

LONG BEACH ROWING ASSOCIATION

MINUTES OF THE BOARD OF DIRECTORS

September 12, 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: Kristina Duggan, Pat Hayes
Directors/Officers Absent: John Van Blom, Dan McGill

Visitors/Members: Gerry Costello, Bill Bater, Tricia McGuigan, Katrin Gleie,
Ketih Johnson (LBJC President), Filip Reinis (Secretary LBJC),
Steve Nowinski (LBJC board member), Nick D'Antoni (LBJC coach),
Brandin Grams (CSULB Foundation), Meghan Mandell (CSULB coach),
Paul Wilkins (CSULB coach, USRowing SW rep) Vaughn Sherman (guest),

The LBRA board met in a brief closed session at 7:40 to be apprised of recent communications from the City of Long Beach (see President's report below).

The open meeting was called to order by the President at 7:45pm and minutes of the August 2012 meeting were read and approved.

President's Report

- With respect to removal of LBJC property from 10N, Jim Litzinger asked the LBJC president whether there had been any movement of items as he had seen none. Jim asked if all LBJC property could be out before annual meeting. The LBJC president, Keith Johnson, committed to do so. Jim explained he did not want any LBJC belongings or storage in 10 N in future, and that the proviso that the juniors completely clearing out 10N had been a condition for setting up the office that took part of AC's shop. Pat Hayes directly stated to junior board members present that 10N is **not** a common area and that LBJC must be out of 10N before the next LBRA meeting.
- Jim asked the LBJC board members and coaches present if there was any change in the Junior hours. Nick D'Antoni stated that Long Beach school district students will get PE credit* if signed up for the new LBJC program that runs from 2:30pm to 3:30pm as required by the district. Coaches are volunteering in that time slot according to Coach D'Antoni. Several LBRA board members objected that the LBRA board had not been notified at all that this program was planned, and that the earlier presence of juniors in the boathouse would be disruptive to regular LBRA members. The LBJC president, secretary & board chair said the PE credit program had only been put in place extremely recently, which LBRA board members questioned. Jim Litzinger asked for specific numbers of students currently enrolled in the program. D'Antoni replied 8 to 10 students, mostly freshmen and sophomores. Jim Litzinger motioned that 2:30 is acceptable as a start time for LBUSD students getting PE credit with a maximum of 20 students, for the next month only, with the issue discussed at the next board meeting. (J.Nunn seconded.) Pat Hayes made the friendly amendment that this time slot is for LBUSD students receiving PE credit only, and not students of other school districts or other LBJC members not receiving PE credit under this program. Jim accepted the amendment. Addressing the LBJC board members and coach, Pat Hayes stated that they must provide before the next board meeting documentation showing that the program must start at 2:30pm and provide the

approval documents from the district showing this is a certified program. Both Keith Johnson and Filip Reinis agreed to do so. The motion with amendment passed unanimously.

- **The City of Long Beach has sent the LBRA President a letter stating the LBJC is out of compliance with its sublease, and LBJC must provide current insurance certificate, board meeting minutes and financial statements within 30 days. An electronic copy of the letter was sent to the LBRA secretary early this evening (appended before action items list). Keith Johnson and Filip Reinis agreed to hand the documents over to Jim Litzinger within a week.**
- The LBRA president requested that the CSULB coaches ask their athletes to respect the need for quiet when driving down Boathouse Lane and during outdoor workouts in the morning. The college teams have been quite good on this issue in the last couple years, but recently Jim has received complaints from the neighbors in the housing development and residents on the back side of island. The LBJC athletes should respect the need for quiet and exercise more caution in driving on Boathouse Lane.
- For the upcoming general meeting elections, the board agreed by consensus to allow renewing members to pay the evening of the meeting, but new members must be fully paid two weeks before the meeting. Voting will be allowed as soon as the Membership Chair, her assistants and Secretary have set up that evening. This year's potluck will be organized by Jill Amirato.

Treasurer's Report

- Andrea Arriola reported that Powerhouse Fitness is paid up and LBJC has paid some maintenance, but has **not** paid the \$500 erg maintenance fees (see minutes from 6/12, 7/12 & 8/12). LBJC wants to see specific receipts, even though Andrea provided an excel spreadsheet with all of this data. LBJC did provide payment for towel dispensers. Andrea will continue to work with LBJC treasurer. Rowbics is still in arrears. With no further payments received Robics is at least six months behind. The president asked whether Victoria Draper (proprietor of Rowbics) should be allowed to renew as an LBA member. Membership chair Kristina Duggan stated that she would review her records to determine whether Victoria was even current with her membership payments, then the board could decide this question.
- The treasurer looked over several years' data and has determined that the club needs about \$80K to function for a year. Andrea suggested that LBRA keep the current \$50K in the investment account. Kristina Duggan **motioned that boat storage fees be directed to a specific account earmarked for boats and equipment and the account may be borrowed against for purposes agreed upon by the board**. Pat Hayes seconded the motion and the motion passed.
- Gerry Costello inquired as to the club's current accounts. Andrea replied the club has a \$60K positive current balance and zero liabilities.

