

FEBRUARY 2018 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

February 12, 2018, CRF Boathouse - 6:00 pm

In attendance:

Victoria Anders, Janet Clark, Scott Labuda, Megan Patton, Gretchen Shimola, Kerry Watterson, Kathy Whitford

Guests: Jaz Carlsen, Kirk Lang

Next meeting: March 12, 2018

SECRETARY'S REPORT

FRANK CAMPBELL

- Minutes: January Board Meeting
- Other updates as needed

Victoria Anders moved that the January Minutes be passed. Kathy Whitford seconded. Approved.

TREASURER'S REPORT

KATHY WHITFORD

- Review of January Quickbooks Report and Preliminary Budget
- Mary Ann and Kathy met to review Quickbooks and allocations of expenditures and income to make sure they were correct.
- They will meet again to put together the first draft of the 2018 budget.

CLUB MANAGER REPORT

JAZ CARLSEN

- Jaz has sent emails to coaches from past years for SRL, etc. The response has been slow.
- All coaches for Learn to Row are set, except for a couple.
- She has received a lot of emails from folks interested in LTR and SRL.
- She would like to get pre-registration open by mid-March if possible.
 - There are lots of returning teams who want to pre-register (and novices).
- Meet and Greet will be on February 28th at Sainato's at 6PM
- Erik Murdell is on board for the Learn to Row sessions.
- Jaz would like to have LTR open by March 1st if possible.
- The first LTR is April 7th.
- Would like to start SRL on May 7th and end on August 18th (day of regatta).
 - It's easier to get coaches early than to get them for mid-late August.
 - There was an inquiry from an 18 year old going to Mercyhurst in the fall who has never rowed, but who wants to row in college and get a taste of it by rowing the first half of SRL. The board suggested a preference that she explore rowing with the scholastic organizations for that period if possible.

OLD/NEW BUSINESS:

Kathy Whitford moved that the Sweeps and Sculling Coversheets be approved with the addition of an authorization to work with the Membership Director and Club Manager to clarify the guest rower policy. Victoria Anders seconded. Approved.

General Sweeps/Masters/LTR registrations to open March 1:

STRATEGIC PLANNING

MEGAN PATTON

- Follow up session.
 - Good engagement with participants. Second session had about 18-20 participants.
 - Now it is up to board to put it all together. Figure out what to do. How to measure success, milestones, etc.
 - Focused on what we do well, and how we can do more of that.

CRF UPDATE

- CRF January Annual meeting – update – Kathy and Frank attended
 - Pat Poole is the Chair of the Board
 - Meeting of member organizations will be on Thursday, February 15th.
- CRF Board meeting update (3rd Tuesday of the month – 7am) - February 20th - WRRR rep to attend: Janet Clark will attend.
- CRF Board of Directors – Rebecca Luken, WRRR appointee, Betsy Batts, WRRR appointee, Cathy Gannon, at large)

COACHING AND COXSWAIN REPORT

JAMYE JAMISON

- Coversheets approved at January meeting
- Rise in pay for coxswains to \$18/session for SRL, \$22/session for Rec and Performance, \$25/session for Masters was approved by the committee and the 2018 proposed pay scale has been changed.

Kathy Whitford moved to approve the proposed pay increases for coxswains. Janet Clark seconded. Approved.

Kathy Whitford moved to approve the increase of the Club Manager's salary to \$36,000. Frank Campbell seconded. Approved.

- Timeline for Spring discussed at Jan 31 meeting
- CRF responsibilities:
 - Safety Rebriefs will take place end of Feb/beginning of March – would like to have Bob Gannon offer a CPR training in conjunction with at least one of these meetings. Any other possible people who could do this?
 - SQL/CQL study sessions will happen in February and testing sessions will take place end of February/beginning of March
 - Mid-March ride alongs can begin for CQL candidates with scholastic and collegiate teams
- WRRR responsibilities:
 - WRRR asking that new coaches complete all CQL requirements and have official sign off from CRF safety by April 15th to be seated for SRL teams. There will likely be other slots available after that but we will not seat people who are not fully qualified with SRL teams as last year.
 - LTRs will take place on the compacted schedule as in 2017 starting at the beginning of April. This was helpful for sorting out teams earlier and avoiding the mad rush at the end.
 - Mandatory WRRR coaches and coxswains meetings will be held in the first two weeks of May. Wayne Reichard will offer a launch driving review in conjunction with at least one meeting. New coaches will be required to attend a launch review.

