



Upper Valley Rowing Foundation
Board of Directors (Zoom) Meeting Minutes
February 1, 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 5:47 pm.
- 2) **Approval of January minutes:** Mickey Elsberg moved that the minutes from the January 4, 2021, meeting be approved as submitted and Elizabeth Glenshaw seconded the motion. Elizabeth then requested that the sentence about lightweight rowing in the Programming Committee Report (iii) New Interest in UVRF Programs) should be stricken and Mickey accepted the correction. The January minutes, as corrected, were accepted unanimously.
- 3) **Conflict of Interest forms:** Liz asked board members who have not yet signed and submitted their Conflict of Interest forms to Margie to please do so.

4) Committee Reports

- A. **Finance:** Michael Stafford made the following report on UVRF financial accounts:

Checking account:	\$98,784.54
CD:	\$24,824.35
TIAA:	\$77,609.67
Total:	\$201,218.56

Reserve accounts total: approximately \$132,000

- B. **UVRF-Leb Crew:** Carin Reynolds

- i. **UVRF-Leb Crew MOU:** Carin distributed the 2012 UVRF/Leb Crew Memorandum of Understanding (attached). The MOU makes clear that students from all area public & private schools—other than Hanover High—are eligible to join Leb Crew. It spells out what would happen to Leb Crew funds and equipment if UVRF disbands: Money in the Leb Crew Reserve Account would go to Leb Crew; equipment purchased solely by Leb Crew will be Leb Crew's property, while equipment bought with any level of UVRF funds will become UVRF property. Carin said the MOU and agreements for sharing equipment have worked well.
- ii. **Leb Crew Finances:** Carin submitted 2020 and 2019 financial reports (attached) and pointed out that there were no race expenses and no on-the-water training in 2020 because of the pandemic. Because there was virtual erg training in 2020, coaches were paid half of their normal fee. Leb Crew purchased a launch and has made a

down-payment on singles. Leb Crew rowers have paid \$25/year to UVRF for membership.

- i. **Fundraising for Leb Crew “Spring into Singles” program:** Carin said she has designed a COVID-minded outdoor Leb Crew spring program that will use pop-up tents, ergs on site and singles with pontoons. Leb Crew has funds for most of the needs, but Carin estimates that the program will need \$15,000 more for a boat rack, covers, pop-up tents, and about \$5,000 for unanticipated expenses. Carin has ordered nine singles from Vespoli and hopes to buy one more. She has donor commitments of \$10,000 and hopes that UVRF will purchase the 10th single, a boat that UVRF will share with Leb Crew. Dan Ruml said UVRF has \$10,800 in the Equipment Reserve account and noted that most recent boat purchases have been funded by Leb Crew. He said he favors having the club buy a single. **Mickey moved that UVRF be authorized to spend up to \$8,000 to cover a shortfall in fundraising for the purchase of a Leb Crew single, a boat cover and pontoons. The motion passed with 13 ayes and one abstention.** Elizabeth Glenshaw suggested that the boat should be mid-weight.
- C. **Programming:** Martha Beatie said the Programming Committee met three times in January and set a regular meeting schedule. The committee will meet every other Thursday, alternating meeting times between 7:30 pm and noon. The meeting on February 11 will start at 7:30 pm; the meeting on February 25 will start at noon. Members are listing tasks and, as needed, will ask other committees for help. Linda Muri’s M-W-F virtual erg session program at 6:30 am is a program and financial success, with 23 participants. Linda’s Learn-to-Erg program attracted several participants, three of whom have joined the M-W-F sessions. The committee strongly supports creation of a Director of Rowing position and is working on a job description as well as an assessment of the cost and financial benefits of hiring a coach who will organize volunteers, run, coach and create programs year-round.
- D. **Safety:** Terry Harwood
- i. **SafeSport Training:** Terry reported that SafeSport Training has been divided into two, a Main Course for those who have never taken the training, and a Refresher Course to be completed each year after people have been certified. Terry will send the link for the Main and Refresher courses to board members. All board members are required to become SafeSport certified.
 - ii. **NCIS Background Checks:** Terry said a new website offers the same service.
- E. **Membership 2021:** Liz Marshall announced that there will soon be a website document that will show the year that each member has passed the swim test. That way, members can see when they need to take a test.
- F. **CRew:** Carin reported that the CRew program is going strong, noting that several CRew members erged 100,000 meters in January.
- G. **Communications:** Margie Elsberg said she plans to submit news stories to area media, and invited board members to offer story suggestions about UVRF programs, involvement in regattas (including virtual events), or about members who are newsworthy for any reason.
- H. **Old Business**

i. **Annual Tasks Worksheet:** Liz said there is now a “Tasks Spreadsheet” on Google Drive that lists tasks along with the member/s who have volunteered to be responsible for the task. Two tasks in search of volunteers:

