

**WEST SPRINGFIELD CREW BOOSTER CLUB**  
**Board of Directors' Meeting Minutes**  
**10/14/2025, WSHS**

**Board Members**

Office	Name	Present	Office	Name	Present
<a href="#">President*</a>	Amy Rozier	YES	<a href="#">Publicity/Comms</a>	Allison Baker	NO
<a href="#">VP Admin*</a>	Erica Fortin	NO	<a href="#">Regatta Support</a>	Sara Collins	NO
<a href="#">VP Operations*</a>	John McNamara	YES	<a href="#">Transportation</a>	Stephanie Ludington	NO
<a href="#">VP Ways/Mean*</a>	Jen Riordan	YES	<a href="#">Novice Rep</a>	Chad Beers	YES
<a href="#">Treasurer*</a>	Melissa King	YES	<a href="#">Team Liaison</a>	Brittany Warren Bumper Warren	NO YES
<a href="#">Secretary*</a>	Christina Bassi	YES	<a href="#">Spirit Wear</a>	Gretchen Alemian	NO
<a href="#">Coaches</a>	Mark Sean	NO YES	<a href="#">Away Regatta</a>	David Matvay Elisha Matvay	YES NO
<a href="#">Captains</a>	Naomi Jake Lillian Ella Cooper Charlotte	YES YES NO YES YES YES	<a href="#">Dining Out</a> <a href="#">Raise Right</a>	Christina Kelsh	NO
<a href="#">Leaf Raking</a> <a href="#">BINGO</a>	Jen Riordan Erica Catterall	YES NO	<a href="#">Launches</a> <a href="#">Scholarship</a>	Jon Waller Anissa Craghead	NO NO
<a href="#">Volunteer coordinator</a>	Dana Baer	YES	<a href="#">Stotesbury Grill Lead</a>	Greg Alemian	NO

*\*denotes six Executive Board Members, need 4 to start an official meeting*

-----  
The President called the WSCBC Board to order In-Person at **7:34 pm** & September minutes were approved.

**Captains Report:**

**Men's Team (Cooper):** No updates provided.

**Women's Team (Naomi):** Learn-to-Row is going well, with a good number of novices showing up. *Strong novice participation noted.*

**Treasurer: Melissa King\***

*John McNamara presented the Treasurer's Report on behalf of Melissa King.*

**Budget Overview:**

- A budget committee (Amy Rozier, John McNamara, Jen Riordan, and Melissa King) reviewed last year's spending and this year's projections, resulting in a proposed budget with a \$4,600 surplus, not accounting for non-bingo fundraising.
- Last year's net revenue included \$619 from non-bingo fundraising and \$2,334 from bingo.
- Looking for five adult volunteers for November 1-2, 2025, to support the regatta, which is expected to generate \$1,500–\$2,000 in revenue.

**Key Budget Notes:**

- Last year's overspending included \$5,325 at Statesbury (budgeted \$1,000), \$9,981 in boat storage (projected to increase by \$400), and significant equipment purchases (e.g., engines, tents) totaling nearly \$10,000.
- Coaches' salaries increased by \$8,000 due to two new women's coaches.
- Current budget assumes 82 rowers, but with 112–114 registered, the club expects around 80 rowers to remain based on historical retention (50% novice retention rate).

**Future Considerations:**

- Equipment purchases this year (e.g., a new boat arriving in December) reduce the need for significant capital expenditures next year.
- Dues have not been raised in five years, but rising costs (coaches' salaries, maintenance) necessitate increased fundraising or potential dues adjustments in future years to maintain fiscal sustainability.
- A new boat purchase is planned every 2–3 years, requiring a \$10,000 down payment.

**Budget Vote:** The board unanimously approved the proposed budget. It will now be presented to the general membership for final approval.

**Action Items:**

- Present the budget to the general membership for approval.

**VP-Admin: Erica Fortin\*****Registration:**

- Planning for Spring Registration date is ongoing. Green Day and Learn-to-Row registrations have started.
- Current rower numbers: 19 novice women, 30 novice men, 13 returning women, 24 returning men, **totaling 87 registered and partially cleared rowers**. Fourteen women and eight men from the 2024–25 season have not registered for Green Days. All uncleared rowers have been contacted individually.
- Physicals are valid for 14 months, so most novice physicals will carry over to next year's Green Days.

**Administrative Updates:**

- Created a shared Master Documents tracking spreadsheet and Emergency Care Rosters for coaches.
- Developed a Master Financial Spreadsheet with auto-updating links for parents to track payments, fundraising, and volunteer hours. Coordination with the Volunteer Coordinator is needed for regular sending of hours and credits.
- Administered 41 swim tests over three sessions at a cost of \$61.54 (receipt submitted to Treasurer).
- A one-question survey was sent to new rowers and parents to gather questions for Novice Night (October 22, 2025). Responses are likely accessible to Rainy Chase, and Erica will follow up.

**Volunteer Hours:**

- Encouraging rowers to log volunteer hours via the xvol system to meet school requirements. Discussions with the new NHS representative aim to include Spartan Crew in approved volunteer groups, previously disallowed.

