

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

October 5, 2011

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

Directors Attending: Pat Hayes, John Van Blom, Kristina Duggan, Dan McGill

Members Attending: Scott Renner (LBRA Audit Committee)

The meeting was called to order at approximately 9pm. The president, Jim Litzinger, passed out an agenda, and made a motion commence with the report of the Audit Committee (unanimously approved).

AUDIT COMMITTEE

- Scott Renner reported that Tom Whinfrey had carried out a fixed asset test, while he had conducted a check test. Randomly selecting about 20 checks from the past year and comparing them against receipts, Scott had seen nothing out of order. After performing the test and upon further examination of the books, Scott recommended that the club better document the authorization of major expenditures and set up mechanisms to avoid members paying out of pocket for small items or recurring expenses (then seeking reimbursement). He concluded that the club should work to set up a petty cash or debit card account, create a PO system tied to board approvals, and work toward a real budget.
- Scott presented the board with a hardcopy of his report, which is appended in the permanent records

Minutes of the September 19, 2011 meeting were read, amended and approved.

PRESIDENT'S REPORT

- Jim Litzinger stated that he has been working to set up this year's Christmas Regatta and will soon put out the call for volunteers. He will soon book the stadium for both the Xmas and Spring regattas, asking to use the 2K course in the spring races. The new prices for entry fees are now on the website. Kristina Duggan showed a design for the Xmas regatta t-shirt from Susie Garrison. The design work for the t-shirt had already been assigned to Ken Plumb, however Jim suggested that Susie's design might work well as a Christmas card that LBRA could send to the membership.
- Jim suggested instituting a monthly rowing clinic, year round, one Sunday a month from 7to 9am. He would ask the city for one extra hour in the stadium so

that any of the LBRA coach who might volunteer for a particular date could hold a clinic and perhaps have a bit of racing as well.

TREASURER'S REPORT

Andrea Arriola stated that the previous treasurer (Katrin Gleie) would be transferring all materials to her next weekend.

CAPTAIN'S REPORT

- AC DuPont reported that he has been working with John Van Blom, Scott Parsons and Brian Lampe to find solutions to remedy the congestion of boats in the bays. The club now has another rack for Peinert singles, red cruisers will be outside temporarily. A rack on side of boathouse near lifeguard station will be constructed as well.
- Peinert informed AC that it will be possible to buy a couple singles in Boston at the Head of the Charles, which could then be loaded on the LBRA trailer. After a bit of discussion, the board agreed that a maximum of \$10K could be set aside for this purchase, keeping in mind that in future the club will be looking for couple new doubles and setting aside about \$3K for the website revamp. The current price for the singles is \$4200 per boat, with Peinert being willing to give the club a 10% discount, according to AC. John Nunn made a motion to buy the two Peinerts in Boston, Pat Hayes seconded the motion, and it passed unanimously.

OLD BUSINESS

- With respect to the college and LBJC sharing the office in Bay 3, the lifeguards are definitely staying in their current office. Therefore the possibility of making an office in 10N needs to be investigated.
- Some of the action items were quickly review, with updates (#70,79 & 88)

NEW BUSINESS

- John Van Blom informed the board that LBRA life member Bob Switzer had passed away the previous day.
- John Nunn reported that Stesha Carle had been nominated as Aquatic Athlete of Year (Stesha is by the Long Beach Aquatic Capital of America organization. John will send out information for anyone interested in attending the banquet.
- For the San Diego Crew Classic, John Nunn stated that Cornell's crew team will come out first time ever and wants to rent two eights boats. AC and Jim will try to see whether this can split between the club and the college, as LBRA may field a large number of entries at the event.
- John Nunn also requested that John Callos be made a life member of LBRA. But according to LBRA bylaws, this can only be done during the general meeting.

At 10:26pm the meeting adjourned.

Respectfully submitted,
Mary Perrot (Secretary)

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 10/11 Club feels he's owed \$13,816.35 less costs for window replacement and fixing bathrooms.	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. 10/11 1. Dan McGill will do engineering for wall extension. 2. Minor glitches from latest lighting being fixed. 3. Plumbing in men's locker room must be looked at. AC & Jim will contact Hitchcock.	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, 10/11 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 10/11	9/1/10
63	9/8/10	Ask AC his ideas about how equipment in the storage yard is to be utilized.	Jim Litzinger/AC duPont	Open 10/11. AC working on slotting boats in bays & will check on pods for yard in future.	12/1/10
70	1/5/11	Reimbursement for lighting and other improvements	Katrin Gleie, John Nunn AC duPont	10/11 JNunn spoke with the city – they wanted an invoice for lighting, which John & Katrin provided. Check should come in 2 weeks.	1/31/11
77	2/2/11	Replace disused equipment	AC DuPont, John Nunn, Larry Hambleton, Dan McGill	10/11 Determine whether Vespoli 2X's should go & purchase 2 Peinert 1X's @ HO CR	10/11

	Date	Action	Actionee	Status	Due Date
79	5/4/11	No Trespassing signs	AC du Pont	10/11 In progress, per Jim.	6/1/11
83	7/6/11	Checklist for new members	Kristina Duggan & AC duPont	10/11 Open. Create a written checklist for new members	8/11
85	7/6/11	Launch replacement research	John Nunn, John Van Blom, , Dan McGill	10/11 Open Research in progress, but for down the road.	9/11
86	7/6/11	Contractor billing	AC DuPont	10/11 Present LBRA with any missing bills for his work for the current year	9/11
87	8/2011	Office agreement	John Nunn, Jim Litzinger	10/11 Open. Negotiate between CSULB, LBJC and LBRA on sharing & use of office in bay 3. Look at 10N	9/11
88	9/19/11	Membership forms	Kristina Duggan	10/11 Forms will be done within a week, per Kristina	10/11
89	9/19/11	Computer & software for club's business and membership	Kristina Duggan & Jim Litzinger	10/11 Purchase "Membership Ties" and a new computer for office	10/11
90	9/19/11	Housekeeping in locker rooms & showers	Katrin Gleie	Katrin contacted cleaning service . Saw improvement	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Open 10/11 Set up a merchant account for online payment of race entry fees and membership dues	10/11
92	10/5/11	Set up monthly Sunday clinics	Jim Litzinger	Talk to city about 1 extra rowing hour on a Sunday once a month. Talk to LBRA coaches about clinics or informal races	11/11
93	10/5/11	Improve financial controls	Andrea Arriola	Create a P.O. form, set up petty cash, act on other auditor recs.	11/11