

# Bainbridge Island Rowing Board of Directors Meeting Minutes 2/5/2020, 7:00 PM



Location: Marge Williams Center

## **Board Members**

**Present:** Jennifer Ames-Karreman, Celia Clark, Meloni Courtway, Tim Dore, Sue Entress, John Foy (phone), Rob Hershberg, Kris Kutchera, Owen Livengood, Sommer Vincent

**Absent:** Rob Bloom, Kurt Frost

**Quorum present: Yes (10/12)**

**Others present:** Bruce Beall, Julia Czieszla

## **Proceedings**

Meeting was called to order at 7:05 PM by President, Sue Entress.

### **Agenda**

- Agenda was reviewed. **MOTION** by Rob Hershberg to approve the agenda. Seconded by Sommer Vincent, all approved.

### **Secretary**

- **MOTION** by Jennifer Ames-Karreman to approve the January 8, 2020 Board Meeting Minutes as corrected. Seconded by Sommer Vincent, all approved.
- **MOTION** by Owen Livengood to approve the January 15, 2020 Board Meeting Minutes. Seconded by Jennifer Ames-Karreman, all approved.
- Feb 26 Annual Meeting of Members setup/cleanup volunteers – Celia Clark, Meloni Courtway, Sommer Vincent, Julia Czieszla
- Kris solicited input on suggestions for increasing meeting effectiveness
  - Include an update from every Board Member plus Director of Rowing in the Consolidated Report
  - Include Action Items in Consolidated Report and review outstanding items on Agenda
  - Send report by end of day Monday before Board meeting so everyone has a chance to review
  - Focus meetings on decisions to be made or input required
  - Restructure agenda with start times for each topic
  - Everyone commits to helping each other stay on track
  - End meetings by 9PM
- Group agreed with suggestions and added two items:
  - Deadline for Consolidated Board Report input will be Sunday at midnight. If Board member has nothing to report, respond with 'nothing to report'.

- **ACTION:** Invite representative from the Parent Leadership Team to attend Board meetings and submit updates to the Consolidated Board Report. **Sommer Vincent**
- Urgent action items were reviewed and addressed.

### **Juniors**

- Owen Livengood provided an update from the juniors.
- Start of varsity spring season is going well and everyone is excited about getting on the water.

### **Juniors Program Liaison**

- Sommer Vincent provided an update on the junior rowing program.
- Junior Orientation meeting was well attended, and presenters did a great job.
- Sommer emphasized the need for volunteers.

### **Director of Rowing**

- Bruce Beall provided an update on the rowing programs.
- Only 65 juniors registered so far, novice numbers are low.
- **ACTION:** Send names of juniors to Sue Entress to ensure registered, potentially using the Learn To Row model for junior registration. **Bruce Beall**
- Transgender Awareness in Athletics training for coaches January 8 at 6:30 PM, Bainbridge High School Library Reading Room – all invited.
- Bruce is always looking for coaches, hard to find.
- USRowing Level 2 training for some of our coaches.

<Owen Livengood departed>

### **Masters Program Liaison**

- Celia Clark provided an update on the masters rowing program.
- New masters session terminology and coaches are posted on website.
- Nicolai Otte will develop criteria for competitive groups.
- Teams (competitive, fitness, sculling) are set up in iCrew and sessions will be added by coaches.
- Administrator will set up payment items in iCrew, focusing first on membership dues.
- Competitive evening sweep starts around March 10, sculling starts in April.
- **ACTION:** Communicate plan for payment of winter/spring erging fees to coaches.  
**Sue Entress**

### **Development**

- Jennifer Ames-Karreman solicited input on 2020 equipment needs for grants
  - Red Dawn, sliders to connect ergs, weights and racks, stationary bike, launch motors, installation of the bamboo floor upstairs

## Rowing Center Construction

- Tim Dore provided an update on the rowing center construction project.
- Lost 3 days due to weather.
- Reviewed 11 items on the critical path to opening the rowing center.
- Inspection is scheduled for Friday.
- **ACTION:** Communicate that everyone rowing and/or erging needs to sign 2020 release forms. **Sue Entress**
- Upstairs door must be unlocked when people are in the building. Lock building when teams are on the water.

## Rowing Center Rules

- Rob Hershberg presented his plan for rules for the rowing center.
- Keep posted rules to a minimum and evolve over time
  - Tape will block stairway, post 'emergency exit only' on upstairs door
  - Signage for emergency 911 call instructions
  - Checklist at exit – coach ensures everything off when leave, doors locked, lights off
  - In case of emergency, call....
- Bruce Beall will open/close rowing center next week. Coaches contact Rob for keys.
- Perform a thorough walk around before locking building at night. Lock downstairs door first, then walk out upstairs door. Go in every room to make sure nobody is inside.
- Keep lights on outside.
- Initial plan for daily maintenance – the last team working out of boathouse cleans bathrooms, laundry, etc. A schedule will be posted.
- Fire department has 281 Brien Dr SE address in 911 database. Submitting request to add 301 Shannon Dr SE as alternate address for lower level.
- Mailing address unchanged
- **ACTION:** Communicate about the AED on the Welcome Shed by the water. **Bruce Beall**

## Communications

- Meloni Courtway provided an update from the Communications Committee.
- Developing a communications strategy for various channels (website, email, social) and audiences (juniors, junior parents, masters, public).
- For consistency, Sue Entress will send general communications about the boathouse opening.
- Celia Clark will send additional communications tailored for masters rowers.
- Work with Meloni on updates to email settings. Will determine when to use iCrew groups vs gmail groups for communications.
- Bruce Beall will determine coach groups needed (juniorscoaches, masterscoaches, etc.).
- Send requests for website updates through [admin@bainbridgerowing.org](mailto:admin@bainbridgerowing.org).

**Next Meeting: Wednesday, March 25, 7PM at Clark Construction, 355 Erikson Ave NE.  
Board Reports will be due March 22.**

Meeting adjourned with executive session at 9:11 PM.  
Minutes submitted by Secretary, Kris Kutchera