

MAY 2016 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

May 10, 2016, CRF Boathouse - 6:00 pm

In attendance:

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

Next meeting: June 13, 2016

SECRETARY'S REPORT

FRANK CAMPBELL

- April WRRRA Board of Director Meeting Minutes

Michelle Fox moved to approve the April Meeting Minutes. Sally Fahrenholz seconded. Approved.

- Actions taken subsequent to last Board meeting:

1. Board committed to each other that they will send out their reports 5 days in advance of the meeting. Additionally, they will send them to the Recording Secretary, Amy Harmon
2. Share committee meeting notes.

TREASURER'S REPORT

LAURA LOESCH

- April financials were distributed via email.
- We've received \$111,000 check that was deposited in April. We are still down \$9500 from where we ended the year. There are still
- \$90,000 will be deposit. Income and expenses are flowing. We are down from what we budgeted.
- Question: When we look at the budget, we look at - June/July in looking at the income is best to look at as a benchmark because 85% of income should have been received by then.

Laura Loesch moved to approve the April Financials. Sally Fahrenholz seconded. Approved.

CRF UPDATE

MICHELLE FOX

- Locker room campaign update
 - \$1500, 12 discrete donations to date as a result of that mailing. CRF Board members will approach 10 people to. Discussion of SRL Captains approaching their team.
- June Bow Ball fundraising event – June 25
 - Price will be around \$50 which would include dinner and drink tickets
 - Possible WRRRA organized fun row earlier in the day. Possibly incorporating the collegiate teams for the fun rows.
 - Discussion of encouraging SRL teams for a basket for Bow Ball – Teams can get a raffle ticket if they submit a basket. Possibly get a gift certificate from the Flat Iron. WRRRA will coordinate the baskets for the raffle.
 - Mentioned that the event should be re-branded so that people do not think it is the same formal event.
- CRF meetings, other updates r/t CRF meetings

- Adaptive rowing
 - 4 low vision rowers allowed in one boat vs 3 per boat in 2015.
 - A low vision rower may sit in stroke seat in 2016.
 - Allowing coaches to be certified as CQL or Senior CQL. They cannot be trainees. Last year, you had to be a Senior CQL.
 - Still need SQL1 or 2 in remainder of shell.
 - At this point will not allow SQL 0's in shell.
 - Emailed Besty for additional clarification with no response. It is hard to find 12-15 certified people to be there each Sunday. We proposed that 50% of the rowers could be SQL0, the other 50% could be certified. Need to give feedback to CRF letting them know how this will impact our program.
 - It's hard to work on corporate rowing if so much energy in finding volunteers for adaptive rowing.
 - Meg will attend the next SC meeting.
- New Test
 - Each assigned 2 SaM sections.
 - Going through all questions.
 - No update on timing of transition of SQL1's to SQL status.

OLD/NEW BUSINESS:

1. Board member files/information: assuring at least 1 other person has access to information for every director position; short discussion last meeting, no decisions
 - Maurice has access to the WRRRA emails and whatever is posted in Google Drive. It won't work for Activenet or Quickbooks.
 - Rowing Programs Historical descriptions of programs, etc.
 - With Quickbooks and some Activenet files – Maurice has an external drive. This could ensure continuity if something happens to a single Director. You don't want an organization to be paralyzed if something happens to another Board member.
2. Transition Planning: 3 director terms are expiring the end of 2016 (no more 3 terms in row) Laura - not running again, Victoria, Sally; discuss operational aspects each directorship
 - Every year there are 3 Directors whose term is ending. No Director can serve more than 3 terms in a row.
 - Good opportunity to think what was working well with one's Directorship.
 - Does it make sense to get a bookkeeper to report to Finance and Development and similar to Club Manager? – It is something to think about as WRRRA continues to grow.

