



## **WBC Board Meeting Minutes**

**November, 2019**

**Call to order: 1:05 pm**

**Attendees:** Tom, Mike, Bruce, Howie, Wanda, Sarah and Alan

**Minutes:** Taken by Bruce

1. Sarah indicates we have depleted 2019 revenues but will book additional revenue from Winter Program registration for on-going operations into 2020 registrations.
  - Sarah's calculations include projected revenue from the HoC of ~\$4k.
  - The Altschuler \$5k Grant application decision is due in the next week or two, and this money will go to replenish retained earnings kept in checking
  - Monthly spending exceeded plan largely on capital expenditures on new boats and past purchase boat loans outstanding. This included two new safety launches and key opportunistic buys (the 8+ and 4+ from Orlando)
  - Sarah recommended the Board consider raising fees selectively in 2020 to cover operating costs assuming similar rower numbers
2. Sarah recommended a motion that was seconded, to remove past Treasurers Sheila and Katherine from our Chesapeake Bay Account (that we currently use for the Boosters Account). Sheila and Katherine are no longer at the Club, and Bob Morrison is also currently listed on the account and can be back up to Sarah. The Board unanimously approved this motion.
3. The Board approved purchasing ICrew software for improved administrative management (registrations, transactions, scheduling, boat management, regatta management) at a cost of \$.30 per rower per month (estimated around \$550/year).
  - Regatta Central and Active Network were considered by the software team (Tom, Matt, Alan), but were determined as lesser options on function, cost, user friendliness
  - Board would like to implement starting in January with early Masters' rowers registering, and about two weeks is needed to prepare. Alan will lead implementation from the Board, but Matt Wilson has agreed to serve as the lead IT expert. Both Youth and Masters' representative need to identify "help" contacts to be available for questions as people start to use the system

- Funding for the program will be through a combination of reduced domain fees for Club web sites (Alan believes we can consolidate) and fees increases
- Since this is an Admin function, the board determined the IT expert will work through the Secretary (pending item #8 work noted below)
- Masters' Program: Tom needs to take over as coach of the Middle School program in part due to coaching changes on the Youth side. This makes him unavailable as Masters' Performance coach. However, as Director of Rowing Tom will continue to be responsible for overseeing the Masters' programs. The board discussed many issues related to the Masters' program, and has made the following decisions:
  - There will be a Sprint season "racing" or "competitive" program that will replace the "performance" program that will run 6-8 weeks, ending at DC Sprints, break for summer, then start again for a Head Racing season. Details to be worked on. This will likely include additional fees or dues, similar to the performance program.
  - There will be Masters' practice options six days a week – those interested in heavier workouts will be able to choose from training descriptions
  - Tom will consider running a performance/competition training session for sculling (over and above current sculling option on Sundays)
  - Sarah has agreed to fill the role of Masters' regatta coordinator
  - Recommended LTR and cox class, novice training approaches have been approved in concept understanding details need to be refined
  - A final organizational structure for the Masters' program has not yet been determined, but the Board agrees on the need for a more defined structure that lays out the responsibility of various individuals who may be involved in either coaching or leading Masters' practices. Tom will propose an organization prior to the beginning of the masters on-the-water practices.
- 4. Winter training: Tom has everything in place, communication of specifics has gone out to Youth and Masters' programs, and registration is available on the web site.
- 5. Important dates for 2020 WBC regattas:
  - Beak of the Chick – Saturday August 1 (same timing). We will consider shifting to late Spring when we find available Sprint course (Lake Chickahominy goal)
  - Head of the Chick – Saturday October 24. This ensures we will have warmer weather with an option to move to Veteran's Day Weekend if bad weather. Tom has gotten confirmation the date works for key clubs attending this year, and southern teams that attend Head of the South instead of ours.
- 6. Capital Fund – The Board agreed to set up a separate Capital Fund account at Village Bank in December starting with any funding available and that will be used for the Boat House project and scholarships
  - The Board also agreed that starting in January, when registering we will provide an online option for voluntary donations to the Capital Fund

- Post meeting in the fundraising Committee, Alan will start building a Capital Fund section for the web site highlighting plans and rationale for support
7. Adaptive Rowing: Wanda is the lead Board member on this initiative and will work with Tom to outline key activities and a schedule leading to implementation by the time docks are ready in 1-2 years. This is key information for Boat House and Facilities development and fundraising, and coach prep/training
  8. Board position descriptions: Bruce will send out Board member roles and responsibilities for review and recommendations to add/edit based on this first year of implementation. The goal is to confirm roles and responsibilities at the December meeting so they are ready for the January club wide meeting to elect members.
  9. Board positions open for election: In January, the President, Treasurer, Communications Director, and the Youth Rep are up for election. Mike has decided to step down as Comm Director with remaining Officers indicating they are willing to continue to serve. Bruce asked that everyone look for potential candidates that would be interested in a role on the Board to make sure we have a full slate in January.
  10. Bruce will draft a summary reporting on how the Board has achieved relative to the Strategic Imperatives set for 2019, for Board review and approval at the December meeting. Bruce will also draft 2020 imperatives for Board review and approval.
  11. Upcoming meeting dates:
    - We will tentatively plan December 14 for the next Board meeting and January 18 for the Annual Meeting
    - Bruce will send out alternative dates for both meetings so we can lock in dates and book reservations at the Rec Center

**Meeting adjourned at 3:15 pm**