

## **WJ Crew Board Meeting Minutes**

April 2, 2017

Attendees: Chair: Mark Mann, Treasurer: Christie Gibbons, Members: Annie Rose, Eric Voit, Mike Hicks. Coach: Andrew Lalley. Absent: Carlos Gonzales

### **ACTION ITEMS**

#### **February Board Meeting / All Parent Meeting**

**Action:** February minutes have been approved via email and need to be posted to the web site (Note this was not covered @ the meeting, including it here for action.)

#### **Board Positions & Other Volunteer Positions**

**Discussion:** Board discussed need to fill open Board positions using the draft Board structure and position summaries to guide the search for additional parents. The intent is to identify people who could fill positions for the rest of the year and, ideally, serve next year for full term. Board will provide summary position description(s) to prospective parents to help explain the role, set expectations, and generate questions and interest.

Eric volunteered to serve as interim Secretary until a new parent is able to serve in this role. Board approved.

#### **Actions:**

1. Mike will create short summary for each Board position. Mark will reach out to parents.
2. Mike will conduct an overview session to detail the proposed Board structure, Board roles and how the volunteer positions map into the Board structure in Mid-April.

#### **By Laws**

**Discussion:** Board discussed the proposed revisions of the By-Laws (as prepared by Mark) and identified additional changes needed to further clarify before we can vote to adopt.

**Action:** Board members will provide additional feedback to Mark

#### **How to Handle Non-Payments**

**Discussion:** Board discussed need to formalize process for considering payment arrangements for families who have financial difficulties and how to handle non-payment circumstances once an arrangement is agreed to. Mark proposed a simple process to document the payment arrangement, consequence of non-payment, and require a parent/ responsible adult signature on the arrangement agreement. The Chair would have the discretion to reach an arrangement for full payment with the family. The Chair would keep the family's identity confidential. The Board agreed with the recommendation.

**Action:** Mark will draft a payment arrangement and consequences letter.

#### **Review of Current Budget & Update on Spring Registration**

**Discussion:** Christie presented a summary of the financials and mentioned she and Annie will update the budget to close out the winter season and forecast the spring. She confirmed that as of March 31, 60 rowers had registered for the spring season.

**Action:** Christie & Annie will update the budget and report at the next meeting.

### **Boat Repairs**

**Discussion:** Coach Andrew reported the girls' novice 8 boat had a number of small issues that would be good to repair but none required immediate attention. He recommended holding off for now.

**Action:** none

### **Committees/Non-Board Positions**

#### **Discussion:**

**Plant Sales** - Annie Reported the Plant Sale fundraising is progressing on schedule, has a great group of volunteers running it, and noted we included a WJ Plant Sale notice on each WJ Mulch delivery – thanks to coordinating with the WJ Booster group.

**Recruiting** – For recruiting, Annie noted the dates for visiting the middle schools need to be finalized, pending dates for the WJ Learn-to-Row early summer sessions from Coach Lalley so we can announce dates in those recruiting sessions. Coach Lalley will provide as soon as possible.

**Weather Protocol** - Coach Lalley talked the Board through the weather protocol he uses to assess conditions on a daily basis and, as needed, adjust the practice schedule.

**Accident Protocol** - The Board discussed the need to formalize an accident protocol.

**Volunteer Positions** - Christie confirmed that we do not have a driver for the chuck wagon, which impacts away regattas. Overall, most volunteer positions are getting filled as needed.

#### **Actions:**

1. Coach Lalley will provide the Summer Learn to Row session dates
2. Mike will draft an accident protocol for Board review @ next meeting
3. Christie will send out a request for chuck wagon drivers for each of the out of town regattas, as needed
4. Annie will finalize the dates for the recruiting trips to the middle schools

### **Coach's Report**

**Discussion:** Coach Lalley reported the rowers are getting stronger and faster now that they are back on the water.

**Action:** none