

JANUARY 2013 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

January 14, 2013, CRF Boathouse 6:30 pm

In attendance: Joanne Hull, Jeff Zabor, Rachel Stanley, Frank Campbell, Bill Rickman, Jennifer Prugh, Kathy Whitford

Next meeting— February 11, 2013, CRF Boathouse - 6:30 pm

PAST MINUTES

- o Discussion of allocating \$10,400 for the refurbishing of the Fowler and the Summer Rower

Joanne Hull moved to approve formally to refurbish the Summer Rower and the Fowler. Kathy Whitford seconded. All in favor.

TREASURER'S REPORT

JOANNE HULL

- December's financials were distributed.
- Line item cleanup (Private Sculling, FRL) - Board members will provide feedback to Joanne by January 19th.

Jeff Zabor moved to approve the 2011-2012 Financial Report, seconded by Frank Campbell and unanimously approved.

HEAD COACH'S REPORT

KIRK LANG

- Not in attendance

PRESIDENT'S REPORT

JEFF ZABOR

- CRF Annual Meeting
- Discussion of newly elected CRF Board
- CRF Board received performance evaluations from member organizations and had a meeting to review the Executive Director's performance.
- Proposal for changes to the CRF Code of Regulations. The process would be similar to what WRRR is doing (Code of Regulations Review Task Force.) Jeff Zabor has volunteered to be a party to that and invite other member organizations to participate in the process.
- Discussion on the creation and approval of a policy on naming boats. This will be deferred to the Equipment Committee to discuss.

BOARD ORIENTATION & REVIEW OF DIRECTOR'S DUTIES & RESPONSIBILITIES

JOANNE HULL

- Presentation of expectations and responsibilities of tax exempt organizations board of directors as created by Boardsource.com.

DIRECTORS REPORTS

PRESENTATION OF 2013 COMMITTEE COVER SHEETS

- These are being formalized as committees are being formed and will be uploaded to the website.

COACHING AND COXING AND EQUIPMENT

JENNIFER PRUGH

- Presentation of the Coaching and Coxswain Committee Cover Sheets. The Equipment Committee Cover Sheet will be approved at the next Board meeting or via email.
- Discussion: Ensuring that the Coaching Committee will serve as the lead in coach recruitment.

Kathy Whitford moved to accept the Coaching committee Cover Sheet. Rachel Stanley seconded. All in favor.

- Discussion : Coxswain Committee will work aggressively with coaches in need of coxswains to secure them.
- Joanne Hull moved to accept the Coxing committee Cover Sheet. Kathy Whitford seconded. All in favor.**
- The Ace Nowacki has been sold.

WRRRA COMMUNICATIONS

BILL RICKMAN

- Victoria Anders will be assisting with the website. Maurice Ruelens has also been assisting.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION, MERCHANDISE

JOANNE HULL

- Discussion: Equipment reporting structure.

ROWING LEAGUES

RACHEL STANLEY

Frank Campbell moved to approve the Rowing League Committee Cover Sheet. Kathy Whitford seconded. All in favor.

SWEEPS, SCULLING

KATHY WHITFORD

Jennifer Prugh moved to approve the Sculling Committee Cover Sheet. Rachel Stanley seconded. All in favor.

MEMBERSHIP, VOLUNTEERISM AND ADMINISTRATION

FRANK CAMPBELL

- Presentation of Membership, Volunteerism and Administration Committee Cover Sheets.

Kathy Whitford moved for the approval of the Membership Committee Cover Sheet. Joanne Hull seconded. All in favor.

Jennifer Prugh moved for the approval of the Volunteerism Committee Cover Sheet. Rachel Stanley seconded. All in favor.

Rachel Stanley moved for the approval of the Administration Committee Cover Sheet. Kathy Whitford seconded. All in favor.

OLD BUSINESS

CLUB MANAGER

- Presentation of the Club Manager and Summer Rowing League Chair position descriptions.
- Jeff Zabor will send the notification to the CRF mailing list.

WRRR CODE OF REGULATIONS REVIEW TASK FORCE

- First meeting is Wednesday, January 16.

NEW BUSINESS

- Presentation of proposed 2013 WRRR Budget as determined by input received by Joanne Hull from the Directors.
- Discussion of dues and fees determination.
- Discussion of raising the volunteer deposit.
- Discussion of private sculling membership fees.
- Discussion of program hospitality line item.
- Suggestion was made of spinning off sculling into its own club.

Bill Rickman moved to adjourn. Joanne Hull seconded. All in favor.

Meeting was adjourned at 9:32.

FEBRUARY 2013 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

February 11, 2013 - CRF Boathouse 6:30 pm

In attendance: Joanne Hull, Jeff Zabor, Rachel Stanley, Frank Campbell, Bill Rickman, Kathy Whitford, Jen Prugh

Next meeting— March 11, 2013, CRF Boathouse – 6:30 pm

The meeting was called to order.

PAST MINUTES

- Amy Harmon, the Recording Secretary is unable to be present. Frank Campbell is recording the Minutes.
- Minutes from the January Board Meeting were deferred to the next Board Meeting.

TREASURER'S REPORT

JOANNE HULL

- January's financials were distributed.
- The U.S. Rowing organizational membership renewal had been paid.
- Income included a \$500 donation from the Key Foundation, which they make to non-profits for which their employees serve as board members.
- Expenses included some boat maintenance expenses as well as watercraft registrations for 14 boats. She noted that a sizable portion of the fleet has registrations which renew every 3 years.
- Income from the sale of the Ace is listed as 15K, but this is not yet complete.

Kathy Whitford moved to approve the January Financial Report, seconded by Jen Prugh and unanimously approved.

COACH'S REPORT

KIRK LANG

- Not in attendance.

PRESIDENT'S REPORT

JEFF ZABOR

- CRF is conducting a review of their Code of Regulations, with Joanne presiding over the process. There is a target date for completion of April 1.
- Jeff noted that all WRRR Committee meetings should have some type of minutes recorded. It should be an objective to have all committees listed on our website along with hyperlinks to committee coversheets and committee minutes.
- A question was posed regarding how long we should keep such material on the website. There was no answer at this time.
- Rachel raised the issue about committee work & “meetings” that happen via email, and suggested that Directors summarize the activities of their committees for board meetings and let that be the “official” record.

DIRECTORS REPORTS

COACHING AND COXING AND EQUIPMENT

JENNIFER PRUGH

- A Coaching Committee and Coxing Committee exists and will meet soon. Jocelyn Vivona has agreed to Chair the Coxing Committee and Elizabeth Emery has agreed to chair the Coaching Committee.
- The Ace has been sold.
- A coach and coxswain fee schedule needs to be updated and approved for 2013. She will target the next board meeting.
- Joanne mentioned that there has been discussions about the Equipment Committee's desire to automate equipment reporting and also include timesheets if possible. There is an IT organization that is willing to donate development of such a system (as long as we procure the equipment). They have suggested that the timesheet functionality wait to be in a later version. The first priority is equipment reporting. This would be web-based. All Member organizations are interested in being a part of this (except BW), and would prefer to do it independent of CRF at this time.
- At the inaugural meeting of the Program Standards committee, they had discussions concerning automation, which centered on registration and information relevant to coaches and coxswains.
- Frank suggested that an approach be utilized in which we first identify: What do we need? What do we currently have the capacity to do? What can be done through Activenet?
- It was recommended that each of us list areas in which we think automation would be of help and to send that to Bill. We would then determine how to move forward from there.

WRRRA COMMUNICATIONS

BILL RICKMAN

- Bill has a meeting planned with himself and four others for Communications.
- Bill asked that Directors let him know if things on the website need fixed.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION, MERCHANDISE

JOANNE HULL

- Presentation of the Finance, Merchandising and Fundraising Committee Cover Sheets.
- Finance is similar to last year.
- Joanne mentioned that she aims to develop someone to replace her next year.
- The Merchandising cover sheet was similar to last year, with more “fleshed out” goals.

Kathy Whitford moved to approve all three cover sheets. Rachel Stanley seconded. All in favor.