- With novice orientation becoming part of the standard program, it was suggested that we should offer the opportunity to any longer term rowers who entered the program before those sessions were offered. A general notice could be sent to membership that they can attend any novice orientation should they wish. Alternatively, a special parts of the boat session can be offered for anyone who would like to learn more about how to adjust things – basically take the middle section from the novice orientation and have it be a special session.
- A couple Coxswain 101 clinics will be offered in April. Target date for May 5th to have first Coxswain 202 clinic for on-water experience. Basic structure would be two 40 minute sessions on the water, with an on-land orientation preceding.
 - 4 novice coxswains
 - 16 volunteer rowers
 - 2 paid coaches
 - 3 paid coxswains
 - Two coxswains would have on-land orientation with one experienced coxswain and then go out in shells with a coach and another experienced coxswain in the launch for 40 mins. Two more coxswains would have on-land orientation while first crews are out and then switch in for their own 40 min session.
- Dates for Committee Meetings – Weds, 6PM, CRF Conf Rm:
- Mar 14
- April 4

EQUIPMENT/MERCHANDISE REPORT

VICTORIA ANDERS

- Coversheets approved at January meeting
- We got drawings in for a new cox box cabinet which will include room for expansion.
- Have a signed purchase agreement for the black 4
- Will have a signed purchase agreement of the Bob Walton soon
- Met with Wintech rep for singles that will be used cross functionally (Adaptive, Learn to Scull, pararowing, etc.)
- Merchandise committee will bring giveaway items to LTR, etc.
- Press release went out regarding the new programming. Was contacted by Channel 3 and Cleveland.com.

COMMUNITY ENGAGEMENT AND DEVELOPMENT REPORT

MEG PATTON

- Coversheet distributed
 - Change the title to Community Engagement and Development
 - Adding veterans in spots when referring to Adaptive and Pararowing.

Megan Patton moved to approve the Committee Coversheet with the edits as above. Kathy Whitford seconded. Approved.
- Meeting will be held on February 22nd

ROWING PROGRAMS (SCULLING, SWEEPS AND SRL)

KERRY WATTERSON

- Coversheet approved at January meeting
 - Will be pushing for sculling to be more organized. - There are lists of sculling coaches and mentors that need to be clarified and published.
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OUTREACH PROGRAMS (ADAPTIVE, PARAROWING, VETERANS)

SCOTT LABUDA

- Coversheet approved at January meeting
- Had first committee meeting with 10 in attendance and 3 potential volunteers.
- Would like the list of veterans that attended the LTR.
- Will be doing promo cards for the three programs.

VOLUNTEERS

JANET CLARK

- Coversheet approved at January meeting
- Thanks to the On the Square publication, we have two people that already signed up to assist with LTR.
- We will be utilizing the bulletin board to highlight all of the volunteer activities.

MEMBERSHIP/ADMINISTRATION

FRANK CAMPBELL

- Coversheets distributed via email. They are the same as last year.
Kathy Whitford moved to approve the Membership and Administration committee coversheets. Victoria Anders seconded. Approved.
- Victoria wondered how we would verify a veteran's status. VA is in the process of issuing veteran ID cards. In the meantime, we can use the ??? form. We will need a list of acceptable documentation. We are hoping to institute a 15% discount WRRRA fees. Will present a request for a CRF discount at the member organization meeting on Thursday.
- Discussion of edit to payment policy.
- Proposed inserted language:
“...The account holder will be automatically notified of the failed payment by email to the address provided in the Activenet account (member must maintain current email address.) It is the member's responsibility to receive the email. ***If the balance remains unpaid, up to two additional \$25 late fees will be levied at 30 and 60 days after the initial late fee, at which point Membership and all associated privileges will be terminated. No refunds will be made, and rowing in future years will require paying all past due balances.*** Contact WRRRA at membership@westernreserverowing.com if you have any questions. ...”
Frank Campbell moved to insert the above language into the WRRRA Payment Policy. Kathy Whitford seconded. Approved.

COMMUNICATION

GRETCHEN SHIMOLA

- Coversheet has two changes. Took out coordination of SQL study sessions and creating monthly education highlight for the website.
Kathy Whitford moved to accept the Communication Committee coversheet with changes. Kerry Watterson seconded. Approved.

FINANCE/DEVELOPMENT

KATHY WHITFORD

- Working on thank you notes for donations and the budget.
- Would like to have a Finance Committee

Kathy Whitford moved to adjourn. Kerry Watterson seconded. Approved. Time adjournment. 7:40pm