

VIRGINIA SCHOLASTIC ROWING ASSOCIATION

P.O. Box 23042 Alexandria, VA 22304

MINUTES of the BOARD of DIRECTORS MEETING November 2, 2010

I. The Board of Directors meeting was called to order by the President, Robert Ittig, at 7:38 pm in the cafeteria of Thomas Jefferson HSST. Thirty-three voting members were present as follows:

<u>Officer Members</u>			
President	Rob Ittig	Vice President	Michael Mutter
Treasurer (Vacant)		Secretary	John White

<u>At-Large and Team Members</u>			
At-Large	Harry Heim	Mount Vernon	Lisa Schneider
At-Large	Fran Phoenix	NCS / St Albans	Mark LaViolette
At-Large	Ryz Obuchowicz	Oakton	Mike Mulreany
		Potomac	Bill Wunderle
Christchurch (Associate)	-----	Robinson	Thomas Criman
Episcopal (Associate)	-----	Sidwell Friends	Elizabeth Britton
Fairfax	Pam Jones	South County	Gerald Patterson
Forest Park	Cameron Naron	T C Williams	Eric Schilling
Gar-Field	Don Schilpp	Thomas Jefferson	Dave Applin
Georgetown Visitation	Charles McNamara	W T Woodson	Mark Ramage
Gloucester (Associate)	-----	Wakefield	Tony Donahoo
Hylton	Dorothy Lazor	Washington-Lee	Tim Aiken
J E B Stuart	Jenny Kusmik	West Potomac	Mick McKeown
James Madison	Ronald Marx	West Springfield	Grant Bridgewater
Lake Braddock	Cynthia Maltenfort	Western Albemarle(Asso)	-----
Langley	Jun Quion	Westfield	Shirley von Rinteln
Mathews (Associate)	-----	Woodbridge	Hal Johnson
McLean	Doug Hale	Yorktown	Michael Osborne

Non-voting Members:

<u>Coordinators</u>			
LOC	Ryz obuchowicz	Programs	-----
Charlie Butt	TBD	Trophies	-----
Personnel	Shirley von Rinteln	Web Master	-----

<u>Committees</u>			
Bylaws	John White	Grievance	Harry Heim
Coaches	-----	Historian	Ryz Obuchowicz
Coach Develop	Ryz Obuchowicz	Nominations	TBD

<u>Representatives</u>			
Thompson Boat Center	-----	Crew Council Co-Chairs	Noel Deskins (Wakefield)
Sandy Run Park	James Short	USRA Referees	Ryz Obuchowicz

II. President's Report. Rob Ittig:

- A. It has been 28 days since the discovery of irregularities within our finances. During this time we have made significant progress in our investigation. I cannot detail at this time in order not to compromise the investigation and any prosecution determined by the Virginia Commonwealth authority. We will provide a full report on our activities at the appropriate time, and when the authorities advise.

We read a prepared statement to the organization during our teleconference on October 8, 2010. I'll read it again tonight:

We have discovered irregularities regarding the organization's finances, which includes the funds for the race course, finish line tower, and capital equipment fund. We are in the midst of an investigation but we wanted to bring this to your attention ASAP. Partly because you need to know and we will most likely need your help in verifying our records. Our primary goal is to determine how much is missing and to recover the full amount. I know you have lots of questions and we all want to answer them. We are not going to be able to give you all the answers you want because of the investigation. We have asked Cindy Thomas (Woodbridge) and Dorothy Lazor (Hylton) for guidance and assistance with the investigation. We do not have a final report but will provide you with updates as we are able. This is all very shocking and disturbing but I want to assure you we take this very seriously, and that we have notified the authorities and are working with our insurance company. I'm sorry to have to report this to the membership but we will answer any questions that we can.

- B. Tonight we want to provide you insight and assurances regarding some of the corrective actions we have taken, plus introduce you to the investigation team put together to assist us. They and the Executive Board will take questions. We will finish the meeting with regular business since we will have a normal regatta season this year.

One of the rumors that we have heard is that the organization is facing bankruptcy. I can assure you that is not the case.

We are working with the Prince William County Police, the Virginia Commonwealth Attorney, and the insurance company with which we have a Directors and Officers and Crime Insurance Policy.

We currently have no timeline on when to expect this situation to be resolved, but we anticipate it could take from 6 months to a year,

Rob introduced the forensic accounting investigation team. They all have done an excellent job and he thanked them for stepping up to help. Each said a few words to provide more insight to the process.

Cindy Thomas (Woodbridge High School) – Forensic Accounting
Marina Lyn Beckhard (James Madison High School) – Insurance Research
Dorothy Lazor (Hylton High School) – Forensic Accounting
Fran Phoenix (At Large Member) – Forensic Accounting
Ryz Obuchowicz (At Large Member) – Regatta Operations, NVRPA Relations
John White (Acting Treasurer, Secretary) – Forensic Accounting, Records Management
Mike Mutter (Vice President) – Insurance Research
Rob Ittig (President)

The VASRA accounting forensic investigation team members each provided a few words on their part if the investigation process.

