

# SEPTEMBER 2014 BOARD MEETING

## WESTERN RESERVE ROWING ASSOCIATION

September 9, 2014, CRF Boathouse 6:30 pm

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

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

### SECRETARY'S REPORT

#### FRANK CAMPBELL / AMY HARMON

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1. Minutes of previous Board meetings

- July and August board meeting minutes

**Kathy Whitford motioned that one week after the Recording Secretary sends out the Minutes, there will be no changes thereafter. Jennifer Prugh seconded. All approved.**

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

- a. Full Board
- b. Executive Committee

- **No business between meetings occurred.**

### TREASURER'S REPORT

#### LAURA LOESCH

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**Kathy Whitford motioned to approve the July Financials. Bill Rickman seconded. All approved.**

- Distributed August Financials via email and in print.
- \$23,000 under budget for income. This is roughly 8%. This does not include any of the Fall registrations. There are still some expenses on the horizon.
- Merchandise is up 70% for budget.
- While we have had a number of expenses for Equipment Repair, they are also coming in under budget.
- Assistant Head Coach has not been utilized.

**Deferring approval via email to provide time for the board to review.**

### WRRR CLUB MANAGER'S REPORT

#### JAZ CARLSEN

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- Regatta went well. There were some expenses. Thanks to the Masters that assisted with cooking. "The Dock Crew is a well-oiled machine."
- Fall Rowing League started last night. Coaching for Rec and Masters is still being finalized. Rec will have one coach Monday-Thursday. Rec will have one coach, Monday and Wed due to smaller numbers.

## PRESIDENT'S REPORT

### JEFF ZABOR

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- Flats Forward will be unveiling a comprehensive master plan for the Flats at a meeting on Friday, September 25. He will be attendance.

## REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

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### COACHING AND COXING

#### JENNIFER PRUGH

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- We have coaches for FRL and Rec - There are two teams for FRL every night. There have been small registration numbers for Rec this year.
- There are a handful of coxswains and while Jaz has found enough for FRL and some teams have found their own, Rec can use some as well.

## WRRR COMMUNICATIONS, ROWER EDUCATION

#### BILL RICKMAN

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- Working on the newsletter; It will be up by the weekend. There will be a call for volunteers for HOTC. FB and Twitter going well. Bulk of communications has been inquiries about Fall Rowing (when they can register, how much will it cost, etc.) The newsletter is similar to Constant Contact. Please send articles to Bill and he can also keep those for future newsletters as well.
- Activenet - Kathy Whitford has asked Frank to provide assistance with providing a sorted list for sculling/sweeps. He has been unable to find the time to train her. It would be helpful if a registration system with such sophistication would have the ability to create a sorted mailing list where she can type in a program (sculling) and a sorted list would result. - If there is a way to simply the sort, that would also be helpful. Is it possible to have a shopping cart feature within the sort?

## FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

#### LAURA LOESCH

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- Employment & Compensation - Will send an email - what questions should we put on a review for Head Coach, Club Manager, etc. Kathy Connor (member of the CRF Board - Scholastic) has done a lot of work with CRF. Jeff said he would get Kathy's contact information to Laura. They do semi-annual reviews. Jeff will send info to Laura.
- Volunteer Deposits - There is a listed option to donate to the equipment fund - We could expand this to other areas of the boathouse and activities. The topic did come up during the first year of deposits/refunds. - It was determined by Joanne and Frank that it would be a complicated process. However, it got put on the volunteer form this year. This was not discussed with the Treasurer and it should be noted that decisions that affect the budget, such as creating new line items, should be discussed with the Treasurer.

