

JANUARY 2016 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

January 5, 2015, CRF Boathouse

6:20 pm

In attendance:

Maurice Ruelens, Victoria Anders, Jamye Jamison, Laura Loesch, Frank Campbell, Kathy Whitford, Megan Patton, Sally Fahrenholz

Next meeting: February 8, 2016

SECRETARY'S REPORT

FRANK CAMPBELL

- November WRRRA Board of Directors Meeting Minutes approved.
- November WRRRA Annual meeting minutes and December Board meeting minutes deferred to email vote.

TREASURER'S REPORT

LAURA LOESCH

- December and fiscal year end: We are closing out the year within \$1000 projected budget; considering that we spent \$90,000 in new equipment.
- Assets have increased by \$80,000
- Depreciation ended up being half what was expected as well.

CRF UPDATE

KATHY WHITFORD

- In 2015, CRF did not have a loss of income citing growth in WRRRA and Shaker's rowing programs.
- Discussion of new programs and what could be done together. Discussion centered on CMSD's program which used to be under the umbrella of Cleveland Youth Rowing. CMSD are considered Associate Members to get shells, etc. to eventually become a full member organization. They just started to put together their Board of Directors. They are starting to row. This nascent program is going to need significant help. Variety of facets of help include mentoring, etc. Possible service opportunities?
- There have been no decisions made regarding different adult programs. There is a belief that Corporate Rowing is underutilized. Corporate Rowing events such as team-building events: There was a suggestion of WRRRA and St. Ignatius partnering together on one with St. Ignatius alumni. Proceeds could potentially go to the locker rooms. Planning and burden would be shared and profit would be shared.
- Corporate Rowing League – Discussion of Pittsburgh's corporate rowing programs (Heinz, etc.) There is a possibility of assembling a team and the corporation pays for the fees to row in SRL. We have been able to accommodate those requests. Unclear why would it be important that it's a separate league outside of WRRRA. There does not appear to be a consistent vision of the Corporate Rowing program.
- Member organizations can and should work together. We understand each other's challenges. It is possible to have collaboration without "hurting" other organizations.
- CRF would like to hire a half-time Development person.

OLD/NEW BUSINESS:

1. CRF Board positions: 2 at large- discussion establish plan to discuss/decide
 - - 2 (3 yr) at large positions , there is a 1 year at large position – 3 at large positions total –Joanne Hull is interested. Discussion of at large positions.
 - They can do nominations from the floor – each member organization has 1 vote for the at large positions.

Frank Campbell moved that WRRR cast its vote for Joanne Hull for one of the at large positions. Jamye Jamison seconded. Approved.

2. COR- motion to amend; adding the current practice of calendar year dates
 - It is currently defined in a different place. Should we amend the code to add membership year as defined in the membership agreement?
 - Defer to February meeting. However, we do need to vote on this prior to the season being in effect. – Laura will re-send out the wording prior to the next meeting.

3. Draft of WRRR administrative policies
 - **Laura Loesch moved to approve the Conflict of Interest guidelines as presented via email. Meg Patton seconded. Approved.**

4. List of WRRR policies/guidelines that should formalize and have available on the WRRR website
 - Emailed prior to December meeting.
 - Documents are to be developed and posted on the website.

1. Guest membership/rows (include visitors, members coming back after injury and members trying NEW program)
 - Used to have policy about guest rowers – when we allow a person to guest row (allow to row after coming back from an injury – Rec try Masters – None of those are written anymore. – These have been case by case basis.
 - Michelle and Frank need to discuss this further.

2. Safety guidelines in shell – no metal, no glass, apparel, other things to add
 - There are currently no written safety guidelines for behavior in the shell (not bringing glass, proper apparel). There is a general understanding of what you bring or don't bring into a shell. Language deferred to Equipment committee and then will be given to Michelle for perusal. Victoria will contact Erik to provide additional safety language since his Learn to Row sessions have a significant amount of safety planning and language in its implementation.

