



Upper Valley Rowing Foundation
Board of Directors (Zoom) Meeting Minutes
January 4, 2021

Present: Liz Marshall, President; Elizabeth Glenshaw, Vice President; Dan Ruml, Treasurer; Margie Elsberg, Secretary; Martha Beattie, Roelof Versteeg, Mickey Elsberg, Dan Ruml, Terry Harwood, Peter Swanson, Michael Stafford, Susan Brighton, Patrick Turevon, Jenny Lynn, Beata Randall; Nancy LaRocque, Dartmouth College Women's Rowing Coach

- 1) **Call to Order:** Liz called the meeting to order at 5:45 pm.
- 2) **Welcome to New Board Members:** Liz Marshall
 - a) Liz welcomed new Directors, Roelof Versteeg, Beata Randall, Margie Elsberg, and Dartmouth Rowing Coach Nancy LaRocque.
- 3) **Approval of December 2020, Board meeting minutes:** Margie
 - a) Mickey moved and Carin seconded a motion to approve the December 2020 minutes as submitted. The minutes were approved unanimously.
- 4) **Getting Started in the New Year:** Liz
 - a) **Board Meetings:** Everyone agreed to continue with the first Monday of each month, at 5:45 pm.
 - b) **Election of officers:** Martha moved and Roelof seconded the motion that the Slate of Officers be approved. The vote was unanimous, approving Liz Marshall for President, Elizabeth Glenshaw for Vice President, Dan Ruml for Treasurer, and Margie Elsberg for Secretary.
 - c) **Committee List:** Liz called attention to the draft Committee member list and said directors are welcome to ask for different committee assignments. Spokespeople described each committee's purposes and the work involved. Liz said all club members are welcome to serve on committees.

Liz's introduction of the new **Communications committee** prompted a discussion about the membership, programmatic and financial growth potential of spreading awareness about UVRF throughout the Upper Valley. Roelof and others stressed the importance of coordinating communication efforts with club goals.

During the review of the **Membership committee**, Liz noted the importance of keeping accurate membership and volunteer records, since the cost of UVRF's USRowing insurance coverage is linked to the number of members and volunteers.

- 5) **Conflict of Interest forms:** Liz asked Officers and Directors to sign their required Conflict-of-Interest forms and email them to the Secretary, Margie Elsberg, who will keep the form file.
- 6) **Committee Reports**
 - a) **Finance:** Michael Stafford made the Finance report (attached). UVRF ended 2020 more than \$8,000 in the black because of income from winter Virtual Erg program fees and end-of-the-year contributions. During 2020, because the pandemic prompted Dartmouth College to close Fuller, the club paid no fees, which amounted to a substantial saving.

Meanwhile, Michael reported, Carin's Leb Crew fundraising was "incredible" during 2020, boosting the budget by nearly \$36,000 and making it possible for juniors to learn to scull on the water during the spring 2021 (ongoing pandemic) season and beyond.

Elizabeth Glenshaw asked Michael how donations are allocated. Michael explained that they are placed either in reserve accounts for equipment, property, scholarships & Leb Crew, or in the General Fund. Elizabeth also asked about the relationship between Leb Crew finances and UVRF finances, and Michael explained that they are distinct, though the cost of insurance coverage is shared by UVRF and Leb Crew.

b) **Programming:** Martha Beattie

- i) **Virtual Erg Program:** Martha reported that 17 people have paid for the first virtual erg workout program led by Linda Muri, 4 more than the break-even point. The program is posted on UVRF's website. Martha recommended publicizing the program on listservs and Susan Brighton said she would make the listserv posts.
- ii) **Program Publicity:** Martha reiterated her support for Roelof's recommendation that publicity should be based on strategic goals of the club, including increasing membership. Membership growth, Martha noted, will increase income so the club can afford a Director of Rowing. Roelof suggested expanding publicity to include juniors.
- iii) **New Interest in UVRF Programs:** Martha reported that some lightweight Dartmouth rowers and alums have contacted UVRF about the possibility of rowing fours and eights out of Kendal. Lightweight rowing was recently eliminated from Dartmouth sports as a result of the pandemic.

c) **Equipment:** Liz Marshall

In light of plans to purchase 10 new singles, Liz expressed concern that the club's equipment inventory must be kept up-to-date. Beata Reynolds, the club's bookkeeper, said she keeps a master list of equipment, which is complete and up-to-date. Beata and Carin agreed that serial numbers for launches & trailer need to be added.

7) **Old Business**

a) **2020 donations intended for Director of Rowing:** Liz Marshall

Liz explained that donations were made in response to a UVRF fundraising letter in 2020 seeking donations for the proposed position of Director of Rowing, which the board approved in February. The money was allocated as Unrestricted. More donations are expected, Liz predicted, adding that the money should be held in a separate Director of Rowing account. Elizabeth Glenshaw, on behalf of the Programming Committee, said her committee will make sure that all DoR donors and donations are identified.

- i) Beata said DoR donations will be placed in a distinct category.
- ii) Beata inquired about donation thank you notes. Liz said she will identify someone for that task since Elizabeth Jones, who used to write the notes, is no longer on the Board.

8) **New Business**

a) **Special Meetings to replace a single retreat:** Liz Marshall

Liz proposed replacing the usual day-long Board retreat with shorter "Special Meetings" devoted to one topic. Carin suggested a meeting on UVRF Goal Setting and the link to Communications (publicity). During the discussion that followed, the Goal Setting list grew to include Membership Size, Programming, Volunteer burn-out, Finances, establishing a Director of Rowing, and Communications. Liz said she favored a Special Meeting in February and asked for date and time suggestions. Mickey suggested that Board members send other Special Meeting topic ideas to Liz.

- b) **Volunteer Hours:** Beata asked Board members and Officers to send the number of volunteer hours per week they have spent during 2020 to Michael Stafford.

9) **Adjournment:** The meeting was adjourned at 6:59 pm.

Respectfully submitted,
Margie Elsberg, Secretary