

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

November 7, 2012

Officers Attending: President, Jim Litzinger
Vice-President John Nunn (Chairman of Board LBJC, Dir. So. CA Row. Fnd)
Captain, A.C. DuPont
Treasurer, Andrea Arriola
Secretary, Mary Perrot

Directors Attending: Pat Hayes, Renn Levy, John Van Blom, Jill Gresham

Visitors/Members: Tricia McGuigan, Rob Glidden, Rebecca Ballough
Ketih Johnson (LBJC President), Filip Reinis (Secretary LBJC),
Steve Hargreaves (guest), Vaughn Sherman (guest),

The open meeting was called to order by the President at 7:35pm and minutes of the October 2012 meeting were read and approved.

President's Report

With respect to removal of LBJC property from 10N, Jim Litzinger stated that the building seems fairly well cleared out. Litzinger and Nunn will meet with City representatives on Saturday to discuss what might be done in the remodel.

In advance of the Christmas regatta, Kristina Duggan will send out this week an email blast to the membership for volunteers and to request t-shirt designs. Jim will also ask Ken Plumb to submit a design. The preliminary regatta schedule is posted on the website. Renn Levy asked Jim to be sure that food for regatta volunteers (including the morning) be lined up. Renn also requested that volunteers who are parents be allowed to bring their children along to their assignment, within the bounds of safety concerns. Jim agreed to this.

Jim reported that the Fundraising Committee (Jill G., Andrea, Sherri and Jack) is considering possible events, and he asked Andrea Arriola to give them specific guidelines to be in compliance with tax codes and good accounting practices. The committee also needs to discuss with the ERG to what purposes the funds should be disbursed; Andrea will contact ERG coach Ian Simpson on this matter.

Treasurer's Report

Andrea Arriola reported that Powerhouse Fitness and LBJC are current. Membership dues, however, are \$2.7K lower than the same time last year. Andrea will ask the Membership Chair for an updated member list.

Captain's Report

The two new boat covers used to transport the Nemesis 8+ and Empacher 2X to the Head of the Charles were fantastic. More covers are on order for other club boats. A.C. repaired the purple Peinert damaged in a collision with a lifeguard boat; this single is now back in service. All the club's Peinert singles have proven incredibly sturdy. After continuous use for several years, all are still great. One launch still has some steering problems, but all launches (3 cats, 1 large whaler and 1 small whaler) are in good shape for the Christmas regatta. A.C. switched out the tubing on the doubles rolling rack – square tubing holds the boats more securely.

On trips to the fall regattas, A.C. purchased parts from Vespoli and Empacher, and he picked up a kid-size single (for free) for the kids of club members to try. Parents must be on water with their child, therefore only rowing parents are allowed to take out this boat.

AC asked whether any changes could be made in planning for the dock rebuild. Nunn has the City's engineers to plan a structure that will fit more boats at once than the current dock.

Addressing the LBJC board members present, AC stated that he had made a huge effort to bring get the remaining LBJC 8+ (which they had left behind) to NARF. A.C wanted LBJC to realize that LBRA does go out of their way to help them.

New Business

- The Masters' Coaching Committee chair, Rob Glidden, handed out a report and proposal from the committee (copy in permanent records) Rob asked for board approval to send out a survey to members to gauge demand for coaching. The committee will then ask what coaches want to do (as far as groups they want to coach), research coaching organization at other clubs, and work out with the board the power of the committee. Rob asked permission to send an email blast to the membership with a link to SurveyMonkey. **Nunn motion that the coaching email survey in the proposal go out to all members.** Jill Gresham seconded the motion which passed unanimously. Rob Glidden and the committee will come back to board with results of the survey at the December meeting.
- Vaughn Sherman displayed samples of the college logo sweats that Patty Sherman proposed to sell at the Beach Sprints as a fundraiser for the ERG. The clothing will be donated for the event and the goods will be displayed on racks outside the rowing center.
- Jim tasked the LBJC board members to relay to their coaches, members and parents that trash from Thurs evening dinners needs to be taken outside.

The meeting was adjourned at 8:47pm.

Respectfully submitted,

Mary Perrot

Secretary, Long Beach Rowing Association

Summary of closed board meeting of November 14, 2012. Session commenced at 7:30pm.

Present: Jim Litzinger, John Nunn, Andrea Arriola, A.C.duPont, Mary Perrot, John Van Blom, Jill Gresham, Renn Levy and Pat Hayes.

