

**Capital City Rowing**

**Board of Directors**

**Meeting Minutes**

Date: March 6, 2018

Time Scheduled: 6:30 pm – 8:30 pm

Location: Jennifer Womble’s Office 1350 Market Street, 2nd Floor

**Attendees**

**Board Members Present:**

Jennie Bram Carrie Stolp

 Jennifer Portero Gayle Carlton

 Cindy Hoogerheyde Cherish Patino

Yvette Mignon

**Board Members Absent:**

Jennifer Womble Kathy Bartlett

 Diana Oropallo Michael Haire

**Quorum Present (Yes/No):**

Yes

**Coaches Present:**

JM Francis Brett Tillotson

 Danny Shapiro Taylor Jones

**Captains Present:**

Alexandra Oropallo

 Laura Reeves

 Mason Lea

**Guests Present:**

Kerri Bryan

 Kristine Kissell

**Call to Order:**

6:34 pm

**Agenda Items**

1. **Review of February meeting minutes: Motion made by Jennifer Portero to approve minutes as read, seconded by Cindy Hoogerheyde. Motion passed.**

1. **President’s Report – Carrie Stolp**
	1. 2018-2019 Board Vote: 46 families voted in favor of the slate. Slate of officers passes. Will continue to invite new board members to attend meeting as well as send new members minutes of the meetings.
	2. MagLab Recruiting Event Recap: Went well, more girls than boys showed interest, Rowers did a great job helping, we had more participation from parents this year, many spectators showed interest, hopefully back next year.
	3. Collegiate Rowing Celebration: This event is our version of signing day. Junior parents will plan and host the event. Coaches need to find a date – anytime after states. Will invite news crew.
	4. Parent Meeting: Attendance was not as large as would have liked. Majority were middle school and novice parents. They did ask many questions.
2. **Treasurer’s Report – Jennifer Womble (not present but provided report/attached)**
	1. **Team Unify:** Current Accounts: 81 with 22 billed middle school competitive. We bill on a 30 day cycle—due on 1st and late fee issued after the last day of the month if the full payment is not made. Late fees are posted automatically by the system at $10 per month. Need clear communication from coaches and VP admin when the status changes on a rower for billing—the date they quit is the date we end the billing for each rower.
	2. Anyone who loses their park pass and has a new one issued will be billed $20. Diana reports those to Jennifer Womble for billing purposes.
	3. Tracie and Diana have been connected to Liz to set up camp registration. Kathy has been connected with Liz to set up donor button/donation site
	4. **SunBiz Account:** Our annual Department of State report has been updated on our SunBiz account to maintain non-profit status with the state of Florida. Our address has been updated as well as current officers for contact. Document N51064
	5. **Tax Exempt Status:** Our five-year renewal of our DR14 with the Department of Revenue has been completed and we qualify again for tax exempt status. The certificate should arrive via US mail by Wednesday 3/7 to our mailbox and it will be copied and scanned to everyone for continued use. It will be good for five more years.
	6. **Capital City Bank:**

Our address has been finally updated and debit cards issued to: Carrie Stolp, Jennifer Womble, Diana Oropallo and Jennifer Portero with the updated address. New checks are now ordered with our new mailing address that works with the Quickbooks program.

* 1. **CCR Budget Meeting**

Thursday March 22nd 6pm at Jenn’s Office

1. VP Admin Report – Diana Oropallo (not present but provided report/attached)
	1. Program Updates- MS Competitive: Presently, we have 22 middle school students registered for the Spring Competitive Program. Women’s Varsity: 2 new rowers as of the end of February.
	2. Curriculum Fairs at High Schools - Thank you to Tracie Parker, Carrie Stolp and Jennie Bram for heading up the curriculum fairs at your rower’s school. Updates provided by parent liaison that staffed the event:
		1. Leon : Tracie Parker

