

# Meeting Minutes

Rowing Advisory Council  
19:00 Wednesday, October 16<sup>th</sup>, 2013  
Green Lake Small Craft Center

## Attendance

Members present: Jonathan Hartung, Dan Stettler, Bob Curley, Ellie Kirtley, Mark Jeager, Tim Amen, Mike Stanley, Sean MacCorkle, Jill MacCorkle

Associate members present: Chuck Desiderio

Also present: Jason Frisk

Not present: Karen Maxwell, Wendy Caldwell, Lenny Kong, Ed Maxwell, Bob Marks-Nicols, Coby Stites

## Call to Order – 7:07

### Minutes from Sept meeting–

**Motion** made, seconded, and Aye'd to approve the September minutes.

## PROGRAM REPORTS

### JASON

YOUTH: The Boston contingency leaves today for the HOTC. This includes 33 participants: three 8s, two alternates, three coaches, and one trip leader. The novice team is hosting dual this weekend. Two boats are headed to Brentwood for an annual exchange the following weekend, while the rest of the squad goes to Portland, OR on Sunday, October 27<sup>th</sup>. Frostbite is then on Saturday, November 2<sup>nd</sup>.

### JUNIORS

No report.

### ADULTs

Class fees are down about 8% from last year. This may be partially attributed to a lot of rowers on row cards. These are harder to track.

Weekday rec rowing is over for the season. Jay's rec / intermediate group has a few 8s on the weekend.

Bob) Masters attendance is down to a few sweepers and scullers.

### Boatman Desiderio

Chuck reported that the boats are in good shape.

## BUDGET & FINANCE COMMITTEE

Sean MacCorkle, Tim Amen, Bob Curley, Jonathan Hartung, Mike Stanley

Financial reports were reviewed:

- the latest ARC Balance Sheet, as of 9/30/2013,
- a comparison between 2011, 2012, and 2013 for fund balance from January to December, as of 10/13/2013, and
- a comparison between 2011, 2012, and 2013 for itemized revenues and expenses.

The fund balance is now back in the positive. Money came in for HOTC, Frostbite, class fees, and the ergathon. However, we still have less money at this point in the year compared to prior year.

This is attributed to a few factors. Last year we were gifted an 8. That was exceptional and the main difference. We spent more on equipment earlier in the year this year than in past years. Additional factors included: lower adult fees, regatta medals, and increased audit and insurance fees.

We spent more on regatta registration fees this year; there is an impact on our cost when we go to more regattas and to more expensive regattas. Yet, we have spent less on scholarships. Our summer outreach program incurred cost for two novice coaches.

## **EQUIPMENT COMMITTEE**

Lenny Kong, Wendy Caldwell, Jonathan Hartung  
No report.

## **FUNDRAISING COMMITTEE**

Tim Amen, Wendy Caldwell

The ergathon has brought in \$23,619, including \$898 donations brought in on site. Day-of donations increase each year. Most of the money brought in is from the mailing effort. There are expenses (ie. Stamps) still to come out of the total money brought in. The event's success was thanks to a group effort by Chuck, the captains, Jason, office staff, coaches, and the rowers.

## **REGATTA COMMITTEE**

- Bob Marks-Nicholes, Mark Jeager, Lenny Kong

The Frostbite Regatta is November 2<sup>nd</sup>, and the entry deadline date is around the second week of October. Bob has sent email for volunteers.

The regatta will be run straight through from sun-up to sun-down, with no breaks. Referees will arrive around 5:30. Coffee is on at 6:00. Sunrise is at 7:58, First race at 8:15. Sunset is at 5:40. Last race is at 5:30. There are 22 novice races; five heats of 4s. The compressed schedule is to accommodate all the signed up participants in the daylight hours.

Referees will be thanked for their long day with no breaks. They will be given nice thank-you shirts. This will cost a couple hundred bucks. SM: Referees have mentioned that other regattas take better taken care of: more coffee and such in the morning.

## **BOATHOUSE COMMITTEE**

- Mark Jeager, Ellie Kirtley, Jill MacCorkle, Sean MacCorkle, Mike Stanley, Dan Stettler  
The ARC Legacy Plan includes a line item for the boathouse project. Mike Shiosaki provided instructions on how to fit our development timeline into the larger PLP. The first step is a survey, and Jill and Mike already have a first draft. The next step is the feasibility study. For instance, what are the regulatory constraints on the building? A fundraising plan is the last step in Phase I.

We have about a year to work on Phase I before the city wins their planning funds. We won't fundraise until they are funded. BH funds will have to go through the city. Our schedule should not get ahead of the PLP schedule. By the time they have won their planning funds, we plan to have Phase I mostly done. The PLP goes to the voters in November, 2014.

## **FOGLC**

- Bob Marks-Nichols

JH gave a report submitted by BMN. FOGLC is a non-profit. They manage 5 active funds:

1. General - \$7100 operation funds
2. Henley - \$72,000 annual in and out (~ \$4k per participant)
3. Program Scholarship \$8800 –
  - a. The fund holds proceeds from Raising of the Green Auction. We had about \$15,000 from ROTG this year. The fund supports athletes directly within the program. Athletes first apply to Jason to go the usual city route. Jason may (also) defer the athlete's request to JH, and JH sends the request to FOGLC. Usually within a few days, a check goes from FOGLC to the program to support athlete. Jason gathers requests to only ask every few months.
4. Dave Baugh Memorial fund.
  - a. This fund was set up by Kari Tyler for under privileged young women rowers. It currently has \$332. If it runs out, then it will be closed.
5. Carl Lovsted Family fund - \$45,000 in stock.
  - a. This fund's money is to support the overall program, benefit every kid. Jason is writing up a plan for using proceeds from a joint fund with another ~\$30k endowment. In this plan, 80% of proceeds go to program, and the remaining 20% go back into the joint endowment fund.

