

# MAY 2015 BOARD MEETING

## WESTERN RESERVE ROWING ASSOCIATION

May 4, 2015, Cleveland Rowing Foundation Boathouse, 6:30 pm

In attendance: Kathy Whitford, Frank Campbell, Victoria Anders, Laura Loesch, Sally Fahrenholz, Jennifer Prugh, Michelle Lundon-Fox, Maurice Ruelens, Sarah Jackson

Next meeting - WRRR Board Meeting - June 2, 2015, CRF Boathouse - 6:30 pm

### SECRETARY'S REPORT

FRANK CAMPBELL / AMY HARMON

---

1. Minutes of previous Board meetings

- April Board meeting minutes

**Kathy Whitford moved to approve the April meeting minutes. Jennifer Prugh seconded. Approved.**

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

- Authorizing Membership Director to create a private Sweeps category

- Additional LTR sessions

**Laura Loesch moved to authorize the Membership Director to create a private Sweeps category. Frank Campbell seconded. Approved.**

**Kathy Whitford moved to create additional LTR sessions. Sally Fahrenholz seconded. Approved.**

### TREASURER'S REPORT

LAURA LOESCH

---

- Current Financial Statements - distributed draft via email and at the meeting.
  - Collected about \$210,000 through Activenet
  - Gloria Story assisted us with an IRS issue and saved WRRR a penalty that could have cost us \$1300.
  - 2014 Taxes - We are filing an extension.
  - Received historical files from Joanne Hull. They are in the office space next to Kirk. Question: Is it possible to get rid of old receipts, etc. beyond the 7 year window? - Yes. However, we will still maintain other historical documents that are pertinent to financial historical documentation of WRRR.
  - If any Director has any financial issue/question (how to allocate funds, how to collect money, etc.), please do not hesitate to ask me.
- Vote postponed until financials are finalized.**

### WRRR CLUB MANAGER'S REPORT

JAZ CARLSEN

---

- Report sent via email to Board.
  - There has been an increase in SRL teams! We had 34 teams last year. There are 37 teams this year.
  - There are some issues regarding coaches as some of the anticipated new coaches have not passed the CQL test. We cannot confirm a specific day to assign them a team. It is hopeful that some could be utilized for the half season. Jennifer Prugh will reach out to additional possible coaches: (John Carroll student, etc.)
-

## PRESIDENT'S REPORT

### KATHY WHITFORD

---

- WRRR Initial draft of Safesport policy
- Drafted language that indicates the adult employees and independent contractors (Club Manager and coaches/coxswains) will be required to go through this background check process. This policy can be placed on the WRRR website.
- Laura Loesch is creating an orientation packet for coaching expectations: how to fill out timesheets, Safesport policy, outlining that they are all independent contractors and they will receive a 1099 form vs. a W2. She will send out a draft to the Board.
- We will check with CRF to find out what vendor they are utilizing for their background checks. On the US Rowing website, it points towards the National Center for Safety Initiatives. Laura Loesch will contact them.
- Communication with CRF
- One of the many our responsibilities is to make decisions in the best interest of WRRR. To be held accountable for these decisions, we maintain a record of communications through our minutes and email (correspondence, discussion and votes where expediency is required.) Please be sure to provide email communications in addition to verbal discussion.

## CRF UPDATE - SALLY FAHRENHOLZ

---

- Joe Wiencek will be heading up a CRF Young Persons Committee to get young people involved and they will be heading up a project each year.
- CRF is in support of a program for CMSD, provided that the CMSD Board completes the necessary requirements. CRF is poised to provide boats, etc. if this moves forward.
- Mary Whipple coached Learn to Erg session at the Learn to Row session.
- There will be many updates on the grounds that will likely proceed at the end of May.
- City of Cleveland is surrendering British Street to CRF.
- Gavin and Rob have been working on racks in the new building. Seagulls have been pecking on it.
- Received a grant for cleanup.
- Army Corps of Engineers will be addressing the bulkhead issue.
- HOTC planning has started. Lubrizol is already a committed sponsor.
- Discussion regarding the sale of property to the Metroparks near Merwin's Wharf: Will member organizations be able to provide input re: how CRF utilizes the \$240,000? We would like to have input on this. We are the largest member organization and it would be prudent to provide input. Is there a formal way to get input from member organizations on this? Many members would like to have a shower/locker room facility.

## OLD/NEW BUSINESS

### REPORT PROGRAM STANDARDS COMMITTEE - RELATED TO UPCOMING START OF REC & SRL PROGRAMS

---

- Will commence weekly lunch conferences. Victoria is talking with Steel City (Rowing group in Pittsburgh) They are interested in competing in SRL regattas, etc.)

## PRIORITIES AND GOALS FOR 2015; COACHING DEVELOPMENT, ADAPTIVE ROWING, CORPORATE ROWING

---

- Coaching: Is there an incentive that we can provide (example: \$ bonus for hours). One thing that would help: eliminate the frustrations (finding a cox box, making sure there is gas in the boat, etc. Many coaches would like to show up and go coach. What are the other issues they deal with that are not related to coaching? How can we build loyalty to make coaching fun? We need to find ways to provide Coach Appreciation, perhaps at SRL Regattas. Sally and Jen will brainstorm.

## OTHER ITEMS FROM DIRECTORS

---

- None at this time.
-

## REPORTS OF DIRECTORS, COMMITTEES, ADVISORY GROUPS

---

### COACHING AND COXING

#### JENNIFER PRUGH

---

- Exploring if there is a demand for one or two Friday night sessions and an additional Saturday session (9:30).
- Rec coaching going well.
- Coxswain - There is a nice sub list. SRL boats are filled.

### EQUIPMENT, MERCHANDISE

#### VICTORIA ANDERS

---

- Road trip to PA to pick up the new 8. Victoria, Nancy, Paul Kopp and Cory (coach for CYRA) drove to pick it up. Cory had reached out to MCPc to see if we could use their truck. We ended up renting a truck. It ended up being a 9 hour trip. We picked up the new boat from Steel City and dropped off the Wintech. We are very grateful that a person of a different member organization was assisting with this, in addition to trying to find alternative means of transportation within another organization.
- Reservation app is up and going well. Frank has been sending Victoria the rosters of certified people (SQL1, etc).
- Received the iPad. It will be used for the equipment reservation/calendar and sweeps calendar. It has a locking display and chain. It is also password protected.
- Checking account that will be used for the Square has been verified to accept credit card and online purchasing.
- Oars (hatchets for SRL) will be coming. Case is offering to pick them up at Dad Vail.
- Quote for the Shubie repairs: It is a racing double that hasn't been rowed for quite a few years due to damage. The quote is \$1200 for repairs which include the bow and stern deck. The damage was probably done during loading it onto a trailer. We will also need to find seats and shoes. When we asked whether we should just total it, it was recommended that we save insurance claims for a larger/more expensive repair. This was a top of the line boat when purchased and we are short on doubles. Board will continue to further discuss a budget adjustment request.
- Merchandise: Tried the experiment of selling merchandise during the lunch hour of the most recent LTR. We took cash and check with total sales: \$291. We can now further promote merchandise sales at events because we have the Square.
- Online store is ready to go but it's not available to the public yet. Jaz has said that purchased items can be made available for pick up at the boathouse between the hours of 5:30-8:30. Discussed processing orders and shipping.

### SCULLING, SWEEPS AND ROWING PROGRAMS

#### MICHELLE LUNDON-FOX

---

- Updated checklist and program to obtain independent sculling certification. Jim Mack is helping to develop guidelines for experienced scullers/coaches who move to Cleveland and have rowed with another club. Finalizing Masters Sculling independent certification.
- Sculling camps: We are working on Tier 1 and Tier 2 coached sculling programs. Program would not take place a SRL weekend. Jennifer can provide a list of coaches (pre-approved sculling coaches - etc.)
- Sweeps: There are 3 rowers that have been rowing elsewhere and are interested in signing up for Rec rowing. Question: If they did not enjoy it within 2 weeks, can they get a refund? - Yes, as per our refund policy.
- Jaz has been doing great!!

### WRRR COMMUNICATIONS, ROWER EDUCATION

#### MAURICE RUELENS

---

- Website is up to date.
- Bulletin board has been installed.
- Newsletter - Created a Google Doc so that you can cut and paste to gather the information so that it's all in one place. Sending the link out to everyone.

### FINANCE, EMPLOYMENT & COMPENSATION

#### LAURA LOESCH

---

- Employment: Further discussion of the coach/coxswain orientation piece. We're getting large enough that we need to orient our coaches and coxes. This would assist them in understanding their responsibilities, etc. This will also include the waiver to sign for background check. She will be circulating a draft of the orientation to program heads. What items in your area would be beneficial to add into the orientation doc?
-

## VOLUNTEERISM, LEADERSHIP CREW

### SALLY FAHRENHOLZ

---

- 8 LTR - about 192 rowers
- Equipment days have been very successful.
- Discussion of volunteer event dates:
  - Riversweep - May 9
  - Learn to Rows: There are currently 3 SRL teams that are scheduled to go out on Saturdays from 9:30-11. We need to determine equipment availability. We could possibly ask those SRL teams to move up to 8:30 that day. Discussion of possibly moving the June LTR to June 20-21. There are a number of conflicts for the current June date: (Masters regatta, too many people that would not be available)
  - August LTR - dates tentative - will figure out (will be recruiting volunteers end of June)
  - We also need support for SRL regattas, HOTC, Metroparks Fall Cleanup, and we are looking to ascertain the volunteer needs of CRF.

## MEMBERSHIP, ADMINISTRATION

### FRANK CAMPBELL

---

- LTR interest is off the chart this year. There are a lot of people that want to come down here just to check this out.
- SRL: There are 410 people signed up. This is more than we've had at this boathouse.
- Waivers: Jaz has a plan to get the SRL rowers to sign the paper waivers. Frank will formulate a plan to get the other rowers, etc.
- CRF Member Organization Agreement has been passed. This lays out when we provide information to CRF. Rosters will be sent on June 15 and October 4.

## COMMUNITY OUTREACH (ADAPTIVE AND CORPORATE ROWING)

### SARAH JACKSON

---

- Adaptive Rowing
  - Got out onto the water on Sunday, May 3. We will have photos of these events to encourage family and friends to support these rowers.
  - They will be held every Sunday through September from 9am-10:30am. Maurice will put the dates on the calendar.
  - We are finding that we are critically short on volunteers. For each boat, we need: 5 rowers, cox, coach and someone to ride in the launch. We will have 3 adaptive rowers per boat with 2 boats going out. Total rowers needed each day: 10, 2 coxswains, 2 coaches and 2 people to ride in the launch. 1/2 of the 5 rowers need to be an SQL1 or SQL2 and have at least 2 years experience.
  - We'll put out volunteer call that the Adaptive Rowing is looking for volunteers, when, time, roles and requirements. Guided sight orientation is required. We can also communicate the need for volunteers to the list of SQL rowers. We also need extra people (support staff) to handle the shells, dockmaster) - the support roles can be SQL-0.
  - We can write a press release in conjunction with the Sight Center; explaining how we built it, how can other programs get started, etc.
  - Made a contact for a possible grant opportunity. We also need volunteers that have any experience writing grants for future Adaptive programs.
  - Questions to consider for the next year: Equipment availability; they will need to use shoe boats. Discussion of Adaptive Rowers in SRL. We can ask the participants in July if they want to incorporate into our programs? We could possibly create the system for learn to scull, etc.
  - The group will be rowing an exhibition race in the SRL regatta. The Sight Center will have a tent. The rowers have come up with a team name: VIPERS - Visually Impaired People Enjoying Rowing.
- Corporate Rowing - We will be moving forward on this soon.

---

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

---

**Jennifer Prugh moved to adjourn. Sally Fahrenholz seconded. All in favor.**

**Meeting adjourned at 8:28pm.**