

APRIL 2014 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

April 14, 2014, CRF Boathouse 6:30 pm

In attendance: Jeff Zabor, Frank Campbell, Bill Rickman, Victoria Anders, Kathy Whitford, Laura Loesch, Sally Fahrenholz, Jennifer Prugh, Jasmine Carlsen

Next meeting - WRRR Board Meeting - May 13, 2014, CRF Boathouse - 6:30 pm

SECRETARY'S REPORT

FRANK CAMPBELL / AMY HARMON

1. Minutes of previous Board meetings

March Board meeting minutes

Jeff Zabor moved to approve the minutes as submitted. Kathy Whitford seconded. All approved.

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

a. Full Board

- i. Approval of Activenet assumption agreement
- ii. Supplemental funds for Happy Days shoes
- iii. Supplemental funds for wakeless safety equipment

Bill Rickman moved to ratify these items. Laura Loesch seconded. All approved.

b. Executive Committee

TREASURER'S REPORT

LAURA LOESCH

- The Treasurer distributed the March financials were distributed via email. There have been a number of purchases out of the equipment fund. First check came from Activenet: \$116,470.13. It will be reconciled with membership reports from registration. Chase Bank has asked for additional information for a \$2,000 limit credit card. The next step would possibly go to American Express Small Business.

Kathy Whitford moved to approve the March financial statement. Sally Fahrenholz seconded. All approved.

WRRR CLUB MANAGER'S REPORT

JAZ CARLSEN

- Registrations are going swimmingly. Couple of nights are completely blocked out due to pre-registration from certain teams. Rachel will be meeting with Jaz soon. First Learn to Row did very well. Both sessions were booked solid. Two-thirds stated that they were going to register. The Learn to Rows are booked through April 27th. We may need to add an additional Learn to Row.
- Sally has recruited Beth for the SRL Committee and Jeff has two interested parties.

PRESIDENT'S REPORT

JEFF ZABOR

- Nothing new to report.
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REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

COACHING AND COXING

JENNIFER PRUGH

- Coaching: Preliminary scheduling of coaches. As registration progresses, we'll start matching coaches to teams, etc. Kirk is putting together a coaching syllabus: milestones, drills, etc. It will be introduced prior to the start of the season. There are some teams that have stated that they have their own cox/coach. Jaz and Jen will get together on this. Jeff noted that the Director of Coaching appoints. Jaz and Jen will submit a message to those teams stating that they understand the team's request and that they are still finalizing the schedule.
- Cox - We are keeping track of who is a minor. They must walk in the waiver with the parental signature. None of the minors are new to the Cuyahoga River or the boathouse. We will schedule a day for the parents to tour the boathouse so that they are aware of all of the hazards of the boathouse/on the water. There will be a hands on/out on the water coxing clinic on 17 and 18 of May.
- Do we still pay the coxswain if a practice is called due to weather? The practice tends to happen regardless; erging, etc. If we haven't called practice in advance before they have gotten down here..we ought to pay them.
- Jocelyn has gone to high school teams to recruit coxswains.

WRRR COMMUNICATIONS, ROWER EDUCATION

BILL RICKMAN

- Facebook likes are over 1100, Twitter followers are close to 700. There seems to be more interaction (US Rowing, Innerbelt Bridge, etc.)
- Website is up and running. We haven't been hearing any complaints. There have been fewer emails "I can't find, etc." Kudos to Victoria and Bill.
- Rower Education: Hoping to discuss with Karen to get this up and running before SRL rolls out.
- Email addresses: Emails need to be ensured that they are not going to personal or work email accounts; they need to go to a board address.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

LAURA LOESCH

- Nothing new to report.

SWEEPS, SCULLING

KATHY WHITFORD

- Sweeps Committee Masters: 15 women 11 men. Rec: 14 women and 7 men. Meeting monthly. They will be assisting the newer rec coaches (basic information about the rowers) Maurice Ruelens will serve as the men's Rec captain; Morgan and Emily will be captains for the women. Matt Carlsen will be the Tuesday coach for the women. We still need a coach for Monday night and two coaches for Saturday. Kirk has requested an assistant coach for Rec. Matt is his first pick but if he cannot do it, there are others he would like.
- Sculling: Draft 3 of the sculling program guidelines will be presented at the May Board meeting. A proposal for coached sculling will be presented as well. Setting up registration on Activenet.

