



**ARC Board Meeting**  
Minutes  
Thursday, July 13, 2023  
7PM

1. **CALL TO ORDER**

*Alice Kerber, Secretary, at 7:03pm  
(Jeff Barnett was delayed)*

**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 Debbie Brock, Chris Zurawski, Jenn Wood  
Jeff Barnett for Clayton Whitfield, Bryce Chung  
Kristen Fowks for Ben Hall

**Minutes of Previous Board Meetings**, by Alice Kerber

**Follow up:**

*Budget balance sheet: Mukesh Arora*

*SafeSport: Douglas Duerr & Bleu Owens*

*Coaching registration tracking: Danielle Evangelista*

**PRIMARY JULY UPDATES:** *Finance, SafeSport, Coaching, Planning*

**Presentation:** ARC Board Meeting Minutes – Final from June 21, 2023

*Motion to approve by Kristen Fowks, seconded by Mark Ribbens, all in favor, no nays or  
abstentions. M approved as written.*

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

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

*Adaptive checking: \$2,344.51*  
*Checking: \$26,678.46*  
*Savings: \$160,220.25*  
*Total Vanguard assets: \$93,356.50*

*Accounts stable at this time.*

*Most youth camp fees have been received.*

*Budget v Actual accounting: Actual numbers align with recent years.*

*Mukesh Arora will verify 2023 budget numbers with Bryce Chung & Holly Bryman.*

## **Club Manager Report July 2023**

### **Equipment & Facilities**

- New shelves for towels and cleaning supplies are installed in UBH
- New hooks for small boat slings installed, big boat sling hooks tightened down & are secure now
- Yoga mat covers for UBH boats: first roll of yoga mat used for a few boats, storage for these when boat is in use will be installed this weekend
- Old coxbox shelving unit in UBH bays removed to make room for additional storage
- Ben & Emily are looking at SYL, MM, Donohoe, & Magnolia Friday to figure out how water is getting in each shell
- Meeting with comp teams Saturday morning (July 15) to go over a few maintenance items
- Masters Nationals logistics completed. Boats blacked out in WhatsOpen for the past few weeks
- All rental and transport for non- ARC members was looked over by Doug and sent off to the appropriate people
- Communication about transport for the Row GA 2x done. Agreement and payment will be dropped off Monday midday when the boat arrives at ARC
- UBH stage 1 reorganization COMPLETE
- UBH stage 2 reorganization started - 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 is being cleaned up by Westminster summer camp juniors on Monday
- 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

- All engines underwent 300 hour service **FOR FREE** and now have a timer on them to track usage. TBD: 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 installed on 4 engines, remainder tomorrow
  - We have access to a commercial account for 40%+ discounts on engine parts from Emily's friend
- Signage is up for gas cans, make sure all gas can electrical tape matches the engine (i.e. green gas tank goes with green gas can, etc.)
- All slings will have red or black cradles, cleaned up, "ARC" stenciled on them in phase 2 of boathouse reorganization
- 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 WhatsOpen for Dogwood, SER and Nationals done
- Trailer scheduled for annual service July 11th prior to Nationals travel
- Most WhatsOpen issues have been fixed, still working with our account manager on some new features to help prevent further issues

*Plans to revamp wooden boat racks closest to hill*

*Dock bumpers ordered*

*Keel tape ordered for launches to maintain hull integrity*

## **President**

Planning

► **Development: 501c3:** Board has received info. Refer any questions to Debbie Brock & Jill Binkley as they continue to work on infrastructure.

