

WEST SPRINGFIELD CREW BOOSTER CLUB

Board of Directors' Meeting Minutes

9/8/2025, WSHS

Board Members

Office	Name	Present	Office	Name	Present
President*	Amy Rozier	YES	Publicity/Comms	Allison Baker	YES
VP Admin*	Erica Fortin	YES	Regatta Support	Sara Collins	NO
VP Operations*	John McNamara	YES	Transportation	Stephanie Ludington	NO
VP Ways/Means*	Jen Riordan	YES	Novice Rep	Chad Beers	NO
Treasurer*	Melissa King	YES	Team Liaison	Brittany Warren Bumper Warren	YES
Secretary*	Christina Bassi	YES	Spirit Wear	Gretchen Alemian	YES
Coaches	Mark Sean	NO YES	Away Regatta	David Matvay Elisha Matvay	YES NO
Captains	Naomi Jake Lillian Ella Cooper Charlotte	YES YES YES NO YES YES	Dining Out Raise Right	Christina Kelsh	YES
Leaf Raking BINGO	Jen Riordan Erica Catterall	YES NO	Launches Scholarship	Jon Waller Anissa Craghead	NO NO
Volunteer coordinator	Dana Baer	NO	Stotesbury Grill Lead	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 **7:31pm** & August minutes were approved.

President's Report: Amy Rozier*

- VASRA Board Meeting Update:
 - Desperate need for River Rats continues (contact Scott Bishop if interested)
 - 6 regattas + States this year
 - Regatta entry fees increasing by \$1/rower this year
 - Coaches: (1) need to submit requests to attend regattas by 10/31/25, (2) Coaches meeting 9/20/25 at Woodson HS
 - VASRA still not joining US Rowing; our private insurance will suffice for regattas
 - No progress on expanding in FCPS or for the Crew Council
 - May have drone coverage for 2026 regattas, more to come
 - Installing new internet (at headquarters) and electrical (HQ, concessions, River Rat shed and finish line,

- VASRA membership dues due 12/15 (zelle to treasurer@vasra.org)
- Other Updates:
 - Met with Sara Collins, new Regatta Support Chair, at Boathouse, provided Boathouse key
 - Sent coaches salary survey to other local presidents (responses due 9/19), fair amount of bounce back on emails, need to see if can get better email list
 - Met with potential new women's coach, Emma. Can work Spring and likely winter workouts
 - Transitioned Spirit Wear with Cathy Turingan to Gretchen Alemian.
 - Transitioning Transportation from Dianne Thorpe (not returning) to Stephanie Ludington.
 - Student Activities fair is during LS4 on **9/22 (LTR starts 9/29, swim test scheduling issues??)**, may need to have a 2nd info session in Oct/Nov?
 - Updating slide deck for Wed's info session
- Attendance Policy Discussion:
 - Amy presented a redlined version of the handbook's attendance policy, addressing issues from last season, including low/scattered attendance and early departures. The updated policy includes:
 - Stronger language requested by coaches.
 - Potential removal from the team after 10 unexcused absences, with discretion for extenuating circumstances (e.g., illness with a doctor's note, family emergencies).
 - Possibly a warning or conversation with the athlete and parents at 5 absences to address issues early.
 - Clarification that excused absences do not guarantee racing eligibility if team preparation is disrupted.
- Feedback on Attendance Policy:
 - Coaches appreciated the flexibility in the policy but suggested adding examples of excused (e.g., illness, family emergency) and unexcused absences.
 - Concerns raised about excessive absences impacting team performance, with coaches retaining discretion on racing lineups.
 - Suggestion to use a spreadsheet to track absences and ensure transparency which the coaches already do.
- Financial Aid Policy:
 - Current Policy: Copied from TJ's policy, requiring athletes to demonstrate financial need (e.g., free/reduced lunch status, recommendations, or other means).
 - Discussion:
 - Concerns that free/reduced lunch status may not capture all families in need, as some eligible athletes may not qualify under this criterion.
 - Suggested to highlight the Julia Shew Scholarship as a financial aid resource more on the website and in communications.
 - Proposal to create a dedicated financial aid fund for donations, separate from general funds, to support athletes in need.
 - Donation Process:
 - Donations currently processed through the Spirit Wear store (Square). Discussion on whether to switch to Sports Plus (ProPay) or maintain both.
 - Concerns about transparency and access to donation records; Gretchen Alemian to resolve Square account access issues.

