

## APRIL 2015 BOARD MEETING

### WESTERN RESERVE ROWING ASSOCIATION

April 7, 2015, Cleveland Rowing Foundation Boathouse, 6:30 pm

In attendance: Kathy Whitford (via phone), Frank Campbell, Victoria Anders, Laura Loesch, Sally Fahrenholz, Jennifer Prugh, Michelle Lundon-Fox, Maurice Ruelens, Sarah Jackson, Kirk Lang

Next meeting - WRRR Board Meeting - May 4, 2015, CRF Boathouse - 6:30 pm

#### SECRETARY'S REPORT

##### FRANK CAMPBELL / AMY HARMON

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1. Minutes of previous Board meetings

- March Board meeting minutes

**Jennifer Prugh moved to approve the March meeting minutes. Kathy Whitford seconded. Approved.**

2. Notice and Ratification of action taken in between meetings.

- 2015 Budget acceptance
- Equipment Committee authorization additional rack purchase. Reserve rack space for additional 8.
- Equipment Committee authorization oar purchases

**Laura Loesch moved to approve the 2015 Budget. Frank Campbell seconded. Approved.**

**Kathy Whitford moved to authorize the purchase of 12 racks for 8s. Frank Campbell seconded. Approved.**

**Victoria Anders moved to authorize the purchase of oars; to spend \$1800 on Sweeps oars (hatchets), changing the purchase from one pair to two pair, and to spend \$1000 on SRL oars (spoons), changing the purchase from one pair to two pair. Jennifer Prugh seconded. Approved.**

#### TREASURER'S REPORT

##### LAURA LOESCH

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- Current Financial Statements.

- \$122,000

- Discussion of Gloria Story's assistance as CPA. She has done a tremendous amount of work and has saved us hundreds of dollars. Requesting to transfer SRL amount to a sculling program. We need further clarification of what she wants.

**Laura Loesch moved to approve the March Financial Statements. Michelle Lundon-Fox seconded. Approved.**

#### WRRR CLUB MANAGER'S REPORT

##### JAZ CARLSEN

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- Reports within Membership and Merchandise Director reports.

#### PRESIDENT'S REPORT

##### KATHY WHITFORD

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- CMSD Rowing Program discussion

## CRF UPDATE

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- Jennifer Prugh - Member Organizations Meeting - April 2: Discussion of press release; CRF sold property close to Merwin's Wharf which was used as overflow parking for HOTC in past years and purchased waterfront property that will extend the docks further north and to reconfigure the entrance. Bonuses: We will be able to keep the launches in the water as opposed to hauling them up on the dock. Also, after the sale and purchase, CRF yielded \$240,000, this is more than amount left on the mortgage. They will be figuring out what to do with that. Construction will be happening to fix some structural issues on the property (The area where there is a dip in the concrete, possibly a broken drain pipe.) This can potentially impact the start of SRL, if not Learn to Rows. We may need to be creative in staging boats. Kirk will email if construction will begin in May. We may need to possibly rig shells onto trailers. Would it be possible to share trailer space with another member organization? We may also be able to utilize that pad over by Metroparks.
- CRF Safety Committee is currently working on drafting Safesport guidelines for member organizations. This will apply to WRRRA coaches (Needing background checks, CPR certification, etc.) - When we are aware of deadlines, we will be able to get coaches the correct information.
- Communications for Coaches: Current communication protocol is not very efficient. Emails are forwarded through head of member organization to the Director and then to the coaches, etc. CRF is the body that does the safety certification. Safety announcements and communication regarding re-certification, etc. should be able to come from CRF.

**Kathy Whitford moved to allow CRF to communicate directly with WRRRA members that are SQL1 and above related to a). safety issues, b). coaching requirements, c). updates on ODNR or other watercraft advisories, dock closings, etc. Laura Loesch seconded. Approved.**

## OLD/NEW BUSINESS

### REPORT PROGRAM STANDARDS COMMITTEE

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- Discussion options for Rec this year. Pool of coaches (Bella made recommendations) Discussed coxswains for Rec

### PRIORITIES AND GOALS FOR 2015; COACHING DEVELOPMENT, ADAPTIVE ROWING, CORPORATE ROWING

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- Coaching development. Discussion with Rachel - Intending on having a Coaching Clinic. While does not solve the long term issue, it is a step in the right direction and start.

### OTHER ITEMS FROM DIRECTORS

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- None at this time.

## REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

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### COACHING AND COXING

#### JENNIFER PRUGH

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- Actively recruiting. Communicated with everyone that has applied to be a coach about CPR requirements, etc. Encouraged others to apply as coaches.

### EQUIPMENT, MERCHANDISE

#### VICTORIA ANDERS

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- ODNR tags wrapping up.
- Ownership of Wintech trainers transferred.
- New 8 is out. Working on getting a trailer coming to the Midwest.
- Received an invoice for one set of hatchets, working with Aaron Marcovy to transport those.
- Boat reservation and tracking software is ready to go. Will need emails to get those individuals (SQL2 + higher, WRRRA members sculling SQL1, etc.) - Michelle will provide Frank with the names of scullers
- Maintenance Day was huge success. We went through whole fleet and were able to get to some sculling shells.
- Boat naming rollover request has been submitted by Jim Mack to rollover Mettler to the midweight 4. He is offering to donate \$200 for this. Scheduled April 25 as a Christening date and would like to have Kathy speak. Board approval is required for any name rollover.

