

# JANUARY 2014 BOARD MEETING

## WESTERN RESERVE ROWING ASSOCIATION

January 13 2014, CRF Boathouse 6:30 pm

In attendance: Jeff Zabor, Frank Campbell, Bill Rickman, Victoria Anders, Jennifer Prugh, Laura Loesch, Sally Fahrenholz, Wendy Zabor

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

### SECRETARY'S REPORT

#### FRANK CAMPBELL / AMY HARMON

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1. Minutes of previous Board meetings

- October and November Board meetings.

**Jeff Zabor moved to approve as submitted. Kathy Whitford seconded.**

- November Annual Membership Meeting

- November Annual Board Meeting

- December Board Meeting

**Jeff Zabor moved to approve as submitted. Bill Rickman seconded. All approved.**

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

a. Full Board

b. Executive Committee

**No action taken in between meetings.**

### TREASURER'S REPORT

#### LAURA LOESCH (JOANNE HULL NOT PRESENT)

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- Laura Loesch distributed January financials.

- Discussion of adding monthly financial statements to the website.

End of year, draft budget and final budget have been added. Copies of the monthly financial statements are available upon request. We can make the available but not publish them on the website.

- Distributed 2014 draft budget.

Discussion - Directors will send their numbers and suggestions.

Gloria Story will be willing to assist regarding accounting questions but has stated she does not have as much time. Laura is looking for another CPA that may be willing to serve on the Finance Committee. Deadline for draft budget is February 15. Deadline for Directors to provide their numbers to Laura is January 31.

Postponing the approval of the December financial statements.

### HEAD COACH'S REPORT

#### KIRK LANG

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- Not present. Attending the Hammer Ergatta meeting.

## PRESIDENT'S REPORT

### JEFF ZABOR

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- Jeff will submit to Crain's and the Plain Dealer a list of the WRRR Board of Directors.
- On Nov 11, Jim Ridge and Jeff went to Pittsburgh and looked at Three Rivers Rowing Association. After their meeting, Richard Butler, Inclusion Manager of US Rowing, invited Jeffrey Zabor to be part of the US Rowing Inclusion and Diversity Team. This would require working with rowing in Cleveland to increase diversity in Cleveland rowing. Jeff would like to include handicapped rowing, specifically the blind. He will send a copy of the letter that Richard sent. At the February Board Meeting, we will look to see if the Board approves in moving in this direction.

## REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

### COACHING AND COXING

#### JENNIFER PRUGH

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- Coaching did not change from last year. Expanded equipment safety to include in-the-boathouse training sessions. Coxing clinics will increase this year.
- Sally sent out the interest sheets from the Annual Membership Meeting. She will re-send to the Board.

**Kathy Whitford moved to approve the Coxing Committee Coversheet. Frank Campbell seconded. All approved.**

**Kathy Whitford moved to approve the Coaching Committee Coversheet. Frank Campbell seconded. All approved.**

## WRRR COMMUNICATIONS, ROWER EDUCATION

#### BILL RICKMAN

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- Coversheets were sent out via email.
- Rower Education Committee coversheet is separate.

**Frank Campbell moved to approve the Communications Committee Coversheet. Sally Fahrenholz seconded. All approved.**

Made headway on obtaining the website administration access. A letter needs to be sent to the hosting service along with the 501c3 determination letter.

## FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

#### LAURA LOESCH

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- Has not made changes to the previous Finance Committee Coversheet of last year.
- There has not been much progress of the Fund Development, Employment & Compensation Committees in the past. Laura will send out these coversheets.
- There is currently no limit stated regarding authority to spend other than what has been budgeted.

## SWEEPS, SCULLING

#### KATHY WHITFORD

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- Sweeps Committee has been meeting since November. We want clarification in scheduling equipment regarding shells for various programs and events. We want to make things more consistent regard Recreational Rowing.
- The coversheet was sent out Friday to the Board. There were some typographical errors.

**Jennifer Prugh moved to approve the Sweeps Committee Coversheets. Laura Loesch seconded. All approved.**

- Jeff wanted to note that the Head Coach was expected to create coaching clinics for additional programs (Rec, SRL, etc.) However, it did not happen. There was a coaching meeting at the beginning of the year. There was no specific oversight over the rest of the WRRR Programs beyond Masters. Perhaps we should expect that he will be solely the Head Coach for the Masters rowing. This would potentially eliminate the additional \$10/hour. If there is no general overview of Coaching, this would eliminate his need to attend. Comments can be sent to Kathy and Jen regarding Masters, etc.

Sculling Committee has also been meeting. Committee will include someone on the CRF Safety Committee.

**Bill Rickman moved to approve the Sculling Committee Coversheet. Jennifer Prugh seconded. All approved.**

Bill emailed Kathy regarding Aaron Marcovy's continuing involvement in Sculling Clinics. Justin Stengel would be interested in donating a registration spot for his sculling clinic. He did a sculling clinic last year. Aaron is also interested in making some donation for the Bow Ball. Aaron's would be for a sculling lesson.

- Would this involve lending equipment? Aaron had always checked in the past. The Director in charge of the program to whom the equipment is involved and the Director in charge of Equipment has the authority to lend equipment. They will review the procedure and form.

**Jeff moved to authorize the use of WRRR equipment to augment the donation of services at the Bow Ball. Sally Fahrenholz seconded. All approved.**

## EQUIPMENT, MERCHANDISE

### VICTORIA ANDERS

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- Discussion of the Equipment Committee Coversheet.

Equipment Committee Coversheet will be amended and sent via email and can be approved by email.

- Presented an advertisement for two boats. One of the boats would be similar to the new Ace. It still has a warranty on it. It is a package deal. The M2 would be too light for our programs. St. Joseph Academy is interested in purchasing the M2 from us after we purchase it. 155-185 - midweight.

