

# April 9th, 2018, 18:30

**Attendance:** Jim, Peter, Terry, Glen, Alice, Darrell, Sydney

## Agenda

- Approve Previous Minutes (5 min, Darrell)
- Financial Update (10 min, Peter)
- Staff Update (5 min, Peter)
- Programs Update (5 min, Peter)
- Sick Leave Discussion (15 min, Peter)
- Vice-Chair was overlooked (5 min, Sydney)
- Lease Negotiations Update (10 min, Terry)
- Board Report to Members (10 min, Alice)
- Handbook discussion (10 min, Sydney)

## Minutes

Previous minutes unanimously approved.

### Financial Update

~\$37k in the bank

Revenues seem to be running on budget for membership. Extra money (~\$1000) from Erg Classes, which were an addition after the initial budget approval.

Equipment purchases running ~\$2500 above budget, but hoping to make it up with donations.

Rent will be ~24k/yr vs expected \$30k/yr, which is a huge plus to the budget. (This is owing to the reallocation of costs with the departure of Alder Creek and University of Portland, plus the addition of another tenant in the old Alder Creek space.)

Additional proposal to buy a new launch for ~\$9k.

**Motion:** Approve addition of new launch line item. Approved Unanimously.

### Staffing Update

Had a few too few people to cover Learn to Row, we now have two interns shadowing Sarah. Dierdre has also been brought on to teach.

## **Programs Update**

35 people in first LtR session. Schedule is working out well.

## **Sick Leave Discussion**

Need to decide on Accrual vs Front loading employee sick leave. Jim reports that accrual is more typical for a part-time work force.

**Motion:** Use accrual accounting for sick leave. Approved unanimously.

## **Chair Elect (aka Vice Chair)**

**Motion:** Make Terry New Chair Elect. Approved Unanimously.

## **Lease Negotiations**

Terry is working with PBH to get proposal for lease renewal in existing space.

## **Board Report**

Alice presented a sample of a board report that could be sent out quarterly. Some suggestions were made and the idea heartily approved.

## **New Todos**

Peter to ask Brad to bring his camera and take head shots of coaches and the board to put on the website.

## **Previous Todos**

- Alice to present proposal for quarterly communications with members. Consider whether this may be a vehicle to reduce the workload for Peter in terms of providing ongoing communications about upcoming events, etc.
- Peter and Terry will meet with PBH representatives for the purpose of updating the status of the efforts on the new boathouse and to represent the board's concerns regarding timelines.
- Coaches to review safety issues and send update to the membership. Peter will send coaches a summary of talking points.
- Working group to convert "monthly membership" to "annual membership payment plan" to help avoid confusion about what it means.

- Peter and Jim to create a written message to explain the need to control club costs. This message will be provided to the team captains who will then be responsible for communicating that message to the athletes.

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