Captain's Report

- A.C. duPont reported that the club's old launch is now in water and works fine and its engine was serviced. Sealing the launch's gel coat will make the hull last considerably longer than before. The big whaler is water logged is being dried. The Peinerts are next on the list for repair, with three boats currently out of service. Two of the Peinerts were damaged in incidents that were not the rower's fault. In the third incident, the rower is taking financial responsibility. Club does have in place responsibility pact with rowers to pay if they damage a boat.

- A.C. received a quote for boat covers and will order covers for boats travelling to the Head of the Charles first (the Nemesis 8+ and an Empacher 2X). Pricing will be the same whether the covers are ordered in series or all at once.
- Addressing the LBJC board members and coaches, A.C. asked that junior athletes respect some parts of the boathouse not commonly considered as equipment – the hoses. The club's hoses cost ~\$100 each, and should not be kinked up or rolled up so fast that the hose is destroyed. The juniors should also be more considerate of other boats coming in and not block the yard so other boats coming in to wash can pass the junior boats. Coach D'Antoni agreed to work on these issues with the junior athletes.
- Addressing the college coaches, A.C. stated that backpacks and belongings in college bays in the morning are blocking access in the college bay. Paul Wilkins will encourage the college rower to use the day lockers in the locker rooms.
- Steve Nowinski asked about hole in men's shower and Jim stated it's still open to dry out an old pipe leak.

Membership Chair's Report

- Kristina Duggan raised the question of formalizing a membership process for coxswains. The membership chair suggested that there be a category for coxswain members, who will not pay, can't row, are identified as coxswains, must complete liability forms and whose coxing skill must be approved by the club's boat captain. The consensus of the board was that this was acceptable. Pat Hayes stated that anyone going out in an LBRA boat or launch should sign the liability waiver, and LBJC and the college should enforce this as well.
- Kristina has received some complaints from members that the term "Family membership" term is misleading. She will try to arrive at a new term for future forms to describe this membership category.
- Ken Plumb currently gets a free membership for doing graphics and the membership chair questioned whether the club should continue with the practice, or should he be asked to pay. Jim Litzinger said that as the chair of the club's regattas he preferred to work with Ken, and Ken has a long history of doing design work for the club. Other board members felt that the club is eliminating special individual deals and therefore Ken should be billed for membership and be asked to submit designs and bids for future regatta shirts. By consensus, the board agreed to bill Ken Plumb and see in future who might submit designs.

New & Old Business

- New: Steve Nowinski presented two proposed bylaw changes to be voted upon at the general meeting; namely to allow mail in ballots and to post vote count after election. [A copy of the text is appended in the permanent records.] Nowinski also wanted to know who the "advisory person" is from the City of Long Beach and school, per the current LBRA bylaws. Mark Sandoval serves in this role, according to Jim.
- Old: Brandin Grams and Katrin Gleie reported that website is complete in design, but still does not have content. Brandin showed the landing page (stays fixed, nonscrollable) and demonstrated that the subpages are scrollable. Brandin said he would have site without content ready to show at annual meeting.
- New: Tricia McGuigan stated that the Nominating Committee will ask questions of candidates for the LBRA board and post answers so people can get to know their views before voting.
- New: Gerry Costello asked why the boat storage fee has been raised. Jim Litzinger replied that the board had looked at other club's fees and decided that ours were quite low. With

the building debt paid, the club wants to have funds to replace or purchase new equipment. Gerry vigorously objected to boat owners bearing the brunt for the purchase of boats they will never use and he even more strongly he objected to the inequity of LBJC's rowers over-utilizing the facilities in comparison to what they pay. Furthermore, one of the LBJC coaches (D'Antoni) had being quite rude to Gerry a few days ago, cursing him out and calling him names. Mr. Costello said that many, many LBRA members are very irritated and he suggested limits on time and number of juniors allowed in the facility. (Coach D'Antoni apologized to Gerry.)

- New: Peter Mallory wants to put up commemorative oar in the exercise room to honor a CSULB crew that had won WIRA in the '50's. John Nunn **motioned that the college hang the oar in one of their bays**. Jim seconded the motion and it was unanimously passed.
- New: Per the action matrix decided upon at the strategic planning meeting, Mary Perrot has contacted US Rowing through Paul Wilkins to inquire about the club hosting a U23 sculling camp or development camp this summer. The notes and action matrix from the planning meeting are appended at the end of the minutes.

The meeting was adjourned at 10:30pm.

