

WBC Board Meeting Minutes

May 30, 2023

Call to Order: 8:00pm**Attendees:** Alan, Bruce, Megan, Emily, Rebecca, Danielle**Tasks** (also highlighted in yellow in notes):

- **Rebecca** will draft a head coaching position
- **Megan** will put together a document for next board meeting that outlines recommendations around financial controls
- **All** board members should review 2022 tax returns
- **Rebecca** will draft a process and send out to the board that will address regattas that are over and above what is planned for the season

Next Meeting: Saturday, June 17, 2023, 3-5pm, WRL Meeting Room B**General Notes:**

Attendees: Bruce, Megan, Emily, Rebecca, Howie, Danielle, Matt

1. Financial Review - Meagan

- Account/Credit Card consolidation
 - Looking for Megan to make the recommendation on how to proceed
 - Multiple accounts and multiple locations (Village, Chesapeake, Towne)
 - Recommends keeping boosters at Chesapeake, Towne has maintenance account so keep that there, move Village accounts
 - If imminent need for loans, then keep at Village, but, if not, move these accounts
 - Need to clean up signature cards - have president, treasurer, and bookkeeper
 - Trying to open Venmo account for the club
 - One club credit card and another for boosters
 - Bruce's suggestions: over next 2-3 months as we see loan needs come through...may need trailer and additional equipments
 - **Vote on signatories on accounts and loans, should have 3 people as signatories (all 3 are authorized to have access to the account and sign checks - treasurer, president and bookkeeper) - unanimous agreement among voting board members**
 - Move forward with getting new credit cards before closing current cards
 - Day-to-day banking at Towne bank, loans and boosters account at Chesapeake - need to look at naming of accounts to avoid confusion and distinguish between accounts
 - Will take a few months to get banking sorted out
- Policies and procedures

- Don't need to create anything, but would be helpful to document best practices as we grow (signing authority, etc.)
- Megan will put together a document for next board meeting that outlines recommendations around financial controls
- Can add these to the handbook
- Budget forecasting for Summer and Fall
 - Bruce will provide Summer estimate
- 2022 Tax Return status and Board review
 - Over \$280,000 in revenue
 - Went to long form this year
 - All board members should review 2022 tax returns
 - Have previously listed boats as capital assets, have not factored in depreciation (picked 10 years as full depreciation), Bruce estimated purchase prices on boats
- Megan would like to do a quick financial report at each board meeting (5 mins), so everyone knows where we are financially

2. Coaching - Rebecca

- Head Youth Coach (candidates, timeline, process)
 - Payroll is primary focus
 - Lots of turn over in coaching at W&M, so people not as receptive to junior coaching position
 - To be competitive we need to indicate we are looking for a head coach that can also be a juniors coach
 - \$50-75K is pay for this type of position, \$40K would bring in someone good, but who may be green
 - Want a candidate that is interested in staying, not using WBC as stepping stone
 - Might be able to pick-up good assistant coaches over the summer
 - Bruce: looking at 20-25 hrs/week over 24 weeks, but this is not a \$50K position. What else are the coaches doing in the off-season to account for higher salary? Roles and responsibilities need to be commensurate with the salary offered
 - Rebecca: looking for someone to also handle equipment, people that can invest and build the program
 - Rebecca will draft a head coach job posting by tomorrow
 - Rebecca and Tom have been chatting with interested coaches, one came to visit Williamsburg
 - Creating application process, link this to communications email to ensure information stays private - Rebecca and Bruce would have access to this email to see the applications
 - Alan is good with this
 - Can add the link to the form to our website
 - Matt suggested creating a "Careers" link on our website, need a formalized interview process (e.g. specific questions, process, etc.)
- Fall coaching staff structure (targeted)

- Matt: looking ahead to coaching in fall, have strong boys coaches, look for strong girls coaches as well so they can have the same support (entry-level to elite and coaching at all levels)
- HS coaching "interns" (August LTR's, Fall Middle School)
 - This helped make the practices much more functional
 - In the fall may not have HS students who are over 18, could have younger (U17) students helping get MS students in boats and off the dock
 - Pay slightly less for on-land help versus coaching
- DOR - role formalization, comp approach, and timing - Bruce
 - Bruce has discussed this topic with Rebecca
 - Rebecca will provide a DOR update at each meeting as well

3. Programs and Registrations - Alan

- Light on summer sign-ups so far, LTR camps looking good for early programs - 27 8th graders, 8 and 5 for HS camps - still need to fill in some of the HS LTR programs
- HS and MS LTR's (June and August)
 - More MS signed up for the programs (16 in June, 11 in August)
 - Alan has heard from people who are interested but haven't signed up
 - Want at least 10 kids for the camp to make sure you always have a full boat
 - Thoughts for combining rowing and weight training for a summer program in the future
 - May have MS parents looking for full day camp due to ages of the kids
- U23 and MS Summer rowing
- National LTR
 - May be a big difference in how many people sign-up for summer rowing program
 - Bruce to set-up call to discuss staffing for the weekend with those involved - target 3pm on 5/31 - will also discuss Adult LTR and Learn to scull (single)
- June Adult LTR
- Adult Learn to Scull (single) - WBC members only

4. Equipment - Rebecca

- "Butts" in seat sanity check for Summer and Fall (MS sculling equipment and HS 8+ for Fall)
 - If we have 40 freshman, we need more 8s to account for this and review our boat direction over the years
 - Need to look at fleet plan and merge that with coaches plan and current numbers in preparation for next board meeting
 - Coaches will be assigned to review/maintain specific boats over the summer
- Post Spring Boat Maintenance (3 week window) and function/value assessment
 - Need to go through some boats seat-by-seat to handle minor repairs
 - What other boats are going to be used for the summer?
 - Which boats would be an option to sell?
 - Focus on fiberglass repair