## SWEEPS, SCULLING

#### KATHY WHITFORD

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- Discussion that there are some individuals that have not paid the second half assessment fee. Will be still working through the details. Why not have Fall Rowing simplified by paying the assessment at the beginning of the year?
- Masters is doing well. A lot of the operational things have been done by Kirk. We need to work on getting more of that documented and establish a succession plan. It was noted that we have been very lucky to have Kirk continuing his coaching of Masters. Regardless, we probably will not have him forever. There are captains and a number of duties could be delegated to them. Additionally, utilizing an assistant coach could allow Kirk the opportunity to row and provide him with more operational support.
- Head of the Charles - 3 shells have been accepted.
- Rec - They will work over the winter to establish one Fall program.
- Sweeps: Nights and weeks Frank is working with Kathy on program descriptions for registration. She has passed them out to Rec Captains and Committee Chairs to give input so that Fall Rowing League and Fall Rec are more distinctive. Suggestion: Listing it as Rec rowing (Fall session), etc. The Rec Program as driven by the Captains has been going very well.
- Sculling: We just completed our first implementation of coached sculling. It went well. We will create a coached sculling program. Bella worked with the younger scullers. Aaron Marcovy worked with those in racing shells.

## EQUIPMENT, MERCHANDISE

### VICTORIA ANDERS

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- There was a lot of positive feedback at the final SRL Regatta regarding the new SRL 8. Many people stated that the slides were very smooth/very fast... Unfortunately, there were no bidders for the naming rights silent auction.
- We will create a flyer for the Young Presidents Organization event - Something such as your name here. We can also have naming rights on our oars.
- Equipment repairs peak in the spring and fall.
- Merchandise - total of oars - \$970, one of the last spoons will go to the Flat Iron and the other will go to the Harp. We raised about \$1831 at the first SRL Regatta, \$1922 at the second/final SRL Regatta. - Total revenue numbers - (Total profit deducting from expenses is: \$2129 We will be ordering more inventory for the HOTC.
- End of the year maintenance day: We will have a boat tuck away event where all of the boats will be put away at the end of the year fixed. It worked well last year. It will be after Head of the Hooch.

## VOLUNTEERISM, LEADERSHIP CREW

### SALLY FAHRENHOLZ

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- HOTC
  - Sarah Lang is handling volunteer assignments for WRRRA folks for the hotc and probably overall. She may need additional help. Please direct all interested people to the volunteer@westernreserverowing email address.
- Volunteer hour tallies.
  - Thank you to Bill, for posting these in the Volunteer area of WRRRA website.
  - We have seen almost 1500 hours of service tracked before HOTC and other upcoming events.
  - Most of our volunteers give us hours and hours of service. We have also had significant participation from avid novices that I am keenly cultivating.
- Future events
  - Inquiry to Victoria: Do we want to schedule nov equip maintenance? We have done so in previous years.
  - We are setting up a Metroparks volunteer opportunity for Saturday, Oct 25 : Make A Difference Day.
  - Corporate rowing event on October 22 from 2pm to 5pm. We still need volunteer coxes and rowers. Please tell rowing friends to contact the volunteer email address if they are free to help. It's lots of fun and we have new exclusive t-shirts for these events.
  - Are there any other upcoming events that need volunteers?
- Volunteer refunds
  - Thank you to Frank for all his help in creating a new refund form that allows donation of refund to the Equipment Fund.
  - A form was sent to about 75 members who have fulfilled their service hours.
  - Almost 20 forms received thus far with several donated refunds.
  - I will be working with Laura and Frank on approving and processing. I would still like to include thank you notes with checks.
- - Ideas for volunteer recognition event welcome.