ROWING LEAGUES

RACHEL STANLEY

- Launches have been reserved for LTR and SRL with no issues, and the board room and ergs have been reserved for LTR sessions.
- A “captains” survey has been sent out to SRL team captains.
- The “meet and greet” will be on 4/3 (a Wednesday), but the location is not yet determined.
- There will be 10 Learn to Rows in April /May. May 13th is the first SRL week.
- There is a goal of having coxing training sessions sometime before the season starts. Jen will develop some written material for this. She will plan several Learn to Cox sessions throughout the year. Rachel mentioned maybe utilizing the Learn to Cox idea during the first session with novice SRL rowers who will be coxing themselves this season.
- The May 14th board meeting was moved to May 7th to avoid a conflict with the starting week of SRL.
- There was some discussion of changing the way in which compensation is presented for coxing / coaching for SRL/ Masters, etc to reflect the time commitment for each rather than the hourly rate.

SWEEPS, SCULLING

KATHY WHITFORD

- Presentation of the Sweeps Committee Cover Sheet.
- In 2013, regatta fees will be paid by the competitive team ahead of time. Rowers failing to pay the fee within that time frame will not be permitted to race in the regatta.
- The Sweeps committee has met once and will soon meet again. They hope to have a meeting with all sweeps rowers soon to discuss the programs.
- The Sweeps Committee Coversheet was approved by the Board.
- The goal for the Sculling committee in 2013, in addition to mentoring new scullers, will be to establish a more formal mechanism for coaching over the summer. They want to do a survey to see what the scullers are interested in, e.g. Sculling clinics (here or elsewhere), etc.
- They also want the Board to discuss a penalty for the use of WRRRA sculling equipment if one has not paid the general sculling fee. Jeff suggested an initial warning (with signature), followed by suspension of privileges for a week, month then year on successive violations. There was no decision. It was pointed out that we would want to apply the same penalty to the misuse of any WRRRA equipment.
- It was pointed out that all Coaches need to be supportive of any penalty system as well, and that there should be penalties to coaches who do not enforce it, including in addition to a warning, fines attached to compensation.

Joanne Hull moved to approve the Sweeps Committee Cover Sheet. Rachel Stanley seconded. Approved.

- The sculling committee wants a club “contract” for renting WRRRA Sculling equipment to other organizations (for example to other CRF Member organizations). This would simply make the user responsible for any damage to the equipment.
 - There was additional discussion about the Competitive team Regatta account. An initial view was that no Board members should be involved in handling the regatta account, and that thing should be rectified before moving forward. Another view was that Board members should be involved as per our fiduciary responsibility, specifically that a Board member should provide oversight or that we should not provide the service to membership. Another pointed out that if we have the “responsibility”, then by definition we also have the authority over the account. IN other words, we cannot have a responsibility for it, and also let someone else have the authority over managing it.
 - The Sweeps committee needs to develop a policy to handle this. This needs to be brought up to date before moving forward. There should be oversight on the committee and the team members should know what is going on with this account. The committee will address this and come up with a plan.
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MEMBERSHIP, VOLUNTEERISM AND ADMINISTRATION

FRANK CAMPBELL

- Discussion about whether the \$60 Volunteer Deposit reflected an equitable ‘value’ to 8 hours of volunteer work, and whether the deposit should be raised in 2013. Everyone on the Board contributed to the discussion, and the consensus was that we should keep it at \$60 at least for another year while people are adjusting to it while working to improve communication and engagement in volunteering.
- There was widespread agreement that an increase in this deposit in 2014 might make sense. We will revisit it at that time.

OLD BUSINESS

CLUB MANAGER

- Jeff Zabor reported on progress with the search for a club manager. He indicated that 3 people had been interviewed for the position, and wants to advertise outside the club. Craigslist was suggested.

WRRR CODE OF REGULATIONS REVIEW TASK FORCE

- They have had 2 meetings with two more planned. They are suggesting sweeping changes to the Code. The concept is that it should reflect high level strategic issues and omit operational details. Highlights include :
 - creating two classes of members (voting and non-voting);
 - Moving the date of the annual meeting to the first 15 days of November instead of the first 10;
 - Voting members must have 12 months of membership preceding a vote
 - A Quorum will be 10% of eligible voters
 - The number of directors will be increased to 9 (from 7), with 3 year terms, and with 3 elected every 3 years.. The hope is that, together with the club manager, this will reduce the work load.
 - Voting members may nominate people to the BOD, but no later than October 15th, and there will be no nominations from the floor on the day of the election.
 - Five people is a quorum of the board.
 - Board required to meet no less than 6 times per year.
 - If a decision is made outside of a meeting (e.g. by email), it must be unanimous among ALL Directors.
 - There will be an executive committee comprised of the president, vice president, secretary, treasurer and one other director. It may act for the board, but must be unanimous.
 - All officers of WRRR MUST be a Director
 - Indemnification has been re-written to bring it up to date.
 - Financial and budgetary matters are being made much more concise.

Goal is to have it done by the end of February. After that it will be presented to the Board during a meeting at which the task force participants will be invited. At that point, the Board will be asked to tentatively “pass” the revised Code of Regulations, and it will then be sent to membership for a period of comments, after which a final vote will be taken.

Details of the transition between the new and old Code of Regulations will need to be worked out.

WRRR 2013 BUDGET

- The WRRR general Membership fee for Private Sculling was adjusted down to \$45 from \$135.
- The General Membership Fee was adjusted up to \$135 from \$130 in 2012.

A motion was made to approve the Interim 2013 Budget.

It was seconded and approved by the Board. It will be placed on the website by Bill Rickman.

The meeting was adjourned at 9:09 PM.

MARCH 2013 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

March 11, 2013 - CRF Boathouse 6:30 pm

In attendance: Joanne Hull, Jeff Zabor, Rachel Stanley, Frank Campbell, Bill Rickman, Jen Prugh, Kathy Whitford, Kirk Lang, Dave Salisbury, Diane Foley, Jim Mack, Sally Fahrenholz, Michelle Fox, Wendy Zabor

Next meeting— April 8, 2013, CRF Boathouse – 6:30 pm

The meeting was called to order at 6:33pm

SECRETARY'S REPORT

PAST MINUTES

- Minutes of previous Board meeting will be approved via email.
- Ratification of Board decisions made by email.

Over the past month, the board voted unanimously by email to approve the purchase of a new sweeps 8. It was ratified by a vote at the current meeting. It was also agreed upon within Karin's proposal that if she had the specific criteria available, she can bid on a new sweeps boat.

COACH'S REPORT

KIRK LANG

- The shells are in process of reburshing in Michigan though not completed yet. He will follow up on a more frequent basis as the season is coming up. They expect them to be finished early in April.

PRESIDENT'S REPORT

JEFF ZABOR

- He would like a volunteer list for each committee from each Director.
- We should have approved Committee Coversheets up on the website by the April Board meeting. Please send your approved sheets to the Secretary email and they will be forwarded to Bill to be placed on the website.

OLD BUSINESS

WRRR CLUB MANAGER

- Jeff Zabor reported on progress with the search for a club manager. They have interviewed 3 people for the position. Rachel, Diane and he will interview another candidate on Wednesday, March 13.

WRR CODE OF REGULATIONS REVIEW TASK FORCE - PRESENTATION OF TASK FORCE RECOMMENDATIONS

- The provision in the existing Code Of Regulations which limits the number of Directors with primary participation in the same program to three has been removed.
- Changes:
 - First page, first article: it includes the mission Statement.
 - Any reference in base Dues amounts has been eliminated.
 - The requirement for mandatory volunteerism has been deleted. It has been replaced with a statement that obligations include member volunteer commitments est by the Board
 - quorum for meetings for WRR has been changed to 10% of the current members.
 - Listing of particular special committees has been eliminated.
 - Article VII - Financial and Budgetary Matters have been streamlined to include the dates of the preliminary budget and the adoption of the annual budget. A change proposed would be also to change the dates from February 1 and March 1 to the 15th of those respective months.
 - Article III – B – Provisions for establishing a Executive Committee were created.
 - There is a suggestion of having 9 rather than 7 members. 3 being elected per year for 3 year terms.
 - Indemnification and Insurance section has been updated.

