

THE UNIVERSITY BARGE CLUB

Meeting of the Executive Committee

September 7, 2010

The Executive Committee of the University Barge Club met on Tuesday, September 7, 2010 in the Lilacs Room of the Barge Club. The meeting was attended by Ludlow Miller, President, Chris Blackwall, John Basinski, Mitch Budman, Al Doering, Howard Greenberg, Bart Isdamer, Bruce LaLonde, Matt Morano, Brendan O'Malley, John Reiss, Dixon Shay and Jen Wesson. President Miller chaired the meeting and John Reiss, Secretary, recorded the minutes. Guests: Lisa Dunlop, representing TTEHOSR, Brian McLelland representing the SN, John Curtin, Captain and Greg Heller and Cliff Pearlman from the Governance Subcommittee of the Strategic Planning Committee.

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Agenda Items	Discussion	Action
1. Call to Order.		Ludlow called the meeting to order at 6:20 p.m.
2. APPROVAL OF MINUTES.		The minutes of July 6, 2010 meeting were approved.
3. PRESIDENT'S REPORT	<p>Ludlow stated he had asked the Governance and Day-to-Day Subcommittees of the Strategic Planning Committee to give their reports. He asked Greg Heller and Clifford Pearlman to start with Governance.</p> <p>Greg presented the proposals under the following topics, each of which were discussed by the EC:</p> <ul style="list-style-type: none"> • Executive Committee retains all policy making • Strengthen President as COO position for execution • Detailed job descriptions • Improve transparency <ul style="list-style-type: none"> - Nominating process - Appointments process - Communications (agendas and minutes) • Involvement of Members <ul style="list-style-type: none"> - Membership meeting in the Fall to discuss the next year's budget and other boathouse matters - Member-at-large <p>There was discussion of all the issues. The EC accepted the proposals except that it determined that the Secretary should decide if an Assistant Secretary is needed, and no Member-at-Large was needed in light of the 18 member EC. Any Member should be able</p>	<p>The EC accepted all the proposals of the Governance Subcommittee other than determining the Secretary should decide if an Assistant Secretary is needed, and no Member-at-Large is necessary. The EC agreed the Secretary should get the minutes drafted within 5 days of its meeting, and the EC members would review them in the next 2 days so they could be distributed to the members as "Reviewed but not Approved" within a week. The EC Agenda would be distributed at least a week before the EC meeting. The EC noted that Members were invited to be present at EC meetings if they wished to attend.</p>

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	<p>to find an EC member with whom to raise questions or problems.</p> <p>Ludlow asked Brendan O'Malley to present the report of the Day-to-Day Committee. Brendan states that this subcommittee was concerned with the management of the interior facilities and equipment, everything not within the purview of the UBC 1871 Foundation. Brendan provided the attached House Chair job description designed to allocate the responsibilities for day-to-day activities between the following people:</p> <ul style="list-style-type: none"> • Coxswain's duties and responsibilities. • House Committee Chair and, under the Chair, the committee members being given specific responsibilities. • Lilacs Committee Chair and, under the Chair, the committee members being given specific responsibilities. <p>Brendan led a discussion of the House committee's duties and responsibilities. Ludlow circulated the Lilacs Chair and Coxswain job descriptions for future discussion.</p>	<p>The EC accepted the proposed House Committee job description.</p> <p>The EC agreed to discuss the proposed Lilacs Chair and Coxswain job descriptions at the next meeting.</p>
<p>4. TREASURER'S REPORT</p>	<p>Dixon noted that revenues were higher than budgeted, much of which excess was thanks to Bruce arranging for the photo shoots.</p> <p>Dixon noted the need for rodent removal and reported the initial month was \$200 and each month thereafter was \$54.</p> <p>Dixon noted 12 members wanted to go to Henley next year, and there was a need for a set of sweep oars to be rigged more heavily. He had discussed this with Bruce, and the Club will purchase another set of sweep oars for this purpose, but the oldest oars will go to Henley and be sold there after the race, so the Club will always have the newer oars. The Men's 8 will use CHA oars through year so that they can make proper measurement adjustments without altering the two UBC sets.</p>	<p>Treasurer's report accepted.</p>
<p>5. TTEHOSR REPORT</p>	<p>Lisa noted everyone is gearing up.</p>	