## MEMBERSHIP, ADMINISTRATION

### FRANK CAMPBELL

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- Roster of Membership sent to CRF through 8/31/14 for the purpose of calculating assessment payments (along with waivers). As of 8/31/14 WRRRA had 521 members.
- We should have most revenue for Fall enrollments and be able to pay the bulk of the Fall Assessment by early October.
- Registration for Fall activities is open. At present we have 82 in FRL, 15 in Fall Rec (down from 42 last year), 11 in General Sweeps, 3 in Masters, and 1 private sculler.
- I mentioned at the past meeting a problem with one activity -- the July half session of SRL -- that appears to have been some bizarre bug, which prevented any refunds from being made to registrants who withdrew. Resolution of this via the preferred route (Activenet) always seemed forthcoming, but ended up being a much bigger problem. Ultimately, refunds were made by check via Laura to 4 people. So, that issue is resolved.
- We discussed at the last meeting (via Kathy) a request for Zita's daughter to scull in a WRRRA single alongside her mother. The Sculling Committee has discussed this more than once, which Kathy can summarize. The end result is that I have set up a student membership with a monthly "test" General Sculling fee for single usage that involves restrictions to "off-peak" hours. I have just sent the info to her, so I am not sure if it will be acted on at this point. Kathy can elaborate as desired.
- I have been working with Sally a bit to get the Volunteer Refund process moving along. 325 have paid the Volunteer Deposit. Of those, 3 still owe us money and so are not yet eligible for a refund of the deposit.
- We have about 3 rowers (1 of the above and 2 more) who are delinquent in payments to WRRRA. I'm not sure how this will sort out. I have contacted them several times. We'll see.
- We need to be mindful as October approaches of the schedule required for nominations for Board positions and election -related affairs.

## PROGRAM COMMITTEE

### JENNIFER PRUGH, KATHY WHITFORD, VICTORIA ANDERS, JAZ CARLSEN

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- No new business.

## OLD BUSINESS

### SUCCESSION PLANNING - CANDIDATES FOR BOARD & LEADERSHIP POSITIONS

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- Jeff stated that he has a list of people that have expressed an interest to serve on the Board and could be potential candidates. Jen mentioned a rower that she would like to invite to a Board meeting.
- It is time to begin announce to the members that October 15 is the deadline to accept nominations for the Board and send out the notification of the November Annual Meeting.

### GROWTH OF SRL 2015 - ASSIGNMENT OF PLANNING RESPONSIBILITY & TIMETABLE

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- Discussion of the SRL surveys that Lexie and Rachel did for 2013. Discussed the results at an early 2014 meeting. Jaz will track down the survey that Lexie and Rachel. It will be sent to the Program Committee. We can also add the questions discussing growth to that survey. There will be a survey extended to the coaches. (what interests them, how can we recruit/retain/re-welcome coaches, etc.)

### GAY GAMES 2014 (GG9) UPDATES; WRRRA BOARD BOAT

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- Event went very well. The weather was fantastic.
- Kathy Whitford mentioned that there a physical therapist that was assisting with our event and a track and field event. He enthusiastically told her that our planning was tremendously organized, way better than that. Many heard that ours was one of the better run events. One competitor expressed "You guys have a DJ!"
- \$896 worth of merchandise sold. Made \$180 shell rentals.

## WRRRA EVENT REQUESTS FROM OUTSIDE ORGANIZATIONS

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1. Sisters of Charity Hospital Group management team - Thursday, Aug 21 - 1pm-5pm
  - Jeff distributed financials from the Sisters of Charity Event. Event went well.
  - For future events, Jeff has put together a 35 minute Power Point presentation on how rowing relates to team-building, which includes rowing in Cleveland (scholastic programs, WRRRA, etc.) There was a safety presentation and erging.
  - T-shirts went very well. Jeff would like to have some for the Young Presidents Organization event.
  - Jeff expects that there will be about a dozen potential members generated from this.
2. Joint Learn To Row with CYRA for the Union Club - August 20, 2pm-5pm
  - The event appeared to have some issues (attendance, timing, etc.)
3. Young Presidents Organization/World Presidents Organization - Wednesday, October 22
  - Jeff believes he may have underquoted them. He quoted \$300 & \$300 per boat. They may wish to add a few things and there. It will simply be a Learn to Row event, no team-building involved in that. Afterwards, there will be an event at Merwin's Wharf. They have guaranteed that they will have a confirmed registration numbers by a week before. The exposure to this group is priceless. Every member is a CEO or a president of a major corporation in the Cleveland. It is an excellent opportunity for WRRRA to interact with Cleveland's leaders.
4. Others?
  - There has been some discussion between Russ Eckles and Jeff regarding an event with a program - Ride and Row - It would be a fundraiser for ????? Their instructors know more about spinning than rowing. Their customers want to know what proper erging technique should look like. We can possibly consider a Learn to Erg event in the winter.