COACHING AND COXSWAIN REPORT

JAMYE JAMISON

Current:

- Ongoing meetings with Rachel Stanley to formulate a plan reconstituting Coaching and Coxing committees for CRF.
- It was difficult to find coaches this year for LTR. Thoughts for next year? Will continue to review and refine the LTR schedule with those involved through Sweeps committee and program standards.
- Jaz has been pairing coaches and coxswains with SRL teams. We are still in need of several coaches. CRF is running testing this week and hopefully several people who have expressed interest will pass and be able to coach in the near future. We are working on ways to potentially restructure the first week of this season the account for the lack of coaches while many are still otherwise engaged with other teams/school.
- There are only 5 people signed up for Recreational Intermediate on Monday evenings – not enough to run the program fully. It is possible there will be more interested or some will transfer from Performance. There are discussions ongoing as to how to fill out the Monday boat in the first few weeks.
- The SRL pre-season coaches meetings have been set for May 5th and 7th with follow ups for those who cannot make it.
- Rachel Stanley and Chris Ryu have been asked to be floater coaches for 2016 season.
- Randy Trefethren has given feedback on Bella's coaching plan. Idea is now to have 4 week segments where we give general things that coaches should hit. Need to be careful not to overstep bounds for independent contractors. This will likely be for next year.

Future:

- Continue discussions with Coaching/Coxing committees and develop CRF/WRRRA programming for the 2016 season.
- Continue to find/think about possible resources page for CRF/WRRRA websites – something like Rowing 101 with basic info. Something to consider would be a Captain's best practices, etc.
- Planning Coxing 101 course for late May. Will use existing video and PowerPoint for now with hope that they can be revised over the summer by Dominic and Kelsey.
- There is a lot of work that needs to be done to organize the application/hiring process for coaches and coxswains. Jamye and Jaz will work together once the season gets up and running to design a better system. Michelle suggested that we secure the coaches before we set times.
- We need to foster WRRRA members that may want to be a coach. Think of certain coaches that can serve as mentors and recruit individuals to do ride along, etc.

COMMUNITY OUTREACH (ADAPTIVE, CORPORATE ROWING) REPORT

MEG PATTON

Adaptive Rowing

- Adaptive Program will be kicking off on Sunday, May 15th. As of today, Desmond has 6 participants lined up for the summer – he is looking for 2 additional rowers to fill our permitted 4 low-vision rowers per shell.
- I have the volunteer list from last year and will coordinate with Sally for help with volunteers. I will be sending an email to my list from last year (cross referenced with the safety qualified list) to get an initial target list. Some individuals have reached out to me already expressing an interest in helping. Mark Silverstein, Bob Gannon, Jim Sholtis and Jon Cox will be providing the primary leadership for this program on a 'hands-on' basis.
- We anticipate the first week will be boathouse introduction and erging, second week will be erging and dock box and third week (May 29th) will be on the water.

Corporate Rowing

- Received a call from Beth Kilbane of CSU. She is interested in holding a team-building event for the incoming Executive MBA cohort in August. I am currently working on details.

EQUIPMENT/MERCHANDISE REPORT

VICTORIA ANDERS

Repair and Maintenance

- Over the last 30 days, we spent 44 hrs on oars, sculls, and SRL equipment maintenance.
- Shubie 2x is back from repair shop and rigged. New seats on order.
- Bob Walton 8+ repairs are finished and rigged. SRL 5:45 team to pick up at repair shop on Monday.
- Continuing to work with Florin to maintain and update the WRRRA wakeless launch. Keeping launch within the CRF safety regulations.

Online Boat Reservation

- Instructional emails have been sent to all 2016 safety certified WRRRA members
- Email 1 – equipment reservation new process and links
- Email 2 – cox box cabinet instructions and combo only to registered General Sweeps
- Master's coach has been following the new process without issue.
- Only one buddy boat crew is using the reservation app.
- Other buddy boat crews are still interrupting Kirk's day job inquiring about available boats and NOT using the app.

