

## SLRC/BOD Meeting Minutes

March 4, 2018

A regular meeting was called by the elected Board of Directors (BOD) of St. Louis Rowing Club (SLRC). The meeting was held on March 4, 2018 at Kaldi's Coffee in Chesterfield, MO. The intent of the meeting was to discuss regular business of the Club

Attendees included BOD members: Patrick O'Neal, Carolyn Buselmeier, Laura Muhr, Kristy Heffernan, Roxanne Barr, Tom Alberts, and Steve Dedrickson. BOD members Deb Small and John Guest were unable to attend.

The meeting was called to order by SLRC President, Patrick O'Neal.

1. Approval of Past Meeting Minutes: The minutes from 2/6/2018 meeting were reviewed and considered.

**A motion to approve was offered by Tom Albert and seconded by Laura Muhr. Members voted and unanimously approved the minutes.**

2. Fundraising Event Retrospective
  - a. Funny Bone: The Board discussed the Funny Bone fundraiser held on February 16, 2018. SLRC Junior Program Coordinator, Roxanne Gaines-Barr reported that the event was pretty easy to organized and fairly straight forward. Board members were not certain of the real interest in attendance by the members versus a sense of obligation/support. There were some thoughts/concerns regarding the nature of the comedy; however, event invites and notices did caution members. If held another time (uncertain), the Board discussed the possibility of looking for a more family-friendly comedian. Also, there was not as much networking opportunity as expected/desired. Modifying the raffles on dues should be considered, as the funds collected for the raffles were much lower than the value.
  - b. Erg-A-Thon: The Board discussed the 2018 Annual Erg-A-Thon held on February 24, 2018. SLRC Treasurer, Carolyn Buselmeier, reported that (as of Sunday, March 4, 2018) the total pledges were approximately \$34,000 with a total paid to date of \$30,000. This represented good progress on funds collected to date. Several Board members suggested that improvements could be made to pledge form regarding due date of pledged funds to earn the t-shirt and potential streamlining of the process and payment online. Carolyn stated that calculation of expenses for the event is still pending. SLRC Communications Secretary, Kristy Heffernan, suggested that we should consider a technical shirt and/or tank vs. cotton t-shirt next year based on member participant feedback.

**No Vote Needed**

3. Lawsuit Update: SLRC President, Patrick O’Neal, shared that the order and ratification was submitted to the court for dismissal in the previous week. It is anticipated that a decision will be made in the coming week. This would represent closure of the last remaining case associated with the lawsuit. SLRC Treasurer, Carolyn Buselmeier, shared that the total cost of legal expenses to the Club was \$1350 for the attorney with an increase in Directors and Officers (D&O) insurance by \$5,200 annually. This does not include cost of audits/assessments covered by insurance.

**No Vote Needed**

4. Long Range Planning Committee:
  - a. SLRC Communications Secretary, Kristy Heffernan, shared the background, membership, planning issues and opportunities, and next steps/recommendations from the committee, as chartered by the former SLRC Interim Management Team (IMT). The planning issues and opportunities covered were:
    - Creve Coeur Park and Lake
    - Boathouse Facility / Site
    - Equipment
    - Partnerships - Washington University
    - Club Operations – Volunteer and Paid Support, including coaches
    - Financial Resources
    - Rowing Programs
  - b. On behalf of the committee, Kristy recommend that the Board review and approve near-term recommendations and identify an approach to address them along with considering the formation of a new Long Range Planning Committee under the new Board. SLRC President, Patrick O’Neal, recommended that the Board further review this committees recommendations and their draft Long Range Planning thoughts for future consideration, prioritization and alignment with the new committees being formed under the Board and in accordance with the By-Laws.

**No Vote Needed**

5. Functional Areas

**Safety & Maintenance**

SLRC Captain, Tom Albert, reviewed the proposed committee charter, membership and priorities.

Launch Motors: Tom suggested that the Board begin budgeting for launch motors based on a continuous and to-be defined replacement schedule. He recommended that a new motor be put on order immediately and agreed to provide a phased schedule for inclusion in the budget going forward.

Water Bottle Filler: Tom shared that a water bottle filler attachment for the water fountain in the boathouse is on order and will help minimize the use of disposable water bottles and increase use of re-usable water bottles. The committee is planning a re-usable water bottle campaign. This will also decrease clutter from disposable water bottles around the boathouse.

Locker Room Hand Dryers: Tom shared a recommendation for hand dryers to be installed in both locker rooms. SLRC Treasurer, Carolyn Buselmeier, reported that she needed to check on budget to support this recommendation.

Cox Boxes: Tom shared that an inspection of all of the cox boxes has been completed and he recommends that improvements be made to the cox box charging area to improve organization and enhance readiness and reliability of cox boxes. There was discussion about whether to buy the charging station or have one made by a member or other volunteer. Tom agreed to get an estimate for both (make and buy).

