

BPRC Board meeting February 14, 2021 Final Approved 3/14/21.

10 am called to order Meeting held via Zoom

Present: Elaine, Eric, Paul, Richard, Jane, Asher, Jean, Rosalie, Ted  
Member at large. Ellen Braithewaite.

Minutes December 2020.

Amended to note that membership process was current at that time and it is still under discussion. Minutes approved unanimously.

Board election. Because of Covid pandemic restrictions, the annual general club meeting could not be held and board election was held via survey. The proposed board slate of Elaine Paul, Jane, Eric, Asher, Richard, Rosalie, Ted and Jean was approved unanimously. There were 31 responses and board was approved unanimously. Elaine to send board members a link to survey results.

Treasurer's Report.

BPRC Treasurer's report for January 2021

**Checking:**

Beginning Balance:	\$19,813.11
Credits:	\$19,748.65
Debits:	\$3,521.26
Ending Balance:	<b>\$36,040.50</b>

Details of Income:	\$14,804.72 memberships
	\$4,693.93 storage
	\$250 donations

Details of Expenses:	\$3206 Building and Liability Insurances
	\$129 PGE
	\$112.72 Site and Building maintenance
	\$68.02 Printing
	\$5.42 Volunteer of the Year plaques

**Savings:**

Ending Balance:	<b>\$45,402.29</b>
	(+\$0.38 interest)

Submitted by Jane.

The spreadsheet that was sent to the board members had an error. The transfer of funds from checking to savings was listed as an expense. This error has been corrected.

Boat storage income is less than it was last year. We need to get a list of boats in the boathouse and compare with those who have paid for boat storage.

Dues income. About a third of last year's members have not renewed membership yet.

Treasurer's report was accepted unanimously.

#### Key Status

The locks will be changed tomorrow. Jane to meet locksmith at 9 with a new key.

#### Insurance update.

Boat insurance for club boats. Because teams cannot row in larger boats, there has been a large demand for the purchase of singles. Replacement cost has increased. We have altered insurance to reflect the increase in replacement cost. There is \$1000 deductible. We raised the deductible so we are paying about the same as last year.

#### Election of officers

President: Elaine was elected unanimously.

Vice President: Paul was elected unanimously.

Treasurer: Jane was elected unanimously.

Secretary: Eric was elected unanimously.

Other positions:

Task list monitor, Rosalie to monthly check that tasks on the task lists are done.

Forms Manager. Ted to check periodically on the supply of paper forms at the boathouse. If needed, contact Elaine to have them printed.

Website Liaison. Paul to coordinate with Carla on Website changes.

#### Events

Work Day tentatively scheduled for 8/8.

Board meetings tentatively scheduled for 2nd Sunday each month. Some meetings may be canceled if not needed.

Learn to Row day. National learn to row day is 6/6. We will postpone that depending on when pandemic restrictions are lifted.

#### City communication

Annual report from club to the city:

Elaine sent the report to the city and the club membership.

## Water quality

Two weeks ago there was a “spike” in bacteria levels at the Lagoon. Unfortunately, due to a delay in the testing procedures, we were not informed of it for more than a week. By that time, the levels were back to normal.

Basically, every time it rains, the first rainfall will wash additional contaminants into the lagoon. This has been happening at the lagoon for many years. The contamination is most prevalent in the North end, by the Strawberry Creek culvert. It takes 2 - 3 days for the Tide Tubes to flush this out. Before the tubes were cleaned out, it took 2 - 3 weeks to clear the water.

## Proposed Tree Planting

City is proposing tree sound barrier on the narrow strip between the road and freeway.

## No Parking signs

Signs have been put up on Bolivar avenue that prohibit overnight parking. Hopefully there will be fewer RVs there.

## Facility

### Gravel update

We are trying a couple of new things. Check out the two patches of rock and formulate opinions for the next board meeting.

### Oar washing station? Formulate opinions

### Wind Sock

Look into placing windsock on boathouse. Elaine to check with the city to see if we can put a windsock on top of the boathouse. If city gives the ok, we will purchase windsock and have boat team install it. Proposal: Boat team may spend up to \$200 to purchase and install windsock. Approved unanimously.

## Fleet.

Fleet team has proposed the purchase of a new K-1. Current K-1 is at end of its useful life. Fleet team has identified boat that they want to buy. Proposal: Purchase new boat \$2495. Approved unanimously. A paddler contributed \$250 toward this purchase.

## Membership

There was an incident years ago where an 18 year old member brought an under 18 friend to the club and they were reckless in the gym. Our current policy is that

people under 18 cannot be present at the club without a parent, guardian, or coach. Formulate opinions on whether we should change this.

Consideration of policy of holding check for prospective members. Holding the check is proving difficult. We will change the policy to people have to join the club to be mentored. A flow sheet has been created by the Membership Committee. Proposal: The path to membership, for new members, will follow the flow sheet. Motion approved unanimously.

Full text below

## Definitions

**Guests:** Members are welcome to bring guests to visit the Club. Any guest visiting more than 3 times is expected to join as a member. The member who has been hosting this guest will be asked to complete the Mentoring and New Member procedures for them.

**Membership Committee:** Questions pertaining to membership may be directed to the Membership Committee by emailing [JoinBPRC@googlegroups.com](mailto:JoinBPRC@googlegroups.com)

**New Members:** People wishing to join as a new member will first need to attend an Orientation Meeting. This is to help determine if the Club is right for them. Orientations are generally held at noon on the 2nd Sunday of each month. Private Orientations may be arranged as necessary. After Orientation, those wishing to continue with membership will be asked to fill out a Membership Application and submit a check for their dues. At that time the Prospective New Member will be assigned a Mentor.