- Order club clothing gear and organize sales.
- Maintain the sculling logbook at Kendal for boats that are being shared.

Liz said there will also be tasks that may be shifted from one committee to another.

I. New Business (LM)

i. **Special Meetings – Ideas & Plans:** Liz recommended that the board agree to hold a short meeting on Zoom and offered two topic suggestions: 1. To talk about starting a pilot program for a Director of Rowing; 2. To develop a process for accessing reserve finances. Liz also suggested that the board might incorporate both topics into the same Special Meeting conversation.

Margie advised the Programming Committee to develop a Director of Rowing proposal that spells out the financial and membership impacts of having a D of R before presenting the proposal at a Special Meeting.

The Special Meeting date was set for February 22 at 5:45 pm. Roelof asked that the programming committee distribute materials for the Special Meeting so everyone can come informed and with questions.

J. **Adjournment:** Michael moved to adjourn the meeting; Mickey seconded the motion. The meeting was adjourned at 7:00 pm.

Attachments: February Leb Crew financial report 2019-2020
Leb Crew P&L 2020
UVRF/Leb Crew Memorandum of Understanding

Leb Crew
Profit and Loss by Class
January - December 2020

	<u>Leb Crew</u>
Income	
Total 30200 Donations	\$65,409.00
30400 Registration	\$9,975.00
Total Income	<u>\$75,384.00</u>
Expenses	
40200 Insurance	\$1,754.01
Total 40600 Fees	\$235.96
Total 40900 Payroll Expenses	\$913.37
41000 Equipment Maintenance	\$168.00
41300 Coaching	\$5,701.76
41700 Team Gear	\$1,231.42
41800 Leb Crew Reserve Purchase	\$16,644.64
41801 CReW Reserve Purchase	\$12,732.50
41900 Equipment Purchase	\$61.85
Total Expenses	<u>\$39,443.51</u>
Net Income	<u>\$35,940.49</u>

UVRF-Leb Crew Finances					
Revenue		2020	2020 notes	2019	2019 Notes
	30400 - Registrations	\$9,975.00	47 rowers; \$175 (virtual) (donations); coxswains free; Jaz tsfrs not Incl	\$10,850.00	42 rowers; \$350; coxswains free; Jaz tsfrs not Incl
	30203 - Jasmine Rogers transfers	\$1,225.00	7 full scholarships	\$2,100.00	6 full scholarships
	30300 - equipment use	\$200.00	2 x Pelner rental - Dartmouth		
	TOTAL REVENUE	\$11,400.00		\$12,950.00	
	(not including fundraising)				
Expenses		2020	2020 notes	2019	2019 Notes
Fees	30100 - UVRF Membership	\$1,175.00	\$25/per rower x 47	\$1,050.00	\$25/per rower x 42
	40200 - Boat Insurance	\$1,754.01	20% of club ins. cost	\$1,824.52	20% of club ins. cost
	40800 - fees (credit card)				
	40805 - Software	\$59.96	Zoom		
	40807 - Advertising/Promotion	\$176.00	VN ad	\$132.00	Valley News transaction ad
Site Costs	40700 Launch Fuel	\$0.00		\$272.71	
	40800 Site Costs	\$0.00			road grading
	40802 - Kendal Site costs	\$0.00		\$1,050.00	42 x \$25 pp
Payroll Expenses	40901 - Social Security	\$347.78		\$254.20	
	40902 - Medicare	\$81.32		\$59.64	
	40903 - Tax Withholding	\$484.27			
Other Expenses	41000 - Equipment Maintenance	\$168.00		\$735.00	
	41300 - Coaching	\$5,701.76	paid 50% salaries due to virtual nature of season; use salary scale	\$11,855.07	
	41500 Race Expenses	\$0.00		-\$370.78	Dublin race truck mileage (180x\$1/mile) & gas (\$45); costs to run regattas (police, portapotties, etc.)
	41501 - Race Entry Fees	\$0.00		-\$452.50	charged entry fees for visiting teams at home regattas; offset costs
	41600 - Facilities Rental	\$0.00		\$732.50	Tanks 25 hours @25/hour (625); MP room 10 hours @27/hour (270). Dartmouth billed 7/23
	41700 Team Gear	\$1,231.42	t-shirts; banquet prizes/gifts	\$1,371.76	Team tee shirts (400); Banquet awards/gifts/volunteer recognition (400); misc. supplies/gear (300)
	41900 Equipment Purchase	\$61.85	not from reserves		
	Total Expenses	\$11,241.37		\$18,314	
	Net Operating Income	\$158.63	Transferred TO reserve	-\$5,364.12	Transferred FROM reserve to cover loss
Fundraising		2020	2020 notes	2019	2019 Notes
	Donations	\$46,309.00		\$68,371.00	Including Jasmine
	41800 Leb Crew Reserve Purchases	\$24,025.33	3 ergs; launch & trailer; coxing suits, GPS cox boxes, PFDs + \$10k down on singles	?	5 ergs/2 bike ergs; 2 doubles and 1 quad; 2 GPS cox boxes; new UVRF racing uniforms; 1 alum boat rack

