

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

August 3, 2011

Officers Attending: President, Jim Litzinger
Vice President, John Nunn (Dir. SoCal Row.Fnd, Chairman of Board LBJC)
Boat Captain, A.C. duPont
Treasurer, Katrin Gleie
Secretary, Mary Perrot

Directors Attending: Larry Hambleton, John Van Blom, Dan McGill
Directors Absent: Kristina Duggan

Visitors/Members: Andrea Arriola (LBRA member); the July meeting was otherwise a closed board meeting with this exception

The president called meeting to order at 7:40pm. Minutes of the July meeting were read, amended for spelling and approved.

President's Report

- Jim Litzinger reported that the membership chair, Kristina Duggan, is working on sending out dues bills with the increase approved last month to be sent out to the membership at the end of August. With respect to increases in regatta entry fees, Jim and AC duPont determined that an increase \$5 to 10 per entry seems reasonable. They will present a list at a future board meeting.

Treasurer's Report

- Katrin Gleie explained that the accounts receivable is negative this month because the college prepaid their account for the summer. Sykes paid has been paid a deposit for the quad and the first quarterly payment, and insurance has been paid on the new boat. LBJC was billed for bay rental a month ago and has not paid yet. Powerhouse Fitness is now five months in arrears. The LBRA president stated that Jack Nunn, owner of Powerhouse Fitness, should now address board on this issue. Victoria Draper is on schedule in repaying what she owes the club.

Captain's Report

- Launch repair occupied the Captain's time for most of the month; all launches are in working order now. AC is particularly irritated that drivers damage the launches and do not take responsibility or even bring the damage to his attention. Jim and AC agreed to create a launch log book to properly bill for negligence. Check out of launch driver volunteers prior to regattas will resume as well. Ian Simpson suggested that the club assign specific launches to the club's coaches; AC and Jim agreed that this would be a wise practice.

- In the storage yard, the trailers are being reassigned to a larger spot, as dragon boats will be moving into the yard.
- The LBJC summer campers damaged the LBRA wherries very badly this month. The club has run out of singles space, so rolling rack acquired from UCLA may come into use for this purpose when the apron extension is executed. Other rack/ boat storage issues touched on, and again the club needs to clean up/out unused boats.
- Two holes were punched in Stamfli double a couple days ago, with no one confessing to this damage. (Jim or other officers will review surveillance tapes)

Committee Reports: Membership Committee

- An up to date database has been prepared by Kristina Duggan and Patty Zettle, arranged with a membership list ready to printout each month. The database program is still not completely adequate for the club's needs. (See e-mail from Kristina Duggan appended in the paper records.)

Old Business

- In June, John Van Blom had brought up the parking lot traffic pattern during drop off and pick up of LBJC rowers. Due to the extreme congestion when parents pick up kids, John proposed that parents not stop or park forward of the lifeguard spaces. The LBJC president (K.Johnson) agreed to put this in the LBJC registration packet for the coming year.
- John Van Blom also observed that concrete and stone are being removed from the finish line area in the stadium for the eel grass remediation project. The club must make certain that the finish line pole remains when remediation is complete. Jim Litzinger will call Mark at the city's Marine Bureau to make sure pole stays.

New Business

- Concerning the office in bay 3, John Nunn had sent a letter to CSULB Deans Robinson & Hoffstedler & Mollizia – they made an initial proposal, Dr. Mozilla responded that Robinson is still on vacation, so that's on hold. Prez asked Rita Hayes, what did Robinson mean by 1 locking cabinet? Some thought Jim thought cabinet above desk, Rita thought perhaps a side cabinet. Rita wanted to know what the process was as far as kicking people out in violations. Jim: problems brought to the board, also month to month is not acceptable (need a longer period like 1 or 2 yrs] – also need to know exactly what's meant in certain specific areas. John has been negociator, then when things look more finalized this is brought to the board. [May be brought to board before next formal meeting, want to get something in place before college & junior season starts.] Must get response back from attorney and final agreement must be in writing.
- Ian Simpson inquired if some funds (maybe \$1000) be set aside for sliders (\$290/pair) for ergs. Club officers suggested that the LBJC or college sliders be rented or used. Matt(CSULB) agreed to try to work with the ERG group on using the college's sliders. ERG athletes are at Canadian Henley, doing very well into semifinals. Jim would like to enter club members' finishes and wins at major

regattas on the website. John Van Blom suggested that the club needs a publicist to give visibility to the great results; possibly this should be on the membership packet as a formal volunteer position or perhaps college could have a formal intern position as part of their sports management program.

