



Management Committee – Meeting Agenda
Tuesday, January 24, 2023 **6:30 – 8:00 pm, via Zoom Meeting**

MC Members:

- Devin Malkin Youth representative [HERE]
- Tony Ridnell Masters representative [HERE]
- Emily Beaudin Sutfin Independent officer [HERE]
- Larry McCann, Development Committee [HERE]
- Ben Dagang, Quartermaster [HERE]
- Secretary Cameron Wong [HERE]
- Treasurer James Lothian [HERE]
- Vice Chair Rebecca Ossa [HERE]
- Chair Kent McCleary [HERE]

Staff: Rachel Wong [HERE]

Attendance: Guest - Harrison Ridnell

6:30 MC call to order

Kent

1. Zoom Etiquette

Please keep your mic muted until your turn to speak. When you want to speak, raise your hand on screen or the button so I can get you in, tangential comments in chat. And as always, remember we're here to improve our programs and sustain them for the long term.

2. Secretary Cameron reads our mission statement.

3. Chair's report:

Chair conflict of interest disclosure: I want to acknowledge that I have a conflict of interest as Chair of the BoD/MC because I am also a coach. I am not paid and I mostly substitute.

Chair's Thank yous:

- 1. Connie Ciarleglio and Mike Walsh for organizing the erg race of their own initiative
- 2. Rachel, for securing a contract to buy the new shells and finding a ride
- 3. Executive committee for meeting

- RRC MC Google archive

<https://drive.google.com/drive/folders/1-TFIRN0KfIGHvMPyNI9hxmQ3qUM6uH0d>

- Rachel can merge archive folder with lease, letter of engagement, other sensitive files

Old Business

Kent

6:40

A. December Notes approval

- Motion: Ben, seconded, all approve

B. Incorporation

Rachel and James

1. Opened a checking account and credit line at BECU.

- a. Pending IRS ID numbers
- b. Credit line = credit card Rachel: approved today, waiting for physical card

2. Direct Program Director to begin opening our functional accounts and licensing

Rachel: started setting up payroll with Patty Finney



C. Financial controls policy

- Executive Committee to develop a Management procedure manual

Financial controls rules – James. – Goal: establish solid, fraud-resistant practices from day 1

- ceiling for purchases without BoD
- credit card controls
- Agreed to keep financial controls policy as is, see how things go with Win as she begins work, and change down the road if needed

D. Tony: grant proposal parameters from Mackenzie Scott foundation

- <https://bloomerang.co/blog/5-tips-to-help-your-nonprofit-receive-mackenzie-scott-funds/>

E. Cameron: Proposal to make our meeting agenda and notes public

- Make minutes available/agenda available online via website, Cameron will send these after meeting, BoD will vote to approve at next meeting, have 72 hours for objections/edits before posting
- Cameron will write up process of how agenda notes are written, sent out, and approved
 - 1 week before Month A meeting: Chair sends out Month A agenda, BoD/members have until Friday to make any additions or suggestions
 - Friday before Month A meeting: Secretary publishes Month A agenda
 - Month A meeting: Secretary writes notes, sends out to board within 3 days after the meeting
 - between Month A and B meetings: find any notes that need to be changed, inform Secretary
 - Month B meeting: Board discusses any changes needed, and approves. Secretary will publish notes after meeting
- Vote to approve this process
 - Motion: Devin, 2nd: Emily, all approve

F. Larry – volunteer recognition

G. Kent - in person BoD meetings: plan for in-person meetings starting February

New Business

RRC Operations

- Program highlights; see full report for detail Rachel's Report

Equipment purchase update

- Tony: Payroll went through without any issues, thank you Rachel and Patty!

Kent and Rachel – Safety policy

- RRC Manual update on sexual misconduct and Athlete protection
- Kent will send out to BoD this week
 - 1. Adds SafeSport policy Rachel's report
 - a. Youth Manual
 - b. Masters Manual



c. Family Manual

RRC race proposal

Tony and Harrison; Ben D

- proposal to host a race at RRC
- 2k, 1k, or head race
- can start with an internal race to dial in flow and traffic pattern, then move to a scrimmage with another local club
- can't launch from Coulon and difficult to all launch from RRC, maybe launch from Cedar River
- opportunity to offer racing for Novice rowers, not often available at other regattas
- explore regatta options through a committee (Ben, Tony, Larry)
 - motion: Ben, Larry: second, all approve

College scholarship donor

- vote to approve committee creation for college scholarships, with donated \$\$\$
- Motion: Ben, 2nd: Larry, all approve
- \$5000/year to distribute
- need to develop the application/selection process
- Subcommittee: Kent, Tony, Rachel, and Cameron

7:40 MC Sub-Committee Reports

Committee	chair
Executive Committee - met to develop exec director job description, will meet with Rachel when draft is complete, and report back to BoD - 2nd Tues. of the month @6:30pm for monthly meetings (except Feb, which will be 2/7) - discuss agenda setting at next meeting - discuss finalizing DEI chair position	Kent
GPRF Liaison ● vote to remove this committee ● motion: Ben, 2nd: Rebecca	Padraic
Adult Rowing ● restart trivia nights, need to pick a day ● setting up ham and eggars, maybe early March	Emily + Rebecca
Youth Rowing ● had a season kickoff meeting with Rachel, Devin, and Joell ● discussed goals for sub-committee and initial parental support	Devin + Beth
Diversity, Equity & Inclusion (DEI) ● need to ask Anne Bryant for details ● role would be to look for new and better ways to create inclusive and accessible programs, training, and policies	Recruit new chair



<ul style="list-style-type: none"> • ensure our members/athletes feel welcomed, included, and heard • Ensure members in a minority feeling heard, welcomed, included • Keep BoD focused on diversity • work with Adult and youth sub-committees 	
Equipment/Maintenance <ul style="list-style-type: none"> • Ben volunteers to take this chair position 	Recruit new chair
Safety <ul style="list-style-type: none"> • mid-Feb: single recovery class • need volunteers 	Kent
Fundraising/Development <ul style="list-style-type: none"> • Car wash ticket fundraiser coming up in March, \$5000 goal • Cheryl Eastberg, Rachel, and Kent starting on 2nd phase of dock, look into grants, coordinate with Tony for city relationship 	Larry + Cameron
City/Community Relationship <ul style="list-style-type: none"> • Kent and Tony working to invite the Renton city council to boathouse, maybe in Spring season 	Tony
Budget/Finance <ul style="list-style-type: none"> • 2022 numbers <ul style="list-style-type: none"> ○ \$268k gross revenue, \$264 net revenue ○ \$289k total expenses ○ -\$25k net income • takeaways <ul style="list-style-type: none"> ○ did well on contributed revenue (fundraisers), but struggled with program income (particularly memberships) and rentals 	James

Next meeting: 2/28/23 Youth captains

8:00 Adjourn

motion: Ben, 2nd: Rebecca