

**LONG BEACH ROWING ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS
November 1, 2016**

Officers Attending: President, Rob Glidden
Vice President, John Nunn
Secretary, Andrea Parsons
Treasurer, Veronica Wegener
Boat Captain, A.C. duPont

Directors Attending: John Van Blom, Bill Eldon, Michelle Mowery
Sander Zagzebski

Directors/Officers Absent: N/A

Visitors/Members: Scot Collins, Brandin Grams, Ellen Geil and Matt Macias

The meeting was called to order by the President at 7:35pm.

Review of meeting minutes, Andi presented the October general meeting minutes and traditional board meeting minutes.

Michelle made motion to approve, Bill seconded and all approved.

President's Report

As a regular part of the meeting, Rob would like to highlight certain procedural matters covered in our bylaws. Better awareness is the key to operating within them. This will be an ongoing feature, conducted in "bite sized" pieces.

By-laws training.

We spent 10-15 minutes reviewing several important provisions of our by-laws.

1. Article 4-meetings – What is the definition of a quorum? 20 members or 20%, whichever is more. 41 members as our membership stands now 203 last count.
2. Special meetings- section 5. Holding meetings every 3rd month general membership meeting, open to getting all the members together. This is not our current practice. Our current practice is to meet once a month and not called a general meeting. Our general meeting in currently once a year.
3. 1st and 2nd Lieutenant - we need to fill these positions. These people can fill in while AC is unavailable. AC can train to his standards to step in while he is away. We need to keep the boathouse running.

Robert's Rules training.

Robert's Rules are included by reference and have full force and effect. Per Robert's Rules, for a small deliberative body such as our board, we do not have to "second" motions. We will cease "seconding" to make meetings more efficient.

City Expectations.

This morning Rob met with Elvira Hallinan, Manager of the Marine Bureau, as part of the transfer of club responsibilities. Facilitating the meeting was Kristina Duggan, who provides continuity from her role as the Field Deputy for Councilwoman Price. This meeting was very worthwhile, and we were thrilled with

the attitudes and viewpoints Elvira expressed. There's no reason we can't have a vibrant, thriving partnership with the City. That said, there is clearly discontent with the lack of responsiveness from LBRA on various issues. Some of these are legitimate, others are the work of malcontents who will never be satisfied. Elvira knows the difference. She also knows we have some fences to mend, and this will become yet another task that dilutes our main mission. What Elvira is looking for are reasonable efforts to listen and respond to the community.

Christmas Regatta.

We reviewed the status of advance preparations for the regatta, including LOC membership, referee coverage, volunteer positions, and the regatta financial balance sheet. We will also request authorization of expenses.

- Regatta preparations checklist. We have most of our preparations in place. Only need approval for our budget.
- For stadium rental we are Tier 3 Weekend rate of \$1530.00.
- USRowing fees \$350 for regatta insurance per regatta based on size. Kristina had \$2100 listed as paid last year.
- We will have small appreciation gifts for the referees
- AC mentioned that in the past we had sponsorship that helped offset some expenses. Rob commented that this is something to consider for next year.
- We have the potential to bring in \$70-80k with our regattas. This is an opportunity for a lot of new equipment that can benefit the membership.
- Christmas regatta t-shirts, Jim is requesting that the board submit the count to him so he can place the order. Veronica did an inventory of what we had remaining from last year. This will be taken into consideration. We are adding tanks, a small amount to have. The discretion will be left to Andi Parsons as to what to order. All agreed.
- First aid tent for USRowing requirement. Ellen took the lead and met with the Sacramento rowing club to see what they do and will mirror what they are doing. We will need to establish a First Aid point of contact for both sides of Marine Stadium (boathouse side and beach side).
- Sent Rob a list of first aid training classes, covers 1st aid, CPR & AED all in one. \$116/class can do online or offered at locations around Long Beach.

Comparing our expenses for last year, and getting approval for what we will need for each category this year. Rob reviewed each category and made adjustments appropriately. Rob asked for board approval for the per line item basis for these expenses. Motion carried unanimously.

Special Meeting.

Our by-laws are nearly 20 years old and in some cases they are obsolete. Neither do they reflect practices of recent Boards. We should consider a special meeting after the holidays for a comprehensive review of the by-laws. This will require a meeting of the full membership, and could be integrated with a social event to encourage participation sufficient for a quorum (approximately 41 members). Leading up to it, we can receive and publish specific proposals that can be reviewed in advance so that the membership can thoughtfully consider the implications of making revisions, as well as the impact of leaving certain provisions stand unmodified.

- It is premature to discuss specific changes; we will only attempt to agree on the need and the means for considering the question further, since it can be a big production to get a quorum of the full membership.

Suggestions were made to review other board by-laws. Perhaps other rowing clubs. We review a chunk at a time so we can be methodical about the change. However, Rob is concerned that there are items in the by-laws that are crimping our efficiency. We may need to approach urgent items first. Michelle asked Rob to call out those items that he feels need the most attention by next month's meeting. Sense of the Board is to schedule a general meeting for April to handle the noncompliance issues.

Roworx: For discussion and decision: Shall participant in Roworx classes be authorized to use the facility and gym equipment outside of scheduled classes without some form of LBRA membership?