C. Corrective Actions Taken To Date:

- Change of banking institution from Burke & Hebert Bank to Branch Banking & Trust.
- Established three separate accounts with BB&T:
 - Operations Account
 - Building Account
 - Capital Equipment Account
- Established online, view only, access to our account to allow the Executive Board access to all account information.
- Bank statements will be available for review at each membership meeting.
- Changed the lock on VASRA Post Office Box.
- Membership has been advised that all checks are to be mailed directly to the VASRA P.O. Box and NOT the treasurer or any other executive board members' home address – NO EXCEPTIONS. The address on the checks is P.O. Box 23042, Alexandria, VA 22304.
- An annual audit will be enforced, the cost of which will be built into the budget.
- Re-emphasize the VASRA Audit Committee.
- Establish full control of web page which will be brought down over the next few days and will gradually go back online in phases with an entirely new look. A new VASRA webmaster has been identified.
- Regatta Operations
 - Ryz Obuchowicz will be the new Regatta Director for the Occoquan.
 - New procedures and oversight for collecting funds for parking, van, and concessions is being established
 - Accounting of parking / van / concession register monies by two persons (new volunteer positions). Validate collections and final daily totals prior to bank deposit.
 - Reviewing all Park Service agreements and all regatta day procedures.
 - Reviewing payment process to police officers at regattas.
 - Reviewing Knights of Columbus parking collection process.
 - Reviewing and soliciting input for improving regatta efficiency.
 - Weekly financial reports will be provided for each regatta.

D. VASRA is in immediate need of a new treasurer and we are seeking nominations for this position. Volunteers and requested, and please forward nominee names to the Executive Board ASAP.

E. There followed a question and answer session.

- F. Rob said that we have stakeboats being built to replace the starting platform, thanks to the efforts of the Westfield boosters, who took it upon themselves to investigate the feasibility of using materials from the old platform.

III. Secretary Report. John White:

- A. The Minutes of the October 5, 2010 Board meeting were read and approved as written.
- B. A rower count of each team was taken (for the allocation of regatta volunteers). Attachment 1.
- C. The desirability of having a VASRA meeting, before the next regular scheduled meeting on February 1, 2010, was discussed. The membership decided a meeting on January 4, 2010 would be held to provide an investigation update.

IV. Treasurer's Report. John White, Interim Treasurer:

- A. Due to the ongoing investigation there was no October financial statement to review. However, John stated that the statements from July 1, 2010 through October 31, 2010 were in hand and would be shared with the membership when the time was appropriate.
- B. Dues for 2011 are payable now and due by November 15, 2010.
- C. John read a listing of schools still owing athlete entry fees overdue from last season. He will also send this list to the schools by email tomorrow.

V. Vice President's Report. Michael Mutter:

- A. Mike read the proposed changes to the VASRA Supplement to the USRowing Rules of Rowing, only one of which was substantive ... that being the Junior Boat entries could substitute for the 2nd Boat in the progression to allow a 3rd Boat entry (same as a Lightweight Boat does now). A handout with the changes was not available (but had been sent out to the membership with the meeting announcement), however, a motion was made and seconded to forward the proposed changes to the Crew Council for approval. The motion passed unanimously.
- B. Mike announced that Launch Driver Training Plans were due from each booster organization and that tonight was the due date. He briefly outlined the plan requirements.
- C. Ronin will be doing the VASRA regatta registration and waivers online again this year. Waivers will be available for online signing after January 1, 2011 at roninregistration.com.

VI. Representative's Reports.

- A. Crew Council. Noel Deskins: NTR
- B. USRA Referees. Ryz Obuchowicz: We need referees. Each booster organization is requested to assist in recruiting candidates.
- C. Sandy Run Park. James Short: James thanked all for the Sandy Run Clean-up Day support ... there were 96 people that showed up to clean up.

VII. Coordinator Reports.

- A. Local Organizing Committee. Ryz Obuchowicz: Ryz stated the need for the regatta staff “permanent” volunteers, one per school. These are the LOC core staff that are available for every regatta and are the ones that supervise the weekly volunteers. The LOC Staff person is to be named by the VASRA meeting February 1, 2011.
- B. Charlie Butt. TBD: We need a Charlie Butt Regatta director ... any volunteers?
- C. Personnel. Shirley von Rinteln: The Volunteer Coordinator meeting is Tuesday January 11, 2011 in the cafeteria of JTHSST. All booster volunteer coordinators are to attend ... at this meeting the volunteer requirements for each school will be handed out.
- D. Programs. Cheryl Garner: NTR. (Team pictures and biographies are due March 1, 2011.)

VIII. Committee Reports.

- A. Audit. TBD: NTR
- B. Coaches Committee. Mary King: NTR

IX. Old Business. None

X. New Business. None

XI. Announcements.

- A. Nov 13 – Referee Clinic, 8110 Gatehouse Road, Merrifield, VA, 9 am.
- B. Nov 15 – VASRA dues (\$100) due.
- C. Dec 2-4 – USRowing Convention, Tampa, FL
- D. Dec 7 – Crew Council meeting, Freedom HS, 10am.
- E. Dec 31 – USRowing organizational dues are due to USRowing.
- F. Jan 11 – Volunteer Coordinator meeting, TJHSST, 7:30 pm.

XII. Adjournment. The meeting adjourned at 9:12 pm.

- A. The next VASRA BOD meeting is Tuesday, January 4, 2011 in the TJHSST Cafeteria.

John D. White

John D. White
Secretary

Attachment 1

Team Athlete Count

Fairfax	45
Forest Park	No number provided
Gar-Field	35
Georgetown Visitation	32
Hylton	45
James Madison	80
JEB Stuart	30
Lake Braddock	77 (85 originally)
Langley	No number provided
McLean	75
Mount Vernon	48
National Cathedral	32
St. Albans	37
Oakton	90
Potomac	35
Robinson	102
Sidwell Friends	30
South County	40
TC Williams	125
Thomas Jefferson	120
Wakefield	8
Washington-Lee	85
West Potomac	45
West Springfield	82
Westfield	80
Woodbridge	75
WT Woodson	78
Yorktown	95

Associate Teams

Christchurch	(25)
Episcopal	(24)
Gloucester	(45)
Mathews	(30)
Western Albemarle	(13)