

**Western Reserve Rowing Association
Board of Directors Meeting
December 13, 2023**

Opening:

A regular meeting of the Board of Directors of WRRRA was called to order by the President, Sharon Romilly, at 6:05pm at the Cleveland Rowing Foundation Boathouse.

Attendance:

WRRRA B.O.D. in person: Sharon Romilly, Martha Rini, Kathy Whitford, Leah Livermore, Monica Wagner, Tim Marcovy, Robin Murphy, Maria Coyne, Teresa Hooper, Chris Cole

Other in person: Heidi Lamb, Carol Wilson, Michelle Fox, Chuck Postel

Other via Zoom: Jamye Jamison

Approval of Minutes:

Martha Rini made a motion to approve the minutes from the October 26, 2023 and November 11, 2023 WRRRA B.O.D. meetings as submitted. Kathy Whitford seconded, and they passed unanimously.

CRF Report, Jamye Jamison:

1. The CRF Head of the Cuyahoga Regatta will be held on September 21, 2024. The goal is to eventually move the date to the fourth Saturday in September.
2. Jamye provided an update on the CRF's "As One!" event scheduled for December 14, 2023.

President's Report, Sharon Romilly:

1. The WRRRA Communications email account has been assigned to the Program Director.
2. Sharon, Martha, Leah, and Karin Connor met via Zoom with Toby Ann Weber, the consultant spearheading the CRF strategic planning initiative.

Old Business:

1. The WRRRA Remembrance Row will be held on odd years every other year. The next Remembrance Row will be held in 2025. The specific date will be determined after other programming dates are set. There will be no cost to participate. Donations will be optional. Carol Wilson paid the trumpet honorarium for the 2023 event. Kathy will ascertain how much has been donated to the past two Remembrance Rows and will inform the B.O.D.

New Business:

1. The idea of having a Remembrance Row after a specific event or when a name or boat is decommissioned was also discussed.
2. Carol purchased and paid for 17 sets of 8 printed labels with the names of WRRRA members who have died. The labels will be used for Memorial Oars. She does not want reimbursement. There will be four sets of Memorial Oars per boat. The name will be applied to one port and one starboard oar. Teresa will work with Carol on determining which sets of oars will be labeled.
3. Carol suggested the club have a social gathering featuring Celtic music. The idea has been tabled until the first quarter of 2024.

Program Director, Heidi Lamb:

1. Heidi provided an update on the website. She is currently working with Zoek (a WIX referral) to rebuild the site at a cost of \$3,192.
2. Heidi provided an update on new registration and membership products to replace Boathouse Connect. The costs, pros, and cons of Sports Connect and Crossbar were reviewed.

Treasurer's Report, Kathy Whitford:

1. The current financial report was reviewed.
2. A 6-month, 5% CD will be acquired through JP Morgan Chase and Company with the intention of using interest accrued to establish a reserve fund.
3. Kathy discussed the benefits of using an automatic payment system for Coaches, Coxswains and Volunteer deposit refunds due to the ongoing challenge the club has experienced with lost and fraudulent checks.
4. Kathy discussed developing a user-friendly timesheet system.
5. The \$60 volunteer deposit refund cannot be applied to the following year's program fees.

Coaching, Tim Marcovy:

1. The Coxswain minimum age requirement for adult programming needs to be determined.
2. Tim met with the Women's Master's Captains. The Captains might be interested in having Charles Richardson return in 2024. Outside of his season, Mr. Richardson has capped his coaching at three times per week. When Shaker Heights High School is in season, he will only be able to coach two times per week.
3. The Women's Master's Captains suggested using the current Intermediate Program as a "Farm Team" for the Master's Program.
4. Tim is awaiting a response to his invitation to meet with the Master's Men's Captains.
5. Tim reported on the suggestion from another WRRRA member to host a LTR for area firefighters. This could potentially be a pipeline for future Coaches and yield coaching dividends in 1-2 years.
6. Robin suggested hosting a LTR for both the Coast Guard and area firefighters.
7. Tim reviewed the responses from the Coach's survey. Nine out of twelve Coaches responded to the survey and eight of the nine respondents want to return in 2024.
8. Tim drafted a Master's coaching ad. The goal is to post the finalized ad the first week of January.
9. Coaching contracts will be structured with weekly goals and deliverables in 2024.
10. Tim suggested scheduling a time gap between SRL sessions, so coaches have time to speak with their crews after practice.

Corporate Rowing, Maria Coyne:

1. The 2024 Learn to Row dates are:
 - A. Single session-April 6, 2024 and April 7, 2023
 - B. Double session-April 13, 2024 and April 14, 2024
 - C. Double session-April 20, 2021and April 21, 2024
 - D. Make-up session (if needed)-April 27, 2024
 - E. Make-up session (if needed)-April 28, 2024

2. Heidi reported that all LTR participants who joined SRL had boat assignments in 2023.
3. Maria will schedule a committee meeting with Tim to determine LTR and Corporate Rowing Coaches.
4. Chris and Monica volunteered to be on the committee.
5. Coaches will receive \$100 per Corporate Rowing event.

CRF Director of Employment, Michelle Fox:

1. Michelle thanked the WRRRA B.O.D. for their input with the CRF Executive Director and CRF Maintenance Director annual reviews.

Sculling, Monica Wagner:

1. The CRF Sculling Bay and WRRRA singles and doubles have been winterized. The boats are ready for the 2024 season.

Equipment, Teresa Hooper:

1. Teresa and Cara Sieberth will assess the damage on any boats marked with blue tape to determine the next course of action.
2. The next three maintenance dates have been published:
 - A. December 17, 2023
 - B. January 20, 2024
 - C. January 28, 2024
3. Teresa reported that the implementation of workstations at maintenance days has been successful.

Outreach, Robin Murphy:

1. Robin is working with Jim Ryan to determine which regattas the Veterans will register for in 2024.
2. The Veteran's weekly erging sessions will begin January 5, 2024 at 5:45pm.
3. Robin is exploring the possibility of the club hosting a LTR for military personnel. One of the April LