

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

June 13, 2012

Officers Attending: President, Jim Litzinger
Captain, A.C. DuPont
Treasurer, Andrea Arriola
Secretary, Mary Perrot

Directors Attending: John Van Blom, Kristina Duggan, Dan McGill, Pat Hayes
Directors/Officers Absent: Vice President, John Nunn (Dir. So. CA Row. Fnd, Chairman of Board LBJC)

Visitors/Members: Jill Gresham, William Young, Matt Dalton (CSULB),
Keith Johnson (President LBJC), Filip Reinis (Secretary LBJC),
Megan Hitt (LBJC coach), Ian Simpson (ERG coach),
Vaughn Sherman (guest)

The meeting was called to order by the President at 7:40pm and minutes of the May 2012 meeting were read and approved.

President's Report

- Jim Litzinger stated that new cabinets for the workshop have been ordered by the Boat Captain, now that the LBJC coaches' office construction is complete.
- Concerning the spin bikes, Dan McGill had researched various models (new and used) and estimated a range of \$1400 to \$2200 for two bikes. Pat Hayes moved that the board authorize Dan to purchase two new bikes, but Dan has discretion to purchase used ones should they prove good on inspection. John Van Blom seconded the motion, and it was unanimously passed.
- On the remodeling of 10N, LBJC will need to empty the building of their items. Jim has discussed a container spaces for LBJC with Mark Sandoval. Keith Johnson need to pick between the two available 20 ft. container spaces and rent a container. Johnson agreed to have 10N cleared of LBJC property by July 15.
- With respect to the LBJC summer camps, Jim Litzinger stated the large numbers of campers throughout the summer using the facilities and LBRA equipment cause sufficient wear and tear, mess and damage that a maintenance fee should be assessed to LBJC. Pat Hayes moved that LBJC be charged by \$20 per head (1 child) per session (2 week class), and LBJC is separately responsible for any equipment damage. Andrea Arriola added a friendly amendment that a \$500 deposit one time deposit due immediately from LBJC (future payments would be subtracted from this amount). Full motion: LBJC be charged by \$20 per head (1 child) per session (2 week class), with \$500 deposit one time deposit due immediately and LBJC is separately responsible for any equipment damage. This motion passed unanimously.

Treasurer's Report

- The treasurer reported that Victoria paid \$50 but is still four months behind, with \$5380 owed the club in total. Jim asked she be sent a reminder note that she is in arrears. Potomac B.C. and Stanford are still both outstanding; Andrea send reminders again. Andrea provided the financials (appended in the permanent hardcopy records) and an updated Beach Sprints accounting due to late billing for the medals. With respect to profit and loss, the club is ahead of last year by about \$11K, largely due to increased membership.
- Andrea distributed proposal for elite rowing funding, to take advantage of the club's 501C3 tax exempt status (proposal appended in hardcopy records). Accordingly, ERG can fundraise with contributions coming directly to the club, but placed in a separate fund. Athletes will have to apply for

funding and meet criteria outlines in the proposal (performance standards, race as LBRA, etc.). Pat Hayes moved that the club establish the elite athlete support fund, allow fundraising and set up athlete application committee and funding raising committee. Dan McGill seconded the motion and it passed unanimously.

Captain's Report

- A.C. duPont stated GE asked the club to help with a commercial, by renting a club launch and buoys. This brought in \$1200 for the club. The Peinert knocked off rack several months ago is now back into service and even was rented out at Gold Rush regatta. At the Gold Rush regatta, the club's newest members did quite well – congratulations!

Membership Chair

- Kristina Duggan requested help with membership invoicing. Kristina will send out email blast for volunteers and feels a new person should be membership coordinator next year.
- The JL order will be in soon. Several members have complained about broken towel dispensers and spray bottles at the rowing center recently. Jim also has received such complaints. Any more feed back on website redesign should be sent to David or Katrin by end of week, as content migration to the new site will begin the following week.

Old Business - Action items were not reviewed.