3. SRL: Regatta cancellation; first regatta and regatta with party
 - This will be deferred to the Sweeps committee.

4. SRL/Coaching ; clearly outline one coach one shell if Director/committee want keep that way
 - Historical precedence and mutual understanding thus far has been: one coach, one shell regarding salary. However, there is no set policy stating this. Also need policy regarding deviations from this for makeup practices. Suggested policy:
 - a. One boat – one coach is the standard for all regular season practices.
 - b. One boat – one coach is the standard for makeup practices barring extenuating circumstances.
 - c. Extenuating circumstances must be brought to the attention of the Director of Coaching one week in advance of a planned makeup practice.
 - d. The Coaching Director will decide whether an exemption can be made to this rule.
 - e. Both teams planning a makeup utilizing one coach must agree to the shared practice and understand that it may impact their ability to have a fully coached practice.

5. Expectations of when the Club manager is to be at the dock. (Jennifer has recommendations based on the 2015 season appraisal)
 - Seeking to establish guidelines for communicating with the Club Manager. Jennifer recommended guidelines for presence at the dock that were included in the CM evaluation. It is not really increased time on the dock; but delineates a lot time at dock at the beginning, and then “weaning” as crews go on less time at the dock except when storms or crews held up by river traffic.

6. Coaches: guidelines when/how to communicate with Club Manager (e.g. when need help on dock) – **Everyone should have input on this.**

- Should it be the responsibility of the coach that their boat gets safely to the dock? Most coaches go to park their launch while to crew is docking. It should not necessarily always be the Club Manager's duty to catch the boat. Placing some responsibility on the coach would ensure that crew gets supervision as they dock. Laura will forward Jamey the document she created, Jen emailed Bella re: the coaching guide.
7. Club manager escalation policy
 - Club members need to know the chain of solution. This would ensure clear delineation on communication that CM would follow. Kathy will look at this. – Kathy will also resend the CM evaluation.
 8. Equipment: boat rigging policy – update to all SQLs that locker combinations get distributed – app – roster and safety list –
 - If there is a merging of SQL1 and SQL2, there would be more people that would have the combination. We need to have a set procedure whether or not the CRF Safety Committee makes any changes. Jaz currently has all of the combinations. We need to change them frequently because the coxboxes seem to walk off. The means of disseminating the information has been imperfect. An email with the code to the lockers was sent to those that were actively reserving equipment. Unfortunately, some people slipped through the cracks. Currently, Victoria coordinates with Frank as to those individuals are registered with a program and receive the list from Betsy of those individuals that are SQL2 certified. Is there an easier way to compile the information of who are members and what is their safety status?
 - An email should be sent to all SQL2 indicating that they need to sign up for the equipment reservation system. If they do not, they will not receive the combination to the locker. The Safety manual draft is still in progress.
 9. Document Retention policy
 - Laura developed a draft, Frank needs guidelines. – Defer to Frank and Laura
 10. Whistleblower policy
 - Laura developed draft – defer to February and/or vote via email
 11. Written policy that how we handle email votes
 - Suggest that the person that puts forth the motion to vote via email would be the person that is responsible for ensuring that everyone has had a vote. Noting that any vote by email needs to be unanimous.
 - Policy includes that we will have vote to ratify at next meeting.
 12. Board member/director agreement r/t WRRRA how to handle email.
 - This has been developed but where do we want to keep it on the website?
 13. Guidelines how board decides officers and areas responsibility annually (eg ? requirements for Pres and VP, ? priority to continuity with directors, etc).
 - Defer to February meeting.
 14. Guidelines r/t board members being on other director committees
 - Defer to February meeting.

PRESIDENT'S REPORT

KATHY WHITFORD

- We need to look at committee coversheets and alter to reflect reality. Process: director review; what needs to change; then discuss as a group. Executive summary by each director with changes and why. We need to get the coversheets up on the website: Focus on the primary responsibility, scope and authority – can add committee members later.

