



Rowing in Portland since 1972

Board Meeting Minutes

February 16, 2015

1515 SE Water Ave., Suite 100 – 6:30 to 8:00pm

Attendees

Bold indicates attendance

Paul Kisling - Chair
Celia Heron - Treasurer
Barb Holberg
Brian Thurston

Kim Degutis
Darrell Fuhrman
Glenn Baker

Peter Edwards Program Director

Travis Hall Women's Coach

Standing Agenda

Review previous Meeting Minutes
Treasurer's Report
Program Director's Update
Coaching Update
Volunteer Report
Old Business
New Business

- 1. January Meeting minutes:** minutes reviewed, motion made to accept January minutes, seconded and carried.
- 2. Treasurer's Report and 2015 Budget Update:**
 - The Board reviewed the Treasurer's report, provided by Celia Heron.
 - Board voted in December to hire CPA firm to help resolve current and past tax issues. Board also voted to hire a payroll service, at the recommendation of the CPA, to help with payroll and on-going tax filings. First Payroll checks issued. The cost of the service will be offset by discontinuing Quick Books subscription.
 - 2015 Budget year to date was presented by Celia.
 - New Payroll service to provide IRS forms and submit going forward
 - CPA working to help resolve State issues, refund of \$1000+ anticipated.
 - CPA work to date estimated at 3 hours of billable time.

3. Program Director/Coaching Update :

- Peter indicated 10 of 24 spots for the first session of Learn to Row were filled. This year the level 2 sessions will add a Saturday row so the participants will get 15 classes and the price will be slightly higher than level one. Classes start March 30th.
- Launches are receiving their annual maintenance.
- Peter held a coaches meeting with Travis, Kevin, Brad, Spence, and Leslie to review Safety and draft safe sport policy to be implemented. Peter indicated background checks will be required and filed through US Rowing's vendor. Peter stated he would provide the safe sport policy draft by March 1st via email. Peter indicated Travis and Leslie had recently completed their level 2 coach's certifications.

4. Volunteer Report:

- Spring work party scheduled for February 28th 9am-12pm.
- The membership coordinator position will be shared between two members, Kristin and Terry. Peter working on formal job description.

5. Annual Meeting Recap:

- Raffles for 'cox dots' and regional regatta fees raised slightly more than the expense for the annual meeting.

6. StL Action Items; Old and New Business:

- Election of Vice Chair and Secretary tabled until next meeting
- Discussion of Board meeting day and time each month resulted in a Motion made to meet the 2nd Monday of each month at 6:30pm. Meetings will be at 1515 SE Water Ave, Suite 100 unless Paul is unable to attend. It was noted that Brian may have another room available if required. Motion was seconded and approved by the board.
- The Maas purchase was discussed. Member fundraising was identified as a possible source with some funds from the club. Price is \$3000 and Brandy will need to be informed of the club's interest shortly. The boat was identified as beneficial to the club's sculling programs. Peter indicated he would email membership to gauge fundraising potential and report at the next meeting.
- Operating Manual is still in progress. Peter and Jim Barrett will be working on updating the manual to include human resource information for staff and formal job descriptions. The safety plan and safe sport policy will also be included in manual. **Ongoing.**
- Rental Rack leases – Peter made an inventory and will be presenting those leasing space with a lease liability agreement. Peter will also work on labeling and coding all boats as to the availability of club use for private boats. **Ongoing**
- All board meeting minutes need to be posted on Station L Website. Incoming board Secretary to work with webmaster on posting board minutes.- **Ongoing**

Prepared by Paul Kisling, Board Chair