## **Past President**

### **Legal/Risk Management Update**

- *Coach payments (W2 v 1099): deferred to later meeting*
- *SafeSport/ Background checks: Emily Maxwell researching fees & options. Report expected for August meeting*
- *Agreements reviewed: templates standardized*
- *Douglas Duerr & Sarah Ribbens developing Risk Reduction Plan*

- *Sarah Ribbens will make insurance claim for Armin Poes: reviewing claim consideration for Sequoia (from July 2022). Sarah will send info re: valuation to Board.*

## **REPORTS/UPDATES**

### **First VP**

- *LTR Session #3 completed*
- *Coaching Update: Refocus on river & land safety, especially for those in bow.*
- *Looking at another new coach this Fall*
- *Many Coaches out for Nationals: rec programs have coverage, but will be considering coaching breaks for big weekends next year (much like the HOOCH weekend).*
- *Sculling Program very well received: Coaches have options concerning size of boats to accommodate numbers versus setting cap on number of participants in Whats Open. Planning post program analysis of Sculling Program in the fall.*

### **Second VP**

**Equipment:** *Hudson HWT 8, Hudson HWT double/pair: ETA August-September 2023  
Ordering 2 set C2 sculling oars; reviewing "abandoned" oars for sale or addition to inventory.*

*Dock bumpers ordered: work day opportunity for members.*

*Stetson steering repaired.*

*Microcracks in SYL, Master Minds & Donohoe: Emily Maxwell & Ben Hall working on repairs.*

**Damages:** *Armin Poes totaled: brief discussion of incident reporting. Report forms can be found on ARC website <https://www.atlantarow.org/incidents>*

*Jason Beagle will discuss Armin Poes damage with Silke Shilling. New double will be renamed "Armin Poes2. Jason Beagle plans donation re: Armin Poes reparations (referred to Debbie Brock & Jill Binkley).*

**ARC Junior Camp:** *Waivers will be scanned by Kasia Darlak & placed in folder under legal on google drive with other waivers. Juniors are participating in regatta this weekend and in Halifax the last weekend in July. Camp ends after Halifax.*

**Safety Concerns:** *Brief discussion of safety review for all members and coaches.*

### **Secretary**

#### **Recycling/Sustainability**

*Changes being considered: Chris Zurawski informed of consideration prior to meeting & thinks would be safe since we have clean towels, etc. Emily Maxwell will research procedures at other boathouses.*

- 1) Wipe down boats only with towels unless grossly dirty to save water & minimize runoff to river.
- 2) Change detergent to eco- friendly type (such as Seventh Generation, etc.)
- 3) Essentially "ban" disposable water bottles & ask members to bring refillable containers to be filled from filtered tap in UBH: Emily Maxwell will research type of filter & when/how filter is changed in UBH before this is decided or shared with members.

### **Adaptive/LTR/Community Coordinator**

- LTR Session #3 (last planned for 2023) completed. Several participants did not complete program.
- Champions Place program well received by participants: on water planning being reviewed.
- Freedom Rows grant report submitted: 39 veterans served through adaptive rowing, PRRC (3<sup>rd</sup> Friday) sessions & NLTR Day. Next PRRC is July 21.
- Peachtree Para Games: More ergs than participants, but good community connection.
- Bayada 40<sup>th</sup> anniversary Adaptive Regatta: 2 members competing
- Jason Beagle speaking at Rowers Choice Convention in Philadelphia.
- ARC has been approached to host U23 Para camp: becoming a para training center!
- Blaze Sports Run, Roll, Row August 6, 2023: Jason Beagle will reach out to Jenn Wood to help coordinate as social event for club.

### **Committee Updates**

**Membership:** Coaching Registration Tracking: In line with previous years.

Four new members so far from LTR session #3: several requests for membership from experienced relocated rowers each month.

**Planning:** Building Committee at work: Attorney support in place. Presenting plans to City of Roswell in September.

**Social:** Social Row Friday, July 14; Women's World Soccer Cup Watch Party@ Rock'nTaco on Weds July 26; Lucky's Social in September

### **Hooch:**

- 1) Contracts with merchandise provider to upgrade merchandise in tent  
Volunteer gifts being decided.
- 2) Website/ social media updates
- 3) Logistic meeting next week (volunteers)
- 4) Jenny Cater will add Jeff Barnett to overall meeting list

**Adjourned** by Jeff Barnett, President, at 8:25pm

**Next Meeting**

***Monday, AUGUST 21 2023***

**Upcoming Meetings**

Monday, August 21, 2023

Tuesday, September 19, 2023

Wednesday, October 18, 2023

Thursday, November 16, 2023

Monday, December 11, 2023

Tuesday, January 16, 2024