Equipment Education

- We have coordinated with Club Manager to review equipment, oar assignments, and other new procedures regarding equipment. Response yesterday was very well received.
- Spanning the first of week or two
- Focus is on 100% novice teams

Equipment Policies

- Request approval for the Boat Rigging Policy (attached) Essentially it is a policy to put things back the way one found it.
Kathy Whitford moved to accept the Equipment Committee Boat Rigging Policy. Laura Loesch seconded. Approved.

Merchandise Committee

- Coordinating with Club Manager to schedule a week to sell merchandise during practice times.
- Looking at the week of June 13 - Sally could get some volunteers for this.
- New designs for hoodies are in the pipeline.
- Looking at options for the almost 200 aluminum water bottles such as recycling them and ordering plastic ones. – Meg suggested that we donate them.

SCULLING, SWEEPS AND ROWING PROGRAMS

MICHELLE FOX

SWEEPS

SRL

- Coaching challenges on Thursday and Saturday. Jamye and Jaz to continue to work on.
 - Thoughts – confirm coaches/coxes prior to opening SRL days/times.
 - Current contingency plan for Novice teams -do not row first week and receive more in depth training on equipment, complete waivers, etc.
 - May consider pushing NOVICE SRL start times back one week in future. Allow for additional training.
 - Must state changes so rowers are clear on actual water time.
- Changes in LTR overall received positive feedback – f/u with LTR team and participant survey.
- Rae (Low Vision Rower) requested day and time that only has 5 rowers signed up. Working to move rowers to another night.
- Jaz and I to begin working on SRL Regatta including catering and contingency plan once SRL is up and running (end of May)

Independent Boats

- Need to utilize online reservation system.....Victoria aware.
- Tuesday nights may be challenging for independent boats.

Intermediate Rowing

- Only 5 rowers signed up for Monday night (Recreation). Options include offering additional rowing time with coaching to experienced SRL rowers (>2yrs experience), performance, or independent rowers as this is a transitional year for this program. Committee felt would be best to have rowers pay for additional rows (nominal fee) as not to create resentment among those rowers paying for coaching.

Masters

- No updates

SCULLING

- Equipment committee has set all equipment including oars at standard settings.
- Discussion of WRRR Masters rowers becoming independently certified – willing to have a WRRR Sculling Coach look at competency at 15 or 20 rows vs 30. Concern was safety. Many WRRR Masters rowers row with coxswain. Rowing with a mirror takes time to develop.
- Per request of Jamye and Victoria review sculling guidelines and processes.

COMMUNICATIONS/ROWER EDUCATION

MAURICE RUELENS

- Promo Cards, nearly all of the 2500 cards have been distributed to local establishments.
- May Newsletter. Was sent out on April 29th.
- CRF Locker Room Campaign - Email was sent out to membership explaining the upcoming snail mail campaign and how our mailing list was shared with CRF
- Org chart, have decided to take new pictures of each board member with a consistent background (WRRR oars etc.) Say Cheese!
- Website: Updated all of the program pages with new descriptions and pricing.

Investigating an anonymous feedback form for the website. A person can submit comments/issues without worrying about reprisals. Might use Google docs so the results can be easily shared with all board members.

Will add the Boathouse Closing Procedure to the Website as soon as i get a copy from Kirk without the password.

- Creating larger WRRR graphics to identify the bulletin boards.
- SRL Pictures: As everyone knows we are planning on meeting with the novice teams this week to give them a little orientation. We have put together a small sign with each novice team's number to use as we take a picture of the team and post it on FB.

VOLUNTEER REPORT

SALLY FAHRENHOLZ

April/May 2016 Learn to Rows

Metrics, highlights, observations

- 6 sessions
- 88 volunteer shifts
- 64 unique volunteers
- Coxes still in great demand
- Would like to see more Masters and Intermediate rowers as volunteers
- Erg sessions run by Scott L and Sally F. These are a work in progress
- Volunteer coverage was adequate in numbers, but future efforts will emphasize stronger rowers as volunteers. There was improvement this year, but we can do better.
- Scott L and Larissa C providing good support in volunteer management and backup
- All comments I received from volunteers were positive regarding the change in format to one rowing session.

