

Upper Valley Rowing Foundation

Board of Directors Meeting Minutes

December 7, 2011

Murray Meeting Room, Howe Memorial Library, Hanover, NH

Board Members Present: Jen Friend, Paul Gross, Bob Haynes, Brenda Sirovich, Heidi Lange, Karen Sluzenski, Erika Dade, Liz Marshall, Win Piper, Dick Grossman, Peter Davenport,.

Board Members Excused: Kevin Cotter, Dan Ruml, Penny Sirjane, Rowan Carroll, Dartmouth representative.

Call to order: at 5:48 PM.

1. **EC Meeting Review.** Decisions: Accepted Buzz's resignation from the Board; \$100 in Tshirt funds was added to Jasmine Rogers Scholarship Fund.
2. **November minutes.** Liz Marshall moved, Win Piper seconded, approved unanimously except for abstentions of those absent last meeting.
3. **Nominating Committee.**
 - **Review new Board descriptions.** Question: Are there any responsibilities that do not need to be done by the Board member specified? Could these be done by a non-Board member? (Notes from this discussion are included in part in the comments below, with the remainder represented in a revised Excel working document.)
 - i. **President.** Duties that could be moved – include FOHC liaison (but should be Board member). Organize club workday (could be non-Board member).
 - ii. **Vice President.** Removed 'Marketing' (under Communications) – could be non-Board member.
 - iii. **Treasurer.** Payroll could be contracted out.
 - iv. **Registrar.** Nothing should move (per Liz). Liz suggested that we may decide to spread the (Club Sculling) fees out across the membership. Two questions raised: 1) should we have a fee structure that charges more for access to Club sculling? 2) if so, how should we enforce that those who use Club sculling equipment have paid? (TABLED)
 - v. **Communications.** Four areas that could be performed by a non-Board member were marked. Implied in all responsibilities for which a non-Board member could serve (and checked in right hand column of spreadsheet) is that Board member *oversees*.
 - vi. **Equipment.** Some changes made to launch and motor domain. Sweep equipment could be done by e.g. head coach or rigger; all duties need to be supervised, again, by Board member.
 - vii. **Sweep Programming.** Surveys could be made constant year-to-year and then Ronin could implement for us and administer as soon as program is complete.
 - viii. **Sculling Programming.** Should a flip test be required (this question was raised). Jen reminded us we need to tread lightly around the word "required". Should we rate conditions on the water in real time? Discussion ensued, consensus was that we try to keep people from acting against their own best interests. We should continue to have coaches educate participants. Flip tests will continue to be offered but not required.

- ix. **Fundraising.** No changes.
 - x. Liz (Registrar) and Paul (Treasurer) and Programming raised need for Apprentice level for a number of Board positions in order to better plan for the future. We currently have 12 named positions and 15 (non-Dartmouth) Board members. This makes a total of 16 members and the Board will need to consider whether to move up or down one member in order to achieve an odd total (better for purposes of achieving a quorum).
 - **Potential new member invites.** How many positions? We may need as many as 7 new members. Names were proposed for members we might approach.
4. **Financial Report.** We have money at the end of the year, but we have not yet been billed by Dartmouth, and we have funds committed to Boat purchase that have not yet been spent, that will move into Reserve. In addition we need to have operative expenses for the first 5 months of the year. We would like to have \$25,000 on hand in the event of the unexpected. Fundraising has not yet been considered. Paul proposed having a motor and trailer maintenance Reserve Fund, so that we regularly put money aside for this. Paul proposed using a depreciation schedule. Peter pointed out that trailer brakes and bearings were done last year; tires may be needed next year. Jasmine Rogers Scholarship fund has raised \$1475 thus far.
5. **Annual Meeting Planning.** Planning for last year's meeting was reviewed and the Board agreed to the same approach. Categories in which planning is required:
- Notification and Voting.
 - Presentations.
 - Logistics.
 - Awards. ** Solicit from membership nominations for Starzinger Award. Board members will submit nominations for the Rookie of the Year award and the Fun award (last year was "best dressed").
 - Scheduling of future / additional Board meetings. Next regular Board Meeting be Wednesday January 4 and Wednesday February February 8 (one week after the Annual Meeting).

