

WEST SPRINGFIELD CREW BOOSTER CLUB

Board of Directors' Meeting Minutes

7/15/2025, Matvay Household

Board Members

Office	Name	Present	Office	Name	Present
President*	Amy Rozier	Yes	Publicity/Comms	Allison Baker	No
VP Admin*	Erica Fortin	Yes	Regatta Support	VACANT	
VP Operations*	John McNamara	Yes	Transportation	VACANT	
VP Ways/Means*	Jen Riordan	Yes	Novice Rep	Chad Beers	No
Treasurer*	Melissa King	Yes	Team Liaison	Brittany Warren Bumper Warren	No No
Secretary*	Christina Bassi	Yes	Spirit Wear	VACANT	
Coaches	Mark Sean	No No	Away Regatta	David Matvay Elisha Matvay	No Yes
Captains	Naomi Jake Lillian Ella Cooper Charlotte	Yes Yes No Yes No Yes	Dining Out Raise Right	Christina Kelsh Christy Brown	Yes No
Leaf Raking BINGO	Jen Riordan Erica Catterall	Yes Yes	Launches Scholarship	Jon Waller Anissa Craghead	No No
Volunteer coordinator	Dana Baer	Yes			

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

The President called the WSCBC Board to order In-Person at **7:42 PM**

President's Report: Amy Rozier*

1. New Board Members and Team Captains

- Secretary - Christina Bassi
- VP Admin - Erica Fortin
- Volunteer Coordinator - Dana Baer
- Dining Out - Christina Kelsh
- Novice Liaison - Chad Beers
- Scholarship - Anissa Craghead
- Charlotte - Captain
- Jake - Captain

Introductions:

- **Amy Rozier:** Introduced as President. Has a junior girl
- **Jen Reardon:** VP Ways and Means (Fundraising). Also involved in leaf-raking in spare time. Has a senior son (Connor) and sophomore twins.
- **Elisha Mattay:** Regatta Coordinator with husband David, managing logistics for Stotesbury and Nationals. Has a rising junior daughter (Emma) on the girls' team.
- **Melissa King:** Treasurer. Has a senior daughter and a sophomore on the men's team.
- **Christina Pelch:** Dining Out Coordinator and fundraiser. Has a sophomore son (Harrison).
- **Dana Baer:** Volunteer Coordinator. Has a sophomore son (Cole).
- **Christina Bassi:** Secretary. Has a sophomore son (Garek).
- **John McNamara:** Operations, assisting across various areas. Has a senior son (Colin).
- **Erica Fortin:** VP Administration. Has a rising senior daughter (Lillian).
- **Captains:**
 - Naomi: Senior, second year as captain.
 - Ella: Senior (new or second year?)
 - Charlotte: Junior, new captain.
 - Jake: Senior, new captain.

2. Coaches' Meetings: Met with most of the coaches in June -- good feedback & input for the upcoming year:

- **Need an attendance policy,** have this be part of the Handbook AND sign off on during registration, *working on a draft for reaction at August meeting*
- Learn-to-Row & Fall Green Days* schedule agreed to (see below)
- *Green Days are set by FCPS. We're allowed 34 days of practice (NTE 6 in a 2 week period) during the period 9/15/25-11/7/25.
- Recruiting - would like a big button on website for "click to join", have an adult at recruiting events (i.e. Spartan Open House August 14th), teach athletes how to recruit freshmen.
- Need to purchase a new boat for the women's team, cox boxes & mics, set of oars, replace engine/motor, and a few other minor items. Sell the Chinook.
- Many of the younger coaches will be at a wedding (of former WSHS rower) the weekend of Lower States
- Stotes - coaches to communicate sooner (by 5th week in season) who will row, survey parents of who can go, messaging about: safety, trust coaches to seat those likely to finish in top 75% (demoralizing/embarrassing for athletes to finish in bottom 25%), maybe not novices (coaches discretion re: F8, Jr4/8)

