

MARCH 2014 BOARD MEETING

WESTERN RESERVE ROWING ASSOCIATION

March 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, Jennifer Prugh, Jasmine Carlsen

Next meeting - WRRR Board Meeting - April 14, 2014, CRF Boathouse - 6:30 pm

SECRETARY'S REPORT

FRANK CAMPBELL / AMY HARMON

1. Minutes of previous Board meetings

- February board meeting minutes

Jeff Zabor 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

- **No business between meetings occurred.**

TREASURER'S REPORT

LAURA LOESCH

- The Treasurer distributed the January and February financials were distributed via email.

Jeff Zabor moved to approve the reports as presented. Kathy Whitford seconded. All approved.

PRESIDENT'S REPORT

JEFF ZABOR

- Jeff had a meeting with Pat Poole and Kirk (in his CRF capacity). They talked about office space, which is being worked on.
- Gay Games 9 is seeking support and WRRR will do this by providing as many volunteers as we can and as many rowers we can. We will likely be unable to rent out boats as they will be utilized by our members. CRF would like a CRF individual as a co-chair to work with Michelle Gallagher.
- Inclusion initiatives was also discussed at the meeting. - The 2014 initiative will be the Gay Games. Pat Poole would like adaptive rowing, etc. We will seek member support that may wish to participate in organizing this. When it was done before, Dianne Schubeck did some rowing with the visually impaired.
- They also discussed Active net..This will be discussed later this meeting.
- There is a coaching clinic happening on April 4-5. It is US Rowing sponsored. It will be a Level II Clinic.
- Launching rules were also discussed. It was mutually agreed that independent boats should not be launching between 5:45pm-6:15pm.
- CRF Finance Committee has scheduled times to meet; they will meet on the second Wednesday of each month.

REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

COACHING AND COXING

JENNIFER PRUGH

- Coxing Clinics are ready. We need to pair coxswains with boats. We can assist teams to match with coxswains. We budgeted coxswains for novice rowers for the first few weeks only. Timing would be that the clinics would start after the SRL season starts.
- Coaching: Not as complete. Patty Travis is starting on the CRF Coaching Committee. Bare bones coaching committee: Kirk and Jennifer Prugh. The commitment is to get this done before any of the boats go out. Payscale was distributed and changes were discussed. They will be paying coaches per session and increased the pay. She will be clarifying Head Coach duties; Duties will be more defined on coaching and coach development and regattas. We hope to have a curriculum that coaches can use in SRL, Rec, etc. (drills, teaching coaches how to be good coaches).

Kathy Whitford moved to approve the Coaching and Coxing payscale as amended. Laura Loesch seconded. Motion approved.

WRRR COMMUNICATIONS, ROWER EDUCATION

BILL RICKMAN

- Sent out the link to new website. Deadline for changes would be March 15. There will probably be ongoing changes. We could go live on March 17. We can coordinate registration through the website.
- Promo cards have been sent out to the printer. They should be ready by Wednesday.
- Rower Education: He did talk to Karen to get this up and running.
- CRF would like to publish success stories of the various members of the organization to post onto the website. Joe Froehlich will be the CRF liaison.

FINANCE, FUND DEVELOPMENT, EMPLOYMENT & COMPENSATION

LAURA LOESCH

- Distributed Committee Coversheets. Will modify the Employment & Compensation Committee Coversheet and re-distribute.

Jennifer Prugh moved to approve the Finance Committee Coversheets, Sally Fahrenholz seconded. All approved.

SWEEPS, SCULLING

KATHY WHITFORD

- Sweeps Committee met on Saturday. Group will continue to meeting monthly. They developed the guidelines for the various programs: general sweeps, rec and masters. They're working on how to better organize Rec; Matt Carlsen will be coming back. They will set up a time for captains and coaching to meet up prior to the season.
- Sculling: Updated the sculling program guidelines from sculling program outline to sculling program guidelines. Distributed via email. We can discuss and potentially approve this later by email.

EQUIPMENT, MERCHANDISE

VICTORIA ANDERS

- Had a first work group on March 8. Replaced a lot of the shoes in the Wintech. Hopefully there will be initiative taken for future groups to organize and set up work sessions. Purchase of a new SRL boat is contingent upon the sale of two SRL boats
- Difficult to plan a budget for items that fluctuate often.
- Jon Cox has some great ideas. May be moving into different textiles for more items. Jeff Zabor mentioned Paul Lucas' shirt design.

