



Board of Directors
October 5, 2016
Bayside Bookkeeping, Arcata

1. Roll Call, Introductions and Minutes- Present: Jerry, Mary Ann, Cassie
 - Approve Minutes: August 31, 2016 – Jeanne will resend for approval via email

2. President's Report:
 - Board Vacancy Appointment: Skip Durham, Kathy Miller, Nancy Kennedy and Mary Claire have all volunteered to be on the board to fill the vacant Secretary position (recently vacated by Laura Vander); discussion ensued
Jeanne: nominated Nancy Kennedy to fill the empty Secretary position on the Board of Directors; Cassie seconds; motion passed
 - Estate Plan Beneficiary: one of the HBRA recreational scullers has set up HBRA (along with 3 other non-profits) to be beneficiaries of her estate (need to find out if we can tell who this or just give announce with person as an anonymous donor.
 - City of Eureka: Storage Containers – advised to get a permit for 2 containers (rather than just one); Jerry is working on the permit with Lisa Savage; organization that Skip works with may have some containers that we can have; other option would be contact Bonnie at Arcata Salvage
 - Eelgrass Survey 2016 – in 2016 the survey was again positive and we met the standards established by committee--so this will be our last year for this (Yay!)
 - Coast Central Credit Union – we can have Katy control internally to require 2 signatures for checks for over \$1000; the bank cannot control this on their end; Mary Ann moves that checks for \$1000 or more will require 2 signatures and Mary Ann and Katy will establish internal controls; Jeanne seconds; motion passed.

3. HBRA Policies and Fees
 - Overdue Account Collections; Policy and Procedures – Mary Ann needs to know which Junior rowers are seniors so that we can start payment plans, etc. early since we sometimes have seniors that graduate with dues owed that we never collect on; Scott will provide this to Mary Ann. Mary Ann is working on the cleaning up the dues in QuickBooks.
 - Policy Manual Creation – nothing new at this point

4. HBRA Website – Scott needs photos

5. Financial Report:

- Bookkeeping Services—checks are getting processed much quicker; the slow part is getting signature and mailed; working out the kinks to continue to improve. Easier for Mary Ann to post the amounts since Mary Ann is familiar. Katy is getting caught up.
- Profit and Loss-not current
- Balance Statement: \$1669.49; \$1700+ deposit that will go in tomorrow
- Budget to Actuals-not current
- Account Receivables: Write Offs –only adjustments for errors that were made
- Grants: Humboldt Sponsors—time for report of what happened last summer (they gave us \$1000)—need to submit brief report of how the money was used
- Fundraising Report:
 - Jennifer Johnson is setting up sale of See’s Candy
 - We have been asked to run the concession stand for the Basketball games Dec 30th, 31st (double-headers, \$500 a night will go to us)
 - PiggyBackr—more info to come
 - Bake sale all over Arcata and Eureka (four spots in one day)

6. Equipment needs and priorities

- Equipment Needs: biggest thing—more boats in general, but doubles are the biggest crunch point right now; Juniors rely on these as a base to be able to row two races at regattas; try to balance at regattas between Juniors and Masters needs; coaches are working this out. Scott is looking for good quality used boats. Scott is going to buy some plastic seats for the Pacific Pride so that we can use the nice carbon seats for the nicer boats. Scott is also going to buy some new shoes. The Tui is fixed.
- Looking for a long-shaft motor for the new launch.
- Other

7. Coaching Status Report

- Upcoming Regattas: home regatta (\$10 per rower entry fee), Head of the American, Foster City
- Cassandra Haseltine’s son is a junior rower and her job entails finding sites for film and movies—she is interested in offering up our boathouse as a site

8. Other items for discussion:

- Space fee for Private Boats—tabled to next meeting
- Current student rower fee—have these folks fill out our financial assistance form just like the Juniors do that are looking for reduced fees
- What to charge coaches who also row—discussion; more later

Adjourn