An LBRA member sent a letter to the LBRA stating that she was concerned there was misconduct on the part of an LBJC employee (letter dated Nov.5, 2012 is appended in the permanent records). The LBRA member did not attempt to contact the LBJC board with this information, however requested this closed session to discuss her concerns with the LBRA board.

After discussion, the LBRA board formally requested that John Nunn inform the LBJC board of all information given in the letter and at this closed session and that the LBJC board acknowledge in written form that they've received the information and how they plan to investigate. Their response must be given to the LBRA board in writing.

Session concluded at 8:50pm.

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.11/12 1. Dan McGill will do engineering for wall extension. 2. Dan will bring a new plumber for men's locker room.	11/3/10
59	7/7/10	Have new covers for boats fabricated. Covers are for boats when they are being trailered.	John Nunn, A.C. duPont, Dan McGill	Open 11/12 Covers for 8+ and 2X arrived; more to be ordered	9/1/10

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62	8/4/10	Get quote for skylights.	Jim Litzinger	Open 11/12 Jim L. asked Jim Shields for a quote .	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 11/12. Many items from 10N now in yard storage.	12/1/10
79	5/4/11	No Trespassing signs	AC du Pont	Open 11/12 In progress, per Jim.	6/1/11
83	7/6/11	Checklist for new members	AC duPont & Pat Hayes	11/12 In progress. Create checklist for new members.	8/11
85	7/6/11	Launch replacement research	John Nunn, JohnVanBlom, DanMcGill	11/12 In progress, long-term search	9/11
86	7/6/11	Contractor billing	AC DuPont	11/12 Still waiting for contractor bills	9/11
89	9/19/11	Computer & software for club's business and membership	Kristina Duggan & Jim Litzinger	11/12 software implemented. New volunteers being trained.	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Open 11/12 Treasurer will set up	10/11
92	10/5/11	Set up monthly Sunday clinics	Jim Litzinger AC DuPont Whole board	Open 11/12 no date set for any actions.	11/11
94	11/2/11	LBRA website revamp	Board, David Kline, Andrea Arriola, Katrin Gleie	11/12 in progress – basic design done, migration of content will progress later in summer	3/12
95	11/2/11	Communications to membership	Kristina Duggan	11/12 Open – Create Emergency contact pdf, to update info. Xmas volunteer blast & masters' coaching survey(RGlidden)	3/12
97	12/11	Erg cost calculation	A.C. duPont	11/12 AC has pelim. calculations & will come back to board	3/12
98	4/12	Block system demo video	A.C.duPont, Kristina Duggan	11/12 Open. Make video to explain block system for boat racks. Put online for members.	5/12
102	6/12	Clearing out 10N	Keith Johnson/LBJC	11/12 LBJC mostly cleared from 10N to trailer in yard.	7/15/12

	Date	Action	Actionee	Status	Due Date
103	6/12	Maintenance fee for LBJC summer camps	Andrea Arriola	11/12 Open Treasurer gave maintenance costs to LBJC & resubmitted \$500 bill in Sept.	6/12
104	6/12	Fundraising for LBRA elite rowing	Andrea Arriola	11/12 1) Andrea to ask ERG coach to which causes donations to ERG should be channeled. 2) Patty Sherman to organize clothing fundraiser at Beach Sprints.	On going
106	8/12	Return of LBRA parts by LBJC	LBJC coaches/board	11/12 Open? LBJC coaches to remove from their boats & return LBRA parts	8/12
107	9/12	LBJC out of compliance with sublease	LBJC board	11/12 Letter of remedy sent by City in October 2012	promised by 9/20/12
108	9/12	LBJC PE program documentation	LBJC board & coaches	11/12 Open.LBJC to provide LBRA board documentation from LBUSD requiring 2:30 pm start time & proof of LBUSD acceptance of the program.	10/12
109	9/12	Equipment fund setup	Andrea Arriola	11/12 Open. Treasurer to set up equipment fund.	10/12
110	11/12	Masters' coaching survey & planning	Rob Glidden	11/12 Rob G. to send out survey to membership, discuss results with committee, then w/ board in December.	12/12
111	11/12	LBJC investigating possible misconduct by coach	John Nunn & LBJC board	11/12 LBJC board to acknowledge in writing receipt of information in letter and 11/14 session and how they plan to investigate	12/12