June 2016 Learn to Rows

- Scheduled for June 11 and 12
- Volunteer recruitment will begin with emails this week.
- Would like to see different volunteer pool – will concentrate on strong rower volunteers

RiverSweep May 7

- About 25 WRRR members volunteered
- Would like to see greater participation.

Future Volunteer Events

- In communication with Kirk and Rob on volunteers needed for CRF initiatives. Nothing on schedule yet – need information from them.
- Need to know of any other volunteer needs for the next few months – equipment? – There will be an end of year Maintenance Day.
- Will be posting volunteer event schedule this week and updating periodically
- Will be discussing volunteer policy with rowing teams who were novices last year
- Have mentioned sculler credit for mentoring to Heather and will remind her

Adaptive Rowing Volunteers

- Will be discussing with Megan.
- There had been recruiting and tracking of volunteers for adaptive separate from main tracking. We need to work this out.

MEMBERSHIP/ADMINISTRATION

FRANK CAMPBELL

- For SRL, we are basically in the same position with respect to the number of members as we were at this time last year. Last year we had a number of members register in the first two weeks of SRL.
- The 5th boat in the 6pm session on Tuesday, Wednesday and Thursday have been the overall popular options. Frank is not sure where Jaz has assigned rowers. She can provide a better view of when teams are on the water.
- The Learn to Row and Summer Rowing League parts of the distributed document provide a historical view since 2011.
- Based on the current SRL numbers, we will easily be able to offer ample opportunities for rowers who want to join for the July half session. Hopefully we will be able to find coaches to support this.
- Frank anticipates opening registration for the June LTR sessions in a week or two. If we have coaches for the sessions not being utilized at present, we can open registration for July SRL without waiting to see whether the first half session rowers register for the second half.
- Other maintenance work is underway:
 1. Making sure that everyone who should have paid the Volunteer Deposit does in fact pay it. If they made a duplicate account, they would not have been charged it. Frank goes through the registrants and tracks those people down to register for a Volunteer Deposit.
 2. Dealing with “Failed automatic payments” for people on the payment plan. The first automatic payment date for some has happened in the last few days, resulting in failed attempts (insufficient funds, changed credit cards, etc.) These rowers receive an automatic email when the payment fails that tells them how to correct the issue. Frank then follows up in Activenet to see if they have paid and send them emails until they pay. In very rare occasions in the past, this has culminated in suspension of rowing privileges.
- So far, we have collected 363 Volunteer Deposits, up from ~331 total for 2015. The 363 is not a vetted list; there could be a few missing due to reasons listed above.
- We will need to transition to a new mailing list very soon – away from 2015 rosters towards 2016 rosters.
- Physical waivers are present and being signed.
- Need to address providing General Sweeps and Sculling to Kirk and Jaz

Kathy Whitford moved to cover the WRRRA Assessment fees, General Sweeps and General Sculling fees for Masters Coach Kirk Lang – Michelle Fox seconded. Approved.

Michelle Fox moved to cover the costs for WRRRA Assessment fees, Learn to Scull and General Sculling fees for Club Manager, Jaz Carlsen. Kathy Whitford seconded. Approved.

FINANCE, DEVELOPMENT, EMPLOYMENT/COMPENSATION

LAURA LOESCH

- Policies were distributed
 - Comment about paying invoices twice a month.
 - Exploratory discussion about the processes involved with the handling of expenses, vendor bills, and the frequency of payments.
- The board members present all agreed that formal exploration of book-keeper role is something we need to do at this point. We will need to bring more information to the board (with budget estimate) and candidates/resumes so that we can have a more formal discussion and then vote.
- Employment Committee Cover sheet
 - This will be revised and re-submitted.

Frank Campbell moved to adjourn. Sally Fahrenholz seconded. Approved. Time adjourned: 8:45pm

Minutes submitted by: Amy Harmon