3. Important Upcoming Dates:

- **8/5/25 - August Board Meeting** (note it is NOT 8/12). Location TBD. I am moving this up a week because Spartan Open House is 8/14 and I want a bit more time between the meeting & event for any last minute to-dos.
- **8/14/25 - Spartan Open House** at WSHS (9am - 1 pm)
- **9/3/25 - Crew Info session** at WSHS Cafeteria
- **9/6/25 - Open House** at Sandy Run
- **9/6/25-10/4/25 (Saturdays)** - VASRA workdays
- **9/15/25-9/26/25 - Green Days** for Returning Rowers (Mon, Tu, Thu)
- **9/29/25-10/24/25 - Learn to Row** for interested students, with returning rowers assisting (Mon, Tu, Thu)
- **10/27/25-11/7/25 - Green Days** for Returning Rowers (Mon, Tu, Thu)
- **12/1/25** - Winter Workouts begin

4. Open Positions:

- Regatta Support
- Spirit Wear

- Transportation
- Leaf Raking Co-Chair
- Ops (Shadow)

5. Recruitment planning:

- **Scheduled Meeting for July 20, 2025** (Sunday, 3-5pm) at Amy's house to finalize plans.
- **Fliers** (Who?) I have last year's template) with website, upcoming dates (BTSN, Crew Open House at Sandy Run, swim tests, learn-to-row, winter conditioning), novice liaison &/or Info emails, Dues & fundraising
- **Website** (Allison & Erica)- "Click to Join" button, with new physical form, swim test dates (signup?)
- **Tri-fold board** (Captains)
- **Spartan Open House at WSHS (8/14)**
 - Wear crew t-shirts/tanks
 - Need an adult/parent present
 - Can we set up a laptop with last season's video on a loop?
 - Need coxswains
 - Plastic stretchy bracelets?
- **Crew Info Night at WSHS (9/3)**
 - More involvement from different people to talk/present
 - Need room reserved
 - Need to figure out the mic!
- **Open House at Sandy Run (9/6)**
 - Tours? Stations? Set a rotation?
 - Boat/launch "rides"?
 - Get kids in boats at the dock (like last year)
 - Tours to grandstands?
 - Nametags, wear Spartan Crew attire - it will be busy with VASRA workday people from many teams
 - Set up Team Tent

6. Budget Committee:

- **Scheduled Meeting for July 27, 2025** (Sunday, 3–5 PM) at Amy's house, for budget committee only (Melissa, Amy, Jen, John).
- Melissa to send financial details to the committee for review.

Captains Report:

- Limited activity currently, with a few rowers participating in residential programs.
- Suggested to research team bonding activities, each the women's and men's team has \$120-150 in the budget to spend.

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

- **Sponsorship Program:** Jen explored AI-generated sponsorship ideas with tiered levels:
 - \$2,500+: Logo on trailer, website, team banner, bingo program, social media recognition, framed team photo, and thank-you note.
 - \$1,000–\$2,499: Website, banner, bingo program, social media.
 - \$500–\$999: Website and social media.
 - Under \$500: Friends of Crew recognition.
 - Potential sponsors include local businesses (orthodontists, tutoring companies). Jen to develop a list, avoiding overlap with existing dining out or bingo sponsors.
- **Alumni Campaign:** Proposal to reach out to alumni and former parents for donations, leveraging a list from the 2015 season. Coaches suggested a "Coach's Corner" newsletter with alumni spotlights (e.g., Nick at Florida) to maintain engagement and collect updated contact info via QR code for donations.

