



ARC Board Meeting

Agenda

Wednesday, June 21, 2023

7PM

1. **CALL TO ORDER**

Jeff Barnett, President, at 7:05PM

Executive Board Members Attending: Jeff Barnett – President;
Bleu Owens –VP/Program Operations; Kristen Fowks – VP/Physical Operations;
Mukesh Arora – Treasurer; Alice Kerber – Secretary

Committee Chairs Attending: Jason Beagle – Community Outreach;
Debbie Brock – Development; ~~Jenny Cater – Hooch~~; Bryce Chung – Past
President; Douglas Duerr – Legal; Danielle Evangelista – Membership;
Ben Hall – Equipment; Mark Ribbens – Strategic Planning

Club Leadership Attending:

~~Emily Maxwell – Club Manager~~; Sarah Ribbens – Risk Manager; Chris Zurawski –
Health; ~~Clayton Whitfield – Investments~~; Jenn Wood – Social

Proxy Designations:

Alice Kerber for Jenny Cater

Kristen Fowks for Emily Maxwell

Minutes of Previous Board Meetings, by Alice Kerber

Presentation: ARC Board Meeting Minutes – Final from May 16, 2023

*Motion to approve minutes by Danielle Evangelista, seconded by Debbie Brock. All
approve, no nays or abstentions. Minutes approved as written.*

Treasurer's Report, submitted by Mukesh Arora, ARC Treasurer

Investments: Clayton Whitfield-*Jeff Barnett is collaborating with Clayton on investments*

Account Balances as of 5/31/23

Adaptive Checking: \$2,344.51

ARC checking: \$18,754.59

ARC Savings: \$160,065

Total Vanguard assets: \$93.181

Mukesh Arora presented a budget balance sheet and noted some variances with both HOOCH and ARC membership revenue. Mukesh will collaborate with Bryce Chung, Holly Bryman, Danielle Evangelista & Jeff Barnett to review/clarify budget and financial status. Explanation made: 1) Funds budgeted for Head coach (not to be hired in this budget) will be used for coaching fees, 2) Bookkeeper fees are budgeted to support 501c3 financial management.

Club Manager Report June 2023

Equipment & Facilities

- New erg was purchased, added to inventory
- All boats have been put through maintenance and service: Work Day - Rec B+, ARC Workdays - Late May & June
- All racks in UBH have pool noodle foam protection on edge of cradles. Manufacturer cushioning will be added this fall for better protection
- 4-6 adjustable wrenches, Phillips head screwdrivers and 7/16 wrenches now in UBH toolbox
- Re-filled stock of spare parts after workdays
- New hooks installed in UBH for riggers. Now labeled where ARC, GSU & Westminster riggers will be stored
- UBH upstairs closet reorganized. All items used frequently are moved to the front of the closet, chairs are stored under shelving to maximize space. No files disposed of, all items to be approved for disposal in UBH upstairs
 - Lightbulbs and batteries in UBH & LBH replaced 6/12
- Water dripping into UBH bays fixed with gutter cleaning and gutter replacement by Solis Gutter Service
- UBH stage 1 reorganization:
 - Wood shelving unit by main door to UBH bays finally removed for additional sling storage
 - Shelving unit by hillside bay door moved between bays
 - All regatta travel gear moved to back of UBH between bays
 - 2 members of the CM & CW teams instructed on where to put things after regattas moving forward
 - All Westminster & GSU items moved to same area to consolidate
 - 2 shelving units between bays now
 - TBD on planned use of one of the shelving units
 - New PVC towel drying racks by UBH hillside bay
- UBH stage 2 reorganization TBD - late summer/early fall
 - Part of this includes yoga mats to put on all club boats when in racks to prevent additional scratches as well as storage for these mats when boats are in use (measurements and lengths have been acquired already)
 - Working on better coxbox storage for UBH - Armando and I are working on a cabinet for a cleaner & more concise option
 - Possible work on racks behind UBH & wood racks next to GSU trailer to allow for use of both sides of racks
- After SER, all white boats underwent hull cleaner & washing, while all other shells that went to the regatta were thoroughly cleaned
- New to ARC launch bought at a **VERY DISCOUNTED** rate! 1/6 of the price!! The launch will be added to What's Open & launch storage area once registered

- Private boat storage has been updated for 2023
 - 1 or 2 more adjustments to be made
 - 1 was moved recently to aid in accessibility for use
- Working on a few shifts in the UBH of larger club boats to best support programs, including new Rec B+. Still working on this - most likely an August completion timeline
- All engines underwent 300 hours of service **FOR FREE** and now have a timer on them to track usage. Additionally I'm working on a basic maintenance sheet to keep on file for future service
 - An updated launch driving instructional PDF will be sent out this summer to assist in cutting down on service needs
 - New props (correct size) were ordered as well and will be installed before July 10th. This will fix the lack of speed/power issues currently experienced by programs
 - We have access to a commercial account for 40%+ discounts on engine parts from Emily's friend
- Signage is up for gas cans, coaches will be updated soon to make sure all gas can electrical tape matches the engine (i.e. green gas tank goes with green gas can, etc)
- Last of replacement sling cradles were ordered and scheduled to be installed by July 10th
 - All slings will have red or black cradles, cleaned up and have ARC stenciled on them by the first race this fall 2023
- List of sculling oars that need service has been updated and will be worked on this fall for free at Head of the Hooch
- **LBH** - added a shelving unit to the closet for additional PARA storage
 - Metal lockers soon to be disposed of to add more storage options

Coaches/Programs

- All trucks reserved for races, trailer drivers secured, trailer diagram and blackouts in What's Open for Dogwood, SER and Nationals done
- Trailer scheduled for annual service July 11th prior to Nationals travel
- Most What's Open issues have been fixed, still working with our account manager on some new features to help prevent further issues

President

Planning: *Announced that IRS has designated ARC as 501c3. Donations are now tax deductible.*

Jason Beagle recommended that ARC register with local businesses for (sales) tax free status. Example: for Home depot <https://taxexempt.homedepot.com/login> - this also applies to equipment purchases & would eliminate sales tax on boats & other higher ticket items.