- It is stated in our by-laws that one needs to be a member to use our equipment. No action is necessary, it is standing policy that the class students are limited to the necessary equipment used for the class and during the class only. The instructor needs to make sure that his students leave when he/she leaves.

Janitorial Service: For discussion and decision: Shall a new janitorial service be selected, given State of California garnishment of payments to the existing provider? To whom shall payments made?

- Janitorial Service-Marianna's our cleaning contractor, the State of CA has a lien on their gross receipts and Kristina has been directed to pay the state of CA in lieu of the contractor. Do we have a double jeopardy; paying the state and then being liable to pay the contractor as well? Do we need an escrow account?
- How do we hire a new firm? We need to qualify a new contractor. They only clean the front of the house. Minimum of 3 bids. We will have Sarah put out a blast to the membership to see if anyone has someone they can recommend or if they will to the leg work and find a new company.

SafeSport Policy: USRowing insurance requires that every organizational (club) member have a SafeSport policy in place. Without one, certain forms of liability are not covered. The policy assures an environment free from bullying, hazing, harassment (including but not limited to sexual harassment), emotional misconduct, and sexual misconduct (including child sexual abuse). This requirement went into effect in January 2015, with all member organizations required to have a compliant athlete safety program. While the primary focus is on protection of minors, the policies extend to all age groups, including Masters and Collegiate programs. LBRA may not be compliance, a risk element that must be addressed.

- We are not sure if the Juniors have a policy. USRowing does have model policies that we can use. Michelle Mowery will spearhead this and get us in line with what we need to do.

Nominate candidates for positions of First and Second Lieutenant: The boathouse can benefit from filling these two positions already called out in the by-laws, to take care of everything from gasoline for launches to broken backstays on boats, when the Captain is away. AC's recommendation for 1st and 2nd Lieutenant to be Dave Taylor and Sarah Mackenzie. Both have agreed to hold these positions.

Late Renewals. An alarming number of members are delinquent in paying dues and reaffirming their waivers.

- There needs to be a policy in place for late dues payment, an incentive to pay on time.
- We need to reach out to our delinquent members and request payment. If they remain delinquent, then these members will be dropped from the club membership.
- Establish a final deadline, once this date comes, members will be required pay a late fee, an "initiation" fee, their key fob will also be deactivated.

Treasurer's Report

Kristina and veronica recently met. Veronica is reviewing our statements and becoming familiar of what is due. Next month she will be able to provide a more comprehensive report next month. We currently have approximately \$95,000, this is our balance prior to being reconciled from the position transition and the Christmas Regatta.

Captain's report

- We were paid \$5000 for special on site filming. RoseWood
- AC raised the seats in the JOAN and they set a new course record.
- We got our 2 Peinerts back. One was broken by a sailboat, the other by a dolphin. It cost \$900 and they look great.
- Trailer was repaired before he left. Only needs new paint.

Membership Chair

Attached is our latest membership report. Membership Renewals were sent out on September 1, 2016 and considered overdue on October 1, 2016. Although this report includes only the paid members, the numbers below include all members. Will be sending out overdue notices this upcoming week and will update the membership numbers at the next monthly meeting. A printout of overdue members will be posted. I expanded on the 66 overdue (forgot the storage only category).

Family	2 no responses, and 4 cancel	Family: 40
Individual	38 no responses, 7 cancel, 2 pro-rated	Individual: 163
Young Adult	4 no responses, 3 cancel	Young Adult: 10
Life -	no change	Life: 5
Friend	2 no responses	Friend: 8
Nat Team -	no change	Nat Team: 3
Storage Only	4 no responses	Storage Only: 5
Total members invoiced: 234, 62 overdue		

New Business

- Janitorial Service
- SafeSport Policy – Michelle Mowery to investigate and report back.
- Late membership dues penalty

The meeting adjourned at 9:10 PM.

Respectfully submitted,

Andi Parsons
Secretary, Long Beach Rowing Association

Action Items

Closed items are highlighted in yellow and will be removed in the next month's minutes.

	Date	Action	Actionee	Status	Due Date
79	5/4/11	No Trespassing signs	Jim Litzinger	Open 8/15 A.C. to give Jim specific wording for signs.	9/15
119	8/14	Boat labeling/rating	A.C. du Pont, Mary Perrot	8/15 Captain to make blue list of members.	3/16
127	1/6/16	Clean out utility room	AC DuPont	Unsafe & unsanitary conditions	ASAP
128	2/3/16	We need to correct the gas and battery storage.	AC DuPont	Immediate action necessary LBRA, CSULB & LBJC	ASAP
129	2/3/16	Boat/storage handling policy	Rob Glidden	Rob has offered to write a policy that the board can enforce. Blast to the members of proper boat storage and usage.	Per AC's review
130	2/3/16	Repair	Jim Litzinger	Repair men's shower wall, hole pending repair.	
131	2/3/16	Non LBRA member Coxswains	AC DuPont and Coaches, (Carlos, Katrin, Anna & Ala)	List of coxswains with contact info (Directory). Have the coach's assist with compiling this resource.	