Discussion therein with the proposal.

- There was an extended discussion about the more broad membership definition especially related to voting rights for individuals in nontraditional membership categories.

The majority of the Board is comfortable with these amended changes to the Code of Regulations and thanks the Task Force for their work on this process.

The Board voted to approve presentation to the membership of the current revision of the Code Of Regulations (which includes a change to Feb 15th and March 15 for a preliminary budget and adoption of the final budget, respectively.)

Jeff Zabor will email and contact membership to disseminate this to them for their information and to let the members know that the Board will vote on this at the next meeting.

TREASURER'S REPORT

JOANNE HULL

- February's financials were distributed via email to the Board.

Rachel Stanley moved to approve the February Financial Report. Jen Prugh seconded. All approved.

- There was a question on collegiate rowing in the summer that shall be deferred to Kathy.

Jen Prugh moved to approve the program fees. Joanne Hull seconded. All approved.

Frank Campbell moved to approve the Interim Budget as the Final Budget. Bill Rickman seconded. All approved.

A motion was made to approve the 2013 Budget.

Kathy Whitfor moved to approve the 2013 Budget. Rachel Stanley seconded. All approved. It will be placed on the website by Bill Rickman.

DIRECTORS REPORTS

COACHING AND COXING AND EQUIPMENT

JENNIFER PRUGH

- Coaching committee will be creating a coaching syllabus for coaches to use.
- Kathy and Rachel assisted Jennifer with a plan for a coaching application process and recruitment of coxswains. She would like to post the advertisement on Row2K and will put out the call on Facebook as well.
- Coxing committee has met twice. We will have a cox clinic on March 23.
- An established hiring process of coaches and coxswains and which team(s) they will be assigned will also be discussed with Rachel and Kathy.
- Peinert single should be here soon.
- Sweeps 8 will be here in time for the season.
- We will need a call to membership to get people to assist with unloading the boats from those that were in Michigan. We will need a dozen people at minimum. The projected date would be April 6.

WRRRA COMMUNICATIONS

BILL RICKMAN

- Zita sent out examples that are similar to last year and we will be tweaking the postcards.
- Maurice and Victoria are assisting with updating the website and making it more user friendly.
- Does need to reach out to Jeff Scheid to get all of the information.

ROWING LEAGUES

RACHEL STANLEY

- Lexi is back on board as SRL chair.
- The “meet and greet” will be on 4/3 (a Wednesday), but the location is not yet determined. It will likely be Flat Iron Cafe.
- We are attempting a new system of pre-registration for existing teams.
- Weather line will be expiring within the next month. We need to determine if we wish to continue this system.
- Does Merchandise want to come to the Meet and Greet?
- Is there the ability to auto-respond with the SRL information email that Rachel sends out to rowers when people register?

SWEEPS, SCULLING

KATHY WHITFORD

- There was an open meeting for those that would be interested in sweeps. Majority of the men would like to practice on Monday nights and women on Tuesday nights and there will be a mixed Saturday morning practice.
- There are some captains already established.
- Sculling committee went over the website pages to clean them up a bit. They are solidifying coaches and mentors. They will be surveying all of the scullers to discuss the community of scullers (possibility of camps, etc.)
- They will be establishing a sweeps email address.
- There will be a meeting this Saturday for private scullers. This will be the place to weigh in on the discussion of sculling membership in WRRRA.

MEMBERSHIP, VOLUNTEERISM AND ADMINISTRATION

FRANK CAMPBELL

- Registration will open this weekend. Pre-registration begins in a few days.
- We need to work out a policy for minor coxswains. They need to be registered by their parents.
- It may be possible that the US Rowing waiver does not adequately protect WRR.

The meeting was adjourned at 9:12 PM.

APRIL 2013 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

April 8 2013, CRF Boathouse 6:30 pm

In attendance: Jeff Zabor, Joanne Hull, Rachel Stanley, Frank Campbell, Bill Rickman, Jennifer Prugh, Kathy Whitford, Dave Salisbury, Matt Perse, Wendy Zabor

Next meeting— May 7, 2013, CRF Boathouse - 6:30 pm

PAST MINUTES

- Minutes will be distributed and approved via email.
- Notice and Ratification of action taken in between meetings.

Jeff Zabor moved to approve the repair of the WRRR wakeless launch as described in previous emails. Rachel Stanley seconded. All in favor.

TREASURER'S REPORT

JOANNE HULL

- March's financials were distributed.
- Shell insurance is in.
- We are tapping into our cash reserves until we start to begin to receive registration fees from ActiveNet.
- Sale of the Ace have been included. There were some oars purchased

Jeff Zabor moved to approve the March Financial Report, seconded by Frank Campbell and unanimously approved.

HEAD COACH'S REPORT

KIRK LANG

- Not in attendance

PRESIDENT'S REPORT

JEFF ZABOR

- Presentation and explanation of the Agenda.

OLD BUSINESS

CLUB MANAGER

- Welcome to Matt Perse as the new Club Manager. He will be working with us for 20 hours a week. Jeff will be managing his time.
- We hope to have a structure in place before he leaves in the Fall for graduate school.

WRRR CODE OF REGULATIONS REVIEW TASK FORCE - DISCUSSION OF PROPOSED AMENDED & RESTATED VERSION

- We had a lengthy discussion at the last board meeting. Jeff received input from three people.
- Changes noted:
 - Item L: Notice of Annual, Regular or Special Meetings of Director has specific timing therein for advance notice of 3 days.
 - Item N: Conduct of Meeting of Directors: Fine tuning the wording of how the Board can enter Executive Session.
- Discussion of proposed Membership types and voting privileges therein.
 - Does the payment of dues/fees and/or the participation define individuals as stakeholders?
- Meeting scheduled for April 15 at 6:30pm in the Conference Room at the Boathouse.
- Jeff requested that Directors email him by Saturday evening their thoughts on how to resolve this issue.

NEW BUSINESS

WRRR EQUIPMENT LOAN AGREEMENT

- The agreement came out of discussion with the Sculling Committee.
- Jeff Zabor referred the Equipment Loan Agreement to Jennifer Prugh and the Equipment Committee to present at the next Board Meeting.

AMENDMENT OF WAIVER OF LIABILITY FORM

- Reviewing insurance and waivers. Dave Salisbury and Jeff have been working on this issue.
- The electronic signature is an issue.

WAIVERS FOR UNDER 18 PERSONS

- There needs to be multiple opportunities for the parents of minors to be apprised of procedures and to sign waivers.
- This will be completed over email or conference call to figure out how to implement Dave Salibury's suggestions.

CAPTAINS CLUB PROPOSAL

- This is proposed in order to foster more activity and growth within WRRR.

Joanne Hull moved to allocate \$1500 for the recognition activity (lunch or dinner) . Bill Rickman seconded. Rachel Stanley voted negative. Approved.

- Discussion to find additional revenue sources other than WRRR budget. Suggestion made to leverage sponsorships or partnerships.

REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

COACHING AND COXING AND EQUIPMENT

JENNIFER PRUGH

- Karin stated that Victoria created an app for ???
- Full SRL schedule staffed with coaches.
- We have reached an agreement for 2 rec coaches.
- There is a huge pool of coxswain candidates.
- They did their first Coxing Clinic and will send on another email.
- We show a video shot on how to handle a boat.
- Coaching Committee has not made progress on a syllabus.

WRRRA COMMUNICATIONS

BILL RICKMAN

- Committee Cover Sheets have been posted.
- There is a page on our website that lists our equipment such as name of shell, weight range, etc. Bill will work with Joanne to update this.
- Postcards are circulating for the Learn to Rows.

Kathy Whitford moved to approve the Communications Committee Cover Sheet. Joanne Hull seconded. All in favor.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION, MERCHANDISE

JOANNE HULL

- CRF Executive Committee will be meeting at 8:30pm.