► Development (updated name for 501c3 management team): 501c3 Update: *Debbie Brock & Jill Binkley will co-lead the Develop Program in phases (Power Point attached). Focus of the message to members is that the IRS determination is based on what the club is doing for members & community. Potential fundraising for facilities improvements would align with that mission.*

- 1) *Changed tax status, but no change to club processes.*
- 2) *Brief discussion of need for bookkeeper & tax accountant. 2022 taxes will need to be resubmitted.*

3) Alice Kerber to send out announcement to all club members after this meeting

Legal/Risk Management Update

SafeSport/Background check requirement USRowing v other agency: Bleu Owens & Douglas Duerr will follow-up & report at July meeting

Coach payments (1099 v w2) – deferred until future meeting

Risk Management plan

Risk can be transferred, mitigated or assumed. Insurance fees increased after several incidents. Plan is to mitigate risk through education, monitoring and support.

Risk Management team has started a "potential risk" list on google drive. Board is asked to submit suggestions to Sarah Ribbens.

Equipment team will keep Sarah Ribbens advised of changes to inventory & damage tracking.

Waivers: Bleu Owens to remind coaches that any (non-member) visitors or launch riders need to complete a waiver before participating. Alice Kerber to send out reminder about visitor waivers (in log book) & also scan in hard copy waivers which have already been collected for PRRC, NLTR Day, ARC Junior Camp, etc. Waivers will be kept for 3 years in google drive folder under Legal/risk Management. Brief discussion of length of time to keep COVID vaccine documentation which is kept separate from ARC google drive.

REPORTS/UPDATES

First VP

Programs

Novice Masters (17 joined after LTR Sessions 1&2) started 5/30/23 with Kasia Darlak & Eric Post coaching. 3rd LTR ends July 10.

Rec B+, Competitive Men & Women are planning biannual tryouts (August & January).

Second VP

Work days: Two held to help members understand repairs: planning a third.

Equipment purchases: additional erg, launch & rec 8 to replace SYL

ARC Junior Camp Agreement: Camp participants are ARC members

General Agreement: Prepared for any corporate or non-ARC member workshops.

Issues with What's Open: Emily Maxwell has tickets in to SE for problem resolution – Ben Hall will assist.

Secretary

NLTR Day follow-up: 42 participants – positive feedback. Many thanks to the 60 volunteers who assisted throughout the day. Interested participants referred to Danielle Evangelista for more information.

Adaptive/LTR/Community Coordinator

LTR: 2 session completed, 3rd in process: considering additional sessions

Champions Place: *excited to participate, developing plan to bring to the boathouse for on the water time. This will be ongoing program.*

Veterans: *14 veterans at June Barge day*

Para Games: *Last Saturday, many volunteers*

Just People: *returned to Boathouse last weekend*

CRK water testing: *weekly, coordinated by Emily Giattina: DIBS consistently full Adaptive DIBS available to be claimed.*

Jason Beagle expressed concern about Youth Nationals and Southeastern Regionals & issues for adaptive rowers: missing levels of support. Jason will follow up as new USRowing Para Program/Coach liaison. Jason has also been designated as USRowing Level 2 coaching instructor.

Committee Updates

Membership: Tracking

Danielle Evangelista reported that we are tracking in alignment with past several years (Registration opened for renewals in late February/early March):

2021-2022: 234 members with 121 by March:

2022-2023: 261 members with 125 by March;

2023: 246 members with 155 by March.

Registration fall off in July with slight increase after September with discount.

Coaching registrations = 172. Danielle will provide complete report at July meeting

LTR session 1&2 = 25 completed/17 joined

LTR session 3 = 14 current participants (Last planned LTR for 2023).

Planning: Update

City has signed a 5 year renewable contract for dredging river

ARC Boathouse committee formed: working on development & zoning issues

501c# designation

Timeline: *possibly 6 months behind*

Social: *Social Rows, July 4 Row, Lucky's Event*

Social Rows *have been small but enjoyable: next is Friday July 14*

*Started advertising reminders for **July 4 (9am) & July 14 (6:30pm)** today.*

RSVP to Jenn Wood at social@atlantarow.org

Lucky's Event *date later in summer.*

*Planning event around **Women's Cup** in July – details TBD*

Equipment

Maintenance: *engines, skegs, boats, steering*

Dock bumpers: *options being reviewed*

Hooch

No update today

Adjourned by Jeff Barnett, President, at 8:55PM

Next Meeting

Thursday, July 13, 2023

Upcoming Meetings

Thursday, July 13, 2023

Monday, August 21, 2023

Tuesday, September 19, 2023

Wednesday, October 18, 2023

Thursday, November 16, 2023

Monday, December 11, 2023

Tuesday, January 16, 2024