

# **LONG BEACH ROWING ASSOCIATION**

## **MINUTES OF THE BOARD OF DIRECTORS**

### **September 19, 2011**

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

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

Visitors/Members: See appended sign-in sheet

The meeting was called to order by the President at 7:40pm and minutes of the August 2011 meeting were read, amended and approved.

#### **President's Report**

- With respect to the club's annual meeting, Jim Litzinger stated that dues may be paid that night by existing members to put them in good standing, but no new members who pay the night of the annual meeting will be allowed to vote.
- Complaints have been received about early morning noise from the college rowers. The level of noise from individual rowers is not particularly loud, but with the large numbers currently in the college squads, the volume builds. Jim will talk with college coaches and will have "quiet hours" signs made and posted, as well as "no trespassing", and "lock the boathouse as you leave" signs.
- A merchant account will be ready to pay online for regatta fees, but it is not quite ready for online payment of membership dues. The account will also allow for payment at a terminal at regattas. Jim found a service that runs reliable security software and Andrea Arriola has researched costs of various accounts. Jim and Andrea will discuss the possible providers.

#### **Treasurer's Report**

- Katrin Gleie reported that an audit of the club's books is underway. Scott Renner is performing a check test, while Tom Whinfrey completes a fixed asset test.
- Powerhouse Fitness is has been paying down the monies owed the club, recently paying two month's rent, and now stands only two months in arrears. Victoria Draper is behind in her payments and didn't pay the agreed \$50 this month.
- John Nunn has submitted construction bills and receipts to the city over month ago, but Katrin has not received payment yet.

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

- With respect to launches, AC du Pont reported that he, Larry Hambleton and Scott Renner have done considerable work on the launches and all are now in good

working order (yellow cat. Launch overhauled and turning problems fixed on other launches).

- On Sunday, a Peinert single was accidentally knocked off a rolling rack, which draws attention to the overcrowding in the boathouse. The Hudson recreational singles may be moved to racks outside near lifeguard office to free some space. AC still has almost worked out how to rearrange hulls so that all new boats are slotted.
- All rowers must be mindful of marks on hulls, racks and floor and simply LOOK.

### **Membership Chairman's Report**

- Kristina Duggan stated that the club currently has billed 150 individual, 27 young adult, 21 family, 10 friend and 9 life members. Three nonmembers also were billed for storage fees. Kristina suggested that the storage fee be raised to \$200 for doubles, at first for new members, then following year for everyone. This may alleviate some of the crowding in the boat bays. (Tabled for a later meeting.)
- Kristina asked about to past and current club practices in a couple areas. Two people had inquired about "erg only" memberships — the club does not do this. With respect to payment plans, members are allowed to pay within 90 days of the due date if they first discuss the matter with the treasurer and give post dated checks totaling the full dues. For any other payment plans, the member should come to the board, but talk to the treasurer first. The club has been willing to arrange payment plans for existing members, but won't do this for new members. As a reminder, late by October 15<sup>th</sup>, and members are shut out if not paid by Oct. 24<sup>th</sup>.
- Membership form needs to be updated to reflect dues increase; Kristina will do this.
- MSEXcel has proven only mediocre as a database for the membership tasks. Kristina has found a better program, Membership Ties \$279, which can export for invoicing, etc. and do many of the other desired tasks. A better computer is needed in the office, as it has trouble with routine work even now. The board came to the consensus that AC will become sole user on the existing office computer, and the club will purchase a second computer for business and membership only. Jim agreed to find the second computer and monitor.
- The club's JL order will be ready for Head of the Charles. The end of summer party was attended by 110 people came, and netted about \$1400 profit. Anew items were purchased that can be used again for other parties.