- AC du Pont made a motion to adjourn at 8:30pm which passed unanimously.

Respectfully submitted by Mary Perrot (LBRA Secretary)

[NOTE: old business and the action items list were not reviewed at the July meeting.]

Action Items

Yellow highlight = issue closed and will be removed in next minutes

	Date	Action	Actionee	Status	Due Date
53	6/2/10	Ask Joe Juge amount he feels he is owed. We will review the answer and include the result of our review in our accounts payable.	Jim Litzinger, Joe Juge	Open 6/1/11 Club feels he's owed \$13,816.35 <i>less costs for window replacement and fixing bathrooms.</i> Juge saw John Nunn but said nothing on these issues.	7/7/10
56	6/2/10	9/8/10 Maintain list of things that need to be done around the boathouse.	Jim Litzinger	Open. 6/11 1. Dan McGill will do engineering for wall extension. 2. Minor glitches from latest lighting being fixed. 3. Bldg 3N @ Finish Line. No action	11/3/10
59	7/7/10	Have new covers for boats fabricated. Covers are for boats when they are being trailered. 9/8/10 The covers heat shrinkable and are reusable.	John Nunn, A.C. 3uPont,	Open In process, 6/11 Covers will be made in time. Dan McGill will check on cost of purchasing covers.	9/1/10
62	8/4/10	Get quote for skylights.	Jim Litzinger	Open	9/1/10
63	9/8/10	Ask AC his ideas about how equipment in the storage yard is to be utilized. Post what we don't want on an R2K website	Jim Litzinger/AC duPont	Open 6/11 <i>Archer</i> donated to Mile High RC. Lots of progress on organizing yard. AC will check on pods for yard.	12/1/10

	Date	Action	Actionee	Status	Due Date
70	1/5/11	Reimbursement for lighting and other improvements	Katrin Gleie, John Nunn AC duPont	6/11 John Nunn will submit to city \$15K receipts and \$1200 estimate for plumbing in shower repair.	1/31/11
72	1/5/11	LBRA Budget	MK Kuner & Rita Vanlierop	6/11 Rita & MK submitted a draft budget which will be reviewed in future.	2/1/11
77	2/2/11	Replace unused equipment with boats that will see more use	AC duPont, John Nunn, Larry Hambleton, Dan McGill	6/11 AC, John, Larry & Dan evaluating Sykes 4X at the club. Sell Wintech	4/6/11
79	5/4/11	No Trespassing signs	AC du Pont	Purchase and post "No Trespassing" signs	6/1/11
80	6/1/11	Communications w/ members on member data & swimmers	Kristina Duggan	6/11 Kristina will send out blanket emails to members to obtain current data for membership database. 2 nd email directing members to watch for swimmers.	7/6/11
81	6/1/11	Membership database update	Andrea Parsons, Liza Luna, Kristina Duggan	6/11 Andrea to look for better software to keep member records & work with Liza on database. Kristina to transfer data from email blast (see item 80)	8/11
82	6/1/11	Erg monitor signs	AC duPont	AC to signs instructing rowers to place erg handle on cradle.	7/11

	Date	Action	Actionee	Status	Due Date
83	7/6/11	Checklist for new members	Kristina Duggan & AC duPont	Create a written checklist to distribute to new members	8/11
84	7/6/11	Regatta entry fee increases	Jim Litzinger	Present a list of suggested entry fees for LBRA regattas for 2012	8/11
85	7/6/11	Launch replacement research	John Nunn, John Van Blom, Larry Hambleton, Dan McGill	Research and test various launch brands.	9/11
86	7/6/11	Contractor billing	AC DuPont	Present LBRA with any missing bills for his work for the current year	9/11