



Board of Directors

February 24, 2016

Arcata, CA

Meeting Minutes

1. Roll call and Minutes:

Present: Jerry, Jeanne, Laura, Mary Claire, Cassandra, Scott, and Mary Ann.

Mary Ann motions to approve Jan. 27 minutes. Jeanne seconds. All in favor. Approved

2. President's Report:

Jerry reported on the status of the HBRA Program Fund.

3. HBRA Policies and Fees:

- **Financial Assistance:**

Laura makes a motion to approve the Financial Assistance Form, Financial Assistance Rubric, and Financial Assistance Proposal, for Junior rowers, as presented.

Mary Ann seconds. All in favor. Approved.

It is recommended that there be 3 Financial Assistance Committee members, as well as the Treasurer (currently, Mary Ann) who will collect the information and disperse it to the committee members anonymously. The three committee members will be Laura, Cassandra, and Michele Tourne (if she accepts). Mary Ann will contact Michele.

- **Overdue Account Collection:**

The policy and procedure for handling overdue accounts appears to be in our By-laws, however this discussion is tabled until the next board meeting, pending further review.

- **Bad Debt Reduction:**
Jerry will draft a policy for handling Bad Debt once the Collection Policy has been formalized.
- **Truck Payment Policy:**
\$250.00 will be paid to the vehicle owner for a 1-2 day use.
\$350.00 will be paid to the vehicle owner for use which would commence at approximately 5pm on a Thursday and be returned to the owner by approximately 9am on Monday.
For any days over this, HBRA will pay an additional \$50 per day.
For any miles over 500, HBRA will pay .25 cents per mile, regardless of the number of days the trip is.
The truck will be delivered to HBRA with a full tank of fuel, and returned to the owner with a full tank of fuel.
The truck owner will submit an invoice to HBRA to facilitate payment. The invoice will include time that the truck was picked up and returned, as well as odometer readings upon pick up and return.
Mary Ann makes a motion to approve the preceding policy for use of a personal truck for transporting boats/equipment to out-of-town regattas.
Jeanne seconds. All in favor. Approved.

4. HBRA Website and Email:

- Jeanne will make new HBRA email addresses. We can have different ones for different purposes, for example; coach@hbra.org, masters@hbra.org; payments@hbra.org, etc.

5. Financial Report:

- **Balance Statement:** reported by Mary Ann.
- **Profit and Loss:** reported by Mary Ann.
- **Budget:** Mary She will present budget at next Board meeting.
- **Fundraising Report:** Currently the Masters are working on selling tickets for a 'Quilt Fundraiser'. Cassie reports that the Juniors would also like to participate. It is confirmed that Juniors and Masters will work together on fundraising events whenever feasible.

6. Equipment Needs and Priorities:

- Scott reports the desire to purchase new foot stretchers, seats, and sweep oars, however will wait until we have an official budget before proceeding.
- Mary Ann or Scott will ask Skip to work on repairing current foot stretchers.
- It is reported that Marty is working on LED shop lighting.

7. Coaching Status Report:

- Scott reports that all perspective Junior and Masters regattas are posted on the web site. The Juniors will be attending regattas nearly every weekend of the racing season.

8. Other:

- HBRA Annual Meeting will be Wed., Mar. 23. Jerry will email last year's Power Point for review and suggestions for this year's presentation.

Adjourned**Post Board Meeting Decision:**

On Friday, February 26 it is determined that the HBRA Annual Meeting will be held on Wed. April, 20 at 5pm, at Humboldt Area Foundation. The change was made due to a conflict in the availability of the Conference Room at HAF.

It is also determined that we will hold our next Board Meeting on Wed. Mar. 23.