

WJ Crew Board Meeting
December 19, 2016
7:00 pm
Carlie's House

Attendees:

Christi Gibbons
Carlie Williams
Kathy Schreier
Mike Hicks
Coach Lalley

Annie Rose
Mark Mann
Eric Voit
Dave Owens

Board Meeting

Agenda:

1. Financials
 - a. Discussed calculation of rowing fees and expenses. Carlie reviewed all expense categories to understand how to set rowing fees for the year. Considered registration income and fundraising income, as well as expenses.
 - b. Action item – Christie will review financial categories and make adjustments, if necessary, to how expenses are identified on the books.
 - c. Action item – Annie will follow up with parents on outstanding payments.
 - d. Paid tax bill from P.G. County for Personal Property tax. Discussed possible exemption from paying these taxes and process we need to follow.
2. Web Interface
 - a. Spring Registration – Plan to utilize new Sports Engine app to help coordinate payment and registration. Will include schedules/practices, etc. Will make the WJ Crew website more useful for parents.
 - b. Action item – Christie filling out paper work to initiate Sports Engine app. Should be in place by end of January 2017.
3. By-Laws
 - a. Discussed updating by-laws to reflect current association with the school.
 - b. Discussed options for seeking state tax exemption status.
 - c. Action item – Kathy and Mark will coordinate update to by-laws and tax issues. Mark will contact his corporation attorney contacts regarding our options.
 - i. Will need to update resident agent.
 - ii. Will need to update website information with the state.
 - iii. Do we need to clarify when parents are considered members of WJ Crew in the by-laws?
4. Fundraising

- a. Discussed lack of participation in actual fundraising and sending out pamphlets for “Get on Board” etc.
- b. Suggest identifying key parents that may be interested in helping with “Get on Board” and are comfortable soliciting contributions.
- c. Discussed raising awareness and making the process part of contributing to the community.
- d. “Get on Board” ends in January/February 2017 because we need to list sponsors on t-shirts that rowers will wear in the Spring.
- e. Discussed possibility of a parent party combined with open Board meeting in January 2017 to get parents together.
 - i. Action item – Carlie will look into organizing parent get-together/venue/time and date.
 - ii. Consider whether parent get together can be done with a dine-out and whether we should organize all dine-outs, primarily for sense of community.
 - 1. Action item – Annie will contact possible restaurants for doing dine-out.
- f. Spring plant sale being planned. Nicole will run the plant sale for the Spring.
- g. Discussed different fund raisers, which are (1) Raffle; (2) Get on Board; (3) Ornaments; (4) Plant sale.
 - i. One goal is to reduce cost of Stotes. So, suggested using revenue from ornament sales to reduce the costs of Stotes, for example.
 - ii. Discussed whether we should encourage additional side fundraisers involving the rowers, such as the car wash, which was very successful.

5. Task List

- a. Discussed list of tasks that still need volunteers.
- b. Action item – Mike will identify who is currently doing what tasks and discuss with them how the task is being accomplished, what else is needed for accomplishing the task. Also, need a more complete written record of the tasks and what is required for the tasks, as well as assigning the tasks so there is a method of communicating the requirements for the future. Mike will try to have a proposal by the January 2017 meeting so we can have a list of tasks that need volunteers that can be presented to the parents at the January 2017 open meeting.
- c. Discussed how to communicate more effectively to parents the need to be involved with WJ Crew, that involvement is essential to making WJ Crew successful and supporting the rowers. We can’t have WJ Crew without the parents help.

6. Coaches Report

- a. Have about 7 novice boys that show up on a regular basis.
- b. Have about 17 varsity boys that show up on a regular basis.
- c. About the same for the girls.
- d. Coaches cognizant of recruitment and attrition.
- e. If rowers are interested in Winter conditioning can prorate fee.
- f. Coaches send out recruitment announcements on list serves.
- g. Sent 3 boats to Finish Line to look at. About \$4500 of repairs we need to do on boats before Spring season. Priority is to get boats in rowing condition before Spring.

- i. Action item – Coach Lalley will send list of recommended repairs for the respective boats for Board consideration.
 - h. Race schedule is pretty much set for Spring. Racing schedule is on the web site.
 - i. Washington Sports Club updates – happy with how the kids are working out in the gym; discussed possibility of having a reduced rate for kids over the summer.
 - j. Coaches pleased with how things are going with the coaching staff.
- 7. Safe Sport
 - a. Discussed communication with parents on actions taken by Coaches and Board on extra steps taken for ensuring safety of the rowers.

Closed: 9:30 p.m.