

WBC Board Meeting Minutes

December 2020

Attendees: Bruce Lifka, Howie Hagan, Sarah Stafford, Tom Rooks, Alan Hochman, Ralph Urch and Wanda Anderson

1. Financial Update: Sarah indicated our financial outlook over the next quarter is consistent with November, we've received a little over \$9k in winter training fees. Alan's iCrew registration details show we should expect about \$11,500 in revenue, less \$450 for ERG loan discounts. Bruce asked Alan to run a payment report and send a reminder "auto" iCrew email to those that are late.

Costs for port-a-johns (\$160/mo for 9 months) and annual insurance ((\$480/directors and \$6,700/boat payable April) will be updated in the monthly cash flow report. We'll also add in \$4k for annual maintenance – proportional with scaled down programs.

2. Winter Training: We have over 60 rowers participating this year. Tom has set up the facility following both US Rowing and VA Covid guidelines. The space is expected to cost \$5k for the season (rent and utilities) – the cost is still substantially discounted, but we need maximum space for distancing and this is still well under commercial rates. We will ask rowers to proactively sign up for sessions on iCrew for Covid contact tracing. Tom has a few minor purchases to make for cleaning supplies. Tom and Bob will split duties coaching adults, and Tom and Sidney will cover HS and MS.

Financially, the winter training loses money as a stand alone program but helps us subsidize fixed cost salaries. Tom will negotiate with Sidney to spread salary over 6 months, and Tom will defer \$2k until the Spring to manage cash flow. Coaching salaries are contingent on no further Covid shutdowns. Next year, the goal is to identify either a lower cost facility or convert the shed by the boathouse.

3. Executive Committee monthly meeting: It was decided to schedule the Executive meeting monthly to handle day to day operations management, priorities, and budgeting control, and shift Board meetings to a quarterly schedule that parallels our quarterly seasons. We will initiate this approach in January.
4. Masters 2021 Program: The Masters planning committee has completed its general approach for next year so that we can provide adults with an overview of what they can expect when they renew membership in January. Alan will pull together a more

detailed overview for member communication that includes the following points:

a) Matt is moving away in Spring and will not continue coaching. Bob and Tom will split coaching (Monday & Wednesday evenings, Saturday & Sunday mornings), b) 3 LT Scull and 1 LT Sweep programs, c) racing options including the VBC Sprints, BoC, HoC and Head of the Lafayette, d) race boat coaching for fee and/or virtual (provide workouts)

5. Tom has agreed on the salary approach proposed in November, starting March 1, but still needs to determine whether it will be as a W-2 or contractor approach. We will approach winter training compensation (and for Sidney, Spring coaching) on a contractor basic. Bruce will create compensation template agreement so we can formalize approaches with coaches immediately and in the future. We will pay for services on the 15th and last day of the month services start.
6. The date of the annual meeting is set for Saturday January 23 from 1-3 PM, and Sarah has offered to host on her Zoom account (that can accommodate expected participation).
7. Other: Bruce is meeting with the Park and W&M on December 14 to discuss facilities. High on the priority list are a) establishing control of one boat house bay, 2) transferring storage shed to WBC for conversion into office/workout facility, and 3) developing an approach for adding pumpable bathrooms as part of a shed repurpose project.

Tom and Alan will coordinate schedules for winterizing motors by our volunteer.

Tom, Alan, and Ralph will plan to work on developing an approach for a Spring “virtual” open house for our Youth Program.