**UVRF – Lebanon Crew
Memorandum of Understanding**

Lebanon Crew was formed in the spring of 2011 to provide students from Lebanon High School with the opportunity to participate in a crew program and the spring high school racing season. After considering the pros and cons of (1) becoming a school-sponsored club and/or varsity sport versus (2) running the program through the auspices of UVRF, it has been mutually decided that running it through UVRF is the preferable option. The points below set out the basic parameters of the relationship between “Leb Crew” and UVRF:

1. Leb Crew will run its program as a part of UVRF -- it does not exist as a separate organization or legal entity; the kids will become UVRF members. The Leb team will be open to kids outside of Lebanon High School. There will be a program fee for participants to cover the costs of the program and membership fees and the program will be covered under UVRF’s liability insurance.
2. UVRF will create a separate account for Lebanon Crew so that donations made to the Lebanon team will be earmarked and segregated from the general UVRF capital accounts. This additional account will be parallel to the Club’s Sculling and Sweep capital accounts on the Ledger, not separate bank accounts.
3. In the event that Lebanon crew ceases organized rowing activities for a period greater than two years, any money in its account will become available to UVRF without restriction, although with a preference that it be put towards promoting junior rowing if possible.
4. In the event that Lebanon crew organizes itself as a separate non-profit legal entity, any money in its UVRF account, and any equipment purchased solely from use of Leb Crew funds, will be transferred to the new legal entity. Any equipment purchased jointly with Leb Crew account money and UVRF Sweep or Sculling capital account money will remain the property of UVRF.
5. Leb Crew will raise money on an annual basis towards the purchase of equipment, funding of a scholarship account and to cover any operating costs necessary for the team.
6. Leb Crew will create its own list of equipment needs and priorities. If equipment is needed only by Lebanon (e.g. a fourth launch), it will be paid for solely by Lebanon funds. To the extent possible, Lebanon will mesh its equipment priorities with UVRF’s and cooperate in jointly purchasing equipment.
7. All equipment will be “branded” or identified in the UVRF equipment inventory list based upon which account (Leb Crew, Sweep or Sculling) funded its purchase. To the extent that equipment was purchased jointly, the relative contribution will also be noted (e.g. identified as 50% Leb Crew-50% Sweep).
8. All equipment (Leb Crew, Sweep & Sculling) will be shared. In the event of a conflict, in the spring until June 1, Leb Crew will have priority for use of all the equipment; in the summer and fall, UVRF determines the priority for use of all the equipment except that junior programs will have priority over equipment purchased (in full or the majority) by Leb Crew.
9. Should equipment be damaged, the responsible program will pay for the repair or insurance deductible if applicable.