- Need to make decisions on riggers for MS boats
- Selling Vespoli HVYWT 2X
 - Need to get this add up on Row2K - Rebecca will get that posted once Bruce provides photos and price
- Oar Repair and Painting
 - Good thing for the summer program to get done
 - Rebecca will show Bruce how to make sleeve repairs
- Outboard Motors (2 to repair?)
 - Bruce will take one over to get repaired
 - Other motor may be leaking gas, but still TBD on what the issue is, so Bruce will take this motor over as well

5. Facilities - Bruce

- Repurposing Shed and Park/W&M/Engineering/WBC planning meeting
 - The Park picked up everything we had proposed
 - Still getting details on timing for trailer movement, when we can use new parking area, when will bathroom be in place, etc.
 - Bruce meeting tomorrow with RH design to provide a 3 phase proposal for conversion of the storage facility
 - No plan to execute phase 1 until we have formal agreement from the park that we can work on the structure
 - Not sure if we will have drawings before the banquet
- Dock (boards replacement), EZ Dock (linking pins), boat rack, container (leaking), cistern/water hookup

6. Non-team national or premier competition - Bruce

- Board policy on costs
 - Should all the rowers in the youth and adult program fund things over and above (e.g going to larger or additional regattas) - have paid on the youth side, on the adult side rowers have paid - how does access to boats work
 - Rebecca will draft a process and send out to the board that will address regattas that are over and above what is planned for the season - allows the parents and rowers to be informed about costs and performance expectations with enough time to make an appropriate decision for them
 - Have a meeting of coaches on the regattas and what types of boats will go to these events looking ahead to future seasons
- Nationals - US Rowing Boats, entry fees, coaching
 - Have 4 girls boats going
 - WBC just covering expenses
 - Cost \$2500 to transport boats last year, might be able to decrease this cost going forward
 - Tom negotiated a \$100/seat for returning national teams boats
 - Who pays entry fees?

- Worlds tryouts and commitment - (immediate commitment and \$ if you qualify)
 - Will is trying out for the world championships, he is paying his own travel
 - If he qualifies, has a short time to make a decision and pay \$7K - WBC might be able to fundraise for this
- Club, Rower, scholarships, fundraising
 - Other teams have a nationals team “season” for those athletes that are qualifying and the cost accounts for accommodations, car rentals, etc.
 - Speciality race costs should fall back to the rowers, not the club or rowers not going

7. Trailers - Bruce

- Green and Blue trailers modernization quote
 - Rebecca will email costs to Bruce
 - Board will address this topic via email
 - Rebecca will get capacity of trailers - how many boats can they hold?

Trailer Update from Yuriy:

BLUE

Below is the scope of work and cost associated with functional rebuild/repair of the blue WBC Trailer:

Item 1 - Replace all wiring and lights. Including the following: side marker lights, tail lights, new conduit and junction boxes (\$750)

Item 2 - Replace brake system. Including the following: brake actuator, brake lines, brake drums and hubs (\$2000)

Item 3 - Replace axle wheel bearings. Including the following: bearings and seals (\$250)

Item 4 - Replace rack material. Including the following: wooden rack with new rubber U-Channel (similar to newer boat trailers) (\$1000)

Item 5 - Replace wheels and tires. Including the following: 4 main wheels, and 1 spare (\$1000)

Item 6 - Misc repair and touch up paint of structural component related to the trailer frame (\$500)

Total: \$5500

Please note the scope of work does not include the axle tubes or axle springs. I will inspect these items and let you know if they need attention.

GREEN:

Below is the scope of work and cost associated with rebuild of the large green WBC Trailer:

Item 1 - Replace all wiring and lights. Including the following: side marker lights, tail lights, new conduit and junction boxes (\$1000)

Item 2 - Replace electric brake system. Including the following: brake actuator, brake wires, brake drums and hubs on both axles (\$3000)

Item 3 - Replace axle wheel bearings. Including the following: bearings and seals (\$500)

Item 4 - Convert trailer racks to side loading design. Including the following: new steel racks with rubber u-channel cushions (galvanized finish)(\$5000)

Item 5 - Replace wheels and tires. Including the following: 4 main wheels, and 1 spare (\$1500)

Item 6 - Repair, surface prep, and paint main trailer frame (\$2000)

Item 7 - Replace plywood deck with new marine grade plywood (\$2000)

Total: \$15000

Please note the scope of work does not include the axle tubes or torsion axle springs. I will inspect these items and let you know if they need attention.

- Need blue trailer moved asap
 - Tom's truck cannot move the trailer at this point
 - Will need to identify someone who can drive these trailers for upcoming regattas
- Need improved trailer by Fall
- Need trailer driving options for upcoming Summer events and for Fall (Tom's truck no longer reliable option)

8. Spring Banquet - Danielle

- Danielle reviewed banquet program
- Karen will do the welcome, Bruce will do presentation of awards, status of MS program
- Rebecca to present Ashley with plaque
- Tom will pre-record a coaches address, but will have Ashley do that since she will be in the room
- Plaques for seniors (Ashley will present plaques for the girls, Howie will present plaques for the boys)
- Rebecca will present team awards

9. Summer Prep and Cleanup Day?

- Boat and motor maintenance and cleaning, dock and boat rack work
 - Will need more pins to add on dock sections
 - Can discuss this on tomorrow's call
- Assign shells to specific racks?
- Hook up water hose/pipe to run down to waterfront cleanup "station"

10. Other

- Master's social event - maybe Billsburg (Howie will organize this)