

May 6 2019 WRRRA BOD Minutes

Attendance:

Frank Cambell, Megan O'Donnell Patton, Scott Labuda,
Gretchen Shimola, Anna Chanakas, Elana Baldwin, Martha Rini, Lexi Pappadakes
(Program Director)

Guest: Cathy Duhigg-Gannon (CRF)

Brought to order at 6:09 PM

1. SRL starts in one week.
2. *Scott: Move to approve April Minutes. Elana seconded the motion. All voted in favor. The motion passed.*
3. Treasurer's report:
 - a. Megan is officially doing Treasurer duties.
 - b. Megan will meet with MaryAnn.
 - i. Will discuss Quickbooks.
 - c. ~ \$188K in bank.
4. Next week, Board Members should try to come to boathouse for SRL first week.
5. *Martha made a motion: Move to change WRRRA email policy so that following categories of emails may be deleted by Directors and Program Directors: drafts, out-of-office auto response, invitations to social media, promotional emails, and strictly personal emails from previous and current directors.*
 - a. *Megan Seconded.*
 - b. *All voted in favor; the motion passed.*
6. Would like to compile all motions from WRRRA in past so have them in one place.
7. Anna: Class from BVU (Business Volunteers Unlimited) mid-June; \$55. Topic is non-profit board service. She thinks it would be a good resource for us. It is during business day: Friday June 14, 8-11:15 AM.
 - a. Anna, Scott, Martha are interested in attending. We don't know about Elana and Kim.
 - b. *Anna made a motion: to allocate funds to send up to 5 WRRRA board members to BVU June 4 class. Scott seconded. All voted in favor. The motion passed.*
8. Elana: Kim put in budget to cover life jackets for coaches this year. How does that work? 7 life jackets are needed. Who purchases them and how does that happen? Lexi will check on it. Source: West Marine; get discount. Elana had to leave this meeting due to family emergency.
9. Directors Reports:
10. Lexi (Program Director):
11. See Lexi's report sent by email (and attached).
 - a. Rosters for SRL sent out over the weekend. Minimal blowback.
 - b. Coaches meeting this Saturday.
 - i. Focus on procedural stuff that makes things run more smoothly.

- c. Captains meeting the following Saturday. 10:30 AM
 - d. SRL Assistant Job Description voted on by email, passed.
 - i. A couple interviews.
 - 1. One strong candidate; David Cooper. Coxswain last year, rowed at Ed's, now CSU rower.
 - 2. Very interested.
 - ii. Lexi should assume that she has the authority of the Board when dealing with things in real time, but also let us know ASAP and allow us to formulate a policy or prepare to deal with it if it comes back to us.
 - iii. 49 SRL teams
 - iv. Can we do one weekend of LTRs in June to get people for the available half sessions.
 - v. 5 or 6 potential slots for half session teams.
 - vi. How long should we keep paper waivers?.
 - vii. Board members help get them signed during SRL first week.
 - viii. Lexi has gotten them printed.
12. Anna (Rowing Programs):
- a. Sculling
 - i. Foundry is paying all expenses related to Linda Muri who is coming in for Sculling clinics
 - b. Sweeps
 - i. Last year SRL had race days. We won't have those this year. Instead will have fun days.
 - 1. Maybe have fun rows on Weekends and maybe fun row races at regattas – Lexi.
 - 2. Back in 90's, Anna, SRL had rowing event with Canadian SRL boats.
 - 3. When Zita passed, at memorial, talked about maybe doing races in honor of Zita. A fun row, but more structured. Nominal fee, to cover costs, any overage would go to the cancer organization. WRRRA wide, may include Canadians. Would include beer / food afterwards, etc.
 - 4. Tentative dates: July 20 / 27.
 - ii. General Sweeps Membership
 - 1. How to increase participation
 - a. Explain what buddy boats are.
 - b. Hand in hand is SQL certification
 - c. Tools to help buddy boats get together with new folks
 - d. Talk about in newsletter.
 - iii. Erik Murdell has requested raise for DJ duties.
 - 1. \$500 / regatta at present.
 - 2. June is shorter; August is longer.
 - 3. His Request is \$650.

