



Board of Directors
June 1, 2016
Bayside Bookkeeping, Arcata

1. Roll Call, Introductions and Minutes – Jerry, Scott, Mary Ann, Jeanne, and Cassie present
Absent: Laura Vander
 - Approve Minutes: March 2016
2. President's Report: nothing to report
3. HBRA Policies and Fees
 - Overdue Account Collections; Policy and Procedures
 - Policy and Procedure Manual Creation
4. HBRA Website – we all agree that the website is looking good. On the website we have posted the dates and times of our board meetings and we will let the club know to look there for that information. Our board meetings are generally held around the last Wednesday of the month.
5. Financial Report:
 - Bookkeeping Services – taking Katie about 6-7 hours a month to do our books; she comes to the boathouse on Tuesday or Wednesday every week; so she will have invoices by Thursday morning then must cut the checks; depending on timing (if close to when she would come down anyway she can put them in the box if we ask); she will do her best to cut the checks within a week. We acknowledge that we need to establish procedures for working out billing, etc.

We will give access to our QuickBooks (view only) to Cassie and drop MC down to view-only access from full access.

- Profit and Loss – Mary Ann will give us Cash position for now (but over \$10K still owed for invoices since Jan – once those are cleared she will provide us with Accrual position)
- Balance Statement
- Budget to Actuals – looking at where we are so far this year we are projected to be \$11K in the hole; so we need to grow the club more or increase dues; Mary Ann will monitor and keep us updated; need to have a contingency fund (we are considering the HAF fund our contingency fund)
- Mary Ann - motion to give Cassie \$500 for recruitment costs; Jeanne seconded; all approve
- Account Receivables
- Fundraising Report - we received \$600 from HAF grant for summer youth rowing; Humboldt Sponsors gave us \$1000 for financial assistance for youth rowing

6. Equipment needs and priorities

- Equipment Utilization--Motion from Mary Ann that “the Head Coach is responsible for determining the use of the equipment by team and/or individuals”. Cassie seconds. All approve; carried.
- Other

7. Coaching Status Report—Julia has a new job and will only be coaching the Masters next year; Scott is looking for a full-time Juniors’ coach

- Learn to Row day
- Upcoming Regattas

8. Other items for discussion:

Adjourn