**Mentoring:** Mentoring consists of 3 - 5 visits, where the new member is shown the procedures for using the Club. At the conclusion of this, the Mentor will provide the New Member a key to the Club facilities. This key is provided by the Membership Committee.

**Lessons:** Lessons and Coaching are available for fully-paid members only.

**Refunds:** If, after and up to 5 visit sessions, but no longer than 90 days, a potential member decides not to join, they may be eligible for a partial refund on their dues. The Possible Refund schedule is as follows:

Date Joined	Amount Paid	Possible Refund
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Jan - May	\$200	\$100
June	\$175	\$75
July	\$150	\$50
August	\$125	\$25
Sept - Nov	\$100 or less	\$0
Dec	\$200	\$100

## New Member Flow Chart

### 1. CONTACT

- Website source: all BPRC new membership queries go to the Membership Committee (MC)
- Passers-by: give out contact card (on boathouse desk), refer them to the website for info and forms, encourage attendance to Orientation and provide the date

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TASK: Membership Committee sends welcome email (use template)  
 Membership Committee screens if individual and what BPRC offers match up with expectations and experience  
 Invite new member to attend orientation  
 Membership Committee will record information provided on the Prospective New Member (PNM) spreadsheet : name, email, contact phone, other info-paddling interest vs sculling & experience level

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### 2. ORIENTATION

- at 12:00 noon 2<sup>nd</sup> Sunday of the Month/ offered by Membership Committee, Board Members, Coaches and overseen by Membership Committee
- individually arranged through initial contact with Membership Committee as needed

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TASK: Show people around entire Club; answer all questions regarding boats, suitability of this sport for them, requirement of swimming skills; hand out plastic card (Rules of the Rowed) and Membership Application forms

If sculler/paddler needs instruction, provide info on coaches available/point out bulletin board info; Membership Committee person present at orientation may also offer instruction

Collect filled out forms and checks after orientation if individual is ready to join and place in mailbox for Treasurer to process

If individual needs to think about it, ask them to mail forms to BPRC PO Box address or email, or bring to first mentoring session

Membership Committee will assign mentor to prospective member

Confirm/add all individuals' info to Prospective new member spreadsheet on BPRC google drive

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### 3. PROSPECTIVE MEMBER PROCEEDS TO JOIN BPRC

- prospective member has sent forms and fees via mail or email to proceed towards Full Membership

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TASK: Forms and membership fees are received by the Treasurer, fee is deposited

Treasurer alerts Membership Committee by email to proceed and schedule prospective member

Membership Committee enters prospective member info into Prospective new member spreadsheet, adds name the BPRC email group and Member Roster in the google drive

Membership Committee matches prospective member with a mentor or coach based on skills needed towards achievement of full membership privileges

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### 4. CONDITIONAL MEMBERSHIP to FULL MEMBERSHIP

- prospective member is assigned to a BPRC member for mentoring and/or coaching
  - Provide prospective member the New Member Checklist listing all skills required prior to receiving access to the Club and the key
  - Initiate use of Checklist form by filling out name, date, mentor name; place in the blue binder in the Boathouse until all skills are completed
  - Refer prospective member to the page on the BPRC website <https://berkeleyrowingclub.org/membership/member-resources/>
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TASK: Mentoring for minimum of 3 visits and up to 5

Coaching may be arranged for those prospective member who have no sculling experience, coach must also mentor the prospective member until all criteria of the BPRC New Member Checklist form are met

If after up to 5 visits, but no longer than 90 days, the prospective member or Membership Committee decides BPRC is not a good match, they may be eligible for a partial refund of their dues per refund schedule based on the date they joined (contact Treasurer for details on amount)

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## 5. NOTIFICATION for FULL MEMBERSHIP COMPLETION

- prospective member has completed all items satisfactorily on the BPRC New Member Checklist form and is eligible to receive the key for full access to the club equipment
  - Refer prospective member again to the <https://berkeleyrowingclub.org/membership/member-resources/> webpage
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TASK: Coach or mentor notifies the Membership Committee of checklist completion, requests a Club key, arranges to present prospective member with key

Prospective new member spreadsheet -google drive is updated by Membership Committee

Signed BPRC New Member Checklist forms are filed in the blue binder (on Boathouse desk)

## Membership Committee (MC) Responsibilities

Everyone on the Committee: responds to any email inquiries regarding BPRC membership by sending out the response template after monthly Orientation session is completed, enter Prospective new member info into the Prospective new member spreadsheet-google drive, place forms and checks into BH mailbox communicates through the [JoinBPRC@googlegroups.com](mailto:JoinBPRC@googlegroups.com) email address, Membership Committee meetings may be called as needed.

Rowing Membership Committee #1 (Rosalie):

coordinate monthly BPRC Orientation assist in updating the Mentor list, assist mentor

Treasurer (Jane):

Receive membership forms and payment  
Inform Rowing Membership Committee#2 when membership has been paid by the individual prospective member , record payment on the Prospective new member spreadsheet

Rowing Membership Committee #2 (Ellen):

Upload and update monthly post Orientation all prospective member info to the Prospective new member spreadsheet, the Membership spreadsheet and the BPRC Google Email group

Collect all completed BPRC New Member Checklist forms and file them

Paddling Membership Committee #1 (Elizabeth):

Assist with orientation for paddlers, assign mentors

Paddling Membership Committee #2: (Elaine):

assist with orientation