Boathouse Cleaning: Tom reported plans for a boathouse cleaning day in April. More information to follow.

Safety: Tom shared and Patrick further emphasized the importance of safety being a top priority for the Board, the Club and the committee.

Donation List: The Board discussed the possibility of creating a donation list and making it available to members for small items needed to support or improve operations (e.g., towels, cox buckets). The committee will take this into consideration.

Safety & Maintenance Committee Charter and Membership: Tom shared the draft charter and membership, including their plans for a first meeting on Wednesday, March 7, 2018. Following that meeting and further work by the committee, the charter and membership will be brought back to the Board for approval.

### **No Vote Needed**

### **Finance Committee**

SLRC Treasurer, Carolyn Buselmeier, reviewed the proposed committee charter, membership and priorities. This included the formation of a Financial Assistance Sub-Committee.

Finance Committee members proposed were:

SLRC Treasurer, Carolyn Buselmeier - Chair  
Active Member - Chuck Cook  
Parent Member - Cindy Howard  
Active Member - Michael VanEngelen

Financial Assistance Sub-Committee members proposed were:

Active Member - Simon Warren

Active Member - Chuck Schagrin

The Board recommended the addition of SLRC Vice President and Fundraising Committee Chair, Steve Dedrickson, be added to the Financial Assistance Sub-Committee.

**Motion to approve the charter and membership (with the addition of Steve Dedrickson to the Financial Assistance Sub-Committee) was made by Kristy Heffernan and seconded by Tom Albert.**

There was some discussion about the Capital Campaign efforts launched under the former IMT and the need to get all fundraising efforts aligned under the Fundraising Committee. The Board acknowledged this need to ensure awareness, alignment and to promote phasing.

**ACTION:** Steve Dedrickson to get plugged in to Capital Campaign efforts led by Deena Rickert-Krestel (former SLRC Interim President). Patrick O'Neal will facilitate.

There was a discussion regarding the Junior Banquet on clarifying the intent being a social event or fundraiser. It was acknowledged that it was both. This discussion continued further into the need for an increased focus on Financial Assistance fundraising and outreach. SLRC Junior Program Coordinator, Roxanne Gaines-Barr, made a proposal to dedicate net proceeds from the upcoming Junior Banquet to Financial Assistance to help generate the funds for future assistance and increased outreach to expand recruiting beyond private schools and the broader community.

**A motion to approve the proposal for dedicating net proceeds from the Juniors Banquet to Financial Assistance was made by Patrick O'Neal and seconded by Steve Dedrickson. This decision is subject to approval by SLRC Treasurer, Carolyn Buselmeier, following review of budget and any negative impact on operating expenses.**

#### **Junior Program Committee**

SLRC Junior Coordinator, Roxanne Gaines-Barr, reviewed the proposed committee charter and priorities. She shared that she and fellow SLRC Junior Program Coordinator, Laura Muhr, would be acting as the Junior Program Committee while they get their feet on the ground. She and Laura also shared that they plan to add college scholarship and recruiting timeline/mentoring/handbook to their committee's priorities. The benefits of this to Junior rowers was discussed and length with the Board agreeing. Tom Albert offered to provide support based on his experience in this area.

There was an extensive discussion about coaches, including the shortage of coaches and the need to enhance recruiting, retention, expectations and succession planning. SLRC President, Patrick O'Neal, stated that he plans to reach out to the coaches for meeting(s) to gain insight and discuss the overall coaching situation.

### **Communications**

Due to time constraints on the allotted meeting time, SLRC Communications Secretary, Kristy Heffernan, limited her discussion to the establishment of SLRC domain e-mail addresses for the purpose of leverage the stlouisrowingclub.com domain for professional e-mail addresses and use for roles that interface directly with SLRC members or the public. It is intended that these e-mail addresses to be handed off in transition of BOD roles from one person to another. Kristy reviewed those created and planned. Steve Dedrickson requested that we hold off on creating one for fundraising while he thinks about naming. These will be implemented as the first phase of G-Suite for Non-Profits solution/services that is now available to SLRC as a 501(c)(3).

**ACTION:** Roxanne and Laura to decide on how they would like Junior Program domain e-mails established. Also, how to address the numerous Junior Program e-mails currently in use.

### **Other Agenda Items (Not Discussed)**

The following agenda items were not addressed due to time constraints. These items will be deferred to the next or a future meeting.

- Communications (Kristy)
  - Communications Committee
  - Club Management Software / Website
  - Long term goals / projects
- Organization / Record Keeping (Patrick)
  - Policy and Procedures Committee

#### 6. Upcoming events

Novice Youth Orientation (March 18th - Time TBA)

Open Meeting (April - TBD)

Annual Meeting (May - TBD)

**A motion to adjourn was offered by Kristy Heffernan at 2:10pm and seconded by Patrick O'Neal. BOD unanimously approved adjournment. Patrick will send out a Doodle for the next meeting and will propose a location.**