

**LONG BEACH ROWING ASSOCIATION**  
**MINUTES OF THE BOARD OF DIRECTORS**  
**May 5, 2010**

Officers Attending: President, Jim Litzinger  
Vice President, John Nunn (Dir. So. CA Row. Fdn.)  
Treasurer, Katrin Gleie  
Secretary, Don Bogart  
Boat Captain, A. C. duPont

Directors Attending: Tom Whinfrey  
John Van Blom (Dir. So. CA Row. Fdn.)  
Larry Hambleton

Projects Chairperson:  
Visitors/ Members: John Callos (So. CA Row. Fdn.)  
Andrea Arriola  
Keith Johnson, President, Long Beach Junior Crew  
Filip Reinis, Secretary, Long Beach Junior Crew  
Jack Nunn, LBRA Member, Powerhouse Fitness  
Brandin Grams, General Manager, CSULB Rowing  
Matthew Dalton, Treasurer, CSULB Rowing

City Liason Officer:

The meeting was called to order by the President at 7:45 p.m. The minutes from the April meeting were approved.

**President's Report**

- Jim Litzinger said we have a bid on replacing present lighting in bays. Better designed fixtures would make it easier to use the higher boat racks in the bays. We have a bid on the replacement which includes motion sensors to turn lights off when no one is around. The City will reimburse LBRA for the costs of replacement lighting. The funds will come from the rent we pay the City. Once we pay the City our rent, the City holds those funds until they are required for Boathouse capital improvements which this new lighting would be.
- It was decided to defer going to small claims court to get reimbursement from Rowbics pending a Rowbics bankruptcy process. After the bankruptcy, we'll again seek payment from Rowbics.

### **Treasurer's Report**

- Katrin Gleie has divided the launch account into accounts for each launch. Now we'll be able to keep track of the bills associated with each launch
- Katrin said more detail has been added to LBRA's balance sheet, but that more work is to be done.
- Katrin stated that now that tax season is over, Andrea Arriola is working on our back tax statements.
- Katrin said there had been some problems with the transfer of the local calling service from AT&T.

### **Boat Captain's Report**

- A.C. duPont has the yellow launch operating, so now all launches are operational.
- Larry Hambleton is painting oars.
- A.C. said people need to shut the shop doors when they are done working in the shop so as to minimize tool and equipment losses.
- A.C. asked that people let him know when there's a problem with an erg by either putting a note on the white board or in the mailbox. Jim added that we should be careful not to bounce the ergs around too much when they are taken outside. Shock damages the ergs' electronics.

### **Old Business**

- Tom Whinfrey presented and explained a membership list he generated of LBRA Members in Good Standing. Tom also provided a second list showing names of individuals whose dues statuses need clarification before their names can be added to the Members in Good Standing list. Tom was enthusiastically thanked for his work because with his lists we, for the first time, have a written accounting of members' membership statuses.

### **New Business**

- It was decided to place a vending machine in the boathouse on a trial basis. After adjournment, the Board selected a location for the machine in the hallway.
- Jack Nunn asked if we wanted to store unused boats over at the Powerhouse Fitness Warehouse. The Board thought we might want to

do this so A. C. will determine which boats are candidates for storage at the Warehouse.

- We'll be sending a trailer to the Masters Worlds in Ontario around the end of August. We might be able to make some money if we send extra boats on the trailer and rent them to other rowing organization crews at the event. We'll determine which boats to send on the trailer.
- Brandin Grams said CSULB plans to phase out all their old launches and intends to replace the launches with catamarans.

