

# **LONG BEACH ROWING ASSOCIATION**

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

### **July 6, 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  
Secretary, Mary Perrot

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

Visitors/Members: Andrea Arriola (LBRA member); the July meeting was otherwise a closed board meeting with this exception

The president called meeting to order at 7:40pm. Minutes of the June meeting were read and approved.

### **President's Report**

- Jim Litzinger reported that several members have been working to update the membership files, though not completely coordinating with each other. Patty Zettle has daily updated records of new members, while Andrea Parsons reviewed old files and passed her results along Liza Luna. Kristina Duggan offered to oversee the membership duties, gave the president a plan for membership management, and put update forms at the boathouse. Dan McGill made a motion that Kristina take over as membership chair, which was unanimously passed. Jim Litzinger suggested a written checklist of orientation items for new members, and he will ask AC to give input for the checklist with Kristina to do the write up.
- As part of the budgeting process, several issues were discussed including use of club equipment for the summer camps by LBJC, rents, maintenance and repairs costs. Erg costs will be discussed at a future board meeting in more detail. As many club expenses have risen in the past few years, yet dues have held level, the president proposed that membership dues be increased next year by \$36 to \$480 per year. Kristina Duggan made a motion to increase membership fees by \$36 in all categories (except family which will be \$54). John Nunn seconded the motion and it passed unanimously. Lastly, regatta entry fees should be raised as regatta costs (stadium rental and insurance) have increased, therefore Jim will look at the standard entry form and arrive at suggested markups.
- The status of AC du Pont as an independent contractor was discussed. Club members should be reminded to make checks out to AC (not LBRA) for trailer

fees, as AC arranges to haul boats independent of the club. John Nunn motioned to pay a base retainer of \$1200/month to AC rather than the previous stipend. The motion was seconded by Katrin Gleie, and passed unanimously.

- Jim stated that the club needs to consider new launches, particularly different brands with better performance. Four launches need to be replaced, so the club should go with a single brand for ease of maintenance. This discussion will continue at the next board meeting, but in the meantime John Van Blom, John Nunn and other board members will investigate different brands.

### **Treasurer's Report**

- Katrin Gleie has given notice that she will not run for treasurer next year. Katrin gave John Nunn an \$800 bill for additional lighting repairs to be reimbursed by the city. Sykes has proposed \$5227 for a deposit on the new quad and quarterly payments either on a one or two year plan. (One year has service fee of \$700, with a \$1700 service fee for the two year plan.) AC will present contractor bills for the entire fiscal year. Powerhouse is behind in rent by four months, largely due to poor timing in cashing a check. Victoria Draper is on schedule with repayments.

### **Captain's Report**

- AC du Pont stated that Patty Zettle is working on the membership database daily, as new members are joining from lessons and others are converting to family memberships. AC agreed that Patty and Kristina will work together on invoicing. Jim suggested a delinquent fee for late payment of dues.

### **New Business**

- The Stanford lightweight women's team would like to hold their winter break training camp at LBRA (January 2012). They may wish to rent the stadium a couple days and will pay for launches. Erg training times need to be coordinated with other groups at the boathouse. The board agreed that launch rental should be \$25 or \$30 per launch per day and AC or Jim will consult with them on renting the stadium. AC stated that the Royal Air Force's crew had contacted him about training at LBRA before the 2012 Crew Classic. John Nunn motioned that Stanford and the RAF be allowed and encouraged to use our facilities for short term training. The motion was seconded by Dan McGill and unanimously passed.
- Katrin Gleie suggested that certain volunteer positions (such as the webmaster) be brought up at yearly meeting, rather than assume that the same person will simply keep doing the job. The club's website needs a major redesign and a different firm should be hired to do this. Board members were requested draw out what they individually want on the homepage for the next board meeting.

The meeting was adjourned at 9:58.

Respectfully submitted by Mary Perrot (LBRA Secretary)

[NOTE: old business and the action items list were not reviewed at the July meeting.]

### **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,<br>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   |
| 56 | 6/2/10 | 9/8/10 Maintain list of things that need to be done around the boathouse.   | Jim Litzinger                               | Open. 6/11<br>1. Dan McGill will do engineering for wall extension. 2. Minor glitches from latest lighting being fixed. 3. 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,<br>A.C. 3uPont,                  | Open<br>In process, 6/11<br>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<br>Litzinger/AC<br>duPont               | Open 6/11<br><i>Archer</i> 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,<br>John Nunn<br><br>AC duPont | 6/11 John Nunn will submit to city \$15K receipts and \$1200 estimate for plumbing in shower repair.   | 1/31/11  |

|    | Date   | Action   | Actionee  | Status   | Due Date |
|----|--------|--|---|--|----------|
| 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 4uPont, John Nunn, Larry Hambleton, Dan McGill | 6/11 AC, John, Larry & Dan evaluating Sykes 4X at the club. Sell Wintech   | 4/6/11   |
| 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 <sup>nd</sup> 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     |
| 83 | 7/6/11 | Checklist for new members                                  | Kristina Duggan & AC duPont                       | Create a written checklist to distribute to new members  | 8/11     |
| 84 | 7/6/11 | Regatta entry fee increases                                | Jim Litzinger                                     | Present a list of suggested entry fees for LBRA regattas for 2012  | 8/11     |

|    | Date   | Action                      | Actionee  | Status  | Due Date |
|----|--------|-----------------------------|---|---|----------|
| 85 | 7/6/11 | Launch replacement research | John Nunn,<br>John Van Blom, Larry Hambleton,<br>Dan McGill | Research and test various launch brands.                              | 9/11     |
| 86 | 7/6/11 | Contractor billing          | AC DuPont   | Present LBRA with any missing bills for his work for the current year | 9/11     |