**ACTION ITEM BMN:** A balance sheet and update on these 5 funds is requested from RAC President to FOGLC President for each meeting.

## **COMMUNICATIONS**

– Jill MacCorkle, Bob Curley, Bob Marks-Nicholes

Everybody got their packets. These include the Rowing Advisory Council Directors Manual and the Advisory Council Guidelines.

The current structure of the website does not allow for blog-type, regularly updated news.

## OLD BUSINESS

### Mission Statement

The Mission Statement, Full Mission Statement, and Purpose, were distributed and reviewed. The current mission was written in the mid 1970s. Does this mission still fit what we think we do? Our mission statement doesn't include our emphasis on financial scholarship support. Can we make it more memorable? Do we want to have an extra meeting to discuss this?

JF: Yes, maybe let the new BH be the prompt to determine this.

JM: The mission is used for two purposes. The mission becomes a go-to to help make decisions, and it is a marketing tool to communicate what we do. We could use a more snappy mission to help sell our program.

JH: Maybe we need two statements – one for internal guidance to help decision making, as in, “Does *this* fit our mission?”, and one for selling to those outside the program.

JH: The executive committee should meet to discuss.

JM: **Motion** to charge the EC with this duty. Unanimous.

### Adult Communications

JH: In general, communication with the adult rowers needs to be improved.

Communication options discussed included:

- Bulletin / Posting Board
- Quarterly email

**ACTION ITEM JH:** Forward an example quarterly email from Pocock and other mass emails of interest. Bob Curley will help with that.

## NEW BUSINESS

### BUDGET 2014

The B&F committee needs to know if we expect to have any expenditures that are above and beyond what was spent in 2013. All committees should send their proposed 2014 budget to the B&F committee by next month. The B&F committee will then compile and present the 2014 budget at the November meetings. Sean will email out the budget for our review and planning.

### REGATTAS

Mark presented a breakdown of our youth program's regatta by four categories: core, traditional, extra, and coaches trips. This organization was discussed. For example, HOTC is a tradition in the program, but is outside the core. The Bay Area Scrimmages were considered as extra. Henley is considered a “Coaches Trip”. Brentwood was moved from traditional outside to core. Sixteen remaining program regattas and activities were in the core category.

The number of regattas was also discussed. JH: There has been growth in the number of regattas that we attend. JM: There has also been growth in the number of boats sent to

each regatta. MY: \$4650 for Varsity, Year- round, select level sport is a great value. Everybody loves Colby's 2013 table of events with estimated costs for each level and would like to see an update for 2014.

**Motion** for **ACTION ITEM:** Coaches to propose event plan for 2014. Include how many boats are expected to rate at each event and how much each event is expected to cost.

#### FINANCIAL ASSISTANCE

MJ - How do we allocate funds between events in the core, traditional outside, extra, merit, and Coaches Trips. Should financial assistance go to the extra trip or to merit accomplishments? Can a merit scholarship be given with the expectation that the superlative athlete then speak at an event or another recruiting, fundraising event / activity? JH: Financial Aid has to go through the city process. A further discussion on merit scholarships and aid priorities is warranted.

#### COMMITTEE GOALS

JM – Jill challenges all committees to present a plan and goals for 2014 at the next meeting.

**ACTION ITEM ALL:** GOALS and BUDGET.

#### TRIP LEADERS

Jason described his process and responsibilities for being a trip leader. The City of Seattle pays for Jason, including his role of trip planner. Jason is the team's trip planner and leader except for two regattas: Nationals and HOTC. The City does not endorse those 2 regattas, so Jason doesn't go. The expectation is that the RAC supplies a trip leader for these two away regattas.

1. Jason meets with coaches at the beginning of the season for their ideal list of trips. If there are any extra from the last year, then they are directed to make a request to the RAC.
2. Coaches' regatta entries are due to Jason ahead of the regatta due date. Then Jason estimates costs for the regatta: travel (bus, ferry, etc), housing (hotel), coaching fees, registration fees, food, truck fund, truck fuel, tips etc. A condensed, itemized budget is given on the regatta permission slip. The regatta fee is paid to GLC, but it does not go to program operation. These fees only go towards regatta costs.
3. Jason and coaches have a meeting about a week ahead before the big regattas. They review who takes what equipment to the regatta.
4. Jason always has a Notebook with all compiled paperwork for the regatta during the trip. The notebook includes a Checklist, for example, remember to bring the trophies.
5. Once all the planning is in place, the trip leader is a trouble shooter. The coaches' routine is well practiced.

The Trip leader is a volunteer position. His or her time is volunteered. If the volunteer has the means to pay their expenses too, then it's great if they can. Otherwise, the council supports the trip leader.

**ACTION ITEM:** RAC Trip Leader volunteers will be asked for at beginning of the year.

#### WORKOUT EQUIPMENT

Equipment committee would like to spend \$6k. This is in budget. Equipment includes jump ropes, timer, medicine balls, kettle balls. These are for winter conditioning. Hopefully the cash can be available to spend before winter conditioning starts. The canoe and kayak club will also share the equipment. **Motion** to approve expenditure. Approved.

FUNDRAISING / MATCHING FUNDS – Deferred  
ARC GUIDELINES – Deferred

**Meeting Adjourned – 21:19.**

**Cordially submitted,  
Eleanor Kirtley**