COACHING REPORT

JAMEY JAMISON

- Formulating a plan re: coxing training – Sally would like to provide input based on the experiences of past Learn to Cox sessions. re: any future Learn to Cox sessions.
- Coaching in flux re: Masters and Rec – preliminary discussion and search.

Current:

- Survey Monkey: Sweeps/Sculling/FRL surveys went out to membership. So far: 39 responses to Sweeps; 21 to Sculling; 18 to FRL
- Survey Monkey: Analysis of data from SRL Survey sent to BoD – 159 respondents
- Ongoing meetings with Rachel Stanley to formulate a plan reconstituting coaching and coxing committees for CRF. WRRR committees will be spin-offs of the CRF committees.
- Met with both Dominic Santora and Kelsey O'Donnell to get ideas for developing coxing guide/program for coxing the Cuyahoga.
- Found coxing PowerPoint Jocelyn Vivona created for training. Will build on this with info from Dom and Kelsey.
- Jen Prugh has been in touch with Bella and there should be coaching guidelines forthcoming.
- Feeler out to Kate Beckenbach about coaching masters men. There is interest.

Future:

- Continue discussions with Rachel Stanley and develop CRF/WRRR programming for coaching and coxing.
- Reconstitute coaching and coxing committees. Emails to go out to list of prospective people for each committee to gauge interest.
- Continue discussions with Kate Beckenbach about possibility of coaching Masters men.
- Meet with Jaz Carlsen to figure out logistics of hiring coaches and coxswains for 2016 season.
- Develop a system to give feedback to coaches (maybe coxswains too) – sharing of survey results, ride-alongs, etc.

COMMUNITY OUTREACH (ADAPTIVE, CORPORATE ROWING) REPORT

MEG PATTON

- Met with Sarah and filled her in on issues. Distributed copies of her coversheet.
- Adaptive Rowing: Concerns were primarily around adaptive rowing and having 3 rowers be SQL2 was prohibitive and overkill since it would never be a full shell of adaptive rowers. It was difficult to find the volunteers – will reach out to Gretchen, Jimmy and Desmond (from the Sight Center). The original plan was to take some of the best adaptive rowers and move them into SRL. This would open up more slots for new adaptive rowers. Bob Gannon and Mark Silverstein had mentioned that there were a few rowers that have the abilities to row in SRL. We would need to determine the safety implications.
- Corporate Rowing – This is in flux at the moment re: CRF idea. Sarah did provide the tiered level model to Meg.

EQUIPMENT/MERCHANDISE REPORT

VICTORIA ANDERS

5. Equipment documents emailed prior to last meeting: WRRR current fleet and oars, CMSD program summary, 2016 Boat Replacement Strategy and 2016 Boat Replacement Plan.
- Discussion, vote related to documents which includes donation of 2 shells to CMSD.
 - Two different budgets were proposed. One included donating a 4 and an 8 to CMSD. The other included the donation of a 4 and 8 to CMSD and the purchase of new trailer. We valued Jimmy Riches – around \$2500 and the Dirty Oars – around \$4000. Both boats are suitable for a youth program.
- Frank Campbell moved to donate Jimmy Riches and Dirty Oars to CMSD. Jamye Jamison seconded. Approved.**
- Budget - boat replacement plan: Budgets were distributed that had a budget line item for a new trailer vs. no trailer – A new one would be around \$20,000. Options are: Steel, galvanized steel, aluminum – Condition of current one does not appear to make this purchase a priority at this time.
 - Replacing Chanakas, and the donated boats (Jimmy Riches and Dirty Oars), plus adding a used heavyweight Quad.
 - **Frank Campbell moved to approve the 2016 Equipment budget presented by Victoria (the first option above) including the allotment of \$70,000 to purchase a new 4+, new SRL 8+, used 4+, and used Quad. Kathy Whitford seconded - Approved.**

SCULLING, SWEEPS AND ROWING PROGRAMS

MICHELLE FOX

- Sweeps
- - Looking at possibilities of Rec and Masters erging together for those Rec rowers interested in improving skills and competing. Looking into establishing a process to identify skill level so Rec rowers of equal skill levels can row together.
- - Working with WRRR Masters Coach to improve the process of reserving boats for Masters by noon which would allow independent crews to reserve boats prior to arriving to the boathouse.

