

**Willamette Rowing Club**  
**Board of Directors meeting**  
**November 2, 2013, 0900 am**

Final MINUTES

Present: Board members Simon Cooper, Jann Byrd, Scott Smith, Brad Smith, Jana Schweitzer, Cynthia Lund, Sam Gray; also Bill Byrd (men's captain)

Absent: Tiff Wood, Phoebe Shen (women's captain)

Note, to do's and updates since the meeting in RED. Questions in BLUE.

1. **Annual dinner:** to be held at Kell's Feb 1, 2014 6-9 pm. Jeff is booking the facility, and will order buffet style food. Jann will send out an email asking people to hold the date, and to RSVP by January 18<sup>th</sup>. Bill will send out an email requesting nominations for awards, and donation of auction items.
2. **Annual meeting:** January 11<sup>th</sup> 9am. Scott will book the Oaks Park meeting room. Jann will send out an email to the team advising of the date. Nominations for VP, Secretary and Treasurer will be sought. Jana has indicated a willingness to continue as Secretary, Scott to continue as Treasurer; other candidates are welcome to be considered. Brad suggested continuing the tradition of a woman as VP, and will approach a few people to see if interested.
3. **Coaching Survey:** Results are in. Jenny has done an initial compilation; Maggie will follow up and advise re possible additional summary. It was noted that the majority of members were content with Coach Steve's performance, especially in areas where they had attributed value. There were some critiques of aspects of his performance or style-these will be condensed to a few themes in the presentation to Steve.
  1. Jann, Brad, and Bill will compile 4-5 key bullet points to present to Steve to provide him with constructive feedback, addressing attributes that the team likes/and ones that could bear improvement (eg his tone). They will also define some expectations- eg we like his coaching, and would like more of it per boat per row- to help guide him.
  2. The three will then provide a report to the Board re conclusions from the above discussion with Coach.
  3. The club's expectation of the coaching will be presented at the annual meeting. Also members will be encouraged to speak with him individually about questions they may have about their technique/performance.
- b. **Coach at Regattas:** This is an area still to be addressed. The board needs to clarify expectations regarding his duties at a regatta that he attends; also to define possible remuneration for same. Consideration will be given to including coaching fees in with regatta participation fees, pending decision regarding coaching presence at regattas.
- c. **Overview of club finances:** club is in good shape. Estimate that we will end the year with approximately \$11-12,000 cash on hand, which our Treasurer identifies as a healthy reserve. Club is holding steady at approximately 50 members, of which 43 are full members and 9 are associate or summer members. In addition to annual dues and some donations, club has generated additional income through boat rental. Fees earned from volunteering at NW Jr and Master's Regionals included \$1500 for 3 coordinator positions at Jr Regionals, \$338 for 89.5 hours worked at Jr Regionals and \$151 for 49 hours worked at Master's Regionals.
  1. Upcoming expenses: the Suzette is with Alan Stewart for repair- the claim is in with the insurance company, we have a \$250 deductible. Total repair estimate \$4500.
  2. Board considered and concluded to not buy an additional sculling oar (we have one incomplete set currently). Richard has requested that a replacement rigger be purchased for the Byrd, as the borrowed one that we are using currently is placing some stress on the boat. Cost approx. \$400.

3. Scott provided a survey of area rowing club dues and fee structures, which included an analysis of cost per row if rowing every coached session vs if rowing 2x/week. WRC is competitive (low end) for the cost if rowing every coached session, and is significantly lower than all other clubs when cost allocated be rowing 2x/week.
  1. Brad moved and Jana second the following revision to our dues structure (note last increase was 5 years ago): Full membership \$600; Family- one full membership plus \$200 per additional family member; Under 27 (1\* year only) \$300; Summer membership \$\$60/month; Associate membership \$100. Passed with unanimous approval.
  2. Question-will the Board advise this dues increase at the annual meeting?
  3. This dues increase will then provide the club with additional revenue that could possibly be used for an assistant coach. **Given the size of the club, and the difficulty in one coach managing many boats out at a time, this is recommended to be a board discussion at upcoming meetings.**
- b. Launch: Update from September Board email discussion- Tiff/ New World Rowing have given the launch to WRC, in exchange for Tiff being able to use is annually for CPR. WRC will pay all moorage and gasoline costs(as in the past) as well as any maintenance/repair expenses. **Scott will obtain title to the boat from Tiff.**

Meeting adjourned 10:00 am.

