

**To: WBC Board of Directors**

**RE: August 16, 2020 Board Meeting: Minutes**

This forwards minutes from the August Board Meeting. All members were in attendance with the exception of Sarah, who was travelling.

1. Financial Update: Sarah was unable to attend, but from pre-meeting input, she indicated the Club's financial position is solid through Summer. Rest of year plans to be discussed at the meeting are contingent on Sarah reviewing financial implications to determine if some modifications are needed.

**Post Meeting: Sarah confirmed to proceed with the following guidance:**

- *Proposed Coaching salaries work assuming rower participation numbers are attained and we are able to supplement with volunteer coaching to run Adult programs and assist Youth.*
  - *We need to reserve \$5,000 of revenue from Fall dues in addition to current the current balance to cover equipment loans, port-o-john, and insurance, along with any unforeseen expenses.*
  - *There is a \$2,500 balance available to cover gas, maintenance, and additional equipment. Sarah also recommends we ask Adult scullers for loans of stroke coaches to stretch funds.*
2. Fall Operations Discussion: We will continue to operate within Covid-19 safety guidelines as outlined by the State of Virginia (Phase 3 of re-opening) and US Rowing. Virginia guidelines permit team boats and group size well above practice sizes. US Rowing permits team boats with new infection rates at or below 50 per 100,000 population (moving 7 day average). James City County has maintained infection rates below this key metric for several days and rates have been gradually declining since early July. US Rowing continues to discourage rowing in 8+ shells, and in stern loaded cox 4+ shells.
  3. Fall Proposal: Tom, our Director of Rowing Operations, submitted a detailed proposal for proceeding with rowing this Fall, provided as an attachment and summarized below:

#### **High School**

Adhere to standards for hygiene and distancing, with mask wearing and health pre-screening

Group boats not to include stern loaded 4+s or 8+s

Cap participation at 40 due to available boats and to control social distancing

Season starting Tuesday Sep 8<sup>th</sup> ending November 20<sup>th</sup>

Practices M-F 3-5:30 with a different day off for boys (Tuesday) and Girls (Wednesday)

Only racing will be between 1-2 teams on 3 occasions with the HOC at the end (\$0 entries fees)

Early season boat groupings to create consistent training partners

Only paid coaching Tom and Sidney (Tom: 8k; Sidney: 3.5k) saving 2k on my pay and 10k overall

Other coaches have offered to volunteer and at 40 athletes only 4 are needed; more are bonus

Recommend lowering of dues (\$500 range) due to reduced expenses and regattas savings

Lower dues would make it easier on families in uncertain times and only be for this season

#### **Middle School**

Same standards as HS. Cap group at 25 based on available equipment

Begin season on Tuesday Sep 8<sup>th</sup> ending November 7<sup>th</sup> (HOC)

Practices Monday, Tuesday, Thursday 5:30-7:00pm

Price dues at \$350

Tom and Sidney will coach with volunteers, pay based on previous models of participation

### **Adults**

Adults follow COVID guidelines in terms of singles vs. team boats. No schedule changes.

4. Voting: The Fall Rowing Operations proposal was unanimously approved, contingent on financial review and OK by Sarah. The following comments were added for additional clarity:
  - WBC will implement enhanced safety SOP's previously published for the move to team rowing. This includes procedures in the event a rower or coach tests positive for Covid.
  - The Adult program will move to team boats on the same timing as the Youth program, over Labor Day weekend. Some additional planning may likely be needed for practice structure with the smaller coaching staff and combinations of rowers.
  - Adults will maintain the choice of opting out of team boats for practices, but this will not be an option for the Youth program.
  - Mobjack has agreed to let us use its borrowed Singles through the Fall. Tom believes we will be able to borrow/rent bow loaded 4+ shells if needed from other Clubs in the Fall. We need to add the Mobjack boats to our insurance and send them proof of coverage.
  - We will not react to one day infection "bursts" due to the nature of reporting (in bulk reports). Rather, we will look at trends and two week averages unless there is a clear shift with infection rates.
  - The Head of the Chick will proceed as outlined in the proposal but with some additional clarity. It will be staged at the boat house with its reduced size, and we will not be reserving sections of the Park. We will likely need to add some port-o-johns and any small extra costs will be covered by a flat rate charge to participating teams.
  - Limiting Youth rower numbers to 40 for HS and 20 for MS is important to manage to our equipment and coaching capacity, but based on Summer participation, Tom expects no issues in reaching those numbers.
  - It is important to keep dues low and reflective of the program cost reductions due to fewer regattas and a slightly later start date.
  - In addition to the potential need for renting a boat or two, Tom identified modest equipment needs and costs for additional sculling oars and stroke coaches needed for the modified practice structure with more emphasis on sculling than prior years.
5. Financial confirmation: As referenced during the vote, the Fall proposal is approved pending review by Sarah as the Treasurer. Key factors the Board raised include:
  - Projected dues structure/price and revenue and ability to fund operations, including revenue from this week's Middle School camp
  - Remaining credits to Youth Spring rowers and impact on Revenue
  - Coaching cost structure
  - Insurance cost coverage, including for borrowed rowing shells, loan payments, and other operating costs remaining this year
6. **Next Steps:**
  - Tom will send out a note as the DOR outlining our move to team boats and the Fall program.
  - Program Reps (Wanda and Ralph) will work to get out sign up information (we need adult numbers for team boats for practice planning).
  - Alan will update information on the web site