



# ANN ARBOR ROWING CLUB

P.O.Box 3128 Ann Arbor, Michigan 48106 734-930-6462

## AARC Board Meeting April 17, 2007

Purpose: The mission of the Ann Arbor Rowing Club is to provide and promote a safe, affordable, educationally rewarding rowing experience for residents of Ann Arbor and the surrounding area.

Present: David Crouse, Karen Berna, Kate Herrington, Kristin Schrader, Margaret Hudson, Michelle Nemshak, Peggy Herron, Tricia Miranda, Jerry Hoffman, Melissa Clark

Absent: Sally Hilger, Sarah Marsh

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The meeting was called to order at 6:32pm

- 1) Welcome (Margaret); minutes were passed via email
- 2) No additions/amendments were made to the agenda.
- 3) Review of Action Items (i.e., "Monkey List") (Margaret for Sarah)

### Discussions/Action Items

- 4) Appointing new Board member (Margaret/Sarah)—The Board reviewed the statements and discussed the two members presented by the Nomination Committee that accepted their nominations to be appointed to the Board. The Board unanimously voted on appointing Adam Hendricks as the new Board member to be confirmed and announced.

*Note: Adam accepted his nomination to the Board.*

- 5) Review of the bylaws (Sally)—Not present for discussion; tabled for future meeting.
- 6) Finalize changes to Club safety rules (Michelle & David)—Changes to dark rowing language and edits for safety rules were approved over email. Michelle will email out final language to board and post online. The certified launch driver process will be sent out for final approval via email; a grandfathering review session is planned for experienced launch drivers; a plan will be circulated for training additional safety launch drivers this week.
- 7) Club Policies (Margaret for Sarah)
  - a. Guest rowers—The Board discussed issues surrounding guest rowers from out of town and guest rowers who are considering membership; language will be updated and sent out for approval via email.
  - b. Under 18 sculling policy—Final language will be sent out for approval via email.
- 8) Bulletin Board moderation (Melissa)—Melissa will create a public bulletin board for Club use with a separate, private board-only bulletin area for discussion topics. Moderators will be matched to forums appropriate to program areas. Michelle will check through newsletter capabilities of our web hosting service.

8:01pm

- 9) Review of Week 1 of Season (all)—The Board reviewed the beginning of the season—things are going well.

### Reports/Information Items

- 10) "Other Function" Reports (*only as needed*)

Membership (Peggy) –1) March 24 pre-season general membership meeting was lightly attended by membership. Lots of good information was provided by board members including a review of the 2006 season survey results by Eric Dey as well as changes to programming, updates on MCI, the new structure of Learn to Row and the new fee structure option for regattas. 2) As of April 17, 50 individuals have paid their 2007 membership dues. Of those, 30 are registered for the ITP/Open program. The other 18 are PBO's, club scullers and cox-only individuals. A few the ITP/Open registrants are BSD rowers who wanted to start rowing in April and were given approval by Sarah and Bill Bergeson-Lockwood to do so. 3) Membership handbook distribution was put on hold after discussion with Margaret about the volume of material we were attempting to compile in a pretty tight window. I would like to propose that distribution be done to membership in PDF format, rather than as a printed document. Distribution is easily achieved this way. As people pay their membership fees, I can send out the document in an e-mail that reiterates the importance of understanding and following club rules. People will choose to read it or not whether it is in a paper or electronic form. I will have a draft available for board review before April 30. (Board agreed that distribution via PDF was good; a copy will also be linked to the website)

Finance (David) – There are no updates on the 501(c)3 application process. Need to have finance committee and membership committee work to allocate all recent registration deposits into proper quickbook categories.

Treasury finance status as of April 14, 2007:

TCF Bank Accounts		Download to:	Comma Separated (.csv)	Download
<b>Checking</b>				
<u>Account Name:</u>	<u>Account Number:</u>	<u>Current Balance Including Pending Transactions:</u>	<u>Current Balance As Of:</u>	
TCF Premier Business Checking	*****	\$18,248.25	04/14/2007 10:43 AM CDT	
Checking Total: \$18,248.25				
<b>Money Market</b>				
<u>Account Name:</u>	<u>Account Number:</u>	<u>Current Balance Including Pending Transactions:</u>	<u>Current Balance As Of:</u>	
Small Business Money Market	*****	\$31,167.02	04/14/2007 10:43 AM CDT	
Money Market Total: \$31,167.02				
<b>Certificates</b>				
<u>Account Name:</u>	<u>Account Number:</u>	<u>Current Balance:</u>	<u>Current Balance As Of:</u>	
Certificate - 6 months	*****	\$10,475.42	04/14/2007 10:43 AM CDT	
Certificates Total: \$10,475.42				

Safety & Risk Management (Michelle/David) --Insurance is up-to-date. Safety equipment ready for start of season—quota of boat lights up, new cox'n bags with full supplies, new first aid kit for boathouse, new water cooler, new flood light for dark rowing and currently trying a set of launch lights. Michelle will be checking safety-related equipment monthly. Kippe kits all up-to-date. Club safety rules updated/revised pending board approval, dark rowing language approval pending. Priorities for next month: Complete Certified Launch Driver program, process for “grandfathering” launch drivers, set training for new launch drivers, safety review with coaches, and work with Dr. Carly Gomez to purchase AED for boathouse.

