

# December 12, 2022 - Station L Board Minutes

Called to order at 6:35 pm by Cynthia

Present: Cynthia, Donna, Jenny, Jim, Mark, Peter, Rachel, Sarah

Adjourned: 8:00 pm

## Secretary Report

- November minutes approved
- PDFs of minutes ready to be posted to Station L website

## Treasurer Report

- Financial update
  - Paid Leave Oregon - new withholding requirement, similar to Oregon Saves
  - US Rowing insurance rate increase
  - Required for all members and LTR: (Basic) and Championship (required for Regionals/Nationals)
- Approve 2023 budget and membership dues
  - Modest increase of expenses and income due to inflation, this includes membership dues increase of 6.5% (a bit under the annual inflation rate)
  - Discussion of potential financial aid program: funding and administration. Under consideration to support DEI goals, but not included in budget for 2023
  - Sarah made motion to pass the budget and membership dues, Jim seconded, passed unanimously

## Job descriptions

- Revised title and role
  - Executive Director
- Descriptions of new job roles
  - Operations and Equipment Manager
  - Staff and Administrations Manager
  - Education and Membership Manager

- Feedback from coaches, potential for minor revisions depending on applicants
- Donna Moved to accept conceptual descriptions, Sarah second, approved unanimously
- New job roles to be advertised with early-January application deadline, applications to be discussed in January Board Meeting
- Coaches job descriptions were written several years ago. To be updated in the future

#### Portland Boathouse Update

- Perimeter fencing at gate has been reinforced
- Lock at gate to be replaced
- Letter of intent has not been signed with yet with Pamplin (rent has been agreed upon)

#### Annual Membership meeting date and location

- January 29, 3pm
- Lucky Lab at Multnomah Village - Peter will check on availability and reserve

#### Outgoing board members to be replace new board members:

- Sarah L
- Jim B
- Donna

#### Available terms

- One 2-year term
- Two 3-year terms

Sarah to chair nominating committee

Adjourned: 8:00 pm