ROWING LEAGUES

RACHEL STANLEY

- Meet and Greet went well. There was less attendance than last year. Learn to Row coaches are scheduled. The T-shirt is done.
- 211 registered of 396 spots available.
- Captains Meeting will be schedule for May 18.
- Registration closes on April 30.
- We need to decide if we will continue to utilize the Weather Line.
- **Joanne Hull moved to continue the Weather Line for one more year. Rachel Stanley seconded. All in favor.**

SWEEPS, SCULLING

KATHY WHITFORD

- The Sweeps committee has been meeting. Rec group has captains. Maurice Ruelens and Beth Osborn
- Started a shell reservation book.
- Sculling Committee met again. Their biggest concern is what do the scullers want in terms of coaching and how much do they wish to pay?

MEMBERSHIP, VOLUNTEERISM AND ADMINISTRATION

FRANK CAMPBELL

Kathy Whitford moved for the approval of the Riversweep as a volunteer event. Jennifer Prugh seconded. All in favor.

Please sign the email attestation agreement.

Received the list of those who have

LTR volunteers are set for rowing. There aren't enough coxswains for Learn to Row.

Eric Romily has agreed to continue to track volunteer hours.

PROGRAM COMMITTEE

JENNIFER PRUGH, KATHY WHITFORD, RACHEL STANLEY

- Jen, Rachel and Kathy have met. This has been helpful to determine what program needs resources as well so as to prevent stealing from others, etc.

QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRR MEMBERS, GUESTS

- Presentation of proposed 2013 WRRR Budget as determined by input received by Joanne Hull from the Directors.

Jeff Zabor moved to adjourn. Bill Rickman seconded. All in favor.

Meeting was adjourned at 8:34.

WRRRA Board Meeting, May 7, 2013

In attendance: Bill Rickman, Kathy Whitford, Rachel Stanely, Frank Campbell, Joanne Hull, Jennifer Prugh

Secretary (Frank)

Minutes from December 2012, January 2013, February 2013 and March 2013 were approved.

Communications (Bill)

The committee is considering ways to improve the newsletter, including making it easier to use/read, and making it graphically more appealing. They would like to keep hardcopies of the newsletter at the front desk. They are also evaluating other tools such as Constant Contact that would make the creation and distribution of the newsletter more efficient and effective.

The committee has requested that we create a Kinko's account for Matt Perse to be able to use. This would enable him to more easily get copies/reprints of things like equipment reports, newsletters, etc. Matt is to work with Joanne to get this set up.

Sweeps (Kathy)

There are a few signed up for Learn to Scull.

The Sweeps committee is active and moving forward. The number of rowers for Monday is ok, though on Tuesday it will be a bit tight. Kathy and Frank agreed that we should not allow any additional Rec or Masters registrations until the season gets going and we determine whether or not we have resource constraints.

Sculling (Kathy)

The sculling committee continues to meet monthly. The committee developed a survey on SurveyMonkey for all WRRRA private and general scullers. The survey asks about preferences for coaching and clinics. The committee will use it to guide summer planning.

SRL/LTR (Rachel)

They conducted the final Learn to Row on Saturday, and registration for SRL closed on 4/30. However Rachel and Lexi are still working with a few "stragglers" and people who want to switch nights. Rosters will go out by Wednesday midnight (5/18). The final count for SRL is 378, which is up from 361. The half session memberships were less popular this year.

Joanne was working with Karin Trimble to ensure that all boats would be tagged by Saturday, and ready to row.

Coxswain/Coaching/Equipment (Jen)

The coxswain committee held another clinic, which attracted about 17 people. They have created a training video which is used in the clinic and will be posted on the web, along with the training materials. Additionally, they will create a Google group for all coxswains to help teams find subs.

We have not yet been able to come up a new, more comprehensive waiver (and process) for minors, although we continue to work with Dave Salisbury to develop one. In the meantime, we will use what we have, and should confirm that any hired coxswains have signed a waiver with another program.

Membership (Frank)

There were 136 people trained in LTR. Based on current SRL registrants, the retention rate for SRL is 58%. There are about 27 people that need to sign the “normal” waiver (due to a quirk with Activenet). Matt will have hard copies and a list of the individuals, and will ask them to sign on their first night of practice.

Betsy Batt will be the new chair of the Volunteer Committee. Riversweep (5/11) will be an official WRRRA volunteer event.

Frank requested that we revisit or add a Student Membership category (non-voting, discounted) to allow some university students to row. The board agreed, with the caveat that the membership chair would review each request on a case-by-case basis.

Treasurer's Report (Joanne)

Our finances are “typical” for this point in the year. We needed to add workers compensation in order to cover our new club manager.

Repairs on the boats came in at \$12,800, which was slightly higher than expected.

The regatta account still needs to be cleaned up from last year.

While we are “stuck” with Activenet this year, we continue to have challenges with it. Other CRF organizations are as well. In particular, Activenet takes up to two months to process payments. We might want to consider another system next year, but this would need to be discussed at the CRF level.

New Business

Gay Games 2014: There will be a one day rowing regatta on August 10, 2014. Michelle Gallagher (who will be the chair of the rowing event for the Gay Games), requested that WRRRA support this event. Kathy made a motion that WRRRA supports the Gay Games as a WRRRA volunteer event. Rachel seconded, and all approved. The board agreed that they would send out two emails on the event to all WRRRA members from the WRRRA email address, with content to be provided by Michelle or her team. Michelle also requested that we consider loaning or renting equipment for the regatta. WRRRA members will be allowed to borrow equipment, but programs will have priority. We determined that we need a policy on how/when we rent equipment for non-WRRRA people at home regattas.

CSU has made a proposal to CRF start an alumni rowing group. We believe the intent is to form an adult rowing group that would be in direct competition to WRRRA (although details are vague), which we would oppose. Kathy made a motion that we deny the CSU proposal because it is far too ambiguous. Jennifer seconded, and all approved.

COR revisions regarding membership categories: Kathy made a motion that we disregard the resolution made on 4/15 regarding membership categories and revisit the discussion. Joanne seconded. Four were in favor, with one opposed. The board will revisit this portion of the COR.

WRRR Board of Directors Meeting Minutes: June 12, 2013

Recorded by Bill Rickman

Attendance: Rachel Stanley, Joanne Hull, Frank Campbell, Bill Rickman and Jenn Prugh

General Business

CSRA's Learn To Row discussed. Seemingly unknown to WRRR, CSRA had a LTR. This was a fundraiser, but there was some discussion as to whether it constituted effective "competition" with WRRR's LTRs. Should we intervene or just let it slide? Probably let it go for now.

Meeting planned again for next Wednesday, June 19, 2013 to discuss the C.S.U. "Friends of Viking Crew" rowing and McPc wellness rowing proposals.

Equipment/Coaching/Coxing

The need for better communications to the equipment committee regarding equipment needing repairs was discussed. Crews are having to repair their own equipment because equipment committee hasn't been responsive. Does this reflect a need for more trained committee members? (That is, are the current ones over-burdened?) Is another work day needed to handle this? Or do we simply need more effective communication options, including perhaps automated reporting?

A Equipment Loaning/Rental Agreement was presented. The Board was tasked with reviewing the plan and making a final approval at the meeting next Wednesday.

New waivers for minors are still being finalized that would hold up to legal scrutiny. Along with the waivers and consent for treatment forms, there are emergency procedure issues that need to be sorted out and formalized: where are the forms kept, what are the steps to follow in an emergency, who is involved, etc.?

Regarding coaching development, the plan is to continue research into a formal curriculum including ride-alongs, evaluations and a system to mentor others.

COR

Waiting on response from Dave. Should come by the end of the week.

Volunteerism/Membership/Administration

HOTC

Details of WRRR's involvement have still not been revealed or requested by CRF, but we will mark that as an official WRRR volunteer event.

Volunteer events – 12 events. Details being sorted out now.

