



Rowing in Portland since 1972

Board Meeting Minutes

March 9, 2015

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

Attendees

Bold indicates attendance

Paul Kisling - Chair
Celia Heron - Treasurer
Barb Berg – Vice Chair
Brian Thurston

Kim Degutis
Darrell Fuhriman
Glen Baker

Peter Edwards Program Director

Travis Hall Women's Coach

Standing Agenda

- Board meeting scheduled for 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

Review previous Meeting Minutes

Treasurer's Report

Program Director's Update

Coaching Update

Volunteer Report

Old Business

New Business

1. **February Meeting minutes:** minutes reviewed, motion made to accept February minutes, seconded and carried. Spelling corrected for Board Members names.

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. The cost of the CPA to date is approximately \$750 which may be offset by the State tax refund of overpayment.
- 2015 Budget year to date was presented by Celia.

3. Program Director/Coaching Update :

- Peter indicated Level One was filling up and one of the Level Two sessions may be converted to a Level One, Peter will confirm. Classes start March 30th.
- Peter indicated he would provide a Safe Sport policy draft by next meeting.
- Launches are receiving their annual maintenance. One outboard will require a 4 figure repair.
- Peter indicated he would be providing an email to the club on the Level 3 and 4 coached sculling schedules, the Level 2 sculling classes, and the fund raising options for the Maas single Brandy wishes to sell.
- Peter indicated email signups for Covered Bridge and Opening Day were forthcoming.
- Peter indicated he would review the process of level 3 to level 4 advancement with Travis to finalize
- Membership was noted as being slightly light compared to last year.
- Peter indicated he would email the men's team on possible purchase of the Kim Prince and the fundraising interest as the purchase is not in this year's budget.

4. Volunteer Report:

- Spring work party scheduled for February 28th, 9am-12pm. Good attendance was noted.
- The membership coordinator position will be shared between two members, Kristin and Terry. Peter working on formal job description. **Ongoing.**
- The past month has been a challenge to find adequate volunteers for the Learn to Row sessions. Barb will solicit more participation from club members.

5. StL Action Items; Old and New Business:

- Election of Secretary tabled until next meeting **Ongoing.**
- Election of Vice Chair held. Barb nominated, motion seconded, carried by verbal vote.
- The Maas purchase was discussed. Member fundraising was identified as a possible source with some funds from the club. Peter indicated he would email membership to gauge fundraising potential and report at the next meeting. **Ongoing.**
- 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. Email was sent to members on boat availability and use of sculling boats. **Ongoing**
- All board meeting minutes need to be posted on Station L Website. Paul to work with Scott to post board minutes on website.- **Ongoing**
- At the Board's request, Paul will request Becky to attend the next board meeting to update the status of Portland Boathouse's lease issues and possible relocation plans.
- Kim indicated environmental remediation is likely scheduled by PGE below the dock in the riverbed this year. She indicated she would report on any set schedule if available.

Prepared by Paul Kisling, Board Chair