4. June 22 event, (first regatta), Cuyahgo 50; they will have a DJ at 10AM. He can do his race calls but not DJ as per event organizers. They inquired about renting his equipment from him. Stage by Scullers bay.
5. Will need speakers on water to talk to floaters; so realized might need to rent back Erik's equipment to use for that.
6. Cuyahoga 50: We will start SRL at 7:30 vs 8:00 in past. Their (Cuyahoga 50) program starts at 10AM.
7. The Float: get as many people on water as possible and get a picture from a drone. All WRRRA programs
 - a. Keep coaches longer, and Kirk pay to keep them around for Float.
 - b. Beer garden opens at 10AM.
8. Our finish line is past the Merwin Docks. We will mark Ridge's course going upriver.
9. Present to members as limited slots to get in photo.
- 10. Anna made a motion: Propose to pay Erik \$500 for June 22 SRL regatta and \$650 for the August 24 Regatta. Martha seconded the motion. All voted in favor. The motion passed.*

13. Martha (Volunteering):

- a. Lots of cancelling and rescheduling LTRs.
- b. Need to broaden volunteer base.
- c. Wants to do Survey Monkey
- d. Want to start rolling out refunds as soon as possible.
- e. Pre-LTR meeting with volunteers. They were very friendly, etc.

14. Gretchen (communication and merchandise):

- a. Merch:
 - i. April, Gross \$462
 - ii. Purchased booties;
 - iii. We have ipad for Merch.
 1. Lost password.
 2. Now have password.
 3. Because tried to break in, now back to factory settings.
 4. Square app lost, but new square app doesn't work with old OS.
 5. How does square facilitate people using their product with phones losing headphone jacks, etc.?
- b. Communication:
 - i. Doesn't have current Google Analytics.
 - ii. 30th anniversary of adult rowing this year.
 - iii. Talked to Laura from Rock the Lake; media / website
 1. Coordinate with Kirk
 2. Send email to older members and see if we can find some good old photos.

- 3. Show history of boathouse / CRF.
- iv. Newsletter:
 - 1. Want to get out before SRL starts (next day or two).
 - 2. Get stuff to her ASAP for newsletter.
 - 3. Power 10; do with Lexi to reintroduce her to folks.
- v. Would like to have SRLers who have been around help the new folks.
- vi. Can use big screen tv downstairs for announcements.
- c. Scott (Outreach programs):
 - i. Vipers have been practicing all winter / erging.
 - ii. VETS: have full pushout to colleges for their veteran participants in school to tell them about SRL, also VFW.
 - iii. Vets in other SRL boats can row a second night.
 - iv. Should we push to other SRL participants who might be vets?
 - v. Freedom rows is a USRowing grant from the VA. They (USROWING) are reapplying and using / highlighting one of our rowers.
- d. Megan (Treasurer):
 - i. Need to get Budget approved.

15. Martha: Auditing firm contacted her to see if we are still interested. She will forward info to Megan.

16. Frank (membership):

- a. From Email Directors report;
 - i. Lexi will fill in the details, but the chart below gives a snapshot of where we currently stand.
 - ii. We need to evaluate how many SRL team slots are unfilled and which might be available for the June "half session". Also, figure out LTR for June and how many sessions we should have based on what we might be able to fill in SRL. This will be an important step to try to attenuate the decrease in revenue we and CRF now face as a result of a decrease in number of participants in SRL by about 50 vs this time in 2018. Any people added in June will result in full revenue for CRF and some revenue for WRRRA. This will help!

Name	Number	Enrolled
2019 Coach and Coxswain Categories	WCOX.10119	29
WRRRA 2019 Friends of WRRRA Non-voting ASsociate	WLAS.00119	0
WRRRA 2019 General Sculling	WGSC.00119	17
WRRRA 2019 General Sweeps	WGSW.00119	22
WRRRA 2019 Learn To Row	WLTR.10119	127
WRRRA 2019 Masters Competitive	WMAS.00119	47
WRRRA 2019 Masters Competitive-Summer Sprint	WMAS.00219	1
WRRRA 2019 Performance Rowing	WREC.20119	17
WRRRA 2019 Private Sculling	WPSC.00119	28
WRRRA 2019 Private Sweeps	WPSW.00119	3
WRRRA 2019 Recreational Rowing	WREC.20219	20
WRRRA 2019 Stakeholder Voting Member	WPSM.00119	0
WRRRA 2019 Summer Rowing League	WSRL.20119	478

	2019	2018	Change
SRL	578	528	~50
LTR	127	205	~78
General Sweeps	107	105	+2
General Sculling	17	23	-6
Masters	48	47	+1
Performance	17	23	-6
Recreational	20	14	+6
Private Sculling MEMBERSHIP	28	36	-10

- iii. Based on prior turnover rates from LTR to SRL, we would have expected 47 of the 78 we are down to join SRL.

