

## SLRC/BOD Meeting Minutes

March 25, 2018

A regular meeting was called by the elected Board of Directors (BOD) of the St. Louis Rowing Club (SLRC). The meeting was held on March 25, 2018 at the SLRC facility in Creve Coeur, MO. The intent of this meeting was to discuss regular business of the SLRC.

Attendees included BOD members: Patrick O'Neal, Carolyn Buselmeier, Laura Muhr, Kristi Heffernen, Roxanne Barr, Deb Small, Tom Albers, Steve Dedrickson, and John Guest.

The meeting was called to order by Mr. O'Neal and the minutes from the March 4, 2018 minutes were reviewed and considered.

A motion to approve those minutes was offered by Ms. Heffernen and seconded by Ms. Small. Members voted and unanimously approved the minutes.

### **1. Review of Events**

Adult Learn To Row (LTR): Mr. O'Neal reviewed the March LTR program event. BOD identified need for streamlined onboarding process, need to better track attendance, and need to fortify and confirm coaching plan. Mr. O'Neal to follow up on these identified needs and report back to BOD.

NO VOTE NEEDED

Novice Orientation: Ms. Barr provided overview of March novice orientation event. Event went well, but not great attendance. Identified needs for future events: engage more varsity rowers, show videos of regattas during event, engage more coaches, and develop/disseminate a timeline for new rowers. Mr. O'Neal to develop proposed timeline and share with BOD.

NO VOTE NEEDED

### **2. Lawsuit Update**

Mr. O'Neal shared update on lawsuit brought against SLRC. The suit has been resolved. The judge in the matter has signed the dismissal. No obligations, restrictions, or limitations arising out of the suit remain in place.

NO VOTE NEEDED

### **3. Discussion of April Open Meeting**

SLRC bylaws require the April BOD meeting to be held in an open format with SLRC members in attendance. BOD reviewed possible dates and settled on April 22, 2018 from 2-4 p.m. at the SLRC facility in Creve Coeur, MO. A discussion was held in regards to proposed agenda for the April Open Meeting. A determination was made that the agenda would include:

- a. Review of 1<sup>st</sup> Quarter Financials
- b. Elicit member feedback on priorities/concerns/opportunities
- c. Lawsuit update
- d. Functional area updates
- e. Discussion of possible dues increase

NO VOTE NEEDED

#### 4. Annual Team Meeting

Discussion held regarding the scheduling of annual team meeting. Proposed meeting on 5/29/2018 from 6-8 p.m. Mr. O'Neal to confirm with Head Coach.

NO VOTE NEEDED

#### 5. Functional Area Updates

Communications: Ms. Heffernen led a review of communications program updates. A draft charter for the communications committee is in process. Ms. Heffernen will develop an Internal/External Communications Plan for SLRC. A discussion was held around the need for a liaison between BOD and areas of SLRC to ensure transparency and effective communication. The following liaisons were designated: Ms. Barr (Junior Boys); Ms. Muhr (Junior Girls); Ms. Buselmeier (Advanced Sculling); and Mr. Dedrickson (Masters Program). Discussion held around management software options. SLRC currently participating in trial run with Wild Apricot whose product will automate processing (waivers and payments).

NO VOTE NEEDED

Organization: Mr. O'Neill led a review of organizational policy initiative. BOD identified need to understand the breadth of organizational policies, disseminate function-specific policies to functional leaders for review and update. BOD discussed need to review bylaws and share update strategy. Mr. Guest will conduct this review and share findings and recommendations with BOD.

NO VOTE NEEDED

Finance: Ms. Buselmeier led an overview of financial updates with BOD. Current budget numbers were reviewed and discussed. Ms. Buselmeier shared with BOD the budget shortfall that existed prior to this year. BOD discussed how to resolve that. Ms. Buselmeier shared proposed timing of this year's budget process. She requested that each functional area provide her with budget needs and support by 4/11. Budget process will be discussed at 4/22 meeting. BOD determined that a special meeting will be held in May to review and approve budget.

NO VOTE NEEDED

Junior Program. Ms. Barr led an overview of 2018 junior program banquet and philosophy. A discussion was held around whether proceeds would be utilized for financial aid and/or operational needs and budget shortfall. The process of eliciting donations for banquet auction requires clarity on the ultimate use of proceeds. BOD resolved to continue discussion.

Further discussion was held around spring regatta season for junior program. Need identified to confirm/finalize rooming lists and traveling lists early by required deadlines in order to facilitate planning. Determination made to hold a coach's meeting to clarify expectations.

Discussion also held around list of junior program participants who had not yet completed code of conduct and release. Determination made to communicate to these participants that absent completion they were not permitted to participate in SLRC activities.

NO VOTE NEEDED

A motion to close the meeting was offered by Mr. O'Neal and seconded by Mr. Guest. Members voted unanimously to close the meeting.