

FEBRUARY 2015 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

February 2, 2015. Flat Iron Cafe 6:30 pm

In attendance: Kathy Whitford, Frank Campbell, Victoria Anders, Laura Loesch, Sally Fahrenholz, Jennifer Prugh, Sarah Jackson, Maurice Ruelens, Kirk Lang

Next meeting - WRRR Board Meeting - March 2, 2015, CRF Boathouse - 6:30 pm

SECRETARY'S REPORT

FRANK CAMPBELL / AMY HARMON

1. Minutes of previous Board meetings

- December and January Board meeting minutes

Approval deferred to email vote.

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

* Ratification of email votes for:

- CRF Code revision language

- Equipment Plan modification, selling 4s as package with Skittles

- Rachel Stanley as WRRR representative to the Cleveland Rowing Foundation Member Organizations Meeting on January 24, 2015

Kathy Whitford moved to approve the CRF Code revision language change. Seconded. Approved.

Kathy Whitford moved to approve the modification of the Equipment Plan by selling 4s as a package with the Skittles. Seconded. Approved.

Kathy Whitford moved to approve the appointment of Rachel Stanley as WRRR representative to the Cleveland Rowing Foundation Member Organization Meeting on January 24, 2015. Seconded. Approved.

TREASURER'S REPORT

LAURA LOESCH

- The Treasurer distributed a December and year end financials.
- Adjusting for depreciation and other cleaning up of year - fixed assets accumulated depreciation were adjusted, primarily cox boxes and oars.
- WRRR has a net cash balance of \$172,000 at year end.
- We are in great shape at the end of year than initially projected.
- Question: Do we have a baseline for the right amount of what we should have in net cash? It is generally accepted for non-profits to have 3-6 months cash on hand. We would much rather keep more cash on hand than not, especially with future purchases in 2015. This enables us to purchase new equipment when it comes along, etc.
- Budget is determined on what programs the Director in charge plans for the upcoming year. What was spent in 2014 is part of the puzzle, what one wants to spend in 2015 is the other part. We will discuss the budget for 2 meetings and then hold a separate meeting before the budget is finalized.
- Directors need to look at their committees and look at what was spent in 2014 and determine if they will need a different amount of money. Example: Estimating coaching/coxing needs, equipment and salaries, professional fees; if we need to engage in another strategic planning session.
- Pending any other changes from the accountant, when she prepares the 990 - if she has any journal adjustments/entries, we can finalize this.

Kathy Whitford moved to accept the Treasurer's report and revisit it, pending any changes from the accountant. Jennifer Prugh seconded. Approved.

- 2015 programs:
- Looking at income accounts, programs, etc. areas that we get income - we need to add one for grants/donations, and expenses per program, etc. If that expense pertains to that program, it goes under that column. Anything else goes into general.
- We will not need a separate column for FRL and Fall Rec since we will be combining those programs.
- Discussion of Coxswain fees as part of the Sweeps program fee, similar to Masters. It is unfair for the captains to handle money/chase people down - way to get around that is to incorporate that into the fees. The majority of those surveyed at the end of the season were not in favor of this. If they move forward with this, the information needs to be conveyed to the Sweeps members at the Sweeps meeting in March. The Board can assist with that.
- Deadlines: February 6 - First draft of budget calculations and estimates. Further fine tuning will be done at the February 24 meeting.
- January financials will be sent via email.

WRRR CLUB MANAGER'S REPORT

JAZ CARLSEN

- No report this month.

PRESIDENT'S REPORT

KATHY WHITFORD

- WRRR Bow Ball Table

Interested in buying a table? If interested, email Kathy. If it's close to 8, she'll get the table.

- Club Manager Job Description

- Jaz had a meeting with Kathy to discuss how the year went for her.

- Presented to Kathy the amount of time distributed for the Club Manager. Interested in job sharing. - It's difficult to do 6 days a week, closer to SRL end of season.

- Best way to work is that she would manage the other person. This person would be working with the current Club Manager as an assistant; working 2-3 evenings. Jaz anticipates that she will be still doing the preliminary work.