EQUIPMENT, MERCHANDISE

VICTORIA ANDERS

- Updated Happy Day shoes, etc.
- Wakeless safety equipment - If a club has a launch, they are responsible for outfitting the safety equipment. In the past, Kirk would just bring whatever things needed along during the practices. It's now completely outfitted except for space blankets. Everything is now marked. She would really like to have electrical lights for all of the launches as opposed to the ones that stick on. It would be helpful instead of having to hunt them down. Protocol is that the coach places everything back into the shed. Last year, WRRR gave Kirk the ability to figure out who would use that launch. He's using it a lot with the Masters. If anyone wishes to use the WRRR wakeless, registration would go through him.
- Upcoming committee meeting on April 27 - They will be solidifying equipment reporting to ensure efficiency, etc. to get the season going smoothly. They'll be walking through procedures, any questions, etc.
- Completely gutted the equipment locker and reorganized it. We have a much better sense of our inventory. New purchases were made to replace items (oars, seats, shoes, etc.) There is now space enough to move merchandise into the locker. Who has access: Equipment Committee heads and Jaz. Victoria will also be creating a dock box (tools and other items for fixing repairs.)
- Sale of Kaschper to Chautauqua fell through. Wintech has an interested party. Closer to mid-season we will re-advertise the Kaschper.
- Jon Cox is finalizing new SRL designs. He's also finalizing new club designs; using different textiles.
- Sally went into the CLE Store. They do not have any calendars. She suggested a rowing calendar (bridges, river, seasons, etc) Erik Murdell has a lot of good pictures from various Learn To Row sessions, etc.

VOLUNTEERISM, LEADERSHIP CREW

SALLY FAHRENHOLZ

- Learn To Row staffing went very well. We have all of the other volunteers for the others lined up. We will decide if we need to add additional LTRs.
 - LTR in June and August - Discussion of August Learn to Row events. If we aren't allowing novice rowers to row in the Fall, we probably shouldn't schedule one in August. Some people were persnickety about not being able to row in the Fall. - Possibly could work novice crews into the Fall schedule through having daytime Saturday crews. - Sally is organizing the erg coaching for LTR. Jenn will send out a reminder. Lexie and Rachel will be covering the last LTR sessions.
- Sally has posted events and thank yous on the bulletin board. Volunteer event list will be posted to the website so we are not dependent on email blasts.
- Upcoming events:
 - May 10th - Riversweep - organized by Ohio Canal Corridor and Towpath Trail
 - May 17th - River Day - Kirk and Sally will be giving boathouse tours - this is organized by Kirk and Friends of the Crooked River, Flats based organizations and businesses.
 - May 18th - Coxing clinic. Will need to find volunteers; 10 for each session.
- Other volunteer opportunities: SRL Regattas, Gay Games, HOTC and working with Metroparks in October. Another volunteer event will be an equipment maintenance day before GG9 on August 2. It will also be a boathouse cleanup day.
- May 18th will be the next Captains Crew meeting. There will be a presentation from the Metroparks, CRF and a targeted presentation from Victoria on wrenches (how to use them, what can happen on the dock, etc.) The Vespoli wrenches are \$356 for 40 (free shipping), Wintech's are \$320. We'll get a metric one for the dock box. - Sally could not find any similar multi-purpose wrenches from non-rowing tool companies. The wrenches are the thank you gift for our new captains. The rationale behind this is: Give them a tool and teach them how to use them. - Result: We'll have more people that know how to assist with equipment fixes, etc. in addition to the one person on the dock. Benefits to WRRR: goodwill, members will understand and have a better connection with the equipment, thus alleviating dock chaos.

We may consider selling them at HOTC, possible price: \$12 - Discussion will occur with merchandising later.

