

Upper Valley Rowing Foundation

Board of Directors Meeting Minutes

March 2, 2011

Murray Conference Room , Howe Library, Hanover, NH

Board Members Present: Jen Friend, Bob Haynes, Peter Davenport, Brenda Sirovich, Liz Marshall, Buzz Congram, Rowan Carroll, Heidi Lange, Erika Dade, Win Piper, Paul Gross, Dan Ruml (arrived ~6:45 PM).

Board Members Excused: Karen Sluzenski, Dick Grossman, Lynn Fisher, Dartmouth representative.

Call to order: at 5:50 PM.

1. **Executive Committee report.** None.
2. **February Board Minutes.** Liz moved approval, Buzz seconded, the minutes from the February 9 Board meeting were approved unanimously.
3. **Welcome to new Board members.** Erika Dade was welcomed to the Board; Lynn Fisher was not able to be present for today's meeting.
4. **Slate of Officers proposed.** Rowan moved nomination of the proposed slate of officers, same as the current slate (Jen Friend president, Heidi Lange Vice President, Paul Gross treasurer, Brenda Sirovich secretary).
5. **Bucket (Responsibility) List review** – The list was distributed to all, it was previously distributed by the Nominating Committee. Question was raised: Rowan has Scholarships in her bucket; she will now chair the Scholarship Committee. Brenda will forward the Scholarship Policy to her. The Sculling Programming position description was further refined to include serving as Chair of Sculling Committee; Sculling Safety; and Boat Usage. Win volunteered to join Lynn in developing criteria for advancing sculling privileges and using certain boats, in addition to Sculling Safety; we will also include Development of Captain's Test. Win requested assistance with Sweep equipment space management; Jen volunteered herself and Dan to assist with this, given his inexperience.
6. **Operations Plan** (Jen). The Club is about to enter the busiest time of year for the Club. Specific operations issues include:
 - ❖ **Ronin.** Ronin is ready for us. What are the decisions we need to make before going live on Ronin? Pricing for membership (for additional family members, juniors only, coach/cox); Liz will also include volunteership signup (as part of registration) in the next conversation with Eric from Ronin; program specifics and fees. Liz has a meeting scheduled with him on the phone. Liz proposed membership fees as follows: \$125 for first member; \$75 for second member; \$25 for each member thereafter. The question was raised whether we have a Junior membership; Heidi mentioned that other clubs make this available for members aged 13-18. Once the Finance Committee agrees on this latter pricing, Liz will test drive the site, as will a few other volunteers (Rowan, Erika).
 - ❖ **Website redesign.** Deferred given Karen's absence.
 - ❖ **Programming.** Deferred until later during this meeting.
 - ❖ **Budget.** This will largely depend on programming. WE need to define exactly which brief sculling programs will not require membership. Rack space fees also will be defined / recommended by the Finance Committee.

- ❖ **Sculling Safety.** Lynn will constitute committee. Jen proposed that any new proposal be accompanied by an implementation strategy and how we are going to assure compliance, and what the consequences are for people who disobey. Brenda will forward relevant minutes and emails with relevant suggestions and criticism. Win will contact Lynn.
- ❖ **Launch inspections.** Jen raised the issue of launch inspections. The motors are being serviced but are not needed for inspection. Both of the UVRF launches are outside and accessible. The Kippy Little kits are at the Fullington Farmhouse. Paul passed along the new registrations (for launch and trailer) which only need the inspection stickers. Inspection will be on March 24. Karen Sluzenski had planned to replenish what is missing from the Kippy Little kits. Buzz noted that we need 2 additional extinguishers and collapsible paddles (but Jen pointed out that these might be too tempting). Karen needs a reminder that she had planned to check and replenish the kits. Karen and Peter D and Bob are recommended to get together.
- ❖ **Jen's Big Honkin To Do List.** Jen will resurrect and circulate Big Honkin To Do list to make sure we're not forgetting anything.

7. **Dartmouth Waterfront Project** (Paul). [Executive Session]
8. **Annual Report issue** (Paul). Paul received a letter from the Secretary of State that our charter had been revoked due to having missed a deadline on January 1. Unbeknownst to us, we had a Q 5 year deadline. The Board voted unanimously after Win moved and Bob seconded filing a Certificate of Revival, so that we can reapply.
9. **Programming update** (Heidi). Carin Reynolds requested permission to run Lebanon High School program this spring, 2 weeks in the tanks beginning April 4, then a one week break, then 6 weeks outdoors, concluding June 5 at the Hanover Invitational. She will put together a budget including Chieftain fees. We also need to calculate in Boat Replacement costs into the fee structure. The question was raised of whether to have a Junior Membership fee this year, and whether these students would join. She will need to present a proposal to the Finance Committee. Two boats per coach. Would we set a maximum flow rate over which the Lebanon High School program would not row? (25,000 proposed by Win). We would request that, in the event of damage to UVRF boats, that we be able to obtain rent-free replacement boats from Hanover HS Crew. Dan can put together an old Vespoli for LHS to use as first line.

Heidi also distributed a document of proposed programs, with a change of shortening the Novice session to 5 weeks in order to offer a 4-week late summer Intermediate program, in order to rebuild our Club programs, which have not been very popular lately. She also proposed running Intermediate and Advanced on the same days, to allow for movement of individuals between the two programs. Jen pointed out that this represents a return to our original format. It was then proposed to maintain two consecutive 4-week Intermediate sessions and one 8-week Advanced session.

It was ultimately agreed that will offer only three levels of Sweep Programming – the Club/Fitness will run for 8 weeks. The Novice / Basic will run 5 weeks with an option for a 3 week extension (joining the Club level) for those who qualify.

Heidi also is proposing three one-week 'kids camp' style program – one for novice, one for technique/fitness, one for racing. There would be minimum and maximum enrollments and they would run later in the morning (7:30 – 9:30 PM).

10. **Prouty update** (Rowan). Sign up will be on the Prouty website and then be sent an email with a link to Ronin. You will not be able to sign up at Ronin without having signed up on the Prouty website. The 'Prouty Committee' has asked Erika and Lynn to

be the filter for allocation of UVRF boats. It is jointly organized and run by UVRF and FOHC. Karen, Peter, and Rowan are actively promoting the event e.g. in Boston. Dan R is taking care of trailer parking. Trans Canada has agreed to adjust the flow for the Prouty on that day. (Trans Canada is one of the Prouty sponsors.) Rowan is hopeful that the rowing community will be getting positive publicity out of this.

11. **Thanks** - and credit to Elizabeth Glenshaw, Retiring Board member.
12. **Concept 2 challenge** - UVRF Club entry requested by Paul to Concept 2 Spring Challenge – approved.
13. **Questions / discussion of informational issues** (Brenda).
14. **Adjourn.**
15. **Follow up Items.**
 - **Fundraising** – The ‘new’ double has been named by a generous UVRF donor family, the “Vital Spark”.
 - **Land rental** – Requested by Jake Guest. Contract remains pending. Currently this is a Gentleman’s Agreement. It has been plowed. Liability is covered.

The meeting was adjourned at 8:00 PM. (Moved, seconded, and passed unanimously.)

Respectfully submitted,

Brenda Sirovich
Secretary