- The position would be part time during the peak season of May-Sept. Discussion of salary vs. hourly. Discussion if this would be split 50/50 or is one going to be 60/40? How will we divide those duties?

Jennifer Prugh moved that the WRRR Board develop a job share arrangement for the Club Manager position. Laura Loesch seconded. Approved.

- Kathy will draft a longer email with the duties and job description. We will advertise the position within the club first.

- CRF Annual Meeting report

- Budget approved with a 5% increase for all member organizations and programs on CRF rack and assessments. Example: \$110 previous fee has been increased to \$116.

- Scullers building is going up and will soon approve a new structure of boathouse to alleviate congestion.

- New mandate from US Rowing: They are requiring background checks for coaches. This is surrounding the Safesport campaign: (<http://www.usrowing.org/Safety/SafeSport.aspx>) CRF is drafting a policy. High school programs are currently already doing everything that is required. Background check on everyone that is dealing with minors -provide list of coaches and pertinent parents. It would need to be included for the programs' budget. If one already has one for their job, it may be possible that an additional background check would not be required. (Example: Kathy's job works with children and she has had a background check already.) US Rowing has mandated that if a group does not put this into effect, they will drop their rowing insurance. US Rowing manages CRF's rowing insurance. CRF would be liable for insurance...etc. We need to determine if this would be for coaches, rowers that have a minor as a coxswain, and/or volunteers.

- Mandating First Aid certification for coaches. Coaching certification is handled by CRF: A coach will not get their CQL approved without First Aid certification.

- Proposed dates: Nothing is approved yet for the start of season. Budget calendar dates: Currently, WRRR presents its budget beginning in Jan-end of calendar year. CRF may switch to July-June. Many of the other member organizations do this already. WRRR would need to have its budget laid out a year in advance for CRF. CRF's 2016 is already proposed. WRRR needs to consider: what makes sense for CRF?

OLD/NEW BUSINESS

REPORT PROGRAM STANDARDS

- Postponed to next meeting.

DISCUSSION OF PRIORITIES AND GOALS FOR 2015; UPDATE ON PLANS

- Postponed to next meeting.

OTHER ITEMS FROM DIRECTORS

- Postponed to next meeting.

REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

- ⤴ **Could you please add under Authority : The Committee has the authority to spend the money it has been budgeted.**
- ⤴ **Coversheet discussion: Noted any changes to previous year's Committee Coversheets.**

COACHING AND COXING

JENNIFER PRUGH

- Coxing Committee Coversheet: Changes minimal - coxing: no changes. Will probably have different numbers this year. Responsibilities, etc. are the same as last years committee coversheet
- Coaching - Removed specific references to Head Coach as based on the Masters coach change. Not much else changed. Did not add: allying more closely with CRF for the development of coaching.

Kathy Whitford moved to approve the Coaching and Coxing Committee Coversheets. Frank Campbell seconded. Approved.

EQUIPMENT, MERCHANDISE

VICTORIA ANDERS

- Merchandise Committee didn't change much, got more committee members. Hopefully we will get further along with a credit card payment system and online ordering
- Equipment Committee: took off inventorying - gutting and labeling things in the equipment locker - inventory count of what we have in the locker proved too tedious. Equipment care and maintenance plan is underway and asked if the budget could be bumped up to \$500/month. Skegs, tracks, shoes, etc. - \$500 is our deductible. It has been hard to stay at the limit of \$400/month. Some repairs have had to be postponed for the following month so as to not go over the \$400/month amount.

Kathy Whitford moved to approve the Merchandise and Equipment Committee Coversheets. Sally Fahrenholz seconded. Approved.