Respectfully submitted,

Mary Perrot

Secretary, Long Beach Rowing Association

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.8/12 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 8/12 AC will obtain/email quotes from Burnam & zip.com	9/1/10
62	8/4/10	Get quote for skylights.	Jim Litzinger	Open 8/12 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 8/12. Continuing, see Captain's report on potential costs.	12/1/10
79	5/4/11	No Trespassing signs	AC du Pont	Open 8/12 In progress, per Jim.	6/1/11
83	7/6/11	Checklist for new members	AC duPont & Pat Hayes	8/12 In progress. Create checklist for new members.	8/11
85	7/6/11	Launch replacement research	John Nunn, JohnVanBlom, DanMcGill	8/12 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	8/12 G.Stoner working on database. See Membership report.	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Open 8/12 Treasurer will set up	10/11
92	10/5/11	Set up monthly Sunday clinics	Jim Litzinger AC DuPont,board	Open 8/12 no date set for any actions.	11/11
94	11/2/11	LBRA website revamp	Board, David Kline, Andrea Arriola, Katrin Gleie	8/12 in progress – basic design done, migration of content will progress later in summer	3/12
95	11/2/11	Communications to membership	Kristina Duggan	8/12 Open – Create Emergency contact pdf, to update info.	3/12
97	12/11	Erg cost calculation	A.C. duPont	8/12 AC has pelim. calculations & will come back to board	3/12

	Date	Action	Actionee	Status	Due Date
98	4/12	Block system demo video	A.C.duPont, Kristina Duggan	8/12 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	9/12 LBJC to clear belongings from 10N to trailer in yard. See President's report.	7/15/12
103	6/12	Maintenance fee for LBJC summer camps	Andrea Arriola	8/12 Treasurer gave maintenance costs to LBJC & resubmitted \$500 bill LBJC board to discuss this month	6/12
104	6/12	Fundraising for LBRA elite rowing	Andrea Arriola	8/12 Andrea to begin setting up committees to fundraise. See Treasurer's report.	On going
105	6/12	Strategic plan	LBRA board/ Jill Gresham	Board met with Jill Gresham on 8/26 and a strategic plan with action matrix resulted. (appended)	8/12
106	8/12	Return of LBRA parts by LBJC	LBJC coaches/board	8/12 LBJC coaches to remove from their boats & return LBRA parts	8/12
107	9/12	LBJC out of compliance with sublease	LBJC board	9/12 LBJC to provide to LBRA insurance, monthly board minutes & financials to be turned over to the City of Long Beach	promised by 9/20/12
108	9/12	LBJC PE program documentation	LBJC board & coaches	9/12 LBJC to provide to 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	9/12 Treasurer to set up equipment fund from storage \$	10/12

LONG BEACH ROWING ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS
Closed Board Meeting Summary September 29, 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: Kristina Duggan, Pat Hayes, John Van Blom, Dan McGill

The meeting was called to order at 12:05pm. Minutes of the regular September 2012 meeting were read and approved.

Demand letter from City for LBJC documents (dated 9/12/2012):

Communication from the City to the LBRA secretary was read ; LBJC had turned in year composite financials and board minutes with all financial references redacted.

The LBRA secretary motioned that the LBJC board of directors (jointly and severally Keith Johnson, John Nunn, Filip Reinis, Georgy Haitz, Carol Sykora, Kerry Dalton, Steve Nowinski, Bill Snead, and Rebecca Khoury) and the employees of LBJC (jointly and severally Alfredo Montenegro, Nick D'Antoni, Val Stepanchuk, Peter Graves, Tom Graves, John Graves, Megan Hitt, Mark Reinis, Nick Trojan, Erich Hanxleden and Marcel Stiffen) are declared **temporarily** not in good standing as members of the Long Beach Rowing Association, until such time as LBJC fulfills the requirement for documents from the City of Long Beach (per the sublease, detailed in the letter dated 9/12/2012) to the satisfaction of the City of Long Beach and the LBRA board, permanently removes all LBJC property from 10N to the satisfaction of the LBRA board, and provides the previously agreed upon workbench for the Captain's workshop to the satisfaction of the LBRA captain and board. After discussion and proposal of a counter-motion which was tabled, the secretary's motion passed 6 to 2. Jim will pass along to the LBJC president, Keith Johnson, the motion that passed.

PE Exemption Program

Discussion of the LBJC PE exemption program was tabled until the next regular board meeting.

Bylaw amendments

Recognizing the need for serious consideration of any bylaw amendments, the board agreed by consensus that the two bylaw amendments submitted should be sent out to the entire membership before the general meeting. The proposed amendments would be proposed and, if seconded, discussed at the general meeting. Voting on the amendments would occur after seconding and discussion.

Victoria Draper

Victoria Draper was declared not in "good standing", meaning her application will not be accepted unless accompanied by payment in full of what she owes LBRA, as motioned by Pat Hayes. Jim Litzinger seconded the motion, which passed unanimously with one recusal.

The meeting closed at 1:37pm.

Respectfully submitted,

Mary Perrot

Secretary, Long Beach Rowing Association

On October 8, by email Mary Perrot motioned that as the City has affirmed that LBJC is not in default through their Notice of Remedy (the main issue affecting the club), as AC has received his workbench and as LBJC board members and coaches have made good headway in removing many of LBJC's possessions from 10N (working late even this evening), the LBJC board and employees (coaches) be declared in good standing as members of LBRA once they have paid dues for the year. The motion passed with a majority of the LBRA board, votes collected by email.