Captains Report:

- Planning activities for the interest meeting.
- Told rowers that Green Days start September 15, 2025.
- Name suggestions for the new boat being collected.
- Captains Jake and Ella to represent the team at the Club Day (September 22, 2025).

Coaches' Reports: Sean

- Coaches meeting on September 20, 2025, to discuss regatta schedule compression due to long event durations (e.g., 9 AM–6:30 PM)
 - Proposals include reducing fours events to two, eliminating junior events, and combining categories to save time without limiting racing opportunities.
 - Junior designations preserved for national bids.
 - Concerns about “flights only” format (no finals) and restrictions on weekly racing; coaches to advocate against these changes.
- Drone Live-Stream:
 - Regatta entry fees to increase by \$1/rower this year to start drone coverage of the event.
- St. Andrews Regatta:
 - Proposal to race at St. Andrews (Delaware, invite-only, same-day trip). Coaches awaiting confirmation from St. Andrews’ coach.
- Spring Break (April 2026):
 - Proposal to make the Monday after spring break practices (Easter Monday) and the Easter weekend regatta optional to accommodate family plans for an extended Easter weekend, still planning on an intensive spring break training schedule.
 - Coaches to communicate plans by the winter general membership meeting to avoid miscommunication.

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

- **Corporate sponsorship** - letter, flyer and outreach (need to build a potential list of supporters (e.g. Home Depot, other local businesses)
 - Send ideas to waysandmeans@spartancrew.org
 - Looking into creating removable company logo magnets for trailers to recognize sponsors and encourage donations.
 - John will research the cost.
- Still looking for a **Leaf Raking co-chair** to help with parent/raker/client communications
- **Leaf raking**: Raking begins 11/1-11/2, client outreach begins on 10/10-10/11
 - Flyer to post on Nextdoor, Facebook, school newsletter, local HOAs
 - Open to other channels/ideas
- **Popcorn Sale** - 12/3-12/7 - mark your calendars!
 - Will need direct deposit information to finish setting up the sale
- Would like to set up a Zoom meeting with Raise Right, Dining Out, Bingo, and Spirit Wear(?)
 - The goal is to have a full calendar of activities and revenue goals for this year
 - I have requested 2 estimates for custom socks
- RE: Donations comment below - I would like to ensure that we are thanking every donor to the program (online when the gift is made or with a note from the team).

Treasurer: Melissa King*

- **October Board Meeting** - The budget will be reviewed and then presented to the general membership at the November meeting.
- **RaiseRight Information** - Needs records from April to present. Erica noted she reached out last week and is still awaiting a response.
- **Square Payment** - A \$53 payment appeared in the account; needs to verify its purpose.
- **Green Days** - Question regarding appropriate action for boat rentals vs. storage. John confirmed no action is needed.

Away Regatta Chair: Dave Matvay

- Last Years Numbers (2025):
 - 32 Females and 30 males
 - 23 Team Rooms (8 Female, 8 Male, 5 Coach, 2 Drivers) 16 Spectator Rooms
- Coordination with other positions:

- Board. Confirm event costs funded by event participants.
- Question for the coaches - How many boats for boat registration?
 - Coach Sean responded that a good guess for the men's team is 4 eights and maybe a four.
- John will be working on a Boat Transport Plan.
- Lodging:
 - Best Western Plus Philadelphia - Pennsauken
 - 80% fill required. \$149 + \$169 = \$318 + Taxes, Tips, and Fees
 - Team Rooms
 - 20 two beds; 8 single bed (80% = 23 Rooms)
 - Parent Rooms
 - 2 two beds; 18 single bed (80% = 16 Rooms)
 - Contract in Hand, needs to be signed soon.
- Transportation: Reviewing bus requirements, developing recommendations.
 - Two 56 Passenger Buses (our single biggest expense for this event)
 - \$13,000 + Tips
 - FCPS Policy: Minimum Bus size 40 Passenger; Maximum Van size 10 Person
 - Contract in Hand, can be signed a little later.
- Meals:
 - Thursday Lunch: Maryland House
 - Thursday Dinner: Options: Catered at River / Take Away in Hotel Area
 - The board gave positive feedback for dinner in the hotel.
 - Friday Breakfast: At Hotel
 - Friday Lunch: Options: Grill on site / Catered (Chef's Kitchen / Other?) Input?
 - Friday Dinner: Splitz Pizza is Reserved. Contract Pending.
 - Saturday Breakfast: At Hotel
 - Saturday Lunch: Catered Box Lunches (Chef's Kitchen / Other?)

