

Date: January 13, 2016

**2016 MINUTES**  
**1ST MEETING OF THE BOARD OF DIRECTORS**  
**MICHIGAN ROWING ASSOCIATION**  
**HELD ON WEDNESDAY, JANUARY 13, 2016, 9:00 P.M.- 10:30 P.M.**  
**PHONE: 712.432.0190**  
**PARTICIPANT CODE: 608705**

Attendance: **Patrick Finn**  
**Josh Damm**  
**Tony Sifuentes**  
**Ian Gilbertson**  
**Ted Matherly**  
**Jon Miller**  
**Stephen Lanham**  
**Jacob Siddall**  
**Wesley Vear**

**M1.1 Call to Order, Opening Remarks Ian**

**M1.2 Adoption of Agenda**

Prior to the meeting, the agenda is set as follows:

- A. President's Update
- B. Officer Updates
- C. New Boat Order
- D. New Indoor Training Facility
- E. 40th Anniversary preparations / Charley Tribute
- F. MRA / FOMC re-branding
- G. Officer handbook
- H. Data integrity

**M1.3 Next Meeting**

**M1.2 A President's Update Patrick**

Update: Nothing material that is not discussed later in the Agenda

**M1.2 B Officer Updates Joe**

Balance data is below:

MRA Account (Operations): N/A

FOMC Account (Fundraising): N/A

Gift Account: N/A

**M1.2 C New Boat Order All**

A request for a new Eight came in from Gregg Hartsuff:

I am just checking in to see what the prospects are for

ordering a new eight. The turnaround time right now is 2-3 months, and they will need a good sized down payment to start building. Since we didn't get a new piece of equipment last year I am hoping this year we can do so. What do things look like? Would I be able to get something on order?

The Board discussed and is looking for three pieces of additional information

1. An updated Fleet Plan (Gregg subsequently relayed that he should be able to get this to the Board by our February meeting)
2. What the minimum down payment required to start the process is (assuming half the cost of the shell, but we wanted to confirm)
3. That is the current balances of the MRA / FOMC accounts

Upon receiving information to our three concerns, the Board will look to hold an official vote electronically in the coming weeks.

#### **M1.2 D New Indoor Training Facility**

**All**

Gregg Hartsuff also brought a request from the Rec Sports department to the Boards attention; Rec Sports is looking for the preference from the alumni base on the following regarding a new indoor training facility:

I have attached a jpg of both pages of the document that we were given last week for an "Opinion of Probable Cost" that Rec Sports generated for a new indoor training facility space dedicated to us (*added to the rear of this document*). Three of the officers and I met with Rec Sports Facilities director Jeff Straw and Club Sports Director Lexi Chaput last week to go over it. Notes are as follows:

- OPC comes from AEC (Architecture, Engineering, and Construction) and is an estimate for what it would cost to renovate dedicated space in both the CCRB and Coliseum.
- They used specific needs and preferences we identified in a meeting last spring and summer.
- In addition to what was written on the sheet, the answers to some questions we had:
- athletes would need to rent lockers still in the CCRB and team history could still be displayed
- space would be multi-use, which in times we were not using it that other programming needs could be addressed.

- The cost estimate for the Coliseum is only for one locker room, not two (one needed for women).
- ADA funding may be a possibility.
- Start time for the Coliseum would be 12-18 months after funding is secured. For the CCRB it would not BEGIN until the 2020-2021 school year.
- We would need to pay supervisory staff at either facility for times that we practice but the building is not open.
- Natural light is assumed in cost but is open-ended right now.

Rec Sports wanted the officers and I to discuss this with the alumni (if we wanted) and give them some direction by spring break. They want us to analyze the pros and cons of either space, and then have a preference. Student Life development has determined we have the donor base to raise money for the CCRB, but the Coliseum would be a stretch.

The Board discussed the pros and cons outlaid for the CCRB, the Coliseum, and other alternatives. We have decided to begin preliminary due diligence on alternative Indoor Training Facility options, including cost and timing estimates.

**M1.2 E 40th Anniversary**

**Tony**

We have reserved the Michigan League Ballroom from 6-10pm on Friday, September 30<sup>th</sup> for the 40<sup>th</sup> anniversary festivities. We are tentatively planning to hold a Banquet style celebration with catered food and drink, business formal attire, speeches, silent auction, etc. This is the weekend of the Wisconsin football game and we expect to have a solid turnout. More information to come!

**M1.2 F MRA / FOMC re-branding**

**Tony**

I'd like to decide on a branding strategy for MRA, including a new logo and website, prior to the 40th anniversary and ideally before invitations are sent. For this reason, I suggest we decide on a direction for a brand (MRA or otherwise) soon so I can reach out to a designer, put together a brief for design work, and have it ready for the banquet. I look forward hearing your thoughts on this proposal.

**M1.2 G Officer handbook**

**Josh**

One idea that I've had is to create an Officer handbook for each position in order to maintain stability during transition periods. I was hoping that we could post these manuals to the FOMC website, but only if there was a way that we could make the documents only visible to Admins. We kind of put one of these manuals together for the Secretary position when you took over, and if you thought this was a good idea, incorporate some of your own thoughts into the document. I have started a document for the VP position--which includes a step-by-step guide of how to do the job that was mostly learned through trial and error

### **M1.2 H Data integrity**

**Josh / Ian**

Assembling a few people to sift through the FOMC website, contact lists and groups. I'm sending emails only to certain contact lists, but inevitably I get emails from people who are not alums. I'm hoping to get a few of us together to look through these email contact lists. If there was a way for requiring new registrants to obtain preapproval before joining a class list, that would be ideal. Also, if we could purge those that registered for the FOMC website simply to render MACRA fees.