- Sculling
- - Discussed request from Masters rower to have a Coached Sculling program for Masters rowers. Committee felt that there was already a program in place however it will be discussed at the next Sculling Committee meeting.

COMMUNICATIONS/ROWER EDUCATION

MAURICE RUELENS

- Did look at guided access mode for the iPad.
- Requested items for the newsletter. Joe Frolik has repeatedly sent requests seeking volunteers for the CRF communication committee.

VOLUNTEER REPORT

SALLY FAHRENHOLZ

- December and January: It seems those that are attending the Equipment Maintenance Days have been having a great time.
- Adding more people to her committee.
- Would like to leave the volunteer deposit and hours the same.
- Would like to assign crew specific projects (Example: 11X or Independent crew leaders – fix the Fowler, etc.)

MEMBERSHIP/ADMINISTRATION

FRANK CAMPBELL

- No report

FINANCE, DEVELOPMENT, EMPLOYMENT/COMPENSATION

LAURA LOESCH

- Please comply with the Safe Sport requirement. She will send the newest Board members the SafeSport info.
- Will send out a preliminary budget. The Board will meet after the February 8th meeting. Budget meeting is set for Feb 23 at 6pm. We can tie up any loose ends at the March board meeting. The final budget needs to be approved by March 15 according to CRF COR.

Action items: review of committee sheets; changes and recommendations

Adjournment: **Frank Campbell moved to adjourn. Kathy Whitford seconded. Approved: 8:38 adjournment.**

Minutes submitted by: Amy Harmon

3-Year Boat Replacement Plan

Proposed Budget for 2016 - APPROVED 1/4/2016 - CMSD donations

2016 Targets	Asking price	Budget	\$78,000
Sell one 4+ (**Chanakas)	Chanakas @ \$8,500 Priced at Fair Market Value from Vespoli.		8,500
			86,500
Donate one 4+ (target Jimmy Riches)	Donation to CMSD rows		0
Buy one Vespoli lightweight 4+	Contingent on Chanakas sale		-21,625
			64,875
Buy one Vespoli midweight 4+			-10,625
Buy one Kaschper Heavyweight quad			-9,000
			45,250
Donate SRL 8+ (target Dirty Oars)	Donation to CMSD rows		0
Buy one Vespoli Advantage 8+			-30,160
			15,090
Sell green grip sweeps oars	\$200/oar (8 oars)		1,600
Buy one set of sweep oars	(10 oars)		-3,670
Buy one set of sweep oars	(10 oars)		-3,670
		Balance	9,350
Remaining balance	Transportation / freight costs		

**Start Row2K ads in December, run until February to meet 2016 rowing season start dates.

If all goes well...

Summer Rowing League fleet count:

1. 1995 Summer Rower
2. 1995 Fowler*
3. 2008 Bob Walton
4. 2014 Vespoli
5. 2015 Vespoli
6. **2016 Vespoli**

General Sweeps 4+ fleet count:

1. 2007 Silver K (*midweight*)
2. 2010 Black 4+ (*midweight*)
3. 2010 Vespoli (*heavyweight*)
4. 2015 Vespoli (*midweight*)
5. **2016 Vespoli (*lightweight*)**
6. **2010 Vespoli (*midweight*)**

General Sculling 4X count:

1. 2009 Kaschper Quad (*midweight*)
2. **2007 Kaschper Quad (*heavyweight*)**

*Firehouse to SRL as swing boat -- Decommission Fowler--sell as novelty pieces

Looking ahead to 2016:

Continuation of updating fleet and SRL 8+s while maintaining the minimum number of boats necessary for programs to operate efficiently.