New Business

- Jill Gresham, a club member and consultant to nonprofit organizations developing strategic plans, offered her services to the club for free. Jill suggested that the board meet with her to develop a long range (5 to 10 year) plan, to guide future decisions. By consensus, the board agreed to this and Jill will forward board members a set of questions to consider.
- Ian Simpson stated that Maureen Johnson, a rising high school senior, and her parents have requested LBRA junior membership for Maureen. She is learning to row with the ERG and several board members have met her. Pat Hayes moved that Maureen Johnson be accepted as an LBRA member. Dan McGill seconded the motion which was unanimously approved.
- Jim Litzinger noted that the college's launches do not have lights, which runs counter to safety rules. Matt Dalton agreed that the situation will be remedied.

A motion was made to adjourn and the meeting closed at 9:40pm.

Respectfully submitted,

Mary E. Perrot

LBRA Secretary

Adjourned meeting motion: On 6/18, Mary Perrot moved that if the \$500 deposit is not paid by LBJC by 8am Monday, June 25th, LBJC will not be allowed use of any LBRA equipment until the bill is paid (be it for new campers or returning rowers for any LBJC program), and should any future payment not be met by the end of the first week of a camp session, a similar prohibition on use of LBRA equipment will be enforced. Dan McGill seconded the motion which passed in email voting.

Action Items

Yellow highlight = motion in minutes and issue closed in action items

	Date	Action	Actionee	Status	Due Date
56	6/2/10	9/8/10 Maintain list of things that needs to be done around the boathouse.	Jim Litzinger Dan McGill	Open.5/12 1. Dan McGill will do engineering for wall extension. 2. Dan will bring a new plumber for men's locker room.	11/3/10

	Date	Action	Actionee	Status	Due Date
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, Dan McGill	Open 5/11 Fabrication is in process, but Dan McGill will get a quote on purchasing covers.	9/1/10
62	8/4/10	Get quote for skylights.	Jim Litzinger	5/12 Jim L. asked Jim Shields for a quote on the work.	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 5/12. See President's report	12/1/10
79	5/4/11	No Trespassing signs	AC du Pont	5/12 In progress, per Jim.	6/1/11
83	7/6/11	Checklist for new members	AC duPont & Pat Hayes	5/12 In progress. Create checklist for new members.	8/11
85	7/6/11	Launch replacement research	John Nunn, John Van Blom, Dan McGill	5/12 In progress, long-term search	9/11
86	7/6/11	Contractor billing	AC DuPont	5/12 Still waiting for contractor bills	9/11
89	9/19/11	Computer & software for club's business and membership	Kristina Duggan & Jim Litzinger	5/12 Jim to buy new hard drive this month.	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Open 5/12 Treasurer will set up	10/11
92	10/5/11	Set up monthly Sunday clinics	Jim Litzinger AC DuPont All board members	Open 5/12 no date set for any actions.	11/11
94	11/2/11	LBRA website revamp	Board, David Kline, Andrea Arriola, Katrin Gleie	5/12 in progress -D. Kline sending link to test website, board will give feedback	3/12
95	11/2/11	Communications to membership	Kristina Duggan	5/12 Open – Emergency contact pdf, see Membership report	3/12
97	12/11	Erg cost calculation	A.C. duPont	5/12 AC has pelim. calculations & will come back with numbers at next meeting.	3/12
98	4/12	Block system demo video	A.C.duPont, Kristina Duggan	5/12 Open. Make video to explain block system for boat racks. Put online for members.	5/12
100	5/12	Spin bikes	Dan McGill	6/12 See President's report.	6/12

	Date	Action	Actionee	Status	Due Date
101	5/12	Invoice PBC	A.C. duPont	5/12 Write invoice for \$700 to Potomac B.C.	6/12
102	6/12	Clearing out 10N	Keith Johnson/LBJC	6/12 Johnson/LBJC will rent container & clear belongings from 10N by 7/15.	7/15/12
103	6/12	Maintenance fee for LBJC summer camps	Andrea Arriola	6/12 Treasurer will invoice LBJC per motion (see President's report.)	6/12
104	6/12	Fundraising for LBRA elite rowing	Andrea Arriola	6/12 Andrea to begin setting up committees to fundraise. See Treasurer's report.	On going
105	6/12	Strategic plan	LBRA board/ Jill Gresham	6/12 Jill to send questions. Board to find a free Sunday to meet with Jill.	8/12