

FEBRUARY 2014 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

February 10, 2014, CRF Boathouse 6:30 pm

In attendance: Jeff Zabor, Frank Campbell, Bill Rickman, Victoria Anders, Kathy Whitford, Laura Loesch, Sally Fahrenholz, Kirk Lang, Rachel Stanley, Anna Chanakas, Michelle Fox

Next meeting - WRRR Board Meeting - March 10, 2014, CRF Boathouse - 6:30 pm

SECRETARY'S REPORT

FRANK CAMPBELL / AMY HARMON

1. Minutes of previous Board meetings

- January board meeting minutes

Sally Fahrenholz 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

b. Executive Committee

- Ratification by email was the purchase of the Vespoli from RIT.

Frank Campbell moved to approve the ratification. Kathy Whitford seconded. All approved.

TREASURER'S REPORT

LAURA LOESCH

- The Treasurer noted that assistance from a CPA is needed for consulting on QuickBooks and other tax matters. There are a number of reports that the Treasurer needs guidance.

Jeff would like every Director to email him this week of what positions they would like to fill/need further assistance.

PRESIDENT'S REPORT

JEFF ZABOR

- Jeff distributed a copy of the Club Manager position description. There are two candidates for the position. He would like to bring candidates in to interview. Any interested Directors could attend these meetings. He would like to have the meeting on February 15th.
- Discussion of whether or not the position would require 40 hours a week, 12 months a year. It was stated that there are 3 months of the year where there is not as much activity in the boathouse.

REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

COACHING AND COXING

JENNIFER PRUGH - NOT PRESENT

WRRRA COMMUNICATIONS, ROWER EDUCATION

BILL RICKMAN

- Reached out to Zita to see if she can assist with postcards for the Meet and Greet. We can use the one from the previous year and update the dates.
- Bill has reached out to Karen re: Rower Education Committee coversheet is separate.
- Jeff has a volunteer for the newsletter.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

LAURA LOESCH

- Has not made changes to the previous Finance Committee Coversheet of last year. Sent it to everyone previously for input.
- Assistance needed as noted above.

SWEEPS, SCULLING

KATHY WHITFORD

- Sweeps Committee has been meeting monthly. The general sweeps meeting is scheduled for Sat March 1st 10:00 am at the Flat Iron. We will give information on general sweeps, rec and masters. They want to increase communication amongst programs.
- Added authorized to spend on her coversheets.
- Sculling: The committee is working on revising the sculling program outline, and looking at coaching clinics. The last meeting was cancelled; rescheduled for Monday Feb 27th.

EQUIPMENT, MERCHANDISE

VICTORIA ANDERS

- We will be picking up the Vespoli from RIT on February 21st. It is named Happy Day.
- Adjusted her coversheet regarding authorization; anything over \$400 would need approval by the Board.
- She will need approximately \$800 for the Boat Maintenance Day on February 22nd. These are for parts.

Kathy Whitford moved to approve the budget of \$800 for the Boat Maintenance Day. Laura Loesch seconded. All approved.

- Distributed a final draft of the 3 Year Boat Plan. Discussion tabled until the March meeting. She would appreciate suggestions.

VOLUNTEERISM, CAPTAINS CLUB

SALLY FAHRENHOLZ

- The first volunteer event will be the Boat Maintenance Day on February 22nd. 20 people signed up so far.
- She has a draft schedule of the 2014 volunteer events as of this date. Kirk will provide the CRF Maintenance Days as well. Will be adding the National Volunteer Day in. Frank will provide contact information for RiverSweeps.
- Sally will be putting a recognition bulletin board up to note those that have completed their volunteer hours and those that have gone above and beyond.
- Discussion of the volunteer hours increase/decrease.

Frank Campbell moved to approve the Volunteer Committee Coversheet. Laura Loesch seconded. All approved.

- Leadership Crew engagement/kick off event will take place Monday - February 17th at 6:45pm. There are a small group of people that have responded. There are not a lot of captains that have responded. She will send another email out. She would like the Directors to provide talking points focusing on improvements, etc. We are trying to provide a pipeline to the Directors for information, etc.

MEMBERSHIP, ADMINISTRATION

FRANK CAMPBELL

- He has not yet gotten together with Dave Salisbury regarding waiver policy and procedures.
- Discussion of ActiveNet issues. Distributed a letter regarding the transfer of the account to WRRRA. There is a \$1200 subscription fee that we would have to assume.

PROGRAM COMMITTEE

JENNIFER PRUGH, KATHY WHITFORD, VICTORIA ANDERS, TBA

- No update at this time.

OLD BUSINESS

CREDIT CARD AUTHORIZATION

- Jeff proposed to the Board to authorize the WRRRA Treasurer to apply for a credit card at Chase Bank for purchasing. Jeff would be the second signatory agent.
- This card would primarily be used for purchasing boat parts for repair.

Kathy Whitford moved to authorize the WRRRA Treasurer to apply for a credit card at Chase Bank with a \$2000 limit. Bill Rickman seconded. All approved.

WRRRA CLUB MANAGER - STATUS

- Previously presented in the President's Report.

DISCUSSION: WRRRA AUTOMATION

- Tabled until March meeting.

CRF REPRESENTATIVE TO FILL THE BALANCE OF KIRK LANG'S TERM.

Kathy Whitford moved to appoint Sharon Romily to fill the balance of Kirk Lang's term. Laura seconded. All approved.

WRRRA 2014 BUDGET - DRAFT BUDGET DUE FEBRUARY 15TH

- Jeff presented historical disagreements over rack fees. Some people felt that they were being taken advantage of. As the Board goes forward, there is a need for transparency regarding these rack fees.
- Frank presented a different model to assess each seat regarding rack fees.
- Office Rent/Storage from CRF: Laura communicated the need for a place for the banker boxes that she inherited from Joanne in addition to other Directors' historical information.
- Discussion of the Club Manager budgeting - The position will be full time for 8 months with bookkeeping for 4 months.

Kathy Whitford moved that the subscription cost for Activenet will be absorbed in the program fees. Sally Fahrenholz seconded All approved.

- Further discussion of the 2014 WRRRA Budget.

Kathy Whitford moved to approve the 2014 Draft Budget. Sally Fahrenholz seconded All approved.

CRF/WRRRA REFUND POLICIES & 2013 TRANSACTIONS

- Postponed to the March meeting.

QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRRA MEMBERS, GUESTS

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

Meeting adjourned at 8:49pm.