

July 13, 2015, 18:30

**Attendance:** Barb, Glen, Kim, Paul, Barb, Darrell, Brian, Kristin, Travis, Celia

## Agenda

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

## Minutes

Budget: copy of new budget

Per July 4th e-mail, may need some more time from accountant

What other administrative expenses should be paid for?

CPA

Kim Prince purchase complete

Payroll slightly increased

Good LTR income

Some discussion on clarifying categories in the budget (are repairs in maintenance, or equipment?) What does "capital" mean?

Peter wanted to discuss purchase of new launch. Sylvan's motor died earlier in the month. Proposed purchase of new Johnny boat, repair and keep Sylvan's motor.

This would come from increased capital line item in the budget.

Question: what happened to administrative handbook?

Some discussion of ways to improve cox training, but from landing, and equipment handling.

Repairs should be run through Peter, to make sure they are coordinated.

## Motions

Moved to adopt budget sent by Peter.

Approved with no nays or abstentions.

Motion was made and approved to allocate capital budget to purchasing a new johnny boat, sans motor.

Approved with 1 abstention.

Motion to endorse committee of Kristin, Celia, Peter, and Scott to determine what administrative costs should be paid for.

Approved with no nays or abstentions.

## New Action Items

- All Board members are expected to read safe sport policy before August meeting so we can approve it. ~~Darrell will resend link.~~
- Celia will clarify budget categories for August Meeting.
- Celia will contact Sheila for copy of draft administrative handbook
- Brian will send Darrell copy of budget since he deleted it and would like to include it in these minutes.
- Darrell will nag Becky about giving board an update on PBH search for new home
- Newly approved admin board will create a method for “incident reporting” for boat damage.
- Travis will compose email to club about best practices in coxing:
  - someone should always be on the dock when landing a 4 or 8 with rower-coxswain
  - never more than two rowers driving boat when coming to dock

## Previous action items (strikethrough indicates completion)

- ~~Kim will create another sign to indicate the new LTR coxbox assignments~~
- Peter to talk to Nick about floor repairs and also shower curtains.
- Status of MOU?
- Transfer of ownership for PWR equipment?

## Carried forward items

- Still waiting for response from Becky on PBH timelines and updates

## Continuing Action Items

- Operating manual updates by Peter and Jim Barrett
- Rental Rack Leases — Peter inventories and presenting a lease liability agreement. Peter will also label all boats as to their availability for club use.
- Board Meetings to be posted on website after adoption.