## ADAPTIVE ROWING PROGRAM RESOLUTION

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- The initial meeting attended by about 9 people. There is an email list of about 25 people that have expressed interest. There are quite a few medical professionals that want to take part in this program.
- They discussed mission, etc. Gerald (Gerry) Henwood will be the chair of the group. There was also input from Karl Dehahn.
- Over the next 60 days, they will focus on what community they seek to serve.
- Tues, September 30 will be their next meeting.

## ROLE OF THE CLUB MANAGER

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- Jeff collected input from other members of the Board.
- The position needs to incorporate things that the Board does operationally, duties that could be handed off to the Club Manager.
- Examples of duties discussed: SRL, day to day events, equipment reservation books have been helpful for sculling.
- There are currently no objectives for the second half of the year. We must document all duties and objectives of each Board Director. It helps document for future Board Directors. It would potentially clear up what operational duties that are given to the Club Manager. This can assist us as we evaluate the goals and objectives and if we have met them over the year.
- Jaz expressed that she was never given anything in writing, no contract. Simply stated that she would be paid for 8 months, 40 hours/week. When we wrote up the job description, we presumed that the CM would seek out help where there is needed.
- Jaz will provide a write up of what areas that she is assisting and send that to the Board.
- Some feedback received has been constructive. People have stated they believe that the CM should spend most of their time in the Boathouse. Presence is helpful.
- Should there be a need for a different kind of structure, Jaz feels comfortable expressing if there are any issues regarding prioritization, too many hours, too many duty requests.

## WRRR BOARD PRIORITIES THROUGH NOVEMBER 8, 2014

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- a. Coaching Development - How do we plan for growth if we do not have enough coaches?
  - Many of the coaches that we trained in the past, then coached for SRL for one season and left. Other coaches that have trained themselves have gone on to coach other scholastic programs. We need to inquire: What is it that keeps you from coaching? What things would motivate you to come back? What can we do to make coaching SRL, FRL, Rec more attractive? If we get enough answers, perhaps a Task Force would then be able to address those concerns.
  - A syllabus would be helpful for new coaches, there are some coaches that will use it simply as a guide and coach in their own way.
  - Process for becoming a coach/testing - It's mostly safety concerns of the water. There is not much in the way of development of how to coach/no structure of teaching coaches how to coach.
  - Head Coach - We've been very fortunate to have Kirk for so long. However, with his duties with CRF, planning regattas, coaching Masters women and men; It has been difficult to delegate. He may wish to in the future. We need to establish a game plan. Kirk is currently serving as Coach of the Masters Team and the Head Coach. Curriculum development and coach meetings have not happened. Role of the Head Coach needs to be discussed. We need to address a succession plan for Kirk. Perhaps having separate coaches (women, men for Masters) would be helpful. Many Masters programs tend to have separate women's and men's coaches. We need to state that when he was hired, there was no review process. We will discuss this with Kirk.
  - CRF takes care of Coaching Development for the entire boathouse.
  - We need to address the inflow for coaching for SRL and FRL. How can we recruit those individuals in the boathouse?
  - Should we set up a Task Force? The Program Committee can do the coaching survey and then assemble a Task Force. One suggestion was to add a few questions to the Sweeps Rowing surveys - Examples: Do you think you have any coaching abilities? Do you have an interest in learning how to coach? Etc.
  - Process needs to be determined in the next 30 days. Holidays will be coming up fast and we want to gather any suggestions/feedback from these seasons while they are fresh in everyone's mind.
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## QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRR MEMBERS, GUESTS

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**Jeff Zabor moved to adjourn. Laura Loesch seconded. All in favor.**

**Meeting adjourned at 8:10pm.**