



Eastern Region Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	Accounting Software
SUBMITTER NAME:	Angela Acosta
SUBMITTER CLUB:	ERDBA Treasurer

About this project

ACTION - (The HOW) describe how to get this done:
none
DESCRIPTION - (The WHAT) describe the project and scope:
Purchase an ERDBA copy of Quickbooks for Mac
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Ensure proper accounting of ERDBA books and reporting.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
none.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
Zero
EXPENSES - estimated expenses, costs:
\$300.
NET BUDGET IMPACT TO ERDBA - estimated:
-\$300

Project Details / Logistics

SITE - Project Location: NA
EQUIPMENT REQUIRED: NA
DATE(s) (please try not to conflict with area member events): NA
Other Comments:

38 approve
3 NO
2 Abstain
4/20/18

Director name/date:	Confirmed by Exec Officer:
Circle Vote: Yes No Abstain Reason for "No" vote:	Ver 10.11.18



Eastern Regional Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018 and 2019
PROJECT PROPOSAL TITLE:	ERDBA funding 2 race officials clinic
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
Sponsor one ERDBA race official's clinic in 2018 and one in 2019
DESCRIPTION - (The WHAT) describe the project and scope:
ERDBA pays \$500 USDBF to run one race officials' clinic in 2018 and another \$500 in 2019 for a clinic in 2019
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Support education and development of members
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Secure a host location, minimum of 8 attendees from member clubs to commit and ensure availability of clinicians

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
No fee to attendees who are members of ERDBA membership.
EXPENSES - estimated expenses, costs:
\$500 - this represents the minimum number of paid attendees in which USDBF will host a race officials clinic, \$25 for additional handouts if ERDBA attendees exceed 10.
NET BUDGET IMPACT TO ERDBA - estimated:
\$500 funding per year

Project Details / Logistics

SITE - Project Location:	<i>passed</i> <i>40 approve</i> <i>2 disapprove</i> <i>1 abstain</i> <i>Ellen Law</i> <i>Jan 2018</i> <i>4/21/18</i> <i>4/21/18</i>
ERDBA	
EQUIPMENT REQUIRED:	
Room to accommodate 10-20 from 10-3PM	
DATE(s) (please try not to conflict with area member events):	
February - Oct, 2018	
Other Comments:	
This represents an ERDBA mission to help grow the sport through education and development.	

yes



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	Spring and Fall ERDBA AGM
SUBMITTER NAME:	Ellen Law
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
Provide funding for ERDBA 2018 Spring and Fall AGM
DESCRIPTION - (The WHAT) describe the project and scope:
Each year the ERDBA officers, directors and membership need this opportunity to meet and get updates on regional activities. Funding will provide reimbursements for facility rental costs, lunch refreshments for attendees and travel reimbursement for officers.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Ensures AGMs are funded to allow face-to-face meetings
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Member support to provide host sites.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA: none
EXPENSES - estimated expenses, costs: \$1200 total funding for the two meetings.
NET ANNUAL BUDGET IMPACT TO ERDBA - estimated: \$1200

Project Details / Logistics

SITE - Project Location:
ERDBA location
EQUIPMENT REQUIRED:
Room for seating 20-30 attendees, power and phone/wifi/cell access for a conference phone setup
DATE(s) (please try not to conflict with area member events):
Preseason, Post season
Other Comments: None

37 approve
6 disapprove
6 abstain

Director name/date:	Confirmed by Exec Officer:
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain Reason for "No" vote:	<i>John Samson</i> <i>4/21/18</i>

4/21/18



Eastern Regional Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	ERDBA support of ERDBA members bound for CCWC
SUBMITTER NAME:	Leigh Wasblom
SUBMITTER CLUB:	ERDBA Officer

About this project

ACTION - (The HOW) describe how to get this done:
ERDBA will reimburse up to a \$300 stipend to offset expenses for ERDBA teams that qualified and travelling to CCWC.
DESCRIPTION - (The WHAT) describe the project and scope:
This stipend is intended to provide financial support to the ERDBA members participating in the CCWC.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
Supports and congratulate ERDBA teams travelling internationally to CCWC. Encourage ERDBA teams to qualify for, compete for a berth and travel to participate in CCWC.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
To travel and compete in CCWC. Submit a reimbursement form for up to \$300 to ERDBA Treasurer.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
None. Currently we have 5 clubs travelling @ \$300 each for a maximum total of \$1500
EXPENSES - estimated expenses, costs:
Just the stipend
NET BUDGET IMPACT TO ERDBA - estimated:
Per event: \$1500 for 2018,

Project Details / Logistics

SITE - Project Location:
na
EQUIPMENT REQUIRED:
Completed reimbursement form with receipt
DATE(s) (please try not to conflict with area member events):
Submit no later than Dec 1, 2018
Other Comments:

YES

2/15/18

33 approve
8 disapprove
2 abstain

relief 4/18/18
San Jo
4/21/18



Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	Officer special projects
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Angela Acuna
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:

Provide officers with funding to take on projects (only with all officer approval) that will benefit ERDBA without requiring board approval.