- 4+ purchase:
 - Found a DL Heavyweight sidemount 2010 with new adjustable shoes, etc. \$10,900 It would be used primarily for General Sweeps.
 - Question: Are we still buying 2 new fours? It was approved that we purchase a new or used DL and a new midweight. Worked with Andy to see what was available - he would do 2 new fours at a discounted rate. A new boat costs about \$21,000 The approved plan stated we would look at 2011 boats or newer. The year difference is negligible.
 - Budgeted \$45,000 for the 4s and the 8s - 4s: acquisition plan: \$15,000 for newer DL and then a new \$21,065. Pay for transportation. Would like to purchase this DL. This purchase would
 - We have been having a hard time selling the Wintechs as a package. St. Cloud University is interested as well. This can help use with the Wintech quandary. If we are only able to sell one Wintech, we could get a new 8. (wing/stern cox
 - Sold the SRL 8+ "No-Name" Wintech to Sandusky Bay Rowing Association.

Kathy Whitford moved to approve this purchase deviation from the Equipment Plan that was previously voted upon. Jennifer Prugh seconded. Approved.

- Equipment orientation went splendid - 27 people. Nancy, Jim Mack, Mary divided up spots and the event was more interactive. The upcoming workshop will involve hands on/application. We'll keep moving forward and do it again when SRL starts.

SCULLING, SWEEPS AND ROWING PROGRAMS

MICHELLE FOX - REPORT GIVEN BY KATHY WHITFORD

- Change: review and update Rec, review the Fall rowing program.
- Sculling: pulled in CRF to work with expert scullers to offer sculling clinics in the summers. Further development process for scullers to for independent scullers. Coaches on the Cuyahoga: There are experienced scullers who need to learn our river but don't need to become adept at turning around, docking, etc. Seek to better define to recognition of experience in individuals.

Jennifer Prugh moved to approve the Sculling, Sweeps and Rowing Programs Committee Coversheets. Frank Campbell seconded. Approved.

- LTR verified: Erik Murdell said that he will still provide coordination. It would be helpful for others to get trained on the program. We can use erg coaches, presentation emcees, and/or coaches on the water. Reserved dates for the following weekend.

WRRR COMMUNICATIONS, ROWER EDUCATION

MAURICE RUELENS

- Added instructional videos/best practice, would like to install an information board near the bay doors to disseminate information more effectively.
- Will wait until next meeting for approval on Committee Coversheets
- Send him your final Committee Coversheet version to be posted to the website.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

LAURA LOESCH

- Committee Coversheets: No changes from last year. Will remove SRL **???**

Jennifer Prugh moved to approve the Employment and Compensation Committee Coversheet with change of year to 2015. Kathy Whitford seconded. Approved.

Jennifer Prugh moved to approve the Finance Committee Coversheet. Kathy Whitford seconded. Approved.

VOLUNTEERISM, LEADERSHIP CREW

SALLY FAHRENHOLZ

- Discussion of Volunteering Coversheet

Kathy Whitford moved to approve the 2015 Volunteering Committee Coversheet pending the change in year. Laura Loesch seconded. Approved.

- Leadership Crew: It did not seem to be successful as hoped and would like to no longer do that.

MEMBERSHIP, ADMINISTRATION

FRANK CAMPBELL

- Nothing to report.

COMMUNITY OUTREACH (ADAPTIVE AND CORPORATE ROWING)

SARAH JACKSON

- Developing a program for each, making sure they are robust and sustainable.
- Adaptive Rowing: Some Task Force members have been wondering if things are moving forward. Sarah and possibly Kathy will reach out. We are hoping to have an event in March; erging with 4-6 people. The Committee is seeking the authority to plan and execute agendas for Adaptive Rowing events, authority to spend allocated budget, etc.
- At this time, we do not need a separate grant committee as fundraising and grant writing will go hand in hand with the Fund Development Committee. We have secured at least 2 grants for Adaptive Rowing as we will not be charging for the program and will need equipment.
- Corporate Rowing: Please provide feedback for the working draft of tier levels. Seeking authority to work with companies if they are interested in particular level. Would like pre-approval/authority to move forward with an agreement. WRRR Board would know that there will be a mathematical formula for what will be charged and our expenses. Each tier: length of program hour wise, what program, etc. This will be 3 hours, 4 hours, etc.

Kathy Whitford moved to approve Adaptive and Corporate Rowing Committee Coversheet drafts. Sally Fahrenholz seconded. Approved.

QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRR MEMBERS, GUESTS

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

Meeting adjourned at 8:25pm.