Victoria will present the 3 Year Boat Plan at the next meeting.

**Kathy Whitford moved to approve the purchase of these boats, pending St. Joe's commitment to purchase the other shell. Frank Campbell seconded. All approved.**

Jeff will meet with Victoria and Laura regarding the WRRR equipment insurance renewal. The renewal date is February 8<sup>th</sup>.

## VOLUNTEERISM, CAPTAINS CLUB

### SALLY FAHRENHOLZ

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- Sally wanted to clarify that WRRR volunteer hours would count for the Gay Games which is an external event.

**Jeff moved to approve that WRRR volunteer credit hours would count for the Gay Games and HOTC. Kathy Whitford seconded. All approved.**

- Sally will meet with Eric Romily to close out the 2013 spreadsheets and establish a process with him.
- Sally will be put a bulletin board up to note those that have completed their volunteer hours and those that have gone above and beyond.
- **Frank Campbell moved to approve the Volunteer Committee Coversheet. Laura Loesch seconded. All approved.**
- Changed Captains Club to Leadership Crew. Want to recognize their work as captains and engage with the teams. Will work with Erik Murdell on events.

**Frank Campbell moved to approve the Leadership Crew Committee Coversheet. Kathy Whitford seconded. All approved.**

## MEMBERSHIP, ADMINISTRATION

### FRANK CAMPBELL

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- Requested Laura Loesch to double check if our US Rowing club membership has been renewed.
- Waiver policy and procedures: Frank will be working with Dave Salisbury and Jen Prugh in the hopes of developing a waiver standard and determine the best method to ensure that we have those waivers signed (for most importantly, minors). Dave said that he would be delighted to assist.
- Jeff would like to begin a process to ask Kirk for office space. Kathy has boxes of Archives. We definitely want a filing cabinet that can lock, etc.

## PROGRAM COMMITTEE

### JENNIFER PRUGH, KATHY WHITFORD, VICTORIA ANDERS, TBA

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- No update at this time. They will discuss the survey results.

## OLD BUSINESS

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### TRANSITION/ELECTION OF TREASURER

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Frank Campbell moved to nominate Laura Loesch as the WRRR Treasurer. Sally Fahrenholz seconded. All approved.

- Jeff and Laura will be meeting on January 23 to transition into that role. She will also be meeting with Joanne to get access to WRRR accounts.

### WRRR CLUB MANAGER - STATUS

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- Revised the notice. No other information regarding distribution at this time.
- Jeff arranged a meeting with Kristina Latta-Landefeld, Executive Director of Toledo's club for email. He needs to have a conversation with Joanne on what WRRR can afford. Joanne and Frank have expressed interest in assisting with this process.
- Filling the Club Manager position would hopefully demonstrate to a potential SRL Director candidate that operational duties will be handled by the Club Manager. It is important to have the job duties and prioritization of those responsibilities clear so that the potential Club Manager is aware before the season starts. Rachel will assist with recruitment for the SRL Director. It is important to begin the process for Club Manager as soon as possible as well.

### WRRR EMAIL PROTOCOLS

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- Revisiting the form and make sure that we are aware of our need to maintain records of emails.
- Clarifying that one can archive their emails.
- The policy was signed and Frank has the copies on file.
- We need to begin a process of bringing all of our hard copy policies to the boathouse.

### WRRR 2014 BUDGET

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- WRRR Budget needs to be created by February. Each Director should submit a draft budget to Laura as soon as possible. Deadline for draft budget is February 15. Deadline for Directors to provide their numbers to Laura is January 31.
- Schedule workshop
- Workshop scheduled for February 5<sup>th</sup> at 6:30pm
- We need to consider how the Club Manager salary of \$40,000 will effect the Directors' budget.
- Sally also noted that she was going to ask for approximately \$3,000 for her budget.

## NEW BUSINESS

### DATES FOR 2014 MEET N GREET, LEARN TO ROWS

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- Jeff distributed a proposed Rowing League schedule.

Discussion of the absent SRL Director

Sally noted that perhaps modules of responsibilities can be distributed amongst the rest of the Directors. Kathy stated that this would be a stopgate measure.

### DISCUSSION: WRRR AUTOMATION

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- Postponed to next meeting.

## CRF/WRRRA REFUND POLICIES & 2013 TRANSACTIONS

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- Frank discussed the email that was sent by Joanne
  - Distributed details of current uncollected monies.
- Frank believes that CRF desires intrusive oversight of our member transactions.
  - Frank then discussed the past 2013 transactions (Some were refunds, some were confused as refunds.)
  - Discussion of refunds policies, etc. and CRF's interpretation of how assessments would be refunded.
- Are we willing to write off the approximately \$2400 that CRF owes WRRRA
- If WRRRA is the only organization using ActiveNet, we want autonomous use of the process. We need to notify ActiveNet that CRF also should not have access to the WRRRA accounts. Frank and Jeff will investigate so that they have access.
- Discussion of current refund (around \$2,000) owed to WRRRA by CRF.

1. Joanne has written a check to CRF.

2. Jeff suggested that we consider acknowledging that we do not owe CRF any money and that while they do, we state that we will not press them further on the refund owed to us.

What we need to communicate to the CRF Finance Committee is that we don't owe them explanations of our member transactions; we do not owe them any money at this time and will be writing off the refund owed to us as a loss on our end.

- We shall request a meeting with the CRF Finance Committee in order. We also request full access to ActiveNet so that CRF does not have access to our information.

## QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRRA MEMBERS, GUESTS

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**Jeff Zabor moved to adjourn. Frank Campbell seconded. All in favor.**

**Meeting adjourned at 9:33pm.**