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	<p>Because of the changes to the Collegiate and Schools events, there will need to be more volunteers for registration and weigh-in on Saturday, though fewer may be needed on Friday..</p>	
<p>6 SN REPORT</p>	<p>There is no rowing 2 – 4 p.m. on Sunday September 12 because of a Regatta.</p> <p>The dragon boat races are October 3.</p>	
<p>7. LILACS REPORT</p>	<p>Matt noted that the Family Row and Barbecue is this weekend.</p> <p>Juice etc. is Lilacs' responsibility, and Matt is working with Dixon to be sure people pay.</p> <p>Fall clean-up day will be in October before TTEHOSR.</p>	<p>Lilacs Report accepted.</p>
<p>8. REPORT OF THE ELECTIVE COMMITTEE</p>	<p>Six prospective members in the process of meeting requirements for membership. Will be posted for 30 day comment after prerequisites fulfilled:</p> <p>Tim Mahoney - sponsor: Matt Morano Maria McDevitt - sponsor: Mitch Budman Jim Putil - sponsor: Rick Wegryn Amy Kurland - sponsor: Jean Hemphill Matt Oyen - sponsor: Paul Laskow John Lipiros - sponsor: Howard Greenberg</p> <p>A binder containing UBC by-laws/policies/dues/calendar, etc. is now located on the desk in the Lilacs room. In addition, this information is available on the UBC website. All members should be familiar with guest rowing rules including: escorting guests in and out of the Boathouse; proper log book entry - "G" following name; 50 mile/year limit; crew composition of 50% UBC members. Members should contact Jen Wesson (jenwes@temple.edu) should they have a prospective member to propose.</p>	<p>Elective Committee report accepted.</p>
<p>11. REPORT OF THE COXSWAIN</p>	<p>Hutchinson launch drivers are set.</p> <p>The Fall Program for the girls will be 2x a</p>	<p>Coxswain's report accepted.</p>

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	<p>week initially, and 5 days a week later from 4 – 6 p.m., no weekends except Regattas.</p> <p>The new quad/straight 4 will be ready this weekend – rigged as a quad.</p> <p>Ladies boats – please ensure people read the instructions for use.</p> <p>Log book notes should be signed so Bruce knows whom to contact, if necessary.</p>	
<p>12. 1871 FOUNDATION REPORT</p>	<p>At the Board meeting on Wednesday, Sept., 22:</p> <p>Two new Board members will be elected</p> <p>The bid for the center wall repairs will be reviewed.</p> <p>The plan for fund-raising will be discussed.</p>	
<p>13. OLD BUSINESS:</p>	<p>None.</p>	
<p>14. NEW BUSINESS</p>	<p>The Captain reported a successful racing season at all levels.</p>	

ADJOURNMENT: President Miller adjourned the meeting at 8:15p.m.

Respectfully submitted,

John B. Reiss, Secretary

**HOUSE CHAIRMAN
DUTIES AND ACCOUNTABILITY**

Approved by the Executive Committee: September 7, 2010

Duties: The House Chairman supplies the Club's day-to-day needs and maintains cleanliness and physical order in the Boathouse. It preserves, improves, maintains, and repairs all interior leasehold improvements (visible surfaces, appliances, lavatories, showers, systems, etc) and Club-owned property (furnishings, bike rack, décor).

Accountability:

- Cleaning and laundry services—Accountable for maintaining and monitoring contracts for scheduled cleaning and laundry services.
- Repairs and replacements—Accountable for accomplishing needed repairs and maintenance to the Club's interior, possessions, landscaping and systems (plumbing, electrical, hot water, gas fireplace, exterminator) either by procuring voluntary services from members or contracting with outsiders. All needed repairs or replacements (in excess of \$2,000.00) not contained in the current budget must be approved by the Officers.
- House budget—Accountable for submitting to the Treasurer for approval by Executive Committee each year a budget proposal for all house expenses and investments as a part of the budgeting process, and to be implemented on January 1.
- Trash removal—Accountable for the timely removal of trash and recyclables, and posting guidelines for the membership.
- Wear items—Accountable for preserving and monitoring furniture and other wear items, including flags, slipcovers, etc., and replacing them as necessary.
- Security & Safety— Accountable for procuring and maintaining a security/fire alarm for the Boathouse and for assuring that fire extinguishers and first aid kit is in working order. Accountable for preparing and communicating security procedures to members and the Lilacs Warden for Lilacs events.