

Upper Valley Rowing Foundation
Board of Directors Meeting Minutes
November 3, 2010
Conference Room, Dartmouth Medical School, Hanover, NH

Board Members Present: Paul Gross, Karen Sluzenski, Brenda Sirovich, Win Piper, Bob Haynes, Heidi Lange,, Jen Friend, Liz Marshall, Dan Ruml, Rowan Carroll.

Board Members Excused: Buzz Congram, Elizabeth Glenshaw, Peter Davenport, Dartmouth representative.

Call to order: at 5:50 PM.

1. **Executive Committee report.** The Executive Committee did not meet.
2. **October Board Minutes.** Rowan moved, Heidi seconded, the October minutes passed unanimously.
3. **Workday planning –**
 - First workday: Sunday November 7 after Long Row, approximately 10 am, derigging boats and putting them on the trailer, no additional solicitation but those who will be participating will be notified so there is no surprise element. Win volunteered to drive the launch. Rowers will be encouraged to bring a cell phone. Scullers must wear their PFD's.
 - Second workday: Sunday November 21, pending confirmation of that HHS to make sure they are ready for us at Fullington by then. Goals: put all of our boats away in the barn and take the sculling dock out; put all the private singles into Fuller, take down the racks and put them into Fuller. This workday will require a large number of people. Everybody meets at Fuller at 9 AM. Count on 3-4 hours. We need to decide which Eights will be needed in the Spring, so that they will be left accessible. Karen S is planning to organize, inventory, and label all safety equipment prior to storage in the house at Fullington. Bob H volunteered to take and store the motors at his house. Liz volunteered to store the sculling oars in her barn, starting on November 7. Jen F will talk with Carin in planning for Nov. 21.
4. **Sculling Policy Enforcement.** Dan Ruml has run into scullers violating club policy with respect to sculling rules. We need to make clear these are RULES not GUIDELINES. We need to advertise the temperature and tell the sculling community when the temperature falls below 50 degrees – by email and with a sign posted at the dock. We also need to follow the policy ourselves, as individual board members / rowers. We also need to clearly communicate the consequences are not just about immediate safety of self (and potential rescuers) but viability of the rowing program. The policy applies to anyone sculling under the auspices of UVRF. For this year, we need someone to post a highly visible sign at the boathouse: The water temp is below 50 degrees. ALL scullers must wear a PFD. If you don't wear a PFD you may not row off the UVRF dock. Scullers without PFD's are liable to lose their rack privileges. We need to emphasize that this is about safety, liability, and role modeling.

5. **Operations** – The “Sticky Exercise” – the listing of all Club related tasks and responsibilities, and division into “buckets” – was reviewed. The Registrar is a newly conceived grouping of responsibilities. Membership is more about outreach. Some “buckets” may be too big. Equipment was mentioned as one such bucket. The Sticky Exercise spreadsheet was annotated to divide jobs into finer buckets. A number of jobs (e.g. equipment rental) will be shared (e.g. between programming and equipment) but responsibility should lie with the initiator (in this case, programming). Part of this exercise is about establishing those process lines. Does the sweep equipment director need to be technically proficient (e.g. in rigging)? – this job be able to be assigned to the coaches. The main skill will need to be delegation; the position mostly requires a management skill set.

Membership is also very large, but many of these tasks can be delegated. There is also a large degree of overlap with Programming, which itself should be divided into Sweep and Sculling Programming. Three jobs are distinct but will remain under Sweep (Dartmouth, juniors, FLIP) – ideally these would be delegated to a subdirector.

There is overlap between Operations (sculling club logbook) and Registrar – one person needs to own the data, and that should be the Registrar. Operations is in charge of the physical logbook. All the info that informs eligibility needs to go to one person. There was also discussion of where the logbook should be placed and whether a list of eligible scullers should be posted at the boathouse. (This will to some extent depend upon the outcome of the Club Sculling revamp this winter.)

Including Fundraising under Membership was discussed – dividing the task between Annual Appeal (Communications), maintaining donor list (Registrar), acknowledgements (President), Silent Auction (Membership), and Thinking outside the box (full Board). It was agreed to keep this division for the present.

6. **Land rental** – Requested by Jake Guest. For nominal annual fee, he will mow. It was moved, seconded, passed unanimously. Lease to be signed. Liability is covered.
7. **Registration workgroup** – Constituted: Paul, Jen, Heidi, Karen S, Brenda, Liz M.
8. **Annual Meeting planning** – Next month we need to spend time brainstorming what we want this Annual Meeting to be.
9. **Fundraising** – The Ronin link is active. Annual appeal has yielded \$475. Motion was made to offer naming of the new club double to current generous donors. Motion to do this, seconded, passed unanimously.
10. **Meeting venue**. Brenda is making efforts to move the meeting location to the Howe Library in the future. Karen also offered the Feldberg conference room.
11. **Informational items**.
- a Fall club sculling concluded (but there are lots of issues for discussion this winter in advance of next year).
 - b Minor modification to Fuller wait list was taken care of to correct an oversight.

- c Annual appeal was executed, mailed on time (email reminder to follow in December) - thank you, Elizabeth et al.
- d Board Meeting room will change to Howe Library Murray Room starting January 2011.
- e Request for private sculling lessons to be provided this fall through UVRF by a local coach was ultimately declined due to logistics.
- f Equipment follow up -- UVRF now is the owner of a nearly new Hudson racing double, thanks to Dan and all inspectors of the boat!

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Brenda Sirovich
Secretary