Kathy Whitford moved to purchase 1 Vespoli wrench per captain and one for Jaz for the Captains Crew. Frank Campbell seconded. All approved.
- There will be additional meetings before the regattas, Novice crews can possibly get experienced crew buddy connections. Please send Sally any further ideas on how to engage the Captains Crew after June. We want people to understand the leadership momentum of the club; find those people that may be beneficial to the leadership of this club.
- Re: emergencies: Captains would need to ask their team members if there are any allergies or any other medical needs that we ought to know.

MEMBERSHIP, ADMINISTRATION

FRANK CAMPBELL

- Registration opened up a bit late but has kicked off well. The new website is serving as the portal to the new customer service interface of Activenet. There have been a few issues. Currently - 356 voting members and collected 267 volunteer deposits. Learn To Rows sold out in the course of 13 days. We have 77 spots left open and 41 of those are in the half sessions. Some of the later Learn To Row participants may not have the possibility to register for SRL. There is one Friday session scheduled. If there are coaches available, we could try to schedule more sessions. If there are coaches to meet the demand, we can try to add more. Jeff has offered to coach a Tuesday morning rowing session from 6am-7:30am contingent upon the adequate number of rowers. Most rowing clubs in the country have morning rowing sessions. There may be potential to expand as well.
- We will have printed waivers for people to sign at the boathouse soon.
- We are seeking to solidify emergency procedures. If you have medical needs/concerns, a person needs to update their Activenet account so that we have that information. We need to figure out a path of emergency response (coach, Club Manager, etc.) Kathy stated that she has experience in setting things like this up and would be happy to assist in this planning. Kathy briefly suggested a possible flowchart.
- Friends of the Viking Crew supports the CSU Team: If they register, they would row as members similar to Sweeps. We have this membership registration in place however it does not appear to be utilized.
- Jaz has the updated list of members that have Safety Qualifications.
- Office - No one appears to be needing an office. Do we need a dedicated computer and office space? A locked file cabinet has been donated - we could put the W9s, waivers, emergency information, bill of sales, etc. There are so many people that have documents in different places. It is important to consolidate the most important documents to save/retain in printed form. We should concentrate on this year what is important. It may not be necessary for operations but it is more for physical storage of sensitive documents, etc. Victoria mentioned that Caroline was considering donating a desktop computer. Victoria will confirm. Jeff will continue to work with Kirk on this.

PROGRAM COMMITTEE

JENNIFER PRUGH, KATHY WHITFORD, VICTORIA ANDERS, JAZ CARLSEN

- Met this past week - Jenn and Victoria have met via lunchtime conference calls. Jenn shared preliminary coaching assignment schedule with Kathy, etc. They will meet once or twice before the season starts.

Russ Eckles inquired about a Sewer District SRL team this spring. He has stated he is willing to take on that responsibility. Jeff will respond that they will have to go through the normal registration process. We also need clarification on whether this would be a youth program which does not fall under WRRRA's purview. Discussion of open timeslots. If Russ Eckles wants to get involved in coaching, he needs to talk to Jenn.

OLD BUSINESS

- Nothing to report.

NEW BUSINESS

WRRRA REPRESENTATIVES TO CRF

- Will Pat Poole and Joe Froehlich report to WRRRA? Pat has encouraged WRRRA Board members to join CRF Committees. We have sought to formalize communications between CRF and WRRRA. The representatives primary responsibility is to CRF. However, since they do represent WRRRA, we can possibly invite them once a quarter to discuss what their activities are, etc. Jeff suggested that it would be better to get more involved in the CRF Committees to gain more insight.

WRRRA IN KIND DONATION WISH LIST

- We will establish a list of items that the club needs (etc. projector, paper, etc). We can add file cabinet to note Jeff's donation.
- We are a 501c3 and donations are eligible for a tax writeoff. All directors need to provide a list to Bill to put up on the website.

Final thoughts from Jeff: We are in the best position this club has been. Thank you from Jeff to the rest of the Board.

QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRRA MEMBERS, GUESTS

Laura Loesch moved to adjourn. Victoria Anders seconded. All in favor.

Meeting adjourned at 8:20pm.