**Financial Concerns:**

- Addressing parent concerns about program costs due to furloughs by directing them to fundraising opportunities and the free/reduced lunch application for those with no income.
- Continued discussion on the Shew Scholarship and club support.
- Developing a Giving Day alumni list from old rosters and exploring Propay and a website donation page (equipment, general fund, rower support).

**FCPS Compliance:**

- Emergency Care Forms are now handled by coaches via FCPS email addresses, per discussions with Jen, the new Director of Student Activities (DSA). Admin no longer tracks these or physicals. WSHS's new registration system includes Emergency Care Forms, potentially eliminating separate forms if access is granted.

- VASRA and USRowing require swim tests, which Admin will continue to manage.
- FCPS volunteer requirements include three levels:
  - **Level 1:** Contact with rowers once per month or less, with a badged FCPS employee.
  - **Level 2:** Frequent contact, with a badged employee.
  - **Level 3:** Contact without a badged employee, requiring background checks.
- Erica is testing the Level 3 process to assess duration, especially for chaperones at Stotesbury and Nationals. A Spartan Rowing volunteer space was created for volunteers to sign up ([https://volunteer.fcps.edu/custom/501/opp\\_details/2255](https://volunteer.fcps.edu/custom/501/opp_details/2255)).
- Discussion on defining volunteer roles by level and exploring whether coxswains/strokes can take on more leadership at regattas to reduce chaperone needs. FCPS field trip ratios (potentially 1:8 or 1:10) need clarification. A small committee will define roles and test the process by December 2025.

#### **Communication Improvements:**

- Addressing email reliability issues (e.g., some parents not receiving group emails) by updating SportsPlus. Erica is developing a tutorial with screenshots to assist board members.
- Collaborating with the website team to make it a one-stop shop for information, including leaf raking and fundraising. Board members are requested to copy Erica on communications for better coordination.

#### **Fundraising Form:**

- FCPS requires a fundraising form for each event to avoid overlap, though the process is still being refined. The budget page is not required.

#### **Registration Process Improvements:**

- Exploring a Forms Night for the Spring Season to streamline FCPS paperwork compliance.

#### **Action Items:**

- Clarify carpooling requirements for Nationals.
- Follow up on Novice Night survey responses with Rainy Chase.
- Send an email to potential volunteers about upcoming requirements.
- Form a small committee to define volunteer roles by December 2025.

### **President's Report: Amy Rozier\***

#### **Recruiting:**

- The Open House at Sandy Run was well-organized and successful, with the on-the-water "test row" well-received by students and launch tours appreciated by parents.
- Trish Hackman's Grandstand walk attracted approximately twelve parents, who asked insightful questions.
- Novice Night, scheduled for October 22, 2025, at 7:00 PM at WSHS Cafeteria, will serve as a follow-up to the Open House to address parent questions and engage those who missed the initial info session.
- Rainy Chase is preparing the Novice Night presentation, updating last year's slide deck to emphasize attendance and fundraising.

#### **Coaches:**

- Coaches' salaries are in progress and will be finalized upon budget approval. The budget accounts for an \$8,000 increase to accommodate two new women's coaches.
- Two new women's coaches are in the FCPS hiring process: Kristen Rupinen (Full-Time, former WSHS and Alabama rower, 1 year of coaching experience) and Emma (Part-Time, rowed at ODU).

#### **November Board Meeting:**

- Scheduled for Monday, November 10, 2025, adjusted from the usual second Tuesday due to a scheduling conflict with the Veterans' Day holiday.

#### **Action Items:**

- Confirm Novice Night presentation details with Rainy Chase.

## **Coaches' Reports: Sean**

### **Regatta Planning:**

- Easter Weekend: All rowers (men's and women's teams) will race on Saturday, April 4th of spring break. Men's team will take the following Monday off.
- TBC Regattas (April 11 or 18, 2026) in DC: Preferred over St. Andrews in Delaware due to proximity and lower costs. Limited slots (6 teams, 2 boats each, racing twice per day). Flat entry fee estimated at \$200–\$300 per team.
- St. Andrews Regatta (April 25, 2026): Unlikely due to conflict with WSHS prom.
- Need to find a plan on how to take up the trailers for TBC Regattas.

### **VASRA Updates:**

- Elimination of junior events before the Saturday, April 25 regatta to shorten race day and focus on progression events (1V, 2V, 3V, etc.).
- Changes to 4-person boat progression rules to allow more flexibility in entries.

### **Navy Rowing Tanks:**

- Availability pending confirmation from the Naval Academy. Debate on cost vs. benefit, but valued for off-season engagement. Secretary (Christina Bassi) to assist with form collection.

### **Action Items:**

- Confirm TBC regatta date (April 11 or 18, 2026) and notify VASRA of volunteer slot preferences.
- Confirm Navy rowing tank availability.
- Create a plan to take up the trailers for TBC Regattas.