### **Old Business**

- John Nunn and Jim Litzinger are still trying to resolve the office issue with the college and LBJC. Rita Hayes (head of club sports at CSULB) stated that all interested parties at CSULB have returned for the start of the school year and said parties responded that CSULB's offer stands as is. (See a hard copy of CSULB offer in August minutes). Jim responded that the offer is still unclear on the lockable cabinet location and disposition of the desk drawers. Clarification is needed before the LBRA board can discuss it further. A possible solution may be reached outside CSULB's offer, as the lifeguards may move out of their office at the rowing center. Jim Litzinger will talk to Mark Sandoval to determine if/when the lifeguards will be moving out. The issue was tabled until the next board meeting.

Action items were reviewed; see appended list.

### **New Business**

- A USRowing Level1 coach clinic will take place at the rowing center on Oct 16<sup>th</sup> . USRowing had also put out feelers to see if LBRA would like to host the 2013 Master Nationals. The board agreed that the financial split between the club and USRowing would have to be altered considerably to make it attractive to the club at all.
- AC declared that all launch drivers should to learn to drive properly. Larry has a lesson plan and is willing to talk to all potential launch drivers.
- The buildup of grime in the showers and on the locker room floor is becoming a tripping hazard. Katrin Gleie agreed to discuss the matter with the cleaning service. In future, the board may consider tiling the bathrooms.
- Terry McGuigan will soon give final dates for this year's Bay Series. Other clubs have expressed interest in the Series.
- John Nunn reported that the FISA Veteran's Regatta in Poland was a real adventure, with one incredibly rough day of racing. Only Fritz Theyer and John Nunn competed, with John winning one race and Fritz taking a 2<sup>nd</sup> and a 3<sup>rd</sup>.

The meeting was adjourned at 8:35pm.

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 9/11 Club feels he's owed \$13,816.35 less costs for window replacement and fixing bathrooms.	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. 9/11 1. Dan McGill will do engineering for wall extension. 2. Minor glitches from latest lighting being fixed. 3. Bldg 3N @ Finish Line. City assured club that finish line markers will not be touched, per Jim. 4. 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. 4uPont,	Open In process, 9/11 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.	Jim Litzinger/AC duPont	Open 9/11. 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	9/11 club still waiting for check from city.	1/31/11
72	1/5/11	LBRA Budget	MK Kuner & Rita Vanlierop	9/11 Rita & MK will work with Andrea Arriola in future	2/1/11
77	2/2/11	Replace disused equipment	AC DuPont, John Nunn, Larry Hambleton, Dan McGill	9/11 Determine whether Vespoli 2X's should go & purchase Peinert 1X's	10/11
79	5/4/11	No Trespassing signs	AC du Pont	9/11 Jim will purchase and post "No Trespassing" & "Quiet" signs	6/1/11

	Date	Action	Actionee	Status	Due Date
83	7/6/11	Checklist for new members	Kristina Duggan & AC duPont	9/11 Open. Create a written checklist to distribute to new members	8/11
84	7/6/11	Regatta entry fee increases	Jim Litzinger	9/11 New entry fees on website soon.	8/11
85	7/6/11	Launch replacement research	John Nunn, John Van Blom, Larry Hambleton, Dan McGill	9/11 Open Research in progress, but now more down the road.	9/11
86	7/6/11	Contractor billing	AC DuPont	9/11 Present LBRA with any missing bills for his work for the current year	9/11
87	8/2011	Office agreement	John Nunn, Jim Litzinger	9/11 Open. Negotiate between CSULB, LBJC and LBRA on sharing & use of office in bay 3. Jim will ask MS if lifeguards will move out of their office soon.	9/11
88	9/19/11	Membership forms	Kristina Duggan	Update dues, clarify wording on membership forms	10/11
89	9/19/11	Computer & software for club's business and membership	Kristina Duggan & Jim Litzinger	Purchase "Membership Ties" and a new computer for office	10/11
90	9/19/11	Housekeeping in locker rooms & showers	Katrin Gleie	Contact cleaning service to more thoroughly clean floors in showers & locker rooms	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Set up a merchant account for online payment of race entry fees and membership dues	10/11