### Action Items

	Date	Action	Actionee	Status	Due Date
8	11/05/08	Give checks for 10N and Boathouse maintenance to John Nunn. 1/6/10: Copy of invoice, checks both front and back and provide to John Nunn. John will write to City to provide reimbursement with the Capital Improvement funds.	Sabrina Aris-Guentz	Open On 5/3/09 Sabrina said all records are in the boathouse "laundry room" arranged by year and month. 8/5/09, AC is to give John Nunn access to room. See 1/6/2010 Note.	<del>11/19/08</del> 4/7/10
17	01/07/09	Add agenda item to discuss credit card billing. On 4/7/10 Jack said he uses a company called Retriever Wireless. The service costs \$45.00. Jim has concern with card number interception over the air.	Jim Litzinger Jack Nunn	03/03/10 Jim working with Jack Nunn. 4/7/10, Jim will borrow Jack's unit for next regatta for T-shirts. 5/5/10 Closed	2/04/09 After next regatta.
20	05/06/09	Get LBRA's tax status finalized.	Jim Litzinger Andrea Arriola	Open	6/3/09

	Date	Action	Actionee	Status	Due Date
27	8/05/09	Look at proposed Code of Conduct and e-mail back to Jim by August 12 <sup>th</sup> .	John Nunn	Open 03/03/10, Code has been finalized. John Nunn to e-mail final version to Liza.	<del>8/12/09</del> <del>04/07/10</del> 6/2/10
29	11/04/09	Report on status of audit	Tom Whinfrey, Andrea Arriola, Scott Renner	4/7/10, Numbers obtained from AC. Ongoing	5/5/10
30	11/04/09	Report on status of "Treasurer's Guidelines" document.	Tom Whinfrey, Andrea Arriola, Scott Renner	Ongoing, Pending Andrea's completion with tax season.	<del>4/6/10</del> 5/5/10
33	11/04/09	Proposed a strategy for providing coaches to members of various skill levels wanting further training.	Kristina Duggan, Bill Eldon, Renn Levy, Jim Litzinger	In Progress On 4/7/10 Kristina said to change the due date to June.	<del>4/6/10</del> 06/2/10
38	02/03/10	Obtain membership information from A.C. for budget forecasting.	Tom Whinfrey	Open/A.C. says Tom obtained this information from him. Tom presented results. Closed 5/5/2010	03/03/10

	Date	Action	Actionee	Status	Due Date
40	02/03/10	Jim is going to talk to the City Liaison Officer about funding proposed infrared lighting to install in the bathrooms and bays. The cost would be around \$11,000 for the bays and \$1100 for each bathroom.	Jim Litzinger	3/3/10 In progress. 4/7/10 Jim said can't get reimbursed. A.C. said we might be able to get reimbursed for skylights. Jim to call Mark. 5/5/10 Closed. We can be reimbursed.	TBD
43	4/07/10	Contact adaptive rowing to determine what insurance coverage they have.	Jim Litzinger	Open 5/5/10, They have insurance, but need to add LBRA as additionally insured.	5/5/10
44	4/7/10	Contract for erg room cleaning once a week for \$40 or less per week.	Jim Litzinger	Open 5/5/10 Closed. Cleaners have been contracted for erg room.	5/5/10
45	4/7/10	Prepare small claims court paperwork for recovering \$5000 owed by Rowbics. On 5/5/10, it was decided to delay going to small claims court pending results of Rowbics bankruptcy.	Jim Litzinger/Don Bogart	6/2/10 Jim will contact Victoria to determine when bankruptcy will be complete.	7/7/11
46	4/7/10	Ask Renn for Christmas Regatta money	Jim Litzinger	Open	5/5/10

	Date	Action	Actionee	Status	Due Date
47	4/7/10	E-mail Juniors schedule to Liza Luna with cc to Jim Litzinger	Keith Johnson	Open	5/5/10
48	4/7/10	Get quote from Scuba-Duba for cleaning launch hulls. Filip to get CF numbers and billing address for Juniors boats. A.C. to give Jim CF numbers for LBRA boats. Jim to talk to college.	Jim Litzinger/Filip Reinis/A.C. duPont	Open	5/5/10
49	5/5/10	Determine which boats are candidates for storage at Powerhouse Fitness.	A.C. duPont	Open	6/2/10
50	5/5/10	Determine women planning to go to the World Masters and which boats they will need.	John Van Blom	Open	6/2/10
51	5/5/10	Put together an e-mail to include a World Masters race schedule link to help determine which boats should be trailered to Ontario, Canada.	John Nunn, A.C. duPont	Open	6/2/10

The meeting adjourned at approximately 8:45 PM.

Respectfully submitted,

Don Bogart