**Laura Loesch move to approve the name of the Mettler to roll over to the midweight 4. Sally Fahrenholz seconded. Approved**

- Merchandise - Online store will be accepting credit cards. - Merchandise Committee narrowed down the credit card processing options to The Square. Easy setup, etc. Needs to connect to new checking account. Separate account for merchandise and monies could easily roll over into the main checking account. Since it would deal with creating a new checking account, Board approval is required.

**Victoria Anders moved to approve establishing a checking account for merchandise. Jennifer Prugh seconded. Approved.**

- Generous donor will be donating an iPad. It will also be used for equipment. It will be locked near the front desk.

## SCULLING, SWEEPS AND ROWING PROGRAMS

### MICHELLE LUNDON-FOX

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- Meet and Greet went very well. Program information meeting was not well attended. Perhaps we can incorporate that as part of a work day? (1<sup>st</sup> hour or last hour)
- Sculling Committee - Finalizing Masters Sculling independent certification. This will be primarily for those that have moved to Cleveland and have rowed in a sculling program at another club.
- Sweeps - Coaching is looking good
- Learn to Row sessions are sold out.
- SRL is filling up pretty quickly too. Jaz wanted to note that the SRL 1/2 season is not filling up.

## WRRRA COMMUNICATIONS, ROWER EDUCATION

### MAURICE RUELENS

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- Updated website, etc.
- Bulletin board has arrived.
- Newsletter sent out on March 25. - Maurice will need Frank to send him a list of email addresses with first and last names.
- Will update logo information on the Sponsorship form.
- Question: Do people need to sign up for LTR in order to sign up for SRL? - No, but it is strongly recommended.

## FINANCE, EMPLOYMENT & COMPENSATION

### LAURA LOESCH

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- Nothing else.

## VOLUNTEERISM, LEADERSHIP CREW

### SALLY FAHRENHOLZ

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- Discussion of volunteer event dates:
  - 6 LTR scheduled in April. Not sure if we need to find volunteers for first weekend in May.
  - Aurora Lakes Sprint - Aaron Marcovy contacted her to inquire if there may be interest for this.
  - June LTR
  - Riversweep - June
  - Regatta dates - SRL

## MEMBERSHIP, ADMINISTRATION

### FRANK CAMPBELL

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- Thanked Maurice for assistance on the website while he was on vacation.
- Distributed historical enrollment numbers.
- Approximate 67% retention rate
- Bain Contracting is paying for individuals from Bain - 10 people have signed up.
- Crohn's & Colitis Foundation - They are scheduled for the Monday, late night spot. They are having a hard time gathering people to fill this slot, 2 people have committed.
- Registration is proceeding well. There are 46 activities that people can register for.
- Paper - liability waivers, refund policy, membership applications, etc. - Plan to get those signatures during the first week of programs.
- Private Sweeps proposal - Cara contacted Frank about a group that has access to a 4 boat and would like to row similar to how the private scullers row. They would not use WRRRA equipment or need use of WRRRA coaches or coxswains. They would pay fees that private scullers would pay (adjusting the fee that they are not utilizing our equipment.) This would not impact our fleet use. Need to ensure that we are fair and equitable to any other individuals. Vote postponed to email discussion.

## COMMUNITY OUTREACH (ADAPTIVE AND CORPORATE ROWING)

### SARAH JACKSON

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- Adaptive Rowing - Kicking off on Sunday, April 12 at 9am. There will be 6 participants with 20 volunteers in the available pool. The orientation session was informative; how to escort people with no/low vision. The kick off session will split erg time with hands on (getting a boat in slings to get familiar with parts of boat, etc.) 5 out of 6 participants have some degree of vision. We're looking to have video documentation / collaborating with Sight Center - how to launch a rowing program, etc. We will adjust the program to the participants' learning and progress out onto the water accordingly. Program will take place every Sunday from 9-1030am. Bob Gannon assisting with coaching. Plenty of volunteers to sustain the planned programs.  
  
- Activities waiver - It will be a combination of theirs and ours. The Sight Center will take care of ensuring the participants sign the waivers. There may be some individuals that do not want to get out onto the water. The US Rowing (swimming, etc.) waivers will be signed where needed. The participants will adhere to the expectations and requirements for WRRRA, etc.
- Corporate Rowing - Experiencing a slower start. Met with Corporate Rowing Committee. Established a To Do List to get organized before we can begin to approach businesses (Areas that the committee needs help with, etc.) There is a lot of work up front and only 1-2 people available to assist. As soon as we get this planned, the documentation (canned email/promotional materials), we can potentially move forward. Proposed email blast to membership on Corporate Rowing since members do not really know what it is about. We need to get more members involved. Sarah will circulate that To Do list to the Board so Board members can possibly assist in moving this along.

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## QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRRA MEMBERS, GUESTS

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**Jennifer Prugh moved to adjourn. Laura Loesch seconded. All in favor.**

**Meeting adjourned at 8:43pm.**