

WJ Crew Board Meeting Minutes

October 28, 2013

Secretary: Barb Biesecker

Attendees: Board Members: Stuart Bassin, Barbara Biesecker, Alison Bouquet, Tiia Karlan, Kjersti Lupo, Patty Porter, Stephen Pruitt, Nimrod Shmul, and Eric Voit. Head Coach: Emma Green Men's Coach: Davis
Absent: JB Brown

Agenda Topics

Chair's Meeting Preferences

Stephen Pruitt

Discussion: Stephen introduced his format for the meetings that prioritizes action items. Those that require discussion will follow. All Board members will be invited to submit topics for discussion at meetings.

Board Positions

Stephen Pruitt

Action: The Board unanimously approved Barb Biesecker as secretary and Patty Porter as treasurer for one-year terms.

September Meeting Minutes

Barbara Biesecker

Action: The September board meeting minutes were distributed by email prior, reviewed, edited for signature and accepted unanimously by the Board.

Treasurer's Report

Patty Porter

Discussion: Stu and Patty have met and are working their way through the financial report for the organization (see below).

Action: A treasurer's report will be made at the next board meeting.

Approval of WJ Crew Board Meeting Calendar

Stephen Pruitt

Action: A proposal was made and accepted for the Board meetings to be held the third Tuesday of each month at 7 PM.

Approval of Open Meeting Procedure

Stephen Pruitt

Discussion: A proposal was made to hold open meetings every other month for non-Board members to attend. A preference was stated to hold open meetings in the months prior to major events. Open meetings will be held at WJ. The format for the Board meetings will be a reporting out of activities and needs. There will also be an Executive Session that is closed to non-Board members.

Action: The Board unanimously approved the plan for open Board meetings. Stephen will send around information on how the meetings will be run before the first one is held.

Approval of Transfer of the trailer to Cindy Cole

Stu Bassin

Discussion: We sold one of our boat trailers to Cindy Cole three years ago but the bill of sale was never signed. Stu asked for limited power of attorney to sign the bill of sale over to Cindy Cole.

Action: The Board unanimously endorsed granting limited power of attorney for Stu to sign the bill of sale and thanked him for identifying the need.

Discussion of Old Business

Financial Report Progress

Stu Bassin and Patty Porter

Discussion: Stu and Patty are engaged in developing a detailed budget for moving forward. This will result in Coach Emma having a specific budget to manage in the coming season. The goal is to create financial statements and a plan for ensuring that we raise sufficient funds to pay our anticipated expenses with a

reasonable cushion for unexpected expenses

One aspect of this budget will provide Coach Emma and others a pre-approved budget to address specific relatively small costs (e.g. repairs on launches and minor equipment) during the coming season without seeking further Board approval.

They are also developing a financial manual for the Board. This will limit the potential for fraud by establishing procedures that include checks and balances. Their efforts include financial record keeping that will outline our assets and liabilities. It will give the Board members the full picture of the budget. Patty has purchased Quickbooks, accounting software and a full report will be made at the November Board meeting.

Action: Patty and Stu will continue digesting our financial records and provide a further report next month.

Board Legal Processes

Stu Bassin

Discussion: According to our by-laws, Board members transition in September. It makes more sense for the transition to occur in June.

Action: Stu will propose an amendment to the by-laws to change the Board cycle under which we will elect new Board members in June, starting in June 2014.

Policy on Open Financial Books

Eric Voit

Discussion: One goal is for transparency in the organization. Eric suggested that we need a policy on opening up the books within one month of a request. This can be a consolidated financial statement.

Action: Stu and Eric offered to draft a policy document on transparency for the Board to ratify.

Fundraising, inc., Auction

Tiia Karlen

Discussion: Tiia is planning a wreath sale and Papa Johns pizza card sale prior to the holidays. March 8th is the date selected for the auction. Tiia reported on working on an upgrade to the software to support the auction that includes on-line auction purchasing that may be paid for with fees from Booster Club. Stu reminded the Board of his post-auction data from Spring 2013 that clearly indicated that Crew parents were the majority of purchasers (over 80%) at the auction. The vast majority of the money raised resulted from a small number of big items. The amount of work families did to solicit small donations and set up the auction may not justify an event financed primarily by the Crew parents. Although an alternative models such as a \$50.00/plate dinner where we auctioned off only big ticket items, it may be a lucrative alternative.

