

**WEST SPRINGFIELD CREW BOOSTER CLUB**  
**Board of Directors' Meeting Minutes**  
**5/8/2025, Room 2228**

**Board Members**

Office	Name	Present	Office	Name	Present
<a href="#">President*</a>	Amy Rozier	YES	<a href="#">Publicity/Comms</a>	Allison Baker	
<a href="#">VP Admin*</a>	Mike Healy	YES	<a href="#">Regatta Support</a>	Julie Peasley	YES
<a href="#">VP Operations*</a>	John McNamara	YES	<a href="#">Transportation</a>	Dianne Thorpe	
<a href="#">VP Ways/Means*</a>	Jen Riordan	YES	<a href="#">Novice Rep</a>	VACANT	
<a href="#">Treasurer*</a>	Melissa King	YES	<a href="#">Team Liaison</a>	Brittany Warren Bumper Warren	
<a href="#">Secretary*</a>	Carolyn Benyo	YES	<a href="#">Spirit Wear</a>	Cathy Turnigan	
<a href="#">Coaches</a>	Mark Sean		<a href="#">Away Regatta</a>	David Matvay Elisha Matvay	YES YES
<a href="#">Captains</a>	Kelly Jonathan Naomi	YES	<a href="#">Dining Out</a> <a href="#">Raise Right</a>	Marilee McCauley Christy Brown	
<a href="#">Leaf Raking</a> <a href="#">BINGO</a>	Jen Riordan/Tina Erica Catterall		<a href="#">Launches</a> <a href="#">Scholarship</a>	Jon Waller John Fortin	

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

The President called the WSCBC Board to order In-Person at **7:36 PM**

**Secretary's Actions: Carolyn Benyo\***

- Zoom did not launch for other member participation
- A motion was made to approve the
- Attendance - see above
- Do chaperones need to take SafeSport, how do we access it? Do we have to pay ourselves or is there an organization code?
- US Rowing policy from Mike Healy applies to:
  - 18 year old rowers
  - Board members
  - Coaches
  - Chaperones are optional
  - Rowers have their paid for membership IDs
  - Board members, they have to pay the \$25, get their number, get their account, 90 minutes of training that updates the US rowing site. Also, the self attestation will be required.
  - Is there a code for WSHS, yes Mike Healy has the code - KEDPC
  - Amy wondered why does WSHS board have to do it because we bought regatta passes through US Rowing already.



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

Likely topics of discussion:

- Stotes
- Who is returning on the Board --- suggestions for replacements??
- End of Year Banquet
- Crew Scholarship

Begin thinking about:

- what we need to purchase for next year (i.e. we're scheduled to buy a new women's shell, I've heard a need to replace shoes on Ryz-O, or at least the padding, another new launch, etc.)
- end of season survey questions
- what do we want to accomplish over the summer (i.e. new registration system?, uniforms? better plan for recruiting & learn-to-row?)
- US Rowing
- what worked well this year, what needs improving?

- We can make purchases tax free with certificate. Also the new Amazon tax free purchase.
- End of year banquet, June 4th - have a budget of a couple hundred dollars.
- \$250 total budget for end of year party, we can continue with a dessert potluck. If there are people left who need points need to do the banquet, stotes, or scholarship members.
- Ask for crafty people who will help for end of year banquet, the Warrens should send out the sign up genius.

-\$500 scholarship per men and \$500 for women stays the same as last year.

- Next year Secretary role maybe should collect mail and scan to the treasurer
- Next year Secretary role maybe should handle all forms for the Navy Rowing event.

-Are there job descriptions for the board members? Responsibilities should be defined so people know what to do.

## **Coaches' Reports:**

-Mark: Dialed in on the phone for a short time. He made note that waivers for Stotes need to be filled out, but separate from US Rowing and Safesport. Only 5 of the women's team have completed. He will send to Amy to know what to look for. Mike can also see who is compliant in Regatta Central, through admin account.

