

August 15th, 2017 Board Minutes

The July minutes were accepted electronically on 7/25/17 and posted to website.

At 7:03 pm the meeting was called to order at the Clifton Park Town Library. No membership was present for the open comment period.

Board Members present: Rob Partlow, Stephanie Pidgeon, Sean O'Brien, Mark Smrstik, Barb Moore, Roger Pelham, Jon Slepki, Steve O'Brien, Nancy Paulsen and Scott McDonald. Also present: Mike Gilbert, Dave Clayman. Excused: Mary Hanratty, Deb Curto, and Lora Becker.

1. Executive Director and Coach Report – Sean

- a. Canadian Henley Regatta: Considered a club success with 24 rowers in attendance, good racing, great chaperones and trip organization, and with many rowers taking advantage of regatta volunteering opportunities. While no crews made it to the semi-finals, they performed well against a field comprised of some of the best Section II and international crews. The high participation level was identified as a key for success and largely attributed to early notification of the summer opportunity to membership during the spring season.
- b. Coaches Justin and Emily will not be returning for the Fall season and replacements have not yet been hired. It was noted that Albany lost two coaches as well. Possible split on-water/on-land practices discussed if qualified replacements are not found. Related board discussion regarding requirement for adult supervision for on-land portion to maintain safety (desk monitors needed each day) and program quality, have acceptable plan in place, required first aid and CPR training for any new hire, and possibility of moving a qualified modified coach to varsity level if mod program needs are reduced. Also discussed was a coxswain training session for All rowers to attend with objective to educate and highlight key responsibilities and their role in team success.
- c. September 9th Parent meeting: Sean will generate agenda for review. Discussion of program agenda, speaking topics for various board members (spring season, Henley, fundraising, volunteer spots, etc.), and handouts.

2. Coaches Report

- a. Mike:
 - i. Canadian Henley Regatta: Mike also highlighted that the crews raced well and benefits of the increased participation this year. He also noted that little space for meals presented a problem but was managed.
 - ii. General comments: Following up on a Board recommendation, Mike (and Sean) will be mentoring the mod coaches during the first week of Fall practice (before start of Mod season). Mod coaches will join Mike and Sean in their launches to directly observe and opportunity for a lessons-learned exchange to tap into their "skills" knowledge base.
- b. Dave:
 - i. All coaches are returning (Sarah, Lindsey, and Maria).
 - ii. Equipment: Broken equipment list will go to Sean. The new gas trays are in place as required for storage of gas containers and launch tanks. Burnt Hills rep will be contacted for notification and possible inspection.
 - iii. Burnt Hills Docks: Dave reiterated issues with the current launch dock situation, specifically, launches docked on the river side with approximately half in the water and lower engine and

propeller submerged. This situation exposes both to damaging wakes from recreation and commercial traffic, docking hazards for coxswains, exposing both to zebra mussels and potential engine damage. Rob and Scott are to meet with a Burnt Hill Board representative to discuss and work towards a resolution. Mike indicated he had sent an email to Burnt Hills regarding the dock situation and cc'd Sean. He was informed that all correspondence with Burnt Hills was to only come from Sean (Executive Director) or Shen Board president.

3. Recruiting Update: Recruiting events are scheduled for Aug 30th at HSW and Aug 31st at the middle schools. These will be attended by select coaches, board members and student rowers. Pamphlets/flyers will be made available and possibly an ERG challenge offered to help generate interest.
4. Fundraising Update:
 - a. Corporate Fundraising:
 - i. Through Roger's efforts, Belmonte Builders donated a 2007 GMC Sierra 2500 extended cab truck with sufficient towing capacity to meet club needs. In addition, Northstar Chevrolet donated repair services. Club would have to cover a \$500 cost for door repair. Truck needs new tires and oil change, possible items for full or partial donation. Discussion regarding comfort level given construction-type wear and tear and concerns with long hauls to regattas, as well as club's use now and possible trade-in value for future purchase or lease. Dave is to check out the truck. Also discussed was the disposal of the Blue truck and other business items, including insurance. Roger made a motion to accept the donation and approve the \$500 repair costs, which was passed unanimously.
 - ii. Brochure: Roger presented a draft corporate fundraising brochure to the Board for review, comment, and approval. Recommendations were offered on minor design changes and content. Roger made a motion to approve and proceed with a final draft for Board approval, which was passed unanimously.
 - b. Van Donation: General discussion regarding Laura McClendon's and family's gracious van donation and its continued use by the club (was used for the Henley trip) or as a trade-in/private sale towards a replacement truck. The van mileage is approximately 88k miles and estimated value of \$3k. This discussion was tabled as requiring further discussion.
 - c. General Donation Discussions: Target businesses for monetary, food, and dry goods (soup bowls, etc.) were identified, to include Hannaford and Stewarts. Roger has been in touch with both. Also discussed was task to identify items we need and no longer require.
5. Land Planning Report: Sean reported that he met with Mike and Dave and assembled and presented to the Board a new facility/boathouse "needs list" to be included in a formal feasibility study submission to the Town of Clifton Park's Town Board. Rob is to add an introductory paragraph, the Shen Crew mission statement, and resubmit for review.
6. Finance Update – Nancy
 - a. Nancy is catching up on membership payments. There are a few past due payments but no issues expected.
 - b. 2017 Spring season payment plan in place for two families.
 - c. Outstanding bills total approximately \$6k - \$5k for Shen buses during spring season and \$1k for tax preparation.

- d. General financial discussions covering club account role and needs and adherence to 501c rules. Also discussed was out-reach to membership for potential donated services to include certified book keepers, accountants, engineers (new boathouse, etc.) and attorney.
7. Transportation & Regattas – Jon
 - a. Henley: Trip expenses came in well under budget through early-on planning and overall efficiency. Per-rower cost was in the \$500 range instead of \$600 sign-up fee. Nancy noted refunds would be applied to the attendees upcoming season tuitions.
 - b. New Hampshire Fall Regatta (high school only): Upstate buses are all reserved and looking at other options, including rental of five (5) vans at a potential cost savings of \$1700.
 8. Volunteer Spots – Stephanie: 70 volunteer spots are currently available. Board and ED has been asked to review and provide feedback on the volunteer spot list and before releasing the on-line sign-up form to membership. It was noted that Lora Becker will be handling the food tent.
 9. Trello Program Demonstration: Mark demonstrated the capabilities of Trello, a free software package that offers a flexible and visual way to better manage, organize, and communicate across our various board and committee tasks. The software was well received and approved for implementation.
 10. Web Site Update:
 - a. General discussion regarding the priority need to rebuild the Shen Crew web site and potential built-in capabilities, including tuition and donation on-line payments, recruiting, sponsorships listings, among others.
 - b. Mark requested receipt of the web site sign-in credentials and understanding of services offered/capabilities tied to our domain name account. This information will be provided.
 - c. Roger presented information and costs regarding on-line payment options tied to web site (PayPal, Google, etc) and opened for Board discussion. Roger made motion for decision vote but withdrew motion as it was decided additional discussion and cost evaluation was necessary.

Meeting adjourned at 9:03pm