- **Alumni Day:** Proposed for the Wednesday/Thursday before Thanksgiving at the boathouse (open until December 1). Could include a potluck or low-key event to reconnect with alumni.
- **Fundraising Events:**
 - **Leaf Raking:** November 1–December 21 (8 weeks).
 - **Popcorn Sales:** Suggested for pre-holiday (before Thanksgiving or Christmas)
 - **Bingo:** Tentatively scheduled for March 8, 2026 (it's daylight savings). Jen to confirm and avoid conflicts with school events.
 - **Spirit Wear:** No coordinator yet. Proposals include rubber bracelets and custom spirit socks as fundraisers. Captains suggested gray or bright orange socks for appeal.
- **Dining Out:** Need to review past performance to optimize scheduling. Noodles and Company payment still outstanding; Christina Kelsh (dining out) to follow up with their manager.

Away Regatta Chair: Elisha Matvay

- **Stotesbury (May 15–16, 2026)**
 - Best Western rooms reserved, contracts to be finalized within 1–2 weeks. Amy to sign.
 - Bus costs (~\$13,000 last year) a significant expense. Elisha to explore smaller bus options to reduce costs.
 - Historical costs: \$38,500 last year, with \$30,000 income, resulting in a loss. Previous years were break-even (~\$37,100 cost vs. \$37,200 income).
 - Challenges: Only certain boat classes (e.g., Freshman 8, no Novice 4) compete, limiting novice participation. Coaches aim to seat competitive boats, with decisions by the fifth week of the season.
 - Proposal to message novices clearly: Highly unlikely to race but may attend as alternates or for bonding. Attendance policy to be tied to eligibility.
 - Suggestion to sell local transportation seats (\$50–\$60) for parents/rowers in the area to offset bus costs.
- **Nationals:** Dates/location TBD.
- **Catering:** Proposal to grill at the river (Ella's dad interested) to reduce catering costs. Teams have used flat Costco grills successfully.
- **Attrition Rate:** 80% built into hotel contracts. Elisha to confirm numbers with the travel agent to avoid overbooking.

Treasurer: Melissa King*

- **Current Finances:**
 - Savings: \$42,150
 - Checking: \$36,900
 - Total: ~\$79,050
- **Upcoming Expenses:**
 - Boat payment: \$10,000 (due next month).
 - Quarterly storage: \$2,354.
 - Outstanding payments: ~\$1,000 (e.g., \$400 to Ryan, \$300 to Jacob, \$300+ to Matt for Chuck Wagon transport).
 - Reimbursements: \$700 pending for overpayments.
- **Over/Underpayments:** Resolved most issues from SportsPlus errors. ~\$600 outstanding from one rower (likely returning). Melissa reimbursed high-dollar overpayments, with options to apply to next year's dues or donate.
- **Insurance Claim:** Pending for a lost cox box (~\$699).

Dining Out: Christina Kelsh

- **Currently Looking Into New Opportunities:**
 - South Block (smoothie shop near Crimson Coward): Offers 20% fundraising nights, closes at 7 PM.

- Savers: Accepts donations (e.g., clothes, shoes) and pays organizations per donation. Located near Lidl.
- Five Guys: Recommended by Boy Scouts, pays based on total evening sales, even for non-team customers.
- Chick-fil-A: User-friendly app automatically prompts for team support, percentage TBD.
- **Pass Performance (Shared by John McNamara)**
 - Last year's dining out events (8 total):
 - Panera (October 23): \$115 (low performer, app issues with code application).
 - Village Chicken: \$149 (December)
 - Panda Express: \$140 (November).
 - Chipotle: \$150 (January).
 - Challenges: App-based ordering (e.g., Panera) complicates code application, reducing funds raised.
- **Collaboration:** Christina Kelsh to coordinate with a West Springfield Elementary parent for additional contacts.

Volunteer Coordinator: Dana Baer

- **VASRA Volunteer Requirements:**
 - First volunteer opportunity: September 6 (likely one person per shift, morning/afternoon, for 3–4 Saturdays).
 - Last year's dock-building increased volunteer needs; this year is expected to be lighter.
 - Issue: Some families earned all 6 volunteer points at VASRA events which reduced volunteers for spring events.
- **Proposed Solution:** Create a custom sign-up system (e.g., SignUpGenius) to limit slots to one per family per event, ensuring equitable distribution of volunteer points.
- **Volunteer Tracking:** Experimenting with a color-coded spreadsheet for regatta volunteering, to be adapted for 2025–2026 season. Volunteer names due to VASRA by March 10, 2026 by the volunteer coordinator.

