

# WJ Crew Board Meeting Minutes

## December 2, 2014

**Secretary: Barb Biesecker**

**Attendees:** Stephen Pruitt (Chair) by phone, Stu Bassin, Barb Biesecker, Alison Bouquet, Carlos Gonzalez, Gracel Javellana, Patty Porter, Eric Voit; Coaches Emma Green and Davis Bales (ex officio) by phone. Absent were JB Brown and Kjersti Lupo.

### ACTION ITEMS

#### October Meeting Minutes

**Barb Biesecker**

**Action:** The Board approved the October 2014 meeting minutes. They will be uploaded on the website.

#### Treasurer's Report

**Patty Porter**

**Discussion:** Patty reports an income of \$15,273 for the first five months of the season. She anticipates \$26,000-33,000 in costs from Dec-Feb 2015, leaving approximately \$10,000 to invest in fundraising.

**Action:** The Board accepted the treasurer's report.

#### Financial Report

**Patty Porter and Stu Bassin**

**Discussion:** Patty proposes that we take a careful inventory of all equipment for WJ Crew. We have an estimated \$46,000 invested in capitol equipment that we should verify. Stu requested that registration be finalized a full week before a new season begins to have a full accounting of fees. Stephen proposed that we consider a special fee for coxswains for the winter season of \$150. Coxswains do not have to do all the physical fitness that the rowers do but it good for the teams to keep the coxswains involved with the team. Most clubs offer free or discounted coxswain fees. A couple of coxswains have not signed up but have showed up because they would like to participate.

**Action:** Stephen proposed a motion that we allow a coxswain fee, and reimburse any coxswains who have paid full fees for winter conditioning. The motion unanimously carried.

#### Chair's Action Items

**Stephen Pruitt**

**Discussion:** Stephen called for discussion of putting Carlie Williams forward as a Board member, primarily responsible for this year's major fundraising activities. He called for discussion and there was widespread agreement that Carlie join the Board of Directors.

**Action:** The Board unanimously approved the appointment of Carlie Williams to the Board.

**Discussion:** Stephen called for implementation of the academic policy distributed by Stu Bassin for review by the Board. It includes a note that grades at the end of the school year pertain to Fall season eligibility.

**Action:** The Board unanimously approved the academic policy and it will be posted on the website and discussed at the open board meeting in January.

**Discussion:** Stephen prioritized discussion of our boat fleet with plans toward replacement/expansion. Coach Emma raised the likelihood that our fleet needs exceed our resources and that we need to make responsible financial decisions to rent, refurbish or purchase new boats. We will be expanding from 64 boat seats last year to an estimated 79 seats this spring. Stephen estimated that we may need three boats but that we need not purchase all three. Emma proposed purchasing an eight and a four boat. We will need another eight to rent. Davis suggested purchasing a high quality used eight and four. And rent a middling eight for the novice team to use. There was discussion of aiming for relative parity between the boys and the girls teams. Stu estimated that a high quality eight and a high quality four boat would cost \$25,000-

30,000 combined and a spring rental between \$1,500-2,000.

**Action:** The Board approved an assessment by an independent party to advise the Board and coaches on the status of our boat fleet, assess the value of the boats, and provide advice about replacement, refurbishing and rental.

**Discussion:** Stephen reminded the Board that we will hold an open Board meeting at WJ in January.

**Action:** Stephen will contact WJ to secure the cafeteria for an evening Board meeting in January.

### Coaches Report

#### Coach Emma

#### **Discussion:**

March 22<sup>nd</sup> will be the first spring regatta in Bladensburg. Spring break is different this year with Easter falling at the beginning. No races will be held over Easter weekend but a race will be scheduled for the end of spring break. There was a discussion about how many regattas will be scheduled for the spring. It could be that the girls compete in more regattas than the boys. There was discussion that Coaches Emma and Davis take their teams to the same regattas. It is an option that the boys could skip a regatta if Davis decided that was better for the boys. Coach Emma called for a new trailer plan. We will need a truck that is heavy enough to pull the trailer. Susan Weeks and Paul Whitehouse are both willing to drive but neither owns a truck that can bear the weight. It costs \$200-300 per weekend to rent a truck to pull the trailer. We need to travel our boats to upwards of eight regattas in the spring.

### Old Business

#### **Fundraising Update**

#### Stephen

**Discussion:** An alumni fundraising dinner was held the Friday after Thanksgiving. Steven asked the alumni for \$5,000 towards boats. The alumni group is planning on a spring yard sale. Stephen recognized Carlie Williams for taking the lead on the wreath/holiday sales and on the auction, our two largest fundraising events. There was discussion of families feeling pressured by emails announcing that they have to pay a fee if they do not sell items for the holiday fundraiser. There was discussion that this is a volunteer organization and if you cannot volunteer your time and effort, there is likely to be an assessment of fees in order for the team to thrive. We will need to address expectations and avoid language that may make parents feel badly about limitations on their time and resources. Grachel felt there was a lot of pressure to sell or contribute. Families did not know or budget for it. Allison commented that most of the communication was to the parents rather than the team members selling the items.

Eric read a report from Nancy about the auction theme "Who floats our boat?" The Auction will be held on March 14<sup>th</sup> at 7pm in the WJ cafeteria. Committee chairs have been selected, the letter soliciting donations is nearly finalized and the website needs to be updated to include information about the auction.

Grachel proposed a new idea for fundraising. Former rower, Sasha Mirage works for Relay Foods, an on-line farmer's market. They are willing to donate 10% of the amount spent on the website to WJ Crew. In return, Relay Foods will be added to our banner.

**Action:** The Board will develop a standard operating procedure for how to manage team members who are not willing or otherwise unable to participate in fundraising to ensure that efforts are equitable across the organization. There was enthusiastic support of Grachel's proposal to partner with Relay Foods.

### New Business

#### **Family survey**

**Discussion:** Stephen, Grachel and Carlie are planning a survey of the members' parents. They will be meeting to create a survey aimed at how to best leverage the membership for the team. Barb offered to help with the design of the survey.

**Action:** The Board endorsed a short timeline for the survey.

#### **Booster Club and Equipment Rep**

**Discussion:** Stephen is looking for someone to replace Ann Marie Cardoni who is our liaison to the WJ Booster Club and manages our equipment. Ann Marie has good relationships with WJ and Booster Club and we need someone new who can maintain our good will at WJ.

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Stephen Pruitt adjourned the meeting at 9:23 PM.

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**Respectfully submitted by Barb Biesecker**  
**Jan. 27, 2015**

**Next Meeting:** Will be held January 2015 at the WJ Cafeteria

A handwritten signature in black ink, appearing to read 'Barb Biesecker', written in a cursive style.