VOLUNTEERISM, LEADERSHIP CREW

SALLY FAHRENHOLZ

- Had the first volunteer event: Boat Maintenance Day on February 22nd. Sally knows someone that loves to paint oars; she will send that person's information to Victoria.
- She has posted on the bulletin board the a draft schedule of the 2014 volunteer events as of this date. Adding in RiverSweep, National Volunteer Day (Metroparks), and CRF Days.
- Leadership Crew engagement/kick off event on February 17th Next meeting will include all of the captains from all of the programs. Sally mentioned that we could have an Equipment Demo to reiterate the needs for Equipment Reporting at the next meeting. Victoria will have an Equipment event for novice rowers. Giveaway for captains will be a multi-tool that Wintech sells.

MEMBERSHIP, ADMINISTRATION

FRANK CAMPBELL

- Timeline for opening registration is early next week.
- Absorbing Activenet fee into registration fees; pricing has been modified to absorb the Activenet fee.
- Membership application, policies and procedures. Payment policy and refund policy; 2 weeks should be sufficient for refunds. This will be presented to the CRF Finance Committee. The CRF refund policy will be discussed at this upcoming meeting.

Kathy moved to approve the WRRR Refund Policy to mirror the CRF Refund Policy. Laura Loesch seconded. All approved.

Jennifer Prugh moved to approve the payment policy. Laura Loesch seconded. Motion approved.

- Discussion of applications and releases. Minor applications and waivers/Emergency Medical Authorization waivers: We need to determine how/who will access this information in an emergency. Jasmine will probably assist with this. Kirk will include this information in a coaching meeting. Dave Salisbury has been extremely helpful. Frank believes there is a loophole for waivers online. We need to get paper waivers.
 - CRF will want waivers and a list of WRRR member names.
 - Program descriptions will be posted on the website soon.
 - Board of Directors needs to determine who has access to the Activenet account. Those who would have access would be Secretary, Treasurer, Membership Director, President and Club Manager. Communication will probably be separated out registration (go through Constant Contact).
- Kathy Whitford moved to approve those who would have access to the Activenet account. Jennifer Prugh seconded. All approved.**

PROGRAM COMMITTEE

JENNIFER PRUGH, KATHY WHITFORD, VICTORIA ANDERS, TBA

- Discussed salary and equipment. As applications come in, we will be discussing more often.
- SRL is currently being run by the Board as a committee. We will be seeking 2-3 members that can serve as a committee to work with Jasmine. Rachel and Lexi did all of the work that a committee would assist with. Any Director needs to have additional people on their committees to assist to avoid burnout.

OLD BUSINESS

APPROVAL OF WRRR PAYMENT & REFUND POLICY

- Discussed and approved earlier this meeting.

UPDATE ON ACTIVENET

- With regards to other CRF member information, there will be established a release of WRRR of liability of any release of information. Pat Poole seems agreeable to this.

GAY GAMES 2014 (GG9) BOAT USE POLICY

- We will establish a protocol for members to use from their own program. Example: You must be a Sweeps member to use Sweeps equipment, etc. It would be first come, first seated. This is similar to the procedures for the HOTC. We will not rent out any club equipment in order to prioritize the use of our boats to WRRRA members.

APPROVAL OF FINAL WRRRA 2014 BUDGET & PROGRAM FEES

- Final revision was distributed via email. We need to clearly communicate the additional fees for the Activenet (processing) fee.

Frank Campbell moved to approve as presented on Monday, March 10, 2014. Kathy Whitford seconded. All approved.

DISCUSSION: WRRRA AUTOMATION

- Tabled until further notice.

NEW BUSINESS

EVALUATION OF CRF EXECUTIVE DIRECTOR

- We have been asked to provide feedback/comment of Kirk Lang's role as CRF Executive Director. Please send a brief reply ASAP to Jeff so that he can send a report to Kathy Connor.

WRRRA STRATEGIC PLAN

- Jeff distributed the WRRRA Strategic Plan to all of the Board members.
- Noted what benchmarks have been met and that we are close to the end of the three year planned initiatives and how we need to explore development, fundraising, etc. Hard to take care of the strategic if we haven't accomplished the operational goals.
- Boat naming policy will be distributed soon.

QUESTIONS, COMMENTS FROM BOARD MEMBERS, WRRRA MEMBERS, GUESTS

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

Meeting adjourned at 8:33pm.