-Sean: xxx

## **Captains Report:**

-Kelly/Naomi: Reiterated that the waivers and other things need to be completed, and its hard getting all the crew members to respond and get things done, despite being asked.

-Also, still not great attendance.

-Rowers don't really get the emails that are being sent out, so aren't aware of some of the required things they need to complete.

-Jonathan: xxx



### **VP-Admin: Mike Healy\***

- SafeSport Training: initial training or refresher training complete through Stotes (and nationals for those going)
- 3 coaches and 3 rowers incomplete
- US Rowing memberships: Coaches, Board members, and chaperones?
- April Dues payments: Still missing 12
- April RaiseRight applied toward nationals or carryover for next season
- Form for all the rowers needs to be completed, per Coach Mark's comments:
  - Find my membership number, birthday and email based on their emergency card number on the US Rowing website
  - Stotes POCs are telling Mark what rowers are non compliant - needs to be done in the next week
  - Roster off of Regatta Central, do they feed one another. They probably match.
  - Mike might look in regatta central to see who needs to be contacted and is outstanding.
  - KEDPC code for adults, or for rowers too?

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

- Please allow more time for board recommendations for the survey questions, maybe allow for inputs by 30 May. Then close survey for parent feedback, etc, around 19 June for the survey.
- Boat trailer brake will cost \$900, they are completely broken, after someone used the trailer
- John took the new launch boat to the river, with the engine, \$500 cost for all that
- Truck rental costs \$800 to take the trailer to Stotes
- WSCBC will make \$900 to take another team's boats along for the ride.
- Ops board replacements: dockmaster will remain the same, looking for a shadow. John Waller will remain in ops and launches. Awaiting on the Wallers, depends if Sarah Waller takes over spiritwear.
- Need an erg date to bring back to the school. Coaches should provide that info after the season is over. Depends on if the team continues to Nationals.
- Rented out 4 launches for the summer for total of \$2200. John will do maintenance and will save \$2000 for the WSCBC. Wants to buy a launch, two motors, and new cox box, and maybe some shoes. Maybe a new boat, and sandbags for the tents (5 needed). Better to buy sand bags than a whole new tent.
- Recommendation for volunteer fees paid up front, and then will get them back at the end. Not everyone in agreement as that might deter families from volunteering if they just accept they paid already and have moved on from the notion of helping.
- From Julie: 17 families are below 5 points, 9 families are below 3 points. Julie and Mike have submitted the \$300 volunteer bill and are sending to those families, unless they fulfill soon with their points.

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

- Wants a leaf-raking co-chair.

### **Treasurer: Melissa King\***

- Setting the expectation for the Stotes and the participation next year, so there is less confusion about last minute changes.
- Will we be able to fundraise at all next year to offset the costs?
- Is it even worth the effort to take less boats to Stotes if that is a potential scenario in the future, if there will be lots of sunk costs or the cost per rower significantly increases? Will families want to pay twice as much for their child to attend Stotes?
- Who has the final say on how many people to take to Stotes? Don't want the actions to be punitive in nature. Is Stotes a team building event, or if its competitive, it needs to be clearly defined at the beginning of the season to manage expectations for rowers and families.

### **Publicity & Communications Coordinator: Allison Baker**



-XXX

### **Regatta Support: Julie Peasley**

-Need volunteers for:

**VASRA Launch Driver** - 5/10 - 11:30-3:30 - 2 points - you can park on site!!

**Tent take down help** - 5/10 - after the last event is complete

-Julie has hand made bracelets from Mrs. Layman for the returning rowers - from last year. Idea to include them in the Stokes tshirt bags so that its not awkward among the new rowers who don't have a personalized bracelet.

-Julie says her role and responsibilities have slowly morphed over the years. Originally she signed up to be regatta tent support only. Then took on volunteer coordinator. Then VASRA coordinator as well.

Those should all really be separate jobs.