DESCRIPTION - (The WHAT) describe the project and scope:

ERDBA to fund up to \$2000 for the year, to be used by ERDBA officers for special projects. Access to this funding will require majority approval of the officers.

BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:

Ensures Officers cap their special projects to \$2k and allow officers increased flexibility to serve the region with a budget.

REQUIREMENTS - (The NEED) list support needed to initiate and complete project:

All projects must have proper receipts.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:

Zero

EXPENSES - estimated expenses, costs:

\$2,000 for the year

NET BUDGET IMPACT TO ERDBA - estimated:

-\$2,000

Project Details / Logistics

SITE - Project Location:

none

EQUIPMENT REQUIRED:

none

DATE(s) (please try not to conflict with area member events):

none

Other Comments:

none

Director name/date:

Confirmed by Exec Officer:

Circle Vote: Yes ☒ No ☐ Abstain ☐ Reason for "No" vote:

Ver 10.11.16

does not pass
23 yes
14 no
6 abstain
fails to reach
27 majority by
11:59pm 4/20/18
Jan 1/21/18



Eastern Region Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	ERDBA Director SAFESPORT Training
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Angela Acuna
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
Pay for 2 individuals from each member organization, all our ERDBA reps to participate in the SAFESPORT Training. Cost - \$20 for each participant
DESCRIPTION - (The WHAT) describe the project and scope:
SAFESPORT training is the industry standard for training leadership in sports programs in keeping athletes safe through awareness and education. This is a 90 minute, 3 module online program...when complete, you are presented with a certificate. All 49 TEAM USA Olympic National Governing Bodies require all their coaches take part in this program. Sponsorship requires completed
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
SAFESPORT training is in line with the 5 year plan approved in 2016 - where ERDBA will promote leader/coach training. The definitions of team, teamwork, team bonding is constantly evolving. This training provides parameters and definitions through education and promoting awareness. The expectation is the creation of more nurturing environments to promote better membership retention.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Officers already rolled out the program earlier this month. Need Directors to approve the funding to ensure participation.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
Zero
EXPENSES - estimated expenses, costs:
\$2,500 for the year, this should cover training for at least 2 individuals from each member organization and each individual that represents ERDBA on various USDBF committees and the chairs of ERDBA committees. SAFESPORT charges \$20 per attendee.
NET BUDGET IMPACT TO ERDBA - estimated:
-\$2,500

Project Details / Logistics

SITE - Project Location: none - course taken ONLINE
EQUIPMENT REQUIRED: Internet access. Individuals are given an ERDBA code to access the program.
DATE(s) (please try not to conflict with area member events): Send certificates to secretary by July 1, 2018
Other Comments:

Director name/initials: <i>Ellen Law, Leigh Vlasblom, Angela Acuna</i>	Confirmed by Exec Officer: <i>[Signature] 4/21/18</i>
Circle Vote: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Abstain	Reason for "No" vote:



Eastern Region Dragon Boat Association

www.erdba.net

Project Proposal / Request Form

PROPOSAL FOR YEAR(s):	2018
PROJECT PROPOSAL TITLE:	ERDBA Youth 25% Team Entry sponsorship
SUBMITTER NAME:	Ellen Law, Leigh Vlasblom, Angela Acuna
SUBMITTER CLUB:	ERDBA Officers

About this project

ACTION - (The HOW) describe how to get this done:
Lower the burden of the entry fee to youth teams
DESCRIPTION - (The WHAT) describe the project and scope:
ERDBA to provide funding up to \$6000 to be used by Jr teams in ERDBA events up to 25% of the team's entry fee. GWN events: Richmond and Mercer agreed to MATCH the ERDBA 25% donation - which means ERDBA Jr team entries into this event represents a 50% reduction of the entry fee.
BENEFIT TO ERDBA - (The WHY) list benefit(s) to ERDBA and/or Members:
By relieving the Jr teams from a portion of the entry fee, the hope is for more teams to participate in racing.
REQUIREMENTS - (The NEED) list support needed to initiate and complete project:
Jr Team defined as a minimum of 14 paddlers 23 of age or younger paddling ON THE BOAT, to qualify for the ERDBA funding. Team must contact our Treasurer to confirm they paid their entry fee 75% entry fee to the event.

Operational Budget

REVENUE - estimated number of attendees, fee to charge and gross revenue to host and/or ERDBA:
Zero
EXPENSES - estimated expenses, costs:
\$6,000 for the year
NET BUDGET IMPACT TO ERDBA - estimated:
-\$6,000

Project Details / Logistics

SITE - Project Location:
Teams must prepay their entry fee at least 2 weeks in advance of the event. And then notify our treasurer they plan to use the ERDBA 25% team entry fee sponsorship.
EQUIPMENT REQUIRED:
none
DATE(s) (please try not to conflict with area member events):
none
Other Comments:
ERDBA total Jr team sponsorship capped at \$6,000 for the year.

30 APPROVE
 1 DISAPPROVE
 6 ABSTAIN
 4/21/18
 Jan 12