

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

January 5, 2011

Officers Attending: President, Jim Litzinger
Vice President, John Nunn (Dir. So. CA Row. Fnd, Chairman of Board LBJC)
Treasurer, Katrin Gleie
Secretary, Mary Perrot

Directors Attending: Larry Hambleton, John Van Blom, Kristina Duggan
Directors/Officers Absent: A.C. duPont, Dan McGill

Visitors/Members: Danny Harris (CSULB women's coach), Rob Edwards (CSULB men's coach),
Filip Reinis (Secretary LBJC), Keith Johnson (President LBJC),
Ian Simpson

The meeting was called to order by the President at 7:38pm and minutes of the December meeting were approved.

President's Report

- Jim Litzinger reported that the new lights in the bays have a few minor glitches which will be repaired shortly. Payment has been sent to the contractors; the checks have not been cashed yet. When the checks clear, Jim requested that the treasurer turn the cancelled checks over to John Nunn who will apply for reimbursement from the city.
- Jim will retype a clean bill of sale for the two Fillipi doubles obtain Dan McGill's signature. Dan still needs to write a letter of retraction.
- Planning for the Beach Sprints is coming along normally, nothing unusual with most action at the end of the month.
- Jim drafted a letter detailing the agreement between LBJC and the CSULB crew concerning the office (letter appended). The college coaches and staff are in agreement with the content of the agreement, but the women's coach may have some objections to sharing office in future when/if the college women crew joins the NCAA due to recruiting rules. Jim Litzinger reiterated the exact terms of the lease agreement, saying the office use agreement is in line with the lease terms. Jim further stated that, as the CSULB women are not under NCAA governance yet this is not an obstacle to sharing the office, all parties must deal with the situation as it is now. Jim asked both the LBJC officers and CSULB coaches to live by the agreement and urge their staff to do so as well. Jim will also meet with Brandin Grams (college crew's business manager) on the matter.

Treasurer's Report

- Andrea filed 501 3C application on December 28; the club will hear from the IRS within 30 days on the application, either with a decision or requests for more information.
- This month's financial statements were e-mailed to board members. (Printout of file is appended.) Profit from the Xmas regatta was in line with previous

years, at roughly \$14K. With respect to outstanding debts, Victoria did not pay for January yet and nothing has been received from Rachel McGuigan (therefore she is not a member yet). [A.C. duPont added on 2/2/11 that Rachel will soon start a new job and will begin the scheduled payments in March '11.]

- With respect to repaying the club's debts to Boris Beljak and John Nunn, Katrin state that she felt it financially prudent to pay out \$5K to each individual at the present time. In consideration of Boris's request for a substantial repayment in order to purchase a boat for the Croatia national team, Jim proposed a larger reimbursement to Boris. John Nunn volunteered to be passed over in this round of repayments, leaving the entire \$10K to be sent to Boris. Katrin agreed to look at the balance sheets and make projections of revenues for upcoming events determine whether more than \$10K total could be paid out in the near future and she proposed to form a simple budget for the club.

no Captain's report or Membership report this month

New Business

- Larry Hambleton noted that the door in Bay1 keeps hitting Steve Chaffee's single. He proposed that the door be changed to an accordion-style door similar to the other bay doors. Jim stated that set of folding doors are ready to be installed; the doors need to be hung and have hasps fitted on for an outside lock. Larry will work to get this accomplished this month.
- Kristina Duggan would like to know how the current membership list and members in arrears list are generated and circulated. Currently Liza Luna updates her database monthly and sends the lists once a month to Jim who passes it along to AC. Kristina brought up the subject as she encountered many problems with bad email addresses and lapsed members in sending out invitations to the club's Xmas party.
- Larry has encountered several people who have not received return phone calls from the club and want to learn to row. To satisfy such people and bring in new members, either a different number for the rowing lessons or a volunteer willing to check the answering machine on the lessons line and return phone calls within a day is needed. Kristina volunteered to find answering machine, set it up for easier access and return learn to row calls.
- John Van Blom brought up the standing fan which LBJC was supposed to purchase for the erg room. Keith Johnson said the fan will be at the club by Friday.
- Kristina Duggan encountered a couple problems with the Bay Series; lack of a budget for food, etc. and items for the Bay Series brunches are not secure in the kitchen. Kristina volunteered to work up a budget for the Bay Series. Larry or John Van Blom will install a lock on one kitchen cabinet to reserve it for Bay Series supplies.

The meeting adjourned at 8:37 PM.

Respectfully submitted,
Mary E. Perrot

Action Items

	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. 11/3/10 No feedback from Joe. Club feels he's owed \$13,816.35 <i>less costs for window replacement and fixing bathrooms</i> . Jim will obtain estimates on these (as time allows)	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. 1/5/11 1. Sketch of bike rack given to Mark Sandoval for Coastal permit. Dan McGill will do engineering for wall extension. 2. Minor glitches from latest lighting being fixed. 3. Repair 500 Meter Poles. No action 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, Nov'10 Covers will be made when time's available	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	Nov'10 – evaluations by AC on going	12/1/10
69	10/5/10	Finish water rescue procedure. Share both documents with LB Juniors	Larry Hambleton	Water rescue doc. in process.	11/3/10

	Date	Action	Actionee	Status	Due Date
70	1/5/11	Reimbursement for lighting improvements	Katrin Gleie, John Nunn	Katrin cancelled checks from contractors over to John, who applies for reimbursement from city.	1/31/11
71	1/5/11	Bill of sale for Fillipi 2X's	Jim Litziner, Dan McGill	Jim to obtain Dan's signature on a bill of sale for the boats	2/1/11
72	1/5/11	Reimbursement to Boris and creating a budget	Katrin Gleie	Katrin to send \$10K check to Boris and will find volunteers to begin a simple budget for the club	2/1/11
73	1/5/11	Change doors on Bay 1	Larry Hambleton	Larry to oversee the hanging of folding doors on Bay 1 and hasps for a lock	2/1/11
74	1/5/11	Improve system for answering rowing lessons inquiries	Kristina Duggan	Kristina will find the lessons answering machine, set it up and check it to return calls for lessons	2/1/11
75	1/5/11	Bay Series budget and securing Series supplies	Kristina Duggan/ Larry Hambleton or John Van Blom	Kristina will work up a budget for the Bay Series (mainly food). Larry or John will install a lock on one kitchen cabinet intended for Bay Series supplies	2/1/11