Ian volunteered to work to make sure the contact list is up to date. Wesley Vear volunteered to assist as well.

### **M1.3 Next Meeting**

February 3, 2016

# Club Rowing Location Study

10.22.2015 - Preliminary & Advisory

## Program Needs

The Club Rowing team requires approximately 5,000 square feet to accommodate 75 ergometers including space for storage of the equipment. The program also requires one office, an apparel / uniform storage area (60-100sq ft), locker room with 85 dedicated lockers, natural light, and a team room for meetings.

**Additional Program Requests** - One additional office.

\* Total program area is estimated at 7,000 square feet to accommodate needs and requests.

Located at the CCRB (226)

Estimated Construction Cost: \$1.8M (\$257 per sf)

Estimated Project Costs - \$2.8M (\$400 per sf)

2020-2021 -

- Jeff Straw
- Lexi Cheput
- James Gray
- Will Burstein
- Will Denman
- Gregg Harts off

Meeting of @

05 JAN 2016 2:30pm

<b>Building Location</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Central campus is a convenient location for students, located close to housing, classes and mass transit.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- Parking is limited and remote.</li> <li>- Space at the CCRB is highly valued and space for expansion is limited based on Rec Sports priority of program. The space being considered for this study is within the existing Kinesiology area and program in this area has not yet been defined.</li> </ul>
<b>Existing Building Layout</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Existing building operations provides controlled access with a wide range of hours.</li> <li>- Locker rooms are present at the CCRB and will be renovated as part of the main renovation project, contributing to dedicated space for Club Rowing will cost less than providing new in a location that does not have plumbing infrastructure.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- Space within the existing Kinesiology area may not provide natural light, will need to be considered against the Rec Sports priorities for this space.</li> </ul>
<b>Building Infrastructure</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- The HVAC systems will be improved/upgraded with the upcoming renovation and addition project, contributing to new HVAC will cost less than independently providing a new system to meet the rowing team comfort requirements.</li> <li>- The CCRB has infrastructure in place that can handle the addition of wireless and hardline data points.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- Infrastructure will need to be updated.</li> </ul>
<b>ADA</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- The existing building has elevators for vertical ADA access between floors.</li> <li>- Other general ADA / code updates will be addressed as part of the main renovation project.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>- Integration into the CCRB utilizes existing staff during operation hours allowing for flexible drop in times.</li> <li>- Bidding the work for a Club Rowing renovation in tandem with the main building renovation project will provide construction costs savings.</li> </ul>

Architecture  
Engineering  
Construction

- funding likely to be sole fund-raising body
- will need to pay to rent lockers still
- Could design so that team history could be displayed

# Club Rowing Location Study

10.22.2015 - Preliminary & Advisory

→ by Spring Break Rec Sports needs our Pros & Cons to this document  
 → 2 recommendation or preference + included in that.

Located at the Coliseum (710)  
 Estimated Construction Costs - \$2.9M (\$415 per sf)  
 Estimated Project Costs - \$4.4M (\$629 per sf)

<b>Building Location</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Close proximity of the Coliseum to the Ross South Athletic Campus.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- Some might consider this to be remote location in relation to Central Campus.</li> </ul>
<b>Existing Building Layout</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Existing open layout of the mezzanine level offers flexibility.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- The existing mezzanine level is only 3,176 square feet which does not meet the program need of 5,000 square feet for 75 ERG's and storage.</li> <li>- Extending the area of the mezzanine to the requested 5,000 square feet would require discussion with Athletics to expand into the space they currently utilize as storage for gymnastics.</li> <li>- The existing building does not have an available locker room for use by Club Rowing. A new locker room would need to be constructed with necessary infrastructure (plumbing + exhaust).</li> </ul>
<b>Building Infrastructure</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Although nearing the end of its life cycle the existing heating system is functional.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- The installation of a new locker room would need to be tested against the capacity of existing plumbing infrastructure and verified for additional load.</li> <li>- The existing building does not provide cooling and the current gas-fired unit heaters are over 20 years old and are experiencing issues.</li> <li>- Data capacity in the building would not support adding wifi or AV to renovated Club Rowing space without updating IT server/switches for entire building.</li> <li>- Electrical capacity is limited and could require significant electrical upgrades.</li> </ul>
<b>ADA</b>	<p><b>Pros</b></p> <ul style="list-style-type: none"> <li>- Entrance is at grade.</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>- A significant renovation to the mezzanine level to accommodate the rowing team will require handicap accessibility (elevator) to the mezzanine level, which adds significant costs.</li> </ul>
<b>Other</b>	

- Cost is for one locker room and not two.
- ADA funding may be a possibility
- Start time depends on how much money, where they are in other projects
- Not considering other court space down below, but maybe shifting current court space.
- Would we have to pay staff? <sup>YES</sup> We would have to set up a fund to pay a supervisor.
- Natural light is assumed in cost but is very open-ended right now
- 12-18 months after funding is secure would be start date

Dev Office - this determined to CCRB capacity to meet