The following are the specifics, with a few 2012 updates (IN CAPS), from Annual Meeting 2011.
 BOARD MEMBERS: Please assume that you will have the same responsibilities as last year; if this will not be possible, please be prepared to report this at the upcoming meeting so that responsibilities can be redistributed.

- a) Notification – Needs to be sent to full membership. Notification will include information about: Door prize; absentee ballots; food; time 6 – 7:30 pm; new annual awards (INCLUDING SOLICITATION OF NOMINATIONS FOR STARZINGER; location. Karen S will send out within 7-10 days. Heidi will contact all coaches from 2010 and ask them to email their rowers encouraging attendance.
- b) Presentations (content) –

Slideshow – ANYONE? (Pre-Meeting)

President's Welcome remarks – Jen. This will include Thank You's; Call for Volunteers / New Board Members.

Nominations – JEN, including request for any nominations from the floor

Season highlights, Equipment, Programming & By The Numbers – Update on past season and plans for the future. Heidi, Dan & Liz, including National Learn to Row Day; Row the Prouty!

Finance & Fundraising – Paul

Questions and Comments from the Floor - Brenda

Friends of Hanover Crew Presentation – FOHC rep

Voting results – JEN

SECOND ANNUAL UVRF Awards (three) – Jen

Door Prize – Rowan Note that eligible include club members who are present, not Board members.

Adjourn

c) Logistics –

Food. UVRF will provide main course (4 lasagnas from the Coop (Brenda)), for estimated attendance of 40 +/-.

Cups, plates, Silverware – UVRF will supply paper plates and napkins and silverware. The meal will be buffet style, self serve. KAREN will check supplies AND will get plates, napkins, cups, tablecloths

Centerpieces – Rowan, Karen S.

Setup - starting at 5PM. NEED VOLUNTEERS. Everyone will do cleanup.

Coffee - Peter D will bring Coffee – cut back amount.

Garbage bags - Rowan will bring garbage bags.

Notification - Karen will send official notification to membership this week and post Board Member nominee bios and photos on the website in advance of the meeting

Ballots - JEN will bring ballots

Membership List - Liz will bring list of current members

The meal will start at 6 PM, Presentations at 6:30 PM. ?? WILL A slideshow will be shown during the meal?

d) Awards -

- *Best Dressed (OR OTHER FUN AWARD) –* Self-explanatory; elegant, outrageous, wacky, or tacky. Must be supported with photographic evidence. (Board members are eligible for this award only.)
- *Rookie of the Year –* new to rowing; enthusiasm & attitude; engagement

- *Starzinger* (Dick and Liz DEVELOPED A bio to explain to members) – “To recognize a person whose regular contributions to the club represent going above and beyond the call of duty in some way”. Criteria are outlined in Jen’s document.
- e) Door prize – Choice between 3 prizes (winner’s choice) – one year of rackspace, one year of club sculling privileges, one sweep program. (I BELIEVE our donated UVAC 6-month membership HAS BEEN CLAIMED).

6. **Updates and follow up items.**

- Dartmouth – Would they share (for \$) internet access with us for wireless connection?
- Equipment Prioritization Committee needs to be constituted.
- Northrup and Four repairs pending
- Boat naming TBS (Dawn Treader; Thing One and Thing Two)
- Kaschper 1x sold to club member
- Excess Tshirt funds (LHS) donated to Jasmine Rogers Scholarship fund
- Scholarship Committee report to Board deferred.
- Boat Use policy from Dan R to be circulated
- We need to accumulate policies and figure out where to post: including Private Sculling Lessons, Scholarship, Unaccompanied Sweep, Safety, Club Sculling Boat Use. (Brenda)
- Website – *deferred*

7. **FOHC Update.** (Jen)

Motion to adjourn by Jen @ 7:35 PM, seconded, unanimously approved.

Respectfully submitted,

Brenda Sirovich
Secretary