Jan. 7-9th the WJ rowing contest, "So You Think You Can Row?" will be held during lunch.

There will be a restaurant fundraising dinner around Thanksgiving when alumni might attend. Emma suggested the Hard Times Café where we have traditionally gathered in November.

Action: The Board will further consider the auction with a goal toward more efficient and lucrative alternatives.

Crew PR and Recruitment

Allison Bouquet

Discussion: Allison will promote the team by posting the outcomes of the regattas on the PTSA website. There should also be an end of season wrap-up. The goal is to have a crew announcement every other week or so highlighting a fundraising activity or the outcome of a regatta.

Fall Program Update/Needs

Emma Green

Discussion: Full coaching staff is overall working well. For the Tail of the Anacostia, the focus of the regatta will be on novices. Emma plans to initiate them with the entire experience of competing in a regatta. She asked that we ensure novice parents are engaged in bringing food, contributing and to have varsity parents involved in mentoring them. The Bill Braxton Regatta will be held in Camden, New Jersey. Emma has not gone before. Not clear if we can double race, so it is not yet clear which subset of the team will be participating.

For winter conditioning there will be a rotating schedule with greater emphasis on Saturday practice. The plan is for five days of workouts per week. Emma would like to have the entire team together on Saturdays. She will try to get the boats on the water as soon as possible in the late winter/early spring. Eric added an update about the use of the Washington Sports Club in Georgetown Square. He is negotiating a deal for a one time upfront price per team member with no names or personally identifiable information attached.

Equipment/Maintenance

Emma Green

Discussion: We lost a skeg on a boat that cannot easily be replaced and broke a rigger. There have been challenges in getting approval for maintenance on the launches. We need to develop a maintenance schedule coordinated with the practice schedule. Two eights of novice boys are coming in the spring season. There are not enough oars for the boats so we will need to be purchasing new oars.

The Combined Federal Campaign

Stu Bassin

Discussion: The CFC season is upon us and many Crew families are federal employees. We are registered to receive donations through CFC this year and will remind families and other federal employees to contribute to WJ Crew.

Update on Development of Scholarships

Nimrod Shmul

Discussion: We are waiting to move forward with scholarships until we have the full financial report. In the meantime Board members have been gathering a master list of companies who may contribute. There was a concern raised that the Board oversee and coordinate solicitations for sponsorship. We may want to highlight the scholarship over other efforts. Overall there is a need to know what the scholarship package will look like prior to soliciting funds. We need to be cautious about how we will determine eligibility and how funds will be dispersed. Eric reminded the Board that we cannot be determining eligibility for funds.

Action: Stephen asked Nimrod to draft a proposal outlining a program for further consideration at a future meeting.

Stotesbury Regatta May 16-17, 2014

Barb Biesecker

Discussion: Through a new Stotesbury hotel booking service, we were able to reserve a block of 25 rooms for rowers, coaches and chaperones at the Hilton Garden Inn in Downtown Philadelphia.

Food Donations for Regattas

Kjersti Lupo

Discussion: Kjersti discussed difficulties they have had with families not signing up to contribute food. Yet donations worked out well in Philadelphia at the last minute. Kjersti and Dahlia are hoping that things will work better in the spring to allow them more time to plan to purchase the food that is not donated. They have been assigning families for set up and take down of the food. Overall Kjersti feels the team has been fed well.

New Business

Tiia announced a new mentorship program for new parents as successful. Pheonix Bui is pairing mentors with mentees. As well the rowers have been matched. Fifteen novice guys have been paired with 15 varsity guys.

Barb raised the need for a formal procedure for acknowledging donations to WJ Crew. We have an outstanding donation from Spring 2013 that was never acknowledged. Patty offered to write formal letters for tax exemption purposes.

**Respectfully submitted by Barb Biesecker
Nov. 18, 2013**



Next Meeting: Will be held Nov. 19, 2013 at the home of Allison Bouquet: 9910 Julliard Drive, Bethesda.