 Chiles: Carrie Stolp

 Lincoln: Jennie Bram

* 1. Long Skinny Boat Camp (LSBC) - Dates: July 23 – 27, 2018, July 30 - August 3, 2018 (Dates have been reserved with Maclay Gardens)
1. Advertising- Placed in Tallahassee Democrat’s Summer Camp Flyer. Photo submitted of 2017, WV8+ was used in ½ page spread, which should generate more attention/interest in CCR.
2. Camp information has been added to the CCR website and states that registration will open May 1, 2018 since the registration portal is not currently set-up for LSBC.
3. Once the registration process is set up on the website, emails will be sent out to all individuals that attended last year’s LSBC along with new emails captured at the Curriculum Fairs.
4. Flyers will also be posted on CCR Facebook page and sent out to all area schools for dissemination via their listserv.
5. Registration - Currently trying to schedule a call with Team Unify representative to go over specific design needs for LSBC registration. This call needs to have current and newly elected board members that will be responsible for the website.
6. VP Operations Report – Jennifer Portero
	1. Double Dual Regatta in Jacksonville – sent 56 rowers, 1 bus and 1 van, opportunity to have shadowing of head chaperone, many parents helped. Issue at the regatta: 2 backpacks stolen from trailer, informed rowers to keep belongings at tent where there is someone constantly there to oversee.
	2. Tampa ByPass – March 23-24 First regatta for middle school, already have two middle school chaperones volunteered
	3. Have secured hotel bookings for Fall ’19 Head Races: Charles, Schuylkill and Hooch. HOCR is with a new hotel
	4. Will post a comprehensive listing of rowing summer camps for current rowers to checkout
	5. Lake Talquin Regatta –
		1. All permitting complete, EMS, Sheriffs, etc… all secured
		2. Friday and Saturday teams will be arriving, parents needed on Saturday for parking cars. Trees have been removed giving plenty of room and there is a new dock.
		3. We will have deputies from 9-2, they are great at handling large crowds. Great to have volunteers there early to help get visiting teams parked and tents setup.
		4. Chuck Stubbs will have his food truck there supplying the meal to our rowers. Teams will also have the option have this service to feed their rowers at $4. Brett will reach out and ask the visiting teams if they would like to participate. Chuck will also have meals available to spectators at a cost of $8.
7. Coaches’ Report
	1. Men’s – Danny Shapiro
		1. Going well, starting to get more consistent with lineups. Happy with Double Dual results, many close races. Continuing to push.
	2. Women’s – JM Francis
		1. Training going well. Everyone crushed their 2K. 4 new girls, 23 rowers, 4 coxswains. Racing went smoothly, all going well.
	3. Middle School – Taylor Jones
		1. 23 rowers. Tampa ByPass same time as Middle School trip to DC. Don’t know how many this will effect in attending the Tampa Bypass Regatta.
	4. Brett Tillotson
		1. We will need to leave early for FL Sprints League on April 13. Need to be down in Tampa by 3:00pm.
8. Captain’s Report
	1. Women’s – Laura Reeves
		1. Everyone excited about their performance on the 2K
	2. Women’s – Alexandra Oropallo
		1. We are ready for Springbreak. The team held a tie-dye and brunch party. Great fun
	3. Men’s – Mason Lea
		1. No report
9. Committee Reports
	1. Fundraising – Kathy Bartlett (not present)
		1. No report
	2. Policy & Procedures – Michael Haire (not present)
		1. No report
	3. Apparel – Cindy Hoogerheyde
		1. Will have items available for sale at the Talquin Regatta. Looking around for possible ordering of tanks for Spring
	4. Banquet – Gayle Carlton
		1. Planning meeting March 27th at 6:00, Jenn Womble’s office
	5. Chaperone – Traci Parker (not present)
		1. No report
	6. Yearbooks – Gayle Carlton
		1. Complete

Jennifer Portero made a motion to adjourn the meeting. Jennie Bram seconded. Motion passed. Meeting adjourned at 7:16 pm.

Next Meeting: April 2, 2018

**Action Items:**

Plan Collegiate Rowing Celebration

Donation/Thank you to TRBC for use of their facilities

CCR Budget Meeting March 22, 6:00 pm Jenn Womble’s Office

Volunteers needed for Talquin Regatta

Response from OARS, AJRA, and WPHS on meal opportunity with Chuck Stubbs

Adjust departure time for FL Sprints League on April 13

Banquet Planning Meeting March 27, 6:00 pm Jenn Womble’s Office