

Upper Valley Rowing Foundation  
Board of Directors Meeting Minutes  
June 8, 2009  
Oberlander Lounge

**Board Members Present:**

Peter Davenport, Deb Dufty, Jen Friend, Paul Gross, Dick Grossman, Bob Haynes, Heidi Lange, Win Piper, Brenda Sirovich, Karen Sluzenski.

**Board Members Absent:** Buzz Congram, Elizabeth Glenshaw, Liz Marshall, Steve Perry

**Guests:** Mike Delapia

*Call to order: 5:53 PM*

1. **Executive Committee report.** The Executive Committee met once in person and addressed several issues by phone. Two decisions were made: 1) to offer Tabor high school the rental of 2 Fours for one week (per their request initially addressed to HHS), with certain conditions. Tabor ended up renting from Dartmouth; 2) to authorize allocation of funds to purchase more e-storage space on the UVRF website, after having filled existing storage space.
2. **Minutes of April 13 meeting.** Approval of the minutes was **moved** and seconded; the motion passed unanimously.
3. **Communication** – Etiquette at meetings was discussed, specifically the principle that only one person should speak at a time. Email was also discussed. For incoming email from a member of the community, that individual should be omitted from email discussion between board members. For emails amongst Board members: all members should 1) try to adjust the subject of the email to reflect current content, if the subject matter changes, 2) look at each mail and adjust the recipient list as required. Incoming emails should initially be directed to the committee member/director responsible for the specific issue. Communications director, Karen S., should be CC'ed for all communications. Karen has also created a googledocs area – 990's are in there, conflict of interest, she has PR 2009 in there with record of PR from this year. We can all communicate with each other through this.
4. **Enrollment and Finances** – Enrollment is low. People do tend to sign up at the last minute. We had many more enrolled at this time last year. Some cause for concern. We have budgeted for 16 people in each of 5 programs. Jen provided numbers; 94 families are paid. Possible reasons for low enrollment were discussed, including the economy and the institution of a swim test requirement. The men's comp team is fledgling; a group of HHS boys has expressed interest. The program was promoted to HHS students and parents by HHS coaches. Programs have been widely publicized. Contingencies for low enrollment were discussed. Minimum enrollment to run a program will be 8 paid members. Learn To Row could be delayed (shortened) by one week if necessary. Contact with Shidara needs to be achieved ASAP in order to finalize tank session for Learn To Row, and final swim test date at Dartmouth.
5. **Finances** – Spreadsheet distributed. We had budgeted to have about a \$1600 surplus. We added the rental of the Nag to avoid having to use the Stetson. That leaves us with \$1000. There are some savings: For example, we are renting two trailers from Dartmouth and should derive revenue from renting rack space on the trailers; we are not renting porta-potties (Dartmouth is). We have

also had unanticipated expense, including higher than anticipated HHS charges, rentals from Dartmouth (an additional Four) that was not budgeted for, as well as lower than anticipated Spring program enrollment. At least one decision (rentals from Dartmouth) was made without input of the full board. In order to be financially responsible, we have to make sure that money is no money is spent without approval of the Board, or in urgent circumstances (or for minor expenditures), the Executive Committee. Our assumptions include two boats, one coach, two coxswains per program; ~ 2 races/comp program. We now are getting 2 trailers + one Eight + one Four for \$2000 and we are not renting one of the HS Eights. We are undersubscribed for the fleet we now have.

6. **Fleet management** – Mike Delapia, guest at the meeting and Dartmouth rigger working per hour for UVRF, addressed the Board. Arrangements for moving UVRF boats onto rented Dartmouth trailers were discussed, as were UVRF use of the Dartmouth tanks, which Mike will now be arranging. Mike Delapia's email: [madboatman@dartmouth.edu](mailto:madboatman@dartmouth.edu). He's doing repairs to singles; he's also working on the Northrup. He will put together an estimate for the Vespoli single. We have riggers for this. Mike reviewed his hourly rate, which was acceptable to the Board. Also, the current contents of Fuller middle bay was discussed (most in non-UVRF); Mike will be fixing up the back of Fuller.

Work party – Will be rescheduled for Sunday June 14 (from June 13), due to Dartmouth graduation. Membership will be notified and volunteers for the new date solicited. Specific arrangements were discussed and resolved, except for a truck and driver for the trailer, which will be sought. Julie Stevenson and Carin Reynolds were to be contacted regarding whether it was OK with HHS to leave the Perry and Stetson on the ground at Fullington.

7. **Dartmouth contract** - The Dartmouth contract is still pending. Win needs to get the most recent version of the contract and arrange to meet with Shidara.
8. **Operations** – Once our programs are fully launched, we need to set up an Operations Committee meeting – to determine what worked and what didn't work this year, put together a timetable for future years.
9. **Sculling** – Liz M. is working on Learn to Scull. Amanda Purcell, women's comp coach, will teach 4 sessions. Program dates are pending.

Andy Steele is working on dock monitors, who will work from 5:30 – 7:30 AM weekdays. Karen S. will send around an email requesting volunteers for afternoon hours, which will be the same as they were last year.

The decision on purchase of two new singles is on hold, given low enrollment. The single blades have been newly painted. Scullers can row in club boats starting June 15. We need to check there will be dock monitors. Sculling policy needs to be placed on the website. Regarding storage: 17 out of 25 people on the waitlist for rackspace will get space on the additional Dartmouth trailer. This will provide additional revenue to the club.

A Guest Policy was proposed and reviewed, and will be posted on the website and at the boathouse. Waivers are required for all guests of members, who may row a maximum of 7 times in a year, and who cede priority to any club member wishing to take out a boat. Waivers will be available at the boathouse, in an envelope. Acceptance of the proposed guest policy was **moved**, seconded, and was passed unanimously.

Finally, a new committee member, Dan Ruml, is attempting to add additional indoor storage space for one single hung from the ceiling of Fuller.

10. **Scholarship policy** – The scholarship policy was discussed. Two proposed versions were submitted. It was agreed that any policy should be transparent and efforts should be made not to favor those “in the know”. Dedicated scholarships (to an individual) are allowed. After extensive discussion, however, the issue was TABLED due to the current finances of the club and the lack of any donations directed to scholarship this year.
11. **Safety** – Swim tests – There has been one failure; this individual does plan to retake the test. Two swim test dates remain, including one at Dartmouth, ideally on the first day of the summer novice session. An email will be sent to all members who have not yet passed to test to remind them of the requirement and the remaining test dates. Brenda agreed to contact Liz Marshall regarding making sure Ronin was directing complimentary members (coaches, coxswains) to schedule a swim test. The issue of whether coxswains who passed a swim test at HHS require a UVRF test was discussed but not resolved.

Meeting adjourned at 8:15 PM.

Respectfully submitted,

Brenda Sirovich  
Secretary