## **VP-Ways & Means & Leaf Raking : Jen Riordan\***

### **Leaf Raking:**

- Leaf raking season begins November 1, 2025. Emails were sent to past clients, and the schedule is filling up quickly with a strong response.
- A sign-up sheet for rakers will be distributed this weekend, with a need for student and parent volunteers to meet high demand.
- Social media and full-page flyers have been shared with Publicity for posting and distribution through WSHS and local HOAs, with Publicity/Comms (Allison Baker), actively posting on these platforms.
- Leaf raking was emphasized as a major fundraiser to support the budget and avoid future dues increases.
- Potential sponsors can be proposed to [waysandmeans@spartancrew.org](mailto:waysandmeans@spartancrew.org).

## **Away Regatta Chair: Dave Matvay**

### **Stotesbury Regatta (May 14–16, 2026):**

- **Boats:** Planning for four 8-person men's and four 8-person women's boats (72 athletes total). High novice participation (e.g., 15+ men daily) supports fielding full boats.
- **Coordination:** With coaches (boat registration); Ops (boat transport plan); Spirit Wear (T-shirt design contest and sales).
- **Lodging:** Contract signed with Best Western Plus Philadelphia – Pennsauken (80% fill required). Team rooms: 20 two-bed, 8 single-bed; Parent rooms: 2 two-bed, 18 single-bed.
- **Transportation:** Two 56-passenger buses (\$13,000 + tips). FCPS policy: Minimum 40-passenger bus, maximum 10-person van. Buses preferred over vans due to logistics, risk, and difficulty finding 8 Level 3-qualified drivers; contract to be signed. Parent seats on buses can offset costs.
- **Meals:**
  - **Thursday Lunch:** Maryland House.
  - **Thursday Dinner** (hotel breakfast area, take-away): Chipotle build-your-own (preferred, lighter pre-race option); alternatives: Italian (Maggiano's, Coach Ryan's recommendation), premade deli sandwiches, Chick-fil-A.
  - **Friday Breakfast:** At hotel.

**Friday Lunch:** On-site grilling. Recommendation: Grilled chicken, green salad, sandwich buns, bacon, grilled vegetables, pasta/potato salad, chips, cookies/Rice Krispies.

Alternatives: Burgers, dogs.

- **Friday Dinner:** Splitz Pizza and Bowling (reserved; contract pending).
- **Saturday Breakfast:** At hotel.
- **Saturday Lunch:** Catered box lunches (Chef's Kitchen; pre-order at Forms Night). Positive feedback on quality and packaging.
- **Cost Estimate:** Approximately \$550 per rower (based on 72 rowers); adjustable to \$450–\$550 with fundraising success. Club aims to avoid \$5,000 loss; early temperature check for participation via November parent meeting due to financial concerns.

**Nationals (May 21–23, 2026, Melton Lake, Oak Ridge, TN):**

- Lodging arrangements in progress. Clarify carpooling requirements per FCPS policy (e.g., Level 3 clearance for unsupervised transport).

**Action Items:**

- Finalize and sign bus contract for Statesbury.
- Confirm Thursday dinner as Chipotle and finalize Friday lunch grilling details.
- Finalize Splitz contract and coordinate pre-orders for box lunches.
- Review participation via November parent meeting and clarify Nationals carpooling with FCPS.

**Dining Out: Christina Kelsch**

- October's fundraiser with Five Guys fell through due to communication issues with the location/owner.

**Scheduled Events:**

- Chipotle: November 17, 2025, 5:00–9:00 PM at the Rolling Road location in West Springfield, VA (near Traford Ln).
- South Block: December 12–21, 2025 (two full weekends), expected to be highly profitable to offset the missed October event.
- Regal Theater fundraiser: Near \$120 raised and extended through December 31, 2025, for the holidays.

**Future Plans:**

- IHOP fundraiser planned for January 2026.
- Exploring Dave & Buster's campaign (similar to Regal) during the holiday season.
- Savers Thrift Shop for spring 2026 (collect donation items during cleaning season; will coordinate with Jen Riordan in a couple of weeks).

**General Notes:** All events require FCPS fundraising forms to avoid overlap with other groups.

**Action Items:**

- Submit FCPS fundraising forms for Chipotle, South Block, and Regal events.
- Finalize IHOP details and coordinate Savers with Jen Riordan.

**Team Liaison: Bumper Warren**

- Booked Bingo for Saturday, February 28th at WSHS Cafeteria from 7am to 7pm (ample time for set up beforehand).

**VP-Ops: John McNamara\***

**Budget Contribution:**

- Participated in the budget committee, contributing to the line-by-line review of expenditures and planning for a new boat arriving in December 2025, which reduces equipment needs for the current year.

**Launches and Equipment:**

- A new boat is arriving in December 2025. The oldest boat will be stripped for parts or used for practice, requiring a storage plan.
- Current storage includes four 8-person boats indoors, one outdoors, and two temporary racks for 4-person boats. The new boat will replace one floor-stored boat, potentially requiring an additional temporary rack.

- High novice participation (13–17 men daily during Green Days) may necessitate keeping the Chinook, complicating storage plans.

**Action Items:**

- Develop a storage plan to accommodate the new boat and potential retention of an additional boat due to novice participation.
- Coordinate with the Away Regatta Chair on transportation logistics for Stotesbury and Nationals.

---

Board Meeting was officially adjourned at 9:02pm