Rowing Leagues

SRL self coxing has resulted in less overall satisfaction due to this arrangement. How much so will probably be revealed on the year-end surveys.

Minutes of WRRR Board Meeting, July 15, 2013

Attending: Bill Rickman, Jen Prugh, Kathy Whitford, Rachel Stanley, Frank Campbell, Joanne Hull

There was discussion of the proposed revisions to the WRRR Code of Regulations, and whether, if passed, the board would need to additionally pass a Resolution to cover membership classes. The determination was made that those classes had already been passed, and that they will simply need to be formalized as a resolution to make them final.

Kathy made a motion to pass the WRRR Code of Regulations Revisions as recently edited by Dave Salisbury to incorporate recent additions / changes. Rachel Stanley seconded the motion. All voted affirmatively to pass except Frank Campbell. The motion passed.

The next steps were determined to be:

- Create the resolution that details the membership classes
- Frank is supposed to do this and pass it around
- The fee was determined to be \$45 for the "Stakeholder" membership
- A registration activity should be created on Activenet for this "stakeholder" membership.

The Club Manager position was discussed.

- Should we start up again with another club manager?
- What went wrong with the last one?
- What can we learn from that experience?

Rachel indicated that Lexi will not be present for the Fall nor will she or Rachel be back next summer for SRL. She also noted that they need a Fall Chair for Fall Rowing League. She is worried that we cannot afford hourly pay for both a club manager and an SRL manager.

Rachel suggested revisiting the job description of the club manager and perhaps including the FRL chair in the description.

Rachel pointed out that Lexi's pay (as SRL chair) should be distributed in part somewhere other than in SRL since some of her effort assists REC, etc.

Plan:

- Rachel will evaluate the club manager description
- She will update the description of Fall Rowing League

- The updated club manager description will be distributed to the active membership along with the Fun Row announcement.
- Send applications to info@westernreserverowing.com
- Fun row should respond to the same info@ address.
- If it were possible to identify candidates immediately, we could utilize Lexi and/or Rachel as a mentor in the final weeks of SRL and/or FRL.
- Ideally such a candidate would be willing to serve in the role in 2014
- Joanne will also distribute the job description to the CRF Member Organization contacts.
- We will list application due date as 8/12/13
- Will post on Craigslist also.

The MCPc proposal for a wellness activity was formally considered after having discussed in email, etc.

Kathy Whitford moved that we decline the original proposal from MCPc. Jen Prugh seconded. All present were in favor and the motion was approved.

The original "Friends of Viking Crew" proposal presented by Denny Matheou and Nik ?, has been discussed at a prior meeting for this purpose and also via email. Joanne Moved that we decline the proposal as written and presented to us. Kathy seconded the motion. All present were in favor and the motion was approved.

Bill was tasked with approaching both groups to suggest a mechanism by which each would work that routes it through WRRRA as a program. We all agreed that we are hoping to receive revised proposals from both groups. We would like to see them work, but as WRRRA programs.

We had also received a revised MCPc proposal, submitted buy Aaron Marcovy which addressed some of the objections directed towards the original proposal.

Joanne moved to approve the revised MCPc proposal. Kathy seconded the motion and all present voted in favor. The motion was approved.

Aaron had presented a Memorandum of Understanding as a threeway agreement between CSRA, WRRRA and MCPc. We discussed this MOU and suggested a couple adjustments:

- Explicitly state that WRRRA will have no liability for any of the CSRA equipment
- WRRRA will be held harmless from any injuries sustained in the course of the program or on the property, etc.
- We will send this to David Salisbury for unofficial guidance. He does NOT serve in any capacity as our attorney.

- We also discussed the possibility that we may need to pay the coaches, and have some oversight over them , particularly as regards safety issues for participants who would be members of WRRRA, while the coaches would be paid by CSRA. We concluded that if the ‘hold harmless’ clause is incorporated then we could drop this request.

Joanne made a motion to approve the MOU provided by MCPc, pending adjustments concerning liability and “hold harmless” are incorporated. Bill seconded this motion. It was unanimously approved by all present.

Jen Prugh discussed waivers for minors serving as coxswains. Modified waivers had been prepared for this purpose. Jen had presented them previously to the board. David Salisbury has reviewed them (not as our attorney).

A suggested approach includes:

- Modifications were suggested regarding evening phone number
- Coxswain committee will handle the process for talking to parents, etc about what their child does at the boathouse, and the limitations of our responsibilities to them
- The Program committee will handle the paperwork.
- There is a need to have emergency contact information in the boathouse that is both secure from public perusal and readily available in the event of an emergency. (This is true not just for minors but for all).

A motion was made to approve the waiver documents with minor changes. Frank seconded the motion, and it was unanimously approved by all present.

The plan is to roll it out in the Fall. It can be revisited and revised if needed for the Spring 2014 season.

Equipment rental forms:

- Jen has presented these previously to the board
- Dave Salisbury has reviewed them and thinks they are OK (he is not acting as an attorney for WRRRA).
- A change was suggested substituting “Board member or his/her designee” for “Club / Equipment manager”.
- There will be both a ‘process’ to be followed and a “contract” to be signed.
- Both will be published on the WRRRA website.

There was a motion to pass the equipment rental documents by Kathy. This was seconded by Joanne and unanimously approved by all present.

Kathy Whitford:

We eventually need a formal shell naming process.

For now though, Kathy is concerned that having sold the Ace, a boat for which several current members made donations to pay for the naming rights, that we need to consider naming a current un-named boat the Ace.

- Can the Notre Dame 8+ be named the "Ace"?
- Kathy pointed out that 3 shells had their names purchased. Of those, the Chanakas and Ace are still around. There was no "expiration date" on the name and both are named after deceased family members of current rowers.
- The Sweeps committee has asked that the naming of the Notre Dame 8 be considered by the board.

Frank moved that we name the Notre Dame 8+ as the 'Ace". This was seconded by Bill and unanimously approved by all present.

It was noted that Kirk wants the board to consider at some point in the future getting a trailer that is lighter and has wider tires , which would create a more stable base, be lighter (aluminum), more fuel efficient, and safer.

- The board will push this to the Equipment committee to sort out and make recommendations.

Jen Prugh:

Equipment issues:

A couple "incidents" have occurred that sparked some "frustration"

- One evening the REC women took the Masters mens oars which were laid out near the dock. The team was on the water, but still near the dock. Kirk asked them to return and switch oars.
- Masters Regattas: There seems to be some issues related to the equipment that the Masters team takes when it goes to an away regatta.
 - o We need clear communication between Kirk, Rec coaches, and Sweeps about what will be available to use on weekends when the Masters team is gone for a regatta.
 - o Everyone involved needs to reserve boats and make sure the appropriate cox boxes remain in the boathouse.
 - o SRL Chair , Equipment Chair and Rec Coaches all need to know what is being taken by Masters (boats, oars, cox boxes).
 - o Equipment reservations must be made by coached programs. That is, when REC knows what Masters is taking, REC coaches must reserve equipment for their program so that buddy boats know what is available.
 - o Jen will discuss this with relevant parties.

Joanne:

Noted that she received \$1000 back from over charge of workers compensation.

Noted that WRRR owed an additional \$375 more than quoted for the repair to our wakeless launch. She also noted that it is leaking again, and suggested that in the future, on our river, perhaps the aluminum pontoon design is better.

Bill;

Need to identify who is holding past minutes and get them approved and posted on the website.

Bill will send Aaron our proposed changes on the MCPc MOU.

CRF sponsorship for HOTC: We noted that we would send to the membership a week after the other emails. Frank will do this. Also, we will post it on our website.

Rachel:

Rachel mentioned the "half time show" (stake race) that was held for the first SRL regatta and indicated they would do it again for the final regatta.

Noted that Fall is quickly approaching and we need to discuss FRL and Fall REC.

Rachel and Jen will work on recruiting coaches for the Fall programs. Rachel will approach existing coaches first and then recruit additional coaches for fall REC and FRL as needed. It was suggested that we should inquire as to how many Summer REC folks are planning to do Fall REC so we can try to anticipate the needs.