Secretary's Actions: Christina Bassi

Requested to approved minutes for June's Meeting (minutes were approved)

VP-Ops: John McNamara*

- **Boat Rentals:**
 - NVRC (Northern Virginia Rowing Club) relies heavily on West Springfield's boats due to their reliability compared to NVRC's own equipment, which frequently fails (e.g., launches failed at a recent event).
 - John proposed discontinuing equipment rentals to NVRC due to excessive maintenance time and wear on engines, which outweighs rental income.
- **New Equipment Purchases:**
 - Planned purchases (~\$10,000): One cox box (insurance may cover), new boat engine, oars, and other supplies.
 - Oars to be painted (mens' team) or use vinyl stickers as per Coach Mark's preference.
- **Boat Sales:**
 - Proposal to sell two boats (Chinook and Rizo, ~2017 models) due to depreciation (~\$1,000/year) and lack of use.
 - Boats are designed for women's weight class (155–185), too heavy for the women's team and unsuitable for the men's team.
 - Estimated revenue: ~\$10,000 total (\$500 for one boat due to low value, plus storage savings of ~\$300/year).
- **Cox Box Accountability:**
 - Proposal to reinstate sign-out sheets for cox boxes, assigning responsibility to coxswains to take them home, charge them, and return them.

- Still have the older (2017–2018) cox boxes, less likely to be stolen due to age.
- John to manage sign-out forms and maintenance (preventive maintenance checks and services).

VP-Admin: Erica Fortin*

- **Email Accounts:**
 - Multiple team email accounts exist (e.g., Spartan Dining Out, Novice Rep, Volunteer, Bingo, etc.).
 - Issue: Regatta Support email previously managed by Julie (handling two roles) needs a new owner. Amy to create a new Regatta Support email and assign it to a volunteer (possibly Matt).
- **SportsPlus Challenges:**
 - Issues with payment wavering, multiple parent accounts (e.g., divorced parents), and outdated rower tags (e.g., 2023 rowers tagged in 2025).
 - Proposed solutions:
 - Housekeeping to reset groups annually and merge duplicate accounts.
 - Explore Zelle for payments (no fees, tested successfully at Bingo) to simplify leaf raking and other fundraising.
 - Website registration forms updated to exclude PII, per new Fairfax County Public Schools (FCPS) requirements. Only the Athletic Participation/Parental Consent and Medical Eligibility forms need to be submitted.
- **FCPS Registration Changes:**
 - Crew now listed under “Alternative Sports” (with dance, rifle, etc.) on the updated FCPS website.
 - New physical forms are mandatory; only the Medical Eligibility form (no PII involved) is submitted to the school or team.
 - Coaches receive physical forms via FCPS email, but admin struggles to align registration, swim tests, and physicals. Amy to coordinate with Coach Sean (who uses a shared Google Drive folder) to streamline information sharing.
- **Website Improvements:**
 - Coaches requested a simplified “Join Crew” button on the website to reduce clicks.
 - Amy to work with Alison (webmaster) to update forms, add a prominent registration link, and include Stotesbury qualification messaging.

Publicity & Communications Coordinator: Allison Baker

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Novice Representative: Chad Beers

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Team Liaison: Brittany & Bumper Warren

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RaiseRight: Christy Brown

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Coaches' Reports:

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Launches: Jon Waller

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BINGO: Erica Catterall

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Scholarship: Anissa Craghead

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Spirit Wear: VACANT

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Regatta Support: VACANT

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Transportation Coordinator: VACANT

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Board Meeting was officially adjourned at **10:13 PM**

If it works: Zoom link for monthly Virtual Board meetings: [WSCBC Board Zoom Link](#)