

MRRA Board Meeting. Tuesday August Board 8/9/16
UML Boathouse: 6 PM

Attendees: Joe LaFreniere, Dennis McCarthy, Rob Waters, Jessica Murray, Dottie Semonian, Peg Landry, Karen Scammell, David Morley, Bronwyn Chapman, Carl Popolo.

Primary Agenda:

TRR and the Lowell Regatta Association

Jay Feenan has started to draft a document, may be LLC or separate corporation

Plan is to start a more formalized TRR BOD and to separate from the MRRA

MRRA Board to appoint the 3 best people to run/the regatta, want the MRRA BOD to not be on the TRR BOD.

Regatta BOD can make decisions, authority within some framework, goal is to protect the MRRA Assets:

Proposal for the Lowell Rowing Regatta Association to host the 2016 Textile River Regatta

This is the outline to delineate responsibility for the safe and successful operation of the Textile River Regatta, owned and operated by the Merrimac River Rowing Association (MRRA) who has hired the Lowell Regatta Rowing Association (LRRA) to be the Regatta Directors. The LRRA reports to the TRR Board, who has been approved by the MRRA board of directors.

Fee: Three payments of \$2,000 each will be made during the course of the operation of the TRR and paid on the last day of the month of August, September and October to the LRRA for services provided, as outlined below.

Responsibility: The LRRA will manage the operations of the TRR including preparation, staging and execution.

LRRA will provide:

- Coordinate and prioritize regatta tasks between organizations participating in the regatta.
- Track and report status bi-weekly to the TRR Board
- Work within the defined budget and raise exceptions with overage.
- Provide input/procedures on participant volunteer groups to the success of the regatta.
- Provide management for all volunteers with multiple shifts through an online sign up system.
- Work with area leads (Chairs) to provide necessary resources for a successful regatta.
- Full course set up and take down. With dedicated start and finish areas.
- Arrange marked team and vendor tent areas.
- Set up and clean up of trailer and spectator parking areas with cones and signs.
- Provide a public address system to access the entire venue. Twitter, Facebook, etc.
- Arrange area and trash clean up, trash bags. etc.
- Arrange EMT service throughout the event.
- Arrange Police services on and off the water throughout the event.
- Arrange adequate portable toilets and refill with paper products.
- Set up and clean-up of a central location to post results and pick up medals.
- Request all permits with the city, county, state, etc. (if needed)
- Arrange breakfast, lunch and water to all officials and volunteers.
- Safety equipment including: safety kits, paddles, water, etc.
- Organize the rental/ borrow of launches in the community.
- Provide set up/ cleanup of all launch sites.
- Provide/coordinate radio system for use throughout the event. (Will need to discuss details further)

- Work in coordination with all USRowing officials involved in the event.
- Work in coordination with UML staff involved in the event.
- Work in coordination with HereNow Timing leading up to and throughout the event.
- Manage weather contingencies with Chief Referee.
- Participate in post-race review and provide suggestions for improvement.

MRRA will provide:

- Register regatta with USRowing. (If desired)
- Select and coordinate referees.
- Selection of Chief Official by USRowing Referee Committee.
- Provide event contract.
- Define operating budget
- Identify future capital investment needs.
- Provide MRRA staffing and volunteers; and high level staffing commitments from LHS, UML and any other outside resources for regatta.
- Provide list of Chairs by August 15th
- Provide cookbooks and general direction of volunteers and race day tasks.
- Provide two large-scale maps of the course including practice and race day traffic pattern for use on-site.
- Provide event logo.
- Provide event merchandise.
- Identify or outsource sponsorship opportunities.
- Provide liability insurance through the Registered Regatta Program.
- Post event information packet on USRowing web site.
- Act as primary contact for athletes, coaches, and referees.
- Produce and distribute entry packets and confirmation packets.
- Receive and process all entries.
- Administer registration and check-in.
- Develop race schedule.
- Provide and coordinate timing and results systems.
- Provide medals for first, second, and third place.
- Utilize the MRRA and Regatta Central web sites to post information and updates.
- USRowing referee housing and travel in accordance with USRowing policies.
- Provide official documents to be used at the regatta, including, waivers, etc.
- Manage relationship with Regatta Central for event registration and entries.
- Participate in post-regatta meeting and determine 2017 start-up funding
- Determine and disperse equitable profit sharing portions to participant non-profits or charities.

Textile River Regatta LLC fiscal year etc

Terms, managing directors, signatory rights, regatta start up funds, dock sections

Tents, bullhorns, equipment.

Discussion: Timing to use "Here Now"

Used some on line volunteer sign up sites

Peg Landry will also coordinate volunteering from MRRA Membership, prior volunteers for the TRR.

MRRA would provide cookbooks

Announcing boat house and at the beach

Ro ramp may be used again this year

Jess Murray plans to use Twitter and Facebook

Plans for safety, water coverage with environmental police, Lowell, Chelmsford
Review of launches suggest at least 15 for this year

Schedule for racing being finalized

MRRA Members have to give commitment for volunteering early, will also need to sign up if racing early to provide time to work around race schedules. MRRA members may race once.

Schedule will be posted on Regatta Central

Joe L looking for a photo release to be added

Motion: For the MRRA BOD to appoint

Peg Landry, John Ballentine and Carl Popolo as TRR BOD directors

5 Board Members: 4 agree

1 abstains Joe L

Meeting adjourned 6:55 PM