Rachel questioned whether there would be sufficient interest in the August Learn to Rows to fill them.

Regarding Chataugua, SRL is not going. If a crew wants to go, they can make arrangements and go.

We need to open FRL registration soon.

The meeting was adjourned at 9:05 PM.

WRRR August 12th, 2013 Board of Directors meeting minutes

Attending: Frank Campbell, Bill Rickman, Jeff Zabor, Rachel Stanley, Jen Prugh, Kathy Whitford. Guests: Michelle Gallagher and Karin Trimble for a portion of the meeting.

Minutes recorded by Frank Campbell

Meeting called to order at 6:27 PM.

Secretary's Report:

Jeff moved that the July minutes, prepared by Frank, be approved. All present were in favor and they were approved.

Some of the BOD meeting minutes are not posted on the website. Those need to be completed, approved and posted on the website.

At the informal July 29th meeting of the Board we voted to approve the Head of the Cuyahoga as an official WRRR "volunteer" event for which volunteer credit can be awarded. We also voted at that meeting to approve use of WRRR Volunteers for any CRF boathouse maintenance days that may be scheduled at the discretion of the Volunteer Director (currently Frank). At today's meeting, the board ratified that informal vote unanimously.

Frank described the discovery of an inadvertent error in the configuration fee collection in Activenet, specifically with regards to the taxation of a "discount" applied to make sure no one paid more than an "annual (two-season)" facilities assessment. This affects a relatively small number of transactions, but resulted in over-collection of taxes. In total, approximately \$1000 of taxes was collected erroneously over the past 3 years. The board suggested that all affected individuals be contacted and offered a refund (by check) or the option of leaving it as a donation.

Treasurer's Report:

Jeff made a motion to approve the Treasurer's report which was sent to the board by email. Rachel seconded the motion and it was unanimously approved by all present.

Coaches Report: (Kathy Whitford):

The Head Coach (Kirk) has written a letter regarding the Head of the Charles Regatta selection process which he would like distributed to the membership as soon as possible. He plans to enter the guaranteed women's 8+ and perhaps a men's 4+ and/or 8+ and a women's Club 4+. The board discussed and agreed that we should email the club as soon as possible, but decided that we would like to give people 1 week to respond, and as such would need to modify the date in the email. Kathy will discuss this with Kirk.

Financial support of the HOCR entries was discussed. Our 2013 budget has \$1500 allocated to support the HOCR participants. Jeff moved that the \$1500 dollars will be available and can be used to pay entry fees and either transportation costs for boats (or

boat rental fees). Any such fees in excess of \$1500 will be paid equally by all WRRRA HOOCR participants. Rachel seconded this motion and it was unanimously approved.

Kathy will communicate this to Kirk.

It was decided that we would send a separate email on the Head of the Charles Regatta selection process and the Head of the Cuyahoga participation and equipment allocation process.

Reports of Directors, committees and Advisory Groups

Jen Prugh:

Equipment

The WRRRA wakeless launch skeg area has a hole and the launch takes on water causing the boat to move slowly. The boat moves, but it does not move fast enough to keep up with the 8+ shells. Jen is talking to a repair person, but there is no time frame as of yet for the repair.

An inventory has been taken of cox boxes, radios and locks. Everything is present and accounted for. Combinations have been changed on the lockers.

Paul Kopp has been repairing skeggs. Jen proposed that we invest in a supply of skeggs so that we do not have to wait for them to be shipped after one is lost. New lights may also need to be purchased.

Jen suggested that we need additional people with the skills to replace the skeggs. With just one person doing it, making the replacement/ repair becomes a “bottleneck” in the process of getting the boat back on the water.

We need to get CRF to put the lights on the launches (with practices now continuing routinely past sunset.)

Coaching and Coxing:

Jen is trying to recruit coaches for fall programs but is not currently having much luck. It was mentioned that we might want to consider limiting fall programs in the future as a result of this annual problem.

Patty Travis has agreed to coach Fall REC on Mondays and Tuesdays. Two coaches are still needed for the Saturday practice.

Bill Rickman (Communications):

Bill indicated that the communication committee plans to revamp the website in the off-season. It will likely be a whole different platform. He, Maurice Reulens and Victoria Anders have been discussing it. Jeff would like Bill to make a recommendation to the

board by the next board meeting and hopes it will be possible to have it in operation by spring of 2014. Bill indicated that the existing website would stay in operation until the new one was complete so that there would be no interruption in availability.

Rachel Stanley (Rowing Leagues):

The second Fun Row was this past Sunday. It was not as well attended as the one in July (which Kathy indicated was normal). Some members indicated that they did not see the announcement of the Fun Row as it was in an email that addressed multiple topics.

The primary objective of the fun rows is to give people an opportunity to have a better rowing experience (by rowing with more experienced rowers) in the hopes it may highlight and peak interest in other rowing programs, and also to provide an opportunity for rowers to meet people other than the ones they normally row with every week.

The August Learn to Rows is this coming weekend. Presently, the registration numbers are not great.

The final SRL regatta will be on August 24th.

Rachel will send an email to SRL announcing the opening of FRL registration.

Rachel described an issue that they are having with the T-shirt printer for the SRL t-shirts. Several teams have not had their t-shirts to wear during practice or at the first regatta. Rachel did not find out until the morning of the first regatta that several colors were on backorder. She pointed out the fact that we need to be aware of this possibility moving forward.

Kathy Whitford (Sweeps / Sculling):

Kathy is working on getting Fall Rec planned. At present there is no firm start date. Some participants in Summer Rec want Fall Rec to start during the last week of August, which would allow 8 weeks of rowing and a week at the end of October that could be used as a makeup row if necessary.

The Sculling Clinic with Justin Stangel was well received. WRRRA is currently trying to collect the fees. Aaron Marcovy (who helped arrange this clinic with Justin) has another person who would also like to come do a clinic. The date she is available is the same date as the final SRL regatta so we will not be doing that.

Frank Campbell (Membership, Administration, Volunteerism):

Membership:

Frank described ongoing efforts to collect past due credit card balances for automatic payment plan payments that failed to be processed. The messages accompanying these failures include “declined”, “insufficient funds”, “reported lost/stolen”. Some who owe

have failed to respond to emails from Frank on the matter, and some have had their rowing privileges suspended.

Frank reported on his effort to provide US Rowing/CRF/WRRRA Release of Liability and Swimming attestation records to CRF as requested by Joanne Hull (acting as a Director on the Board of CRF) for compliance with their “waiver audit”. While the data exists, it has been difficult to supply in an efficient manner. Minor changes to the waiver language that was made 2-3 weeks after 2013 registration began has resulted in the ability to directly query for the requested waivers in a way that responds with all waivers. Those “signed” prior to the “edit” do not show up in a specific query. In the end Frank supplied a complete list of WRRRA members who have signed the two waivers as well as a document that includes all WRRRA waivers (not just the requested ones). The only “missing” waivers would be some that are signed on paper and in the possession of Frank.

Frank also noted that there are a couple Activenet settings implemented by CRF to permit parents to register minor children, which also permit Adults to register other adults (friends / family). When this happens, the waiver signer is always the “payer”. Frank has attempted to identify these occurrences and get paper waivers signed in those instances.

Frank compiled and posted in the boathouse a new list of general Sweeps, General Scullers, and Private Scullers along with their Safety Qualification level (provided to Frank by the CRF Safety Chair (Tim Marcovy)).

Registration is currently open for Half-seasons of Masters, general sculling, and general sweeps, as well as Fall Rowing League and Fall Recreational Rowing.

Volunteerism:

There will be a flurry of volunteer activities over the next 6 weeks including two Learn to Rows (August 17 and 18), the SRL Final Regatta (August 24), Boathouse Maintenance (September 7) and the Head of the Cuyahoga (September 21). An email requesting volunteers has recently been sent out.

Frank discussed volunteer needs briefly with Pat Connor (HOTC Director). Pat indicated he would send a list of all volunteer jobs needed to Frank in the near future so that we could begin trying to recruit volunteers into specific jobs.

