

September 14, 2015, 18:30

Attendance: Peter, Glen, Kim, Barbara, Celia, Paul, Darrell

Agenda

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

Meeting Notes

Motion to adopt previous minutes passed

Treasurer's report

Shared Aug 31 numbers. We're a bit below budget expectations. There seems to be a discrepancy between the LTR numbers in the spreadsheet and the numbers reported by the website. There is some revenue still from unpaid rack fees.

Remainder of year may be tight on cash flow. May have to delay rent payment for final quarter.

Program Director / Coaching Update

LTR has been busy.

Would like to do some coxswain training over the winter. Travis has coxswain class scheduled for October 3rd as a trial run.

Question was raised about whether there should be more structure on the sculling program (i.e. having a head sculling coach) over the coming months.

PBH: re-assert desire to have board more closely involved with PBH.

Much preparation for regattas is going on. RTFC may be smaller this year. Still waiting on volunteer sign-up. Would like to assess status after over the winter.

Portland Fall Classic may also be down owing to the vagaries of D-III NCAA requirements.

Administrative Board Report

They finally met over a great breakfast. They created a document showing the big administrative tasks, most of which are being done by people on the committee, and which aren't being done at all. They're working on dividing the tasks into more specific administrative groupings. Learned a lot about what is being done, and there should be a lot more documentation about what needs to be done.

Volunteer Report

Trouble getting people into LTR for final session – which is not unusual for this time of year.

Motions

Approved: Board gives Peter authority to sell PWR survival suit to Pacific University.

Old Business

There is now a document for damage reporting. [DRAFT / Station L equipment issue tracking](#)

New Action Items

- Darrell to distribute link to document, post on website, and in boat house.
- Paul to send e-mail ~~Coaches to work with captains~~ to set expectations of the membership surrounding regatta etiquette.
- Kim to talk to Nick about floor repairs and also shower curtains.

Previous action items (strikethrough indicates completion)

- Celia will talk to Becky about getting more PBH visibility. Board doesn't even know how often meetings occur and/or when they are.
- Glen and Darrell will highlight the policies that do not meet, and they can be discussed.
 - Goal is to further eliminate sections that don't apply.
- Board members are asked to send *specific* comments to Glen and Darrell on the language (i.e. strike section, clarify definition, etc). Glen and Darrell will incorporate those into the document.
- ~~Program Director to schedule at least two coxswain training clinics in the coming weeks~~
- Paul to send e-mail ~~Coaches to work with captains~~ to set expectations of the membership surrounding regatta etiquette.
- ~~Administrative board (Kristin, Celia, Peter, and Scott) should actually hold a meeting this month.~~

- Darrell will remind people of these tasks at least twice before the next meeting.
- Travis will send an e-mail about post-regatta procedures and make sure rigging is secure.

Carried forward items

- ~~Celia will clarify budget categories for August Meeting.~~
- ~~Brian will send Darrell copy of budget since he deleted it and would like to include it in these minutes.~~
- ~~Newly approved admin board will create a method for “incident reporting” for boat damage.~~
- ~~Peter to talk to Nick about floor repairs and also shower curtains.~~
- ~~Status of MOU?~~
- ~~Transfer of ownership for PWR equipment?~~

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.

Minutes

New Action Items

Previous action items (strikethrough indicates completion)

Carried forward items

Continuing Action Items