17. Validation of May 1 email vote on SRL Assistant job description:

- a. *Anna made motion by email: I propose WRRRA board approves hiring a SRL Assistant for the 2019 rowing season. The position will report to the Program Director. The employee will be paid \$10/hour, will work approximately 4 hours per evening, Monday through Thursday from Mid-May through August.*
- b. This was unanimously passed by email.
- c. Lexi has discretion for hiring particular person
- d. *Scott seconded this motion here at meeting.*
- e. *All vote in favor. Motion officially passed*

18. Megan moved to adjourn.

- a. Frank seconded. All voted in favor. Motion passed, adjourned at 8:30 PM

WRRRA Board Meeting

May 6, 2019

Summer Rowing League

- Rosters were sent out on Saturday and Sunday
- Coaches Meeting – Saturday, May 11th
- Captains Meeting – Saturday, May 18th
- SRL Assistant Position: interest and decision?
- Regatta & Cuyahoga River Celebration – June 22nd

- Sessions:
 - Monday Early Session – 6 boats, 57 rowers
 - Monday Late Session – 4 boats, 40 rowers
 - Tuesday Early Session – 6 boats, 62 rowers
 - Tuesday Late Session – 5 boats, 44 rowers
 - Wednesday Early Session – 4 boats, 44 rowers
 - Wednesday Late Session – 5 boats, 54 rowers
 - Thursday Early Session – 6 boats, 61 rowers
 - Thursday Late Session – 6 boats, 49 rowers
 - Specialty Sessions – 6 boats, 61 rowers
 - Vets – 1 boat, 5 rowers

- Boats Available for Half Session:
 - Monday Late Session – 2 boats
 - Tuesday Late Session – 1 boat
 - Wednesday Early Session – 1 boat (or 2 depending on Vets)
 - Specialty – 1 more lunch and/or morning may be possible

Recreation/Performance Rowing League

- Registration
 - ActiveNet Opened on 4/6
 - Rec – 19/24 seats filled (as of 5/6 @ 11am)
 - Perf – 17/24 seats filled (as of 5/6 @ 11am)
- Coaching
 - Nancy Pirrone
 - Kyle Dohlen
 - Mark Silverstein

Other Programs

- Masters – 47 seats filled + 1 for Sprint Season (as of 5/6 @ 11am)
- General Sweeps – 22 seats filled (as of 5/6 @ 11am)
- General Sculling – 17 seats filled (as of 5/6 @ 11am)
- Private Sweeps – 3 seats filled (as of 5/6 @ 11am)
- Private Sculling – 29 seats filled (as of 5/6 @ 11am)

Upcoming Board Needs

- SRL Week One: May 13 – May 18
 - Novice Orientation
 - Novice teams are on land during Week One, an experienced rower will be appointed to run the session, but it is helpful to have others to reduce teacher/student ratios and just provide support.
 - Welcomes
 - Before and after practice, if Board members are around, please introduce yourself to teams – it is a slow week so there is some downtime. It is a good time to help SRL-ers understand the Board responsibilities.
- SRL Regattas
 - June 22
 - Staff and Volunteers Needed
 - August 24
 - Staff and Volunteers Needed

Western Reserve Rowing Association Summer Rowing League Assistant



Western Reserve Rowing Association (WRRRA) is searching for an SRL Assistant to manage the evening sessions of Summer Rowing League and other WRRRA programs. The successful candidate will have the organization and leadership skills needed to manage the boathouse activity during peak rowing hours and have a strong focus on customer service.

The candidate will assist the Program Director in management of dock efficiency, on-the-water coaching communication, and customer service. Specific duties include, but are not limited to:

- Ensuring safety of WRRRA rowers
- Working with crews to ensure they have the appropriate equipment for their session
- Managing WRRRA crews on the dock
- Reporting equipment issues
- Working with WRRRA Program Director on other tasks as needed

This position will pay \$10/hour with the assumption of 4 hours per evening Monday through Thursday, starting mid-May through the end of August. If necessary, two candidates may share the position, alternating nights, in order to facilitate their own rowing season.

This position will report to the WRRRA Program Director. Interested parties should send an email to Lexi Pappadakes at ProgramDirector@WesternReserveRowing.com with your qualifications and days available. **Deadline to apply for this position is Wednesday, May 8th, 2019.**

The individual in this position will be required to lift, move and carry boats and equipment. The position will also require standing and walking for longer periods of time.

The successful candidate(s) will satisfactorily complete state, federal and USRowing background checks. The candidate will also be required to work within the Cleveland Rowing Foundation (CRF) Code of Regulations and pass the CRF Safety test after being hired.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee.

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