Old Business

Gay Games 2014:

Michelle Gallagher is present to discuss the 2014 Gay Games which will be hosted in Cleveland.

This is a big event for Cleveland. Jeff conveyed to Michelle that WRRRA will support the rowing event to the extent we are able. He mentioned that after attending a committee meeting for the Gay Games Rowing event at the boathouse a couple weeks earlier he was

concerned that expectations among the various parties may not all be consistent. He wants to make sure that we are all on the same page.

Michelle indicated that the rowing events will include singles, doubles, quads and eights. They are anticipating ~ 100 participants and are estimating that 33% of those may be WRRRA members. This would translate to ~ 66 “visitors”.

The people traveling to Cleveland will need to bring or borrow boats. There is concern that, with WRRRA people rowing, it may be difficult for WRRRA to allocate boats to visitors.

It was noted by Michelle that the Gay Games will have their own insurance which would likely cover any damage to borrowed shells, as this was brought up as a concern.

Other ideas for boats were discussed including other CRF Member organizations permitting rentals and boat manufacturer’s bringing in boats to rent.

Participants in the rowing event would only pay the “event” fee of \$55 / rower and not the Gay Games fee. The current proposal between the Gay Games and CRF is for CRF to charge a fee of \$55 / rower. CRF has not finalized this agreement.

Michelle wants participants to register as early as possible, which means that they would need to have some idea about availability of boats to rent and costs.

The concern of WRRRA is that, 1) with WRRRA people participating and with a 3200 meter course and only 100 participants WRRRA may not have boats available to rent, and 2) our shells could be damaged by rowers unfamiliar with our river. This would be a big problem as SRL would be ongoing at that time and we do not have excess shells in the event of damage. Our first priority would be to protecting from damage the equipment needs of our existing WRRRA rowing programs.

One suggestion was that perhaps visitors could be required to utilize a local coxswain familiar with the river if they were borrowing / renting a shell. In this case, the coxswain would need to be compensated in addition to the \$55 event fee.

Much of the details surrounding the equipment rental issue is murky and difficult to pin down. We encouraged Michelle to determine whether Kashper or Vespoli would be willing to come rent shells. Also, to determine whether other CRF Member organizations would be willing to rent shells.

Michelle inquired about WRRRA rental of cox boxes, oars, etc.

WRRRA would need a protocol for governance of allocation of equipment to WRRRA members for the Gay Games as well.

Amended Code of Regulations and Resolution of Adoption.

A “Resolution of Adoption” was presented which concerns the newly approved Code of Regulations and provisions that will be implemented during the 2013 year. An edit was made to the presented language, in which the fourth word, “resolved”, was changed to “acknowledged”.

Jeff moved to approve the resolution and Kathy seconded this motion. All present voted in favor of the Resolution, and in so doing the resolution was adopted. A copy of the resolution will be attached to the minutes. *(note also, the new COR should be posted on the website).*

Friend of Viking Crew proposal

Following meetings and discussions over the past several weeks, an agreement was reached with Denny Mattheou and Nik Kottha regarding implementation of this program as a WRRRA Private Sweeps program.

In a meeting with Jeff, an agreement was signed by Jeff and Nik Kottha describing the relationship. The agreement was discussed in a previous Board Meeting.

A copy of this agreement will be appended to the minutes.

Frank will create a membership / activity on Activenet to permit registration and collection of fees. The annual membership fee will be \$45.

Fall WRRRA Club Manager:

Currently no one has been formally interviewed for this position. There are two candidates.

Captain’s Recognition Event:

As part of the “Captains Club” approved and funded earlier in the year, Jeff would like to schedule a recognition event. Thursday September 26, 2013 from 7PM – 9PM was chosen as the date and time for this event.

A “**Career Day**” type event which is designed to introduce people to the way WRRRA works and the variety of volunteer needs within the organization will be held on Saturday October 19th. Details will be forthcoming.

There was a brief discussion of the **November elections**, specifically of how the duties / responsibilities of the then nine-member Board of Directors would be distributed. The addition of 2 additional board members, raising the number from 7 to 9, will allow some re-thinking of the focus of each Director. Some thoughts were presented, and we were all encouraged to think about it.

There is a tentative “**Progressive (Insurance) team building**” event in the works for September 23rd from 1:45 – 5 pm. We are waiting to hear back from them. Erik Murdell and Mark Silverstein have agreed to be the “coaches” and run the event. They agreed to do it with one experienced and 7 novice rowers in each shell to match the number of attendees. Two volunteer coxswains and 2 volunteer rowers will be needed.

Action taken: This event was moved, seconded and approved by all present.

Head of the Cuyahoga:

We agreed to send out a **HOTC sponsorship form** to our membership as requested by Bill Braun. Jeff will write a cover letter and Frank will email to membership with sponsorship form attached.

Regarding participation of WRRRA members in the HOTC, Kathy suggested that any WRRRA person participating should be in a current program (at the time of the HOTC).

Ann Ortega (CRF) wants Joanne to write one check for all WRRRA sweeps entries. Scullers will each pay for themselves directly to the regatta.

Kirk will do all registrations for WRRRA sweeps entries with assistance from Rachel on managing the HOTC registration and equipment allocation for WRRRA sweeps entries.

Frank can provide a list of names of people who will be enrolled in a rowing program on the date of the HOTC (September 21) to verify the legitimacy of the WRRRA entries. WRRRA members who are not enrolled in a program in the fall will not be permitted to enroll in the regatta in sweeps events.

Kirk is working on a letter to the membership to describe the HOTC entry and equipment allocation process. Both Kirk and Kathy will edit this letter and it will then be distributed by Frank to the membership.

There is a plan to distribute information about the HOTC at the SRL final Regatta on August 24, 2013.

The meeting was adjourned at 8:57 pm.

Western Reserve Rowing Association Board of Directors Meeting Minutes September 9, 2013

Recorded by Frank Campbell

Meeting called to order at 6:36 PM.

In attendance: Rachel Stanley, Bill Rickman, Jen Prugh, Jeff Zabor, Kathy Whitford, Frank Campbell

Secretary's Report:

Jeff moved to approve the August Minutes. Rachel seconded, and the motion was approved unanimously.

We will come back to the April, April COR meeting, May and June minutes at the next board meeting.

The Board has taken no action since the last meeting which requires ratification.

Head Coaches Report:

This report was provided by email from Kirk Lang and communicated at the meeting by Kathy Whitford.

The Black 8+ was dropped off in Michigan on 8/22/13 and picked up on 9/9/13. The invoice for the repairs has been emailed to Joanne.

Kirk has registered all Rec and Sweeps entries for the HOTC to date. The money will be turned in to Joanne.

Only the Women's 50+ bid (the guaranteed bid) was accepted for the Head of the Charles. The boat will be transported to Boston on the CYRA trailer.

Kirk will be resigning from the CRF Board as the WRRR Designee effective 9/18/13 as he has been hired as the CRF Executive Director.

WRRR held a very successful Boathouse Maintenance Day on 9/7/13

Jeff moved to approve Kirk's report as written. It was unanimously approved.

President's Report:

An invitation was received to attend the Sandusky Boathouse Dedication on September 22nd. Jeff plans to attend. If anyone else wants to go with him, let him know.

The Felice Mueller event will be held on Wednesday, September 11th at the Flatiron. Encourage people to go. Rachel will send an email that includes notification of this event to FRL people and to SRL captains.

Director of Coaching, Coxing and Equipment – Jen Prugh:

Recruiting coaches and coxswains for Fall has been extremely challenging. Although efforts to recruit were made early, there has been little response. We still have gaps in coaching for Fall programs.

Jen wondered why more of our former coaches are going with scholastic organizations. Is our pay competitive? Or do people prefer to coach people who are racing rather than recreational rowers?

We have no coaches for Thursday and need one more for Monday.

Rachel plans to offer the following options to some FRL registrants: a refund, the option to row on a different day, or the option to agree to row with a coach who is coaching two boats. Rachel will send out an email to impacted FRL registrants this week (those without a coach) asking for their decision.

