

**SLRC BOD/IMT Transition Meeting Minutes  
January 31, 2018, 6 p.m.**

A Special Meeting was called by the newly elected Board of Directors (BOD) of Saint Louis Rowing Club (SLRC) and the outgoing interim Management Team (IMT). The meeting was held on January 31, 2016 at 6 p.m. in Chesterfield, MO. The intent of the meeting was to transition information and responsibilities from the IMT to the newly elected board members. Deb Small was appointed as Secretary for the initial meeting and issued the these minutes. The meeting agenda is attached.

Attendees included new board members: Patrick O’Neal, Carolyn Buselmeir, Laura Muhr, Kristi Heffernan, Steve Dedrickson, Roxanne Barr (BOD and IMT) and Deb Small. IMT members present included: Deena Krestel-Rickert , Leah Picker and Susie King. The meeting was also attended by head coach Tim Franck. Board Members Tom Albers and John Guest were unable to attend.

The meeting was called to order by Patrick O’Neal. Since this was the introductory meeting, prior meeting minutes were not available for approval.

The first order of business was election of roles and term. The following roles and terms were proposed by the BOD:

<b>Role</b>	<b>Term</b>
President - Patrick O’Neal	2 yr
Vice President - Steve Diedrickson	3 yr
Secretary – John Guest	1 yr
Treasurer – Caroyln Buselmeir	1 yr
Communications Secretary - Kristi Heffernan	3 yr
Captain – Tom Albert	2 yr
Lieutenant – Deb Small	3 yr
Junior Coordinator (F) – Laura Muhr	1 yr
Junior Coordinator (M) – Roxanne Barr	2 yr

**A motion to approve was offered by Deena Krestel-Rickert and seconded by Leah Picker. Members voted and unanimously approved the proposed slate.**

A proposal to hire a nutritionist about to conduct a presentation on the importance of and steps to maintain proper nutrition for athletes to the membership was presented by Tim Franck. The cost is \$150. The proposal is to offer the presentation at a time which would accommodate both Junior and Adult members of the club. The Board discussed the advantages and expectations for the presentation.

**A motion to approve was offered by Deb Small and seconded by Patrick O’Neal. Members voted and unanimously approved the proposal. Tim Franck will work with the nutritionist and communicated back to the Board on next steps.**

Finally, the existing IMT members provided high level updates on key transitional items. A summary of the topics discussed follows below:

#### **Deena Krestel-Rickert – IMT President**

- The status of the consent decree was discussed at the Annual Club meeting on January 28<sup>th</sup>. We are awaiting feedback from the Attorneys on next steps and timing for dismissal of the lawsuit.
- The Winter Learn To Row (LTR) is nearly full. Tim Franck will coach. June, July and August LTR's as well as the public workshops need to be organized.
- The Erg-a-thon is set for 2018. One remaining item is the organization of the food.
- Contacts for Wash U, 5C (SLRC, Wash U and STL County Parks) and St. Louis County will be transferred to Patrick O'Neal.
- The Long Range Planning Committee (LRP) is being led by Chuck Cook and will report in through the BOD at a future meeting.

#### **Tim Franck – Head Coach**

- There is an immediate need for a coach for the Intermediate Masters. Potential candidates were contacted with no success to date. Consider potential outreach via Row2K or Wash U students and coaches.
- Tryouts for the Juniors program starts in March. Will likely need volunteers and potentially paid coaches to support the volume of Juniors.
- The sculling coaching positions are also open. Exploring options to support this program.
- The capital plan was discussed at the recent club-wide meeting. The only potential additional need is oar's.
- Wash U has requested to borrow the Olympic Rowing trophy. Patrick O'Neal will work with Barb Seely on insurance valuations.

#### **Roxanne Barr – IMT Junior program**

- The junior parents met in advance of the lawsuit resolution and established a volunteer network and resources. We will need to determine how the structure fits within the by-laws and restructure or revise as necessary.
- An overview of the wide range of activities and needs were provided. The Board agreed to call a Special Meeting to review the needs of the Juniors programs in order to gain a more comprehensive understanding.

#### **Leah Picker – IMT Treasurer**

- The audit required by the consent decree is final. No further action is needed.
- There is a contract bookkeeper who manages invoicing, transactions for both Juniors and Masters programs. Longer term opportunities to improve strategic analysis and reduce costs were discussed.
- Data has been collected in effort to apply activity based costing to our programs. This information can be used to evaluate the appropriate fee structure for 2018 and beyond.
- Beyond the equipment which is currently on order, an equipment analysis for future consideration will be included in the LRP.

- We currently have two sources for Financial Aid Grants which need to be administered.
- Reviewed key financial aspects of the Club and accruals (i.e. shore erosion project) and other recommendations to improve the financial position of the Club and efficiency of financial administration and record keeping. Details are being transitioned to Carolyn and will be reviewed and proposed for action as appropriate.

**Susie King - IMT Communications, Records, etc.**

- Reviewed several key communications activities which were discussed earlier in the meeting (Erg-a-thon, LTR, etc.)
- The importance of establishing a Communications Committee quickly and linking both the Juniors and Masters Programs was discussed.
- Additional opportunities for Website improvements were discussed with the intent of improving the communications within the club and externally.

Due to time constraints, the detailed breakout sessions were not held as planned. Each new board member was asked to schedule transitional meetings separately and to also review the Bylaws.

**A motion to adjourn was offered by Patrick O'Neal at 8 p.m. and seconded by Kristi Heffernan.**

**BOD/IMT Transition Meeting  
January 31, 2018 at 6 p.m.  
Chesterfield, MO**

**Agenda:**

**Introductions – All**

**Voting for Individual Positions (BOD) – Current BOD**

**Review and consideration of proposal for Nutritionists to consult with members –  
Tim**

**Knowledge Transfer / High Level Overview**

- Consent decree, Club operation, Learn to row, Erg-a-thon, external relationships, long term strategy (**Deena**)
- Coaching, Equipment needs, Regattas (**Tim**)
- Junior program, travel, boosters, junior banquet, Junior committees (**Roxanne**)
- Membership, financial position, bookkeeper, audit, financial aid (**Leah**)
- Website, records, policy/procedures, internal/external communications (**Susie**)

**Breakout Session**

- Deena w/ President and Vice President
- Tim w/ Captain and Lieutenant
- Roxanne w/ Junior Coordinators
- Leah w/ Treasurer
- Susie w/ Secretary and Communications Secretary