Team Liaison: Brittany & Bumper Warren

- Looking into using reserving Irving Middle School for Bingo Night on March 8th since WSHS is already booked up.

Dining Out: Christina Kelsch

- **Honey Grill** dining out event scheduled for September 19, 2025.
- **Regal Theaters** fundraiser confirmed (2 tickets for \$30, 25% to the team, valid for about 74-more days through Thanksgiving).
- **Dave & Buster's** fundraiser: \$20 power card with 50% to the team.
- **South Block** fundraiser proposed (week-long event).
- 2024 dining out raised \$825, down from \$2,200 in 2023. **Noodles and Company** finally just paid out.
- **Five Guys** offered a 25% cut of all sales.
- **RaiseRight**: Christy Brown working with Melissa King to calculate summer fundraising totals. Challenges with account access noted.

Spirit Wear: Gretchen Alemian

- **Square Account** – Working on gaining access.
- **Captain Gear** – Considered ordering half zips, but decided to hold off since captains are not interested.

Publicity & Communications Coordinator: Allison Baker

- No updates

Secretary's Actions: Christina Bassi

- No update

VP-Ops: John McNamara*

- Received Check from Noodles and Company from last year

- Requested boat motor quote priced at \$2,495 delivery in Sept
- Purchased 2 cox box plus wiring kits, 5 cox box mics, 2 x batteries total \$3,542.31
- The boat house cox room has mold which requires remediation, paint, and new shelving over the next three weeks. Approx cost \$300.
- Traded in Nissan (2004) Engine 6 for maintenance credit.
- Engines 1,2,3,5,7 all received service and now have engine meters to track hours. Service now provided by Scott Adcock Mobile Marine Service (bill pending).
- HOTO Regatta (November 1–2, 2025): Seeking 4–5 launch drivers per day. Each driver and boat earns \$150 for the club, potentially raising \$1,200 for equipment.

VP-Admin: Erica Fortin*

- Updated website general information and appearance.
 - Big Orange Button!
 - Contact us email button. Already used for questions.
 - Flyer from Spartan Spree added to website front page
 - Step-by-step processes with links to facilitate WSHS registration changes and new forms requirements - all in one place with links. Added the ability to upload an emergency care form with the registration process.
 - Updated Novice section with Rowing Terms and detailed Regatta information.
 - Request from coaches for Coaches' Bios? Page on website?
- Sports Plus Registration System
 - Created Learn to Row and Returning Rower Fall Registration to help with Roster management for coaches
 - Email sent to all parents and athletes to register for Fall Green Days and send in documents.
 - All rowers who graduated and/or left the program were purged from Sports Plus.
 - Added the Captains' email to SportsPlus as an Athlete so they can receive emails.
 - Coaches were added to Sports Plus via email.
- Swim Test dates set and put on the Calendar
- Working on Alumni lists.
 - I can pull from previous years' spreadsheets.
 - There is also a team alumni@spartancrew.org account in Google that has some emails already in there.
- Financial Aid
 - Added page on website labeled as Financial Aid for Julia Shew scholarship. I feel like this is an underused resource for our team.
- Donations
 - Currently done through Team Store
 - Does this want to switch to ProPay through the website? Keep both? Does this ever result in donations?
 - Discussion with Amy and Jen regarding earmarking donation funds. Funds can not be donated on behalf of a specific rower. They can't benefit one specific person for personal gain. Is it possible that we have a financial aid fund if people want to add to it or donate? **Follow up on convo re: donation earmarking**
- Reached out to Scrips/Raise Right to start calculating the Raise Right fundraising from the summer.
- Meeting with Melissa King re: spreadsheets

Board Meeting was officially adjourned at 9:10pm