A motion was made and unanimously approved for WRRRA to refund any fees for people for programs / teams we cancel.

Jen noted that we are losing lights. Do we need to get some? What type? It was mentioned that the suction cup style is not optimal and that there are smaller ones that equally bright, which we should look into purchasing.

Director of Communication – Bill Rickman:

Bill and committee has not been able to meet to discuss designing a new website. They have been working with Jim Ridge on the Felice Mueller event. Email RSVP's sent to the 'info' email address for the Mueller event have totaled around 7 so far.

Bill reported that WRRRA sold over \$1600 in merchandise at the second SRL regatta. The merchandise inventory is low. He plans to get a merchandise meeting together and order some more product and also get some new designs.

Director of Rowing Leagues – Rachel Stanley:

Rachel presented the results of the SRL mid-season survey (see attached).

Responses from some suggest that they expect a lot. This leads to the question of "What kind of club do we want to be?" and "What kind of program should SRL be?" Do we want high retention rates or do we want to train rowers in all aspects of the sport, including as coxswains? Some were quite unhappy about having to cox themselves. Discussions about this should be part of the business of the "programs committee".

Comments also suggest that we can be even better at communication.

Do we continue to require novice rowers to cox? If not, what do we do? We need to manage expectations more effectively through better communication. Perhaps the

“Captain’s Club” will be a mechanism for this. Should SRL members be involved in program standards meetings?

We will do an equipment survey later and get feedback from people including SRL participants. Rachel will make the survey into a one page pdf. She will send it to SRL people and then it will be provided to the program standards committee to review and consider potential action.

Jeff made the comment that the Rowing Leagues have never been better organized or better run than they have in the past two years under the leadership of Rachel. Ironically, with Rachel having raised the bar so high, will we have sustainability issues?

Director of Sweeps and Sculling programs – Kathy Whitford:

Due to the coaching crunch, Fall REC does not have a dedicated second coach on Saturdays. Jocelyn Vivona is one of the Saturday coaches and Kathy is looking for “guest” coaches to fill the second spot until a full time second coach can be secured.

The Sculling committee under the leadership of Michelle Fox is allocating shells for the HOTC and this is going well. The Sculling committee was considering doing another sculling clinic, but the only available date for the coach conflicted with the second SRL regatta. They will be looking for other opportunities, if not this year, then next.

Jeff made the comment that Michelle is doing a great job with the sculling committee.

Director of Membership and Volunteering – Frank Campbell:

Membership

September 1 versions of Masters, Sweeps, Sculling and Private Sculling are available.

Frank has had to spend a fair amount of time getting past due balances paid which arose from payment plan payments which did not process for several people for a variety of reasons: declined, insufficient funds, stolen, etc.

Fall Registrations for Fall REC and Fall Rowing League have been a bit of a mess. Both programs are full with waiting lists. We had a problem in which several people registered for Fall REC thinking they were registering for Fall Rowing League. Because there are insufficient coaches for FRL, it has not been possible to move these people into FRL. It appears they will either need to stay in REC or be given a refund. It seems that part of the confusion may have arisen out of emailing FRL people a direct link to register instead of making the link publicly available on Activenet. People did not read/remember they link was in the email and apparently went to Activenet and signed up for the only thing there that included the word “Fall”, which was Fall Rec.

Volunteering

We had a Boathouse Maintenance Day on September 7th, and have recently completed the August Learn to Row sessions and the final SRL regatta. All Volunteer events went well.

Volunteering recruitment for the HOTC is a bit of a mess. We were only just recently (2 weeks out from the HOTC) given any “assignment” for ‘Jobs” to fill with volunteers. We were apparently assigned only 2 things: launch drivers and setting the course with buoys. This is very different than in the past when WRRRA members had access to a much wider variety of jobs. We have people who wish to volunteer, but do not want to drive a launch. It is not clear that there are other jobs for WRRRA folks or how to identify and fill them if there are. Volunteer management is very decentralized this year as there is no Volunteer Director.

Paul Kopp and Bill Rickman are coordinating preparation of buoys/ anchors, etc under guidance of Bill Braun. Great progress has been made on this.

Frank has been unable to get a summary of volunteer hours recorded for people so far and this has delayed processing of refunds of Volunteer Deposits for those who have completed the required eight hours of volunteer service.

Old Business:

HOTC equipment rental

WE have a rower who wants to be an ‘exception” to the WRRRA policy that those who row in the HOTC using WRRRA equipment must be registered in a Fall program. Would permitting this be fair to others who might otherwise want to do the same?

A motion was made to allow WRRRA members who are not in a Fall program to rent WRRRA equipment for \$80/ 8+ for racing in the 2013 HOTC only. This does not include any practice opportunity. This would permit Summer WRRRA Crews who wish to race, but for whom all crew members are not in a fall program, to rent a boat for \$80 and race in the HOTC. **This motion passed by unanimous vote and a notice will be sent to all members.**

Gay Games 9, 2014

Jeff asked for permission to send an email to Michelle Gallagher regarding the 2014 Gay Games Rowing event which would indicate that there is currently no agreement in effect between WRRRA and Michelle/ Gay Games and that one must be submitted to the WRRRA board and approved before and commitment can be understood to be in effect. The WRRRA Board will not permit loans or renting of our shells without a written agreement.

We discussed the fact that it is difficult to state how many boats we might be able to make available for renting without knowing how many of our own rowers will be interested in participating in the event. Perhaps we can ask WRRRA people to commit early to the event so that we can evaluate the availability of shells to rent?

Captains Recognition Event

Jeff mentioned that it proved impossible given the constraints of the calendar to get the Captains recognition event running as originally planned, and that this will be deferred until 2014.

Amended Code of Regulations

WRRRA members have not yet received a copy of the final revised WRRRA Code of Regulations. We will send this out soon with a cover letter by Jeff.

2013 WRRRA and CRF Elections

Under the new COR, nominees for the WRRRA Board must be received by the board by October 15th. We need also to notify club of nominees and of annual meeting.

In absence of the “Captain’s Club”, we will need to rely on ourselves to communicate to membership about open board positions. We should talk about it to everyone. A good “message” to convey is that board service with a 501(c)3 is a great way to enhance the “civic” portion of one’s professional resume.

CRF elections are coming up in January. Gary Clark will be completing his term (3rd year). Kirk is resigning as a WRRRA designate, and Cara Siebert has resigned as an ‘at large’ director. We need to think about good candidates for these positions who will support rowing in Cleveland.

There was a brief discussion of Activenet regarding continuing to use it or exploring other options. Frank indicated willingness to explore other options, but defended the ways in which the needs of WRRRA are unique from those of other Member Organizations and how Activenet is meeting those needs.

WRRRA Club Manager Proposal

The biggest concern, other than upcoming elections, is the ability to sustain the current level of administrative effort for the club from Board Members and Volunteers. How sustainable is that level of commitment? Could we make this level of administrative effort more sustainable by hiring a full time WRRRA Boathouse Manager and assigning that person many of the operational duties currently performed by Board Members and in so doing, free board members to function more strategically? Jeff presented a draft outline of such a job description, with a start date of January 1, 2014. Can we afford to do this? Can we afford not to?

Potential funding mechanisms might include simply spreading the cost over our 500 members, but might also arise through fund development work. Jeff suggested that we should begin to think about doing fund development and reach out to the larger community, perhaps through corporate LTR programs or wellness programs.

Board members are generally in agreement that the broad concept is worth considering. Rachel commented that the job description included way too many responsibilities for a

single full time job, had too much diversity in the types of responsibilities, and that a hiring date of January seemed unsatisfactory as no one will be at the boathouse in the winter, among other reasons. A plan was agreed upon in which Jeff will meet with Jen and Rachel to begin to develop this idea further. Rachel might investigate whether there are teachers who might have 'down time' during our 'peak time'. Would a full or part time position be more appropriate? How should we prioritize the list of duties on the job description?

The meeting was adjourned.