch with John Graves to see if Carly Legenzowski, the new Dartmouth women's coach, will be the Dartmouth representative on the UVRF Board, we hope to get confirmation that she will accept the position before the next Board meeting.

Motion to adjourn - Guy

Seconded - Jeff

Meeting Adjourned 7.31