-There should be a one stop shop where all the volunteer spots can be accessed. Maybe somewhere posted on the website so she does not have to send the same websites out in every email update she sends and make sure the links are correct.

-Also, maybe one person can make the sign ups and organize those responses.

-Should we publish the points status for viewing across the team for accountability? Can't do it through the SportPlus, so maybe viewing could work better. Maybe if families see they are behind, they will be motivated to step up?

-As for new board position fulfillment - there are some volunteers that might not be suited to handle the organization aspect of some of the needs. So, make sure the candidates are capable and know what is expected for the job.

### **Transportation Coordinator: Dianne Thorpe**

-XXX

### **Novice Representative: VACANT**

-XX

### **Team Liaison: Brittany & Bumper Warren**

-XXX

### **Spirit Wear: Cathy Turnigan**

-XXX

### **Away Regatta Chair: David & Elisha Matvay**

-Chaperone Meeting Monday, May 12 via zoom. Will test the zoom link with Carolyn before that evening.

-We are still in need of some volunteers to assist with our luggage check on May 14 and luggage loading the morning of May 15. Maybe we will all pitch in if we don't get volunteers, and just get the job done.

-Early arrival pass says you can show up with the chuck wagon at 2pm, but only if you have the green pass? Julie will look at past communication and see if there is a way to get that still, as it wasn't well documented or explained in the pass down notes from last year.

-Superpass was purchased.



-Finalized Stotes shirts, will pick up this weekend.

-All the room blocks are finalized with the hotel.

-One extra girl backed out and we released the 9th girls room.

-Boys have 8 full rooms (30 men)

-Girls have 9 rooms? (32 women), 3 of which are alternates?

-Rooms for parents are all done, 17 parent's rooms, confirmed with Tara McClure

-Still short volunteers at stotes

-Have multiple people covering boats for chaperones

-Now have both head chaperones

-Dana may be the drive ahead to check into the hotel, and may do the final checkout sweep too. If nobody there to do the final close out of the rooms, the boat chaperones will sweep their rooms before leaving.

-Have the passes for parents who need to park at the school for overnight parking when taking the bus to and from Stotes.

-Not lots of volunteers for luggage check, hopefully those people who need points will sign up. Otherwise hopefully board can show up too.

-For messaging groups, whatsapp might be most convenient for communication, one adult whatsapp for leadership/chaperones to coordinate. Another SMS for communication for giving information to mass of parents as read only.

-Head chaperone: Takes big medicine, but then distributes to boat chaperones once arrive at Stotes. Boat chaperones will handle the medicine day to day after arrival.

-Boat chaperones: do they work for the head chaperone? YES! 😊

-Cash on site for hay and chairs, and for water buying up there. Also want to ask about cash for tips for bus drivers, etc.

-Can spiritwear credit card be used for Stotes spiritwear order this year, asked Melissa - YES.

Some lessons learned so far about Away Regatta Coordination:

-Late boat lineups are hard to deal with

-Tshirt selection/ordering for Stotes, can it be incorporated into spiritwear POC next year?

-Head chaperones need to be attentive on time for departures.

-Clip boards and dry erase boards (the chuck wagon), maybe need some new dry erase markers.

-Might need some big painters tape for the room lock in requirement.

-John needs the pass for the boat trailer to park once at Stotes, not sure where that pass is at the moment.

-Mailing the permits to the PO Box, Amy said she can check to see if any have come in lately.

-Confirmed final numbers with the caterers.

### **Dining Out: Marilee McCauley**

-XXX

### **Leaf Raking: Tina/Jen Riordan**

-XXX

### **RaiseRight: Christy Brown**

-XXX



**Launches: Jon Waller**

-XXX

**BINGO: Erica Catterall**

-XXX

**Scholarship: John Fortin**

-Joe needs 4 more volunteers to fill out the scholarship panel

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Board Meeting was officially adjourned at **9:13 PM**

**Next meeting Tuesday, June ?, 2025, 7:30pm in room 2228**

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