

May 16th, 2016, 18:15

**Attendance:** Sydney, Glen, Deirdre, Peter, Celia, Paul, Barb, Darrell

## Agenda

- Review previous Meeting Minutes
- Treasurer's Report
- Director's Report
  - Budget monitoring, with a full budget update/revision done by July 1.
  - Current membership #'s
  - Programs--managing size, managing people--ideas and feedback to recent moves
  - Equipment planning--immediate purchases, and the fall/winter fundraising drive for next major equipment purchase
  - Boathouse/dock update--I spoke to Nick a week ago, will do again.
  - Website visual update this summer?
  - Row for the Cure issues
  - Dues Structure
- Club involvement in community service and mentorship (Deirdre)
- Code of Conduct
- Celia Letter (no, really for reals, people)
- Miscellaneous Equipment Needed: Impellers @ \$35.00 ea. Anything else? (Glen)
- Member questions regarding sanitation of equipment (Glen)

## Minutes

Previous month's minutes approved by vote.

**Motion:** Treasurer (Celia Heron) is authorized to update club records with US Bank, the state of Oregon, or any other institution for the purpose of ensuring that the information regarding Station L, its board members, and its finances are accurate, complete, and current. **Approved Unanimously.**

### Treasurer's Report

Nothing significant new to report. Income/expenses nominal.

All rack payments are current.

### Worker's Compensation

Turns out, we don't have worker's compensation for employees. Peter has been working with Brad to resolve this. Peter should have details soon. Expected cost is \$3-4,000 annually.

## **Director's report**

### **Membership:**

- Subscription members: 45 (~\$3k/mo)
- Saturday-only Members: 9
- Level 2 conversions: 6 so far
- Fully Paid Members: 52
  - 15 paid in December 2015 (which affects annual cash flow)

Generally this is good news, as we expect to hit budget numbers and cancel out the “December problem” with rent payments. But that doesn’t mean we have lots of extra cash floating around. Volume is good = more money, but often means more expenses.

There’s some interesting problems to think about with the business model – as the club grows, the per capita subsidy of membership costs provided by Learn to Row goes down (as it is relatively fixed), which can mean that a growing club is, ironically, more constrained.

Will likely need to purchase another 8 oars (~\$1500 used). Peter to talk to OSU about getting some of their equipment as they will be buying a lot of new equipment.

Possibility that UP will leave the boat house for Vancouver lake this year, which would free up rack space, at a cost of ~\$8k/year.

LTR currently 45 students. Need to get 177/year to hit the \$30k budget item, and we expect to be ahead on that.

A lot of discussion was had and few decisions were made around growth and scheduling thereof.

Some dock repairs were done, and Nick is trying to get more done.

There may be the possibility of more rack space in the former Alder Creek space. Peter to discuss with Nick.

Deirdre talked about how to do outreach to less privileged youth (although our Safe Sport Policy will not really allow this as currently written).

Sydney raised the question of whether a Code of Conduct is needed for the club. The question was raised on whether the Safe Sport policy was sufficient. The question was raised whether a Code of Conduct should be seen as aspirational, instead of reactive like a Safe Sport policy.

After much discussion, it was agreed that the best thing is for a Sydney to come back with specific text that we can discuss.

Meeting adjourned.

## To Dos

### New Action Items

- Peter to report back in one week on worker's compensation insurance.
- Comments on by-law updates are open
- Sydney to bring proposal for Code of Conduct

### Previous action items (strikethrough indicates completion)

- Board to assign a board member to represent Station L @ PBH meetings.
- Darrell to create document to collect more priorities from board members (and to prioritize them).
- Donna to start writing operating manual for treasurer

### 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.