

Nashville Rowing

Board of Directors
Monday August 29th, 2018
Meeting Agenda

UPDATED WITH MINUTES FROM MEETING

Henry called the meeting to order at 7:12 pm.

Present: Jamie Kyne, Jan Duckworth, Henry Trost, Al DeNunzio, Jenn Cheij, Cory Sanderson, Meg Mazzone; Maggie Davidson. Absent: Kim Collins, Stacey McCarty

1. **[VOTE] [Approval of Prior Minutes](#)**

Henry Trost

Discussion:

Al asked question about the damage to the Pas de Deux that was referred to in the minutes. Cory answered that coaches have followed up with 2 athletes who were involved. The boat is being repaired and will be fixed within about 2 weeks. The club will pay any deductible involved.

Jamie- moved to approve minutes; Maggie seconded; unaminously approved.

2. **Financial Reports**

Cory

a. **[Profit and Loss July 2017-June 2018](#)**

LINKED

b. **[Balance Sheet as of June 30,2018](#)**

LINKED

Discussion:

Cory gave the financial report.

Final financials for FY 2018 (ending June 30, 2018) are linked with agenda (link above). There are a few small items that will be changed and reviewed by Cory and Al before 990 is filed. In the "4000" line items - \$42,000 number is membership dues, not program fees. Also, the dock donation is not shown on financials and needs to be added. Overall result is better than budget.

Overall, revenue vs expenses was positive. We usually end with a \$10,000 surplus; this year we had net operating income of \$18,300 because we were short staffed for some of the year. Normally we will not have this much.

Music City Head Race has several upgrades in quality (HereNow and dock), plus we have sponsorships, so we already are going to have an improved race, without spending much.

Retained earnings (\$18,000) can be used for staff raises and to get a head start on next year's budget.

Discussion of how to show donations differently- the way they appear on financial statement is confusing. Cory said he could probably make a change if we need to. Cory has been looking at other boat clubs' financials, and they seem to be set up this way; others show grants and donations in program income because they are budgeted toward specific programs. Our donations are not currently earmarked toward specific programs.

990 needs to be filed by October 15.

Pinnacle cc now synchs with QuickBooks.

Raises have been implemented. Very positive response from staff.

3. Equipment & Fleet Update

Cory

- a. Pas De Deux to be finished in the next two weeks
- b. Peinert 1x damaged by Metro Parks lawn mower

Discussion:

Pas de Deux is being fixed. Should be done in a week. It will be raceable. Peinert single was damaged by a lawnmower. Jenn C and Don saw it happen. We have contacted Metro, and we will expect them to pay something. It was insured for \$1500 which is enough to get a "new" used single. Metro's insurance will pay for this. We might also fix the Peinert for \$300 and have an extra single.

4. Staff Update

Cory

- a. [Positions Re-Posted on Row2k](#)
- b. Plan for hiring committee

Discussion:

Cory gave Staff Update:

Open positions are posted on Row 2k- no movement on recruitment. No additional applications. Every club is looking for coaches right now. Hard for Cory to keep looking while doing other aspects of the job. The positions are posted on Facebook and some other places. Sean W also posted then online. Biggest hurdle is that most people who would be interested would have to move here. Cory has talked to Jon Miller at Vandy but Jon is also looking for a coach. The possible coach from Harding Academy has not been able to commit yet. We may start looking for someone to start with winter training or January 2019. Hard to find someone to start immediately. Cory will update ad.

Jenn - how can we remove burdens from Cory while he is coaching masters? Cory doesn't think a part time bookkeeper would help him that much. Other administrative functions also need to be done. Organizing membership and program forms, updating spreadsheets. Someone needs to organize these, make a list of emails, keep track of what is missing, etc. Jenn knows someone who might be interested. Maybe get an intern from Belmont's nonprofit program. Jan will look into this. It would be a very limited part time job.

The Board discussed other ways to give Cory some help. Maggie has organized trailer and equipment. Cory could use help responding to inquiries received on website (boat reservation

forms, interest forms, etc.) Handling boat reservations involves a) checking to make sure the requestor is asking for something appropriate and b) approving/not approving the request and c) if approved, putting it on the calendar. Interest forms come in continuously. Jenn agreed to take over boat reservation responses; MAC will take over the interest forms. Most other emails are going to the MAC or JAC if appropriate. Also, Emily Caflisch fields a lot of questions about juniors programs.

There was a discussion about how parents and board members can help Cory with outreach to high schools for juniors programs. On August 29, Jenn C., Cory, Jenn Regan and Stacey went to Father Ryan activity fair. There was a lot of interest. They got enough signatures to make it an official club at school.

Jan mentioned that Laura Miller is willing and able to take on web design for the club.

5. MAC Update

Jan

Discussion:

Jan- a roundtable occurred with the masters; lots of feedback was received. One suggestion was to appoint boat captains; that is, we would have 2 captains on each boat. We want to go ahead with this, and Maggie will work on implementing this. Boat captains will check and see what repairs need to be made and what equipment is missing.

We want to have a coxing clinic and combine it with safety training. We will do this once the new dev season starts. Don Sullivan can do safety training. Need someone to do coxing training.

Also talked about volunteer hours and pushed it with the membership. There is a form for all members to complete to keep track of volunteer time, which will eventually be needed when we want to apply for grants. We reviewed the form and discussed a few changes.

MAC is also working on a welcome letter for new rowers and a social media strategy including Facebook and Instagram. Cory is administrator of these accounts currently. He has tried to combine accounts and have just one for Nashville Rowing. We could have "social media takeover" days or weekends. MAC is also scheduling social gatherings in next month or so.

There was a discussion about whether we had clearly communicated that spring season would move directly into fall season without a break. Discussion about whether we need a short summer season so people can take a break if they need one. Next year, Masters Nationals is in Michigan, so it might interest more people. No decisions reached.

6. Committees

a. Financial Committee

*Cory
Al/Cory*

1. Streamline reimbursement process

Discussion:

Financial committee - Al said they would discuss reimbursement process separately. It needs to be streamlined. It is important to get the tax exempt form when shopping for Nashville

Rowing. Cory will give the tax exempt form to Al. Al will be in charge of expense reimbursement.

- 7. [Membership Update](#) *LINKED*
- 8. [Adult Programs Update](#) *LINKED*
- 9. [Junior Programs Update](#) *LINKED*

Discussion:

Cory asked Board members to review the linked membership and program updates. He mentioned the need to follow up with some people who have not paid dues. No further discussion.

- 10. **Other**
 - a. **Annual Meeting Date?**

Discussion:

The annual meeting date will be December 1, 2018 in the afternoon. Cory will find a meeting location.

- b. **BOD nominee recruiting/succession plan**

Discussion:

There was a brief discussion of the need to develop a nominating committee and to recruit new board members to replace the members who will be rolling off.

Next meeting date **October 3, 2018 at 7 pm**

Henry Trost

- 11. **Adjourn**

The meeting adjourned at 8:30 pm.