Willamette Rowing Club  
Board of Directors meeting  
March 2, 2014, 0900 am

FINAL MINUTES

Present: Board members Brad Smith, Jann Byrd, Scott Smith, Jana Schweitzer, Steve Wu, Cynthia Lund, Sam Gray, John Streuer; also Bill Byrd (men's captain), Phoebe Shen (women's captain). Also present Tiff Wood, Sarah Gray.

Absent: Monique Dupre

Note, to do's and updates since the meeting in RED. Questions in BLUE.

- Annual Board meeting minutes were approved.
- Captains' Reports: Bill reported on upcoming regattas, which include Covered Bridge in Eugene, Master's Regionals, and Canadian Master's Championships. He will put out emails advising of dates and soliciting interest. Phoebe reported on the struggles for the women with lack of experienced coxswains. This has just been relieved with the return of Sam Callen, although his commitment is uncertain at this time. Jenica has expressed interest in returning one weekend day. All are appreciative of Celi's commitment and increasing skill. Additionally there is possibly a U of P intern who might be available to cox. Who is following up on this? Both captains confirmed that current short term coach arrangement of Susan and Richard covering in Steve L's absence is working fine.
- Opening Day: after discussion and a vote, the Board agreed upon the following order of priorities for entries: Men's 8+ 1st choice, Mixed 8+ 2nd choice, Women's 8+ 3rd choice.
- Upcoming volunteer responsibilities for the club: In addition to our annual effort to volunteer at Jr Regionals, this year for the 1st time there will be a mandatory requirement for all the Master's Clubs to provide volunteers during the Master's Regionals regatta, with a formula that weighs degree of commitment per club size. WRC will be required to cover 8 x 4 hr shifts. Jana will send out an email to all members in March advising of the May Jr Regionals dates, and will send out an email in April regarding our commitment for June Master's Regionals. Jana will also develop a grid for the June commitment to assist members in signing up.
- Treasurer's Report: Please refer to attached budget. Summary, the club is in good shape financially, with sufficient reserves that we can re-direct some of the money towards additional coaching or equipment as needed. Club currently has 54 active members. Projections for current year are conservative, and lead to a net projected reserve of \$13,782 which is deemed as healthy. Items that were discussed:
  - a) Business Expense line item- erroneous EIN number and cancellation of our tax exempt status as a 501 c 7 social and recreational club. Likely to be reinstated retroactively.
  - b) Coaching-the budget accounts for paying for an assistant coach 3x/week for the 5 summer months of mid April through mid Sept. Details of whom to hire and schedule to be discussed at next board meeting.
  - c) Insurance-we are likely to get cancelled due to frequency of claims (one/yr over the past few yrs). Update: Scott received a quote from Leonard Insurance (largest rowing equipment insurer in U.S.) that will increase our policy deductible to \$500 (FROM \$250) and reduce the annual premium by approximately \$900. The finance committee met and directed Scott to proceed with the new policy asap.
  - d) Launch moorage- past arrangement at Portland Rowing Club through a WRC member who was a member there is no longer in place due to the WRC member terminating their PRC membership. Scott has been in lengthy discussion with PRC regarding options, and it appears that WRC will need to join PRC to continue the boat moorage. This will involve an initiation fee and then an annual fee. Update: WRC launch was impounded on 3/3 due to non-payment. Scott has enrolled WRC as a member of Portland Rowing Club to allow for us to moor our boat there. The initiation fee is 900, annual dues of 100 and monthly moorage of 88 dollars.
- Erg arrangement: To compensate ORU for our regular erg use, WRC has agree to the purchase of one new erg per year for the boathouse. Historically, the treasurer has sent out an