



Sammamish Rowing Association
Board of Directors Meeting Minutes
Jun 20, 2018

Board members present	Staff members present
Andy Lynch (Safety Committee Chair)	Steven Freygang (Executive Director)
Heidi Kelly (Social Committee Chair)	Kelley Pope (Director of Operations)
Jennifer Teschke (Treasurer)	Curtis von Veh (LTR Director)
Jocelyn Hamilton (Secretary)	
John Kelly (Vice-President)	
Leslie Moser (President)	
Paul Colvin	
Scott Winter (Staff Liaison, Equipment Committee Chair)	
Sunrise Swanson Williams	
Tanya Bumstead	
Tony Andrews	
Board members absent	
Bill Spencer	
Rob Relyea (Strategic Planning Committee Chair)	
Steve Buckley	

Meeting called to order at 7:19 pm.

Welcome guests: Curtis von Veh, LTR director.

Previous minutes

- **Motion:** John moved to approve the previous minutes. Sunrise seconded. Motion was unanimously approved.

Learn to Row program changes

- Steven introduced Curtis and asked him to talk about the LTR program. We have triple the enrollment this year, compared to last year.
- Curtis and the LTR coaches are executing a new plan for LTR. It used to be that LTR was sculling focused, very low key, and there was a big culture shock for many when moving on to a competitive team.
- Instead of 2 steps in LTR1/2, there are now 3 steps:
 - Step 1: Off the water – 3 weeks of erg technique, boathouse, boat and safety
 - Step 2: “Summer rowing” – 18 people per session (2 eights)
 - Step 3: “Power up” – 5 weeks, starts with a 2k erg test to set expectations, schedule will switch to rowing at the same time as the competitive teams
 - LTR rowers could potentially race in Row for the Cure

- Those who have enjoyed all 3 steps could then transition onto a competitive novice team
- These changes are designed to address the retention rate from people transitioning from LTR to competitive teams (which is close to zero after 1 year)
 - Feedback from coaches is that graduates from LTR were not assimilating well into the teams
 - There was a significant mismatch between 2nd year novices and LTR grads (both classified as novices for USRowing regatta purposes)
- The first two steps allow us to assess and potentially tailor programs for the segment of the population who may be interested primarily in:
 - fitness (indoor rowing)
 - a non-competitive on-water option.
- Row for a Day is a major source of new rowers and has sold out yet again this year. Steven had also asked Marilyn Proby (RFAD Director) to attend to talk about the program, but she could not be present. She did want to recognize Curtis, Jay Connelly and Jenny Proby for their contributions to RFAD.

Executive Director's report

- Jennifer asked about the SafeSport training mentioned in the Director's report. Steven explained that the Board should consider taking this training, which addresses the issues of physical and sexual abuse in sport. SafeSport reps have recommended that the Board do this for legal reasons, and also to understand the training that the staff will do. The training can be done online and independently (duration: 3-4 hours), though the staff will do it in person.
- Leslie asked all board members who can commit the time to complete the training at their own pace or join the staff in their training (Steven will send details). It could also be an onboarding item for new board members in future.

Finance committee report

- Jennifer asked any board members who have questions about the report or the finance committee process to address them to the committee.
- On the question of conducting a financial review vs. an audit - an audit is not required by the state. It is twice as expensive as a review.
- Leslie explained that the governance documents currently use the word 'audit' but when we review them this summer, we can clarify the language to say audit or review as required by the state.
- This will be our first external financial review.
- A representative of King County has stated that the undergrounding work will definitely not happen before 2021, or possibly even 2023.

Junior parent committee plan

- Heidi reiterated that the main purpose of this committee is communication with the parents and making them feel connected to the club and the sport. In particular parents want insight into what their kids are doing and would appreciate seeing how our coaches value their rowers.
- Board members expressed approval of the many ideas listed in the plan. Paul pointed out that the plan is very comprehensive and aspirational - it might not attain all its goals in the first year.
- John pointed out also that by default all parents will be part of the Parents Association. There may be some opportunities for tie-ins with the development committee.
- Tony asked whether the staff felt comfortable with the balance between staff and parent volunteer responsibilities as they currently stand, as at times in the past we have had a very active parents' committee. Steven would like many small operational items to be handed back to the volunteers to free up staff time (e.g. uniform orders).
- Board members discussed that a major challenge is the natural turnover of parent involvement. Having a parent be able to communicate on the club's behalf to other parents would be very helpful. The staff are very excited to have more parent help.
- Sunrise asked if there is a set list of expectations for junior parents (e.g. volunteering or financial contribution expectations). There currently is not, but the plan is to institute this.
- Parent meetings are held on a regular basis at the Lake Washington School District building. Smaller meetings are held at the boathouse but the LWSD is generally preferred by parents.

Equipment committee

- Scott explained that there is a fledgling club in Park City, UT that wants to buy some of our old boats: either the U2 or Tenzi (\$5500), the Millenium (\$3000), and the O'Brien and Little Women (both together for \$3000). In addition, they would like two sets of our wood-handled oars - blues and browns (\$500 each set). Simon and the equipment committee have set the prices. The club will collect the items from us.
- Most of these sales would be in line with the scheduled rollover of old boats according to our equipment plan, except that the Filippis are not scheduled for disposal for a couple of years yet. Filippis are hard to sell, so though the sale is slightly premature, if the club is willing to pay a premium price for them, it could be advantageous to establish this relationship and set up a pipeline for disposing of the rest of our Filippis.
- Procedurally, the equipment committee is not required to seek board approval for the purchase or sale of equipment in the normal course of its operations (though at its discretion, it may seek board approval under exceptional circumstances).
- Scott also raised the issue of BatLogic shoes to fit our Hudson boats. We will be able to obtain quantity discounts for personal shoes. This requires that we put together an equipment plan for purchases.
- Simon is working with the manufacturer to address the problem of heel tiedowns when shoes are swapped out.
- All team members should be advised not to buy their own shoes until the equipment plan for shoes is finalized.

Committee membership additions

Each committee is required to have at least 2 board members.

- Safety (Andy)
 - Leslie will join.
- Technology committee (Tony)
 - There is a large list of potential areas of work, including:
 - Standardize laptops for all staff, create a plan for upgrades and maintenance (e.g. get free software from Microsoft through TechSoup).
 - Select team management software to use across the club instead of the disparate solutions currently in use. This is a large project that needs among other things, detailed requirements from all the coaches.
 - Rob was suggested as a good candidate to join the committee.
- Strategic planning committee
 - Tanya will join.
 - All new board members asked to attend the first meeting to learn the history and context of the plan.
- Equipment (Scott)
 - Andy will join.
 - Paul will represent ECM if needed.
- Junior Parent (Heidi)
 - Sunrise will join.
- Development (John)
 - A major challenge going forward will be organizing the Gala. A volunteer committee is needed to take the workload off the staff. At times in the past it has been run by non-board volunteers.
 - The board will discuss this further in September.

Meeting adjourned at 8:57 pm. Many thanks to John and Heidi Kelley for hosting this meeting.

Next board meeting: July 18.

Issued on July 20, 2018 Jocelyn Hamilton, Secretary of the Board (secretary@srarowing.com).