

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

June 1, 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

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

Absent: Secretary, Mary Perrot
[Minutes recorded by Kristina Duggan]

Visitors/Members: see sign-in sheet appended in permanent records

At 7:40 pm, the meeting was called to order by the President, Jim Litzinger. Minutes of the May 2011 meeting were read and approved.

President's Report

- Jim Litzinger talked to Ellen Kirk about the guide-dog-in-training issue and it is resolved. No complaints have been made about dog hair or the dog being around the boathouse
- Bay 1 and bay 5 were open overnight. Email sent regarding boathouse security was not seen by all board members and probably not many members. Key fobs need to be carried at all times so boathouse can be locked securely.
- As to summer programs at the boathouse, a social is being planned. Kristina said that it is being worked on but had no further information. Ian put out a flyer on the ERG program for summer, which Jim thought was good, but he asked Ian to change verbiage to "graduating high school seniors" instead of just high school seniors. Ian spoke about his program objective which is to cultivate the skills of college age young adults and to grow membership within the club.
- Jim had an encounter with a swimmer. Swimmer wasn't hit but it surprised both of them. Swimmers aren't using their designated / roped off swim lane and are swimming into the sun thus making it very difficult for them to see rowers. This issue should be addressed with swimming groups.

Treasurer's Report

- The Treasurer, Katrin Gleie, presented the board with a monthly balance sheet and P&L statement (appended in permanent records) and stated that Victoria still

has outstanding debt of around \$5600. Katrin inquired as to whether the club will be keeping the Sykes as Tom from Sykes is willing to make payment plans. In addition, Sykes will offer payment plans for other doubles and quads.

- Andrea Arriola discussed our non-profit status: we technically need to get 33% of our total donations from outside of the club (outside fundraising). Our gross donations from membership is very limited but over a 5 year period, we would need to make sure that the outside donations is approximately 33% of inside donations. [A copy of the IRS letter informing the club of their 501c3 status is appended in the permanent records this month. Other documents supporting the application have also been placed in the permanent records.]
- Mary Katherine Kuner spoke on the budget (see copy in the permanent records). She would like input from the board and Andrea Arriola to make the budget items more accurate. She asked if 5% increase in membership would seem accurate and AC thought that would be as he has had eight people come through for lessons in the last month. Kristina Duggan spoke about the importance of breaking down the income line-items to further understand where our income is coming from and how we can increase it.

Captain's Report

- AC du Pont stated that Washington University and a rowing club in St Louis are interested in purchasing the Wintech quad. At regattas, rowers from other clubs like to rent our boats because we have a reputation of having good boats. AC stated that we are giving the Mile High Rowing Club the Peter Archer boat and they will pay \$1. They have agreed to keep the name "Archer" as part of the deal.
- The boat yard got cleaned out with the help of Jeannette LePont. The Versacat was scrapped and once the yard is all cleaned up, the red trailer can be parked there. Jim thought of maybe getting another storage pod for the yard to store some of the items from 10N and he will check out the cost. John Van Blom said that too big of a pod makes it too difficult to actually access the items in the back.
- AC stated that he is dealing with lines in the erg monitors which appear when the erg handles are released without placing them in the holders on the frames. The monitors get hit with the handles or the monitors are not pushed down when the ergs are placed upright so the monitors hit the wall. A solution will be to label on each monitor and put signs up stating not to release erg handles abruptly. Brandin Gram offered to get LBRA a sample of what the college uses.
- Another swimmer incident occurred recently. Swimmers, who had a kayak leader with flag, claimed that a quad pinned two swimmers to docks near bridge. As of right now, no further complaint has been brought to the boathouse on this issue. An e-mail blast should be sent out to members, i.e. Summer time so be courteous and watch for swimmers keeping an oar length between dock and end of oar.

- Springs broke on one of the bay doors. AC is going to try and find springs to replace them so no expense is made buying new springs. Jim wants to make sure that they are bought if they can't easily be found.

Old Business

Action Items were reviewed; see appended list.

New Business

- With respect to membership, six new members joined this month from AC's lessons.
- Jim Litzinger would like the following improvements in the membership records/process:
 - we should have an updated and accurate list of members on the window with name, DOB and membership type
 - we need an icon on computer desktop that should be available to access membership list
 - membership items should be located in one place so nothing gets lost in the office.
- Andrea Parsons working with AC on the membership spreadsheet and will be meeting with Liza Luna. Andrea said that the spreadsheet format is challenging because one doesn't know if current format contains the most recent / current information about membership. Andrea is looking into a web based database process that would offer efficiency, accuracy and ease of use. Jim expressed concern with web-based database because of security. He will look into an un-hackable server.
- Kristina wants to get updated membership information so email blasts will be more accurate. Discussion on how to do this concluded with send out an email blast asking for information then post a sign "if you didn't get an LBRA email, please contact Kristina to give updated contact information".

The meeting was adjourned at 8:45pm.

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

	Date	Action	Actionee	Status	Due Date
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. Repair 500 Meter Poles. City issue 4. 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. duPont,	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 Archer donated to Mile High RC. Lots of progress on organizing yard. AC will check on pods for yard.	12/1/10
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

	Date	Action	Actionee	Status	Due Date
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