Facility & Equipment (Jerry) -- 1) Installed running lights on launch one. Purchased high-intensity spotlight for use in emergencies. Michelle purchased a new water cooler for the boathouse. 2) Spring work party was a success and the required activities were accomplished to start the season. 3) I have started discussions with the high school rowing coaches regarding the boat lifts for the boathouse.

11) Program Managers (*only as needed*)

Sculling, including LTS (Jerry/Mark)-- 1) Brian Bartek has accepted the Director of Sculling position. Mark Hogan and I will work with Brian to develop the training program and prepare for the start of the sculling season in early May. 2) Brian, Mark and I will begin searching for a more competitive shell and ordering the three new sets of sculling oars.

PBO (Andrew)—Recently three open, usable PBO spots became available. These spots have been offered to the next four people on the PBO wait-list (one declined, the other three have accepted). There are several very high spots open – Andrew recommends using them for temporary storage until we find a sculler tall-enough to manage the height safely. The online wait-list has not yet been updated, but will be shortly.

Merchandise (Karen G)-- 1. INVENTORY SALES. They're going pretty well -- 2007 sales to date total ~\$180. 2. WEB SITE. Melissa and I met to discuss additional updating of the merchandise page of [a2crew.com](http://a2crew.com). Our target date for having it ready is May 1. 3. RACING ATTIRE. The updated web site will specify the dates of June 10 and August 10 for group orders of racing attire. Individual orders can be submitted any time before each date to be included in the order. There will be photos of the racing attire on the updated web site. Also prices will incorporate the sporg fee.

MCI (Tricia)-- We are now officially a USRowing-registered event with four secured referees (I'd like to have one more), and have the City listed as additionally insured (required for the park use permit). We are also now listed on RegattaCentral; the final event packet will be uploaded to accept entries after sponsorship is finalized, since this year's event offers sponsoring a cup race as part of the package. Since last month we've gained more sponsorship for MCI from RowKraft and The Henry Ford Museum, bringing total value of sponsorship to \$530, already exceeding last year's sponsorship level by \$130. So far no one has responded to my call to be a contact with area businesses, so if you can put a plug in with folks you know that would be great—the sponsorship letter has been attached to the most recent weekly emails. Otherwise, I'm working on t-shirt

designs (so they sell like hotcakes again this year) and securing necessary supplies and staff for the event. The MCI committee will start weekly meetings in June.

Public Relations/Marketing (Kristin) –We have advertised in several publications; Kristin is researching and getting new AARC yard signs made. Kristin will also be purchasing a large AARC magnet to affix to the side of our trailering truck.

Adult Learning Programs (Kristin)—LTR 1 and 2 are both filled; sessions 3 and 4 are half-full and are only 2 weeks away. Kristin will follow up with Rec & Ed regarding April 22 Quick Catch.

Sweep Rowing (Kate)—Kate is still interviewing coaches. Michelle, Barb Kraft, and Robin Schultz-Purves are current volunteers for program assistants; Sarah will be serving as a BSD program assistant. We still need Open rowers to volunteer to serve as program assistants for Open rowing.

Regatta (Karen B)—3 members signed up for the regatta fee to pay ahead. Karen will consider the possibility of providing another opportunity for rowers to pre-pay for regattas. Karen followed up with several dealerships and is under negotiations for the lease of a truck appropriate for pulling our trailer. Karen is working with Melissa to devise a plan to collect regatta fees, possibly using PayPal.

Youth (Susan)—No report submitted. As of 4/17 YLTR 1 has 8 registrants; YLTR 2 has 1 and Youth rowing has 4, all interested in the competitive program.

Social (Rachel)-- Nothing to report. Margaret noted that the first informal chat with the Board is scheduled for Monday April 30 after practice. Pizza will be provided. David noted that we have not yet received payment from the beer tasting; Margaret noted that Rachel is in contact with ABC regarding event details.

Winter Training (Mike)—No report submitted.

Nutrition Clinic (Karen G)--Cristin delivered a high-quality clinic. She put a lot into the preparation, and the delivery was professional. We covered nutrition and core strengthening at the DTE Community Room; erg coaching was at boathouse. We had 18 participants, exceeding our minimum target of 10-11. Five participants came from other clubs (DBC, Wyandotte, Lansing, & Western Reserve). This networking was a really nice aspect of the event and resulted in invitations from DBC to participate in a couple of events they were sponsoring. A summary of evaluation forms from participants is provided separately.

## 12) Neighbor Rowing Club Reports

OAAR Report (Margaret)—Nothing to report.

Huron Representative Report (Tom/Mike)-- Nothing to report.

Pioneer Representative Report (Rich)—No report submitted.

## 13) Review upcoming calendar – including May meeting – and closing comments (Margaret)—the summer Board meeting schedule is TBD over email.

The meeting was adjourned at 8:42pm.

*Note: On 5/6/07 the Minutes for the Board of Directors were unanimously passed at the May Board meeting..*

*Minutes recorded and respectfully submitted by Tricia Miranda, AARC Secretary.*

## **Calendar**

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### Upcoming Board meetings

- May TBD, 6:30pm, DTE Community Room, 425 Main St
- June TBD, 6:30pm, DTE Community Room, 425 Main St.
- July TBD, 6:30pm, DTE Community Room, 425 Main St.

### Club events

- April 16/17, LTR 1/2 begin
- April 22, LTR QC 1
- May 7/8, LTR 3/4 begin

More calendar items can be found online: [www.google.com/calendar](http://www.google.com/calendar) (search AARC)