

# WESTERN RESERVE ROWING ASSOCIATION

## Equipment Committee

2018 COMMITTEE COVER SHEET

Board Approved\_1/8/2018\_

	<i>Name</i>	<i>Email</i>
Director in Charge	Victoria Anders	<a href="mailto:equipment@westernreserverowing.com">equipment@westernreserverowing.com</a>
Member	Nancy Pirrone	
Member	Paul Kopp	
Member	Jim Mack	
Member	Roger Abady	
Member	Bill Cleary	
Member	John O'Donnell	
Member	Dick Halda	
Member	Robert Martel	
Member	Kirk Lang	
Member	Beth Osborne	
Member	Gretchen Shimola	
Member	Bill Donoho	
Member	Mary Ryan	
Member	Rick Rockich	
Member	Scott Labuda	
Member	Kai Getrost	

**Mission of WRRRA:** Western Reserve Rowing Association provides and promotes adult competitive and recreational rowing for the Northeast Ohio community through quality programming.

### **Primary Purpose of Committee:**

To provide WRRRA board with support on the oversight and management of club equipment, including shells, oars, launches, cox boxes, all repair supplies, tools, tents, locks, lockers, and all other equipment that supports the adult rowing programs.

### **Scope – Responsible for:**

1. Developing and implementing policies and procedures to ensure quality equipment care.
2. Planning, developing and implementing equipment capital expenditure budget, including the basic assumptions, methods, and timing.
3. Planning, developing and implementing all efforts and methods required to ensure quality equipment repair.
4. Communicating to the full membership the proper care and maintenance of our equipment
5. Managing equipment rental/loan agreements and setting fee structure.

### **Goals for 2018:**

1. Develop and implement the Equipment Acquisition/Rotation/Disposition Plan for WRRRA.
2. Develop the 2018 capital budget for equipment.
3. Develop and implement an equipment care and maintenance education and training plan.
4. Develop and implement equipment purchasing process plan.
5. Develop and implement equipment fundraising plan.

### **Authority – Specifically Authorized to:**

1. Implement the annual capital budget as approved by the Board
2. Implement the Equipment Acquisition/Rotation/Disposition Plan as approved by the Board
3. Implement an equipment purchasing process plan with necessary approval by the Board
4. Implement an online equipment reservation process plan with necessary approval by the Board
5. Implement rental/loan agreements with input from sweep and sculling committees
6. Spend up to \$500 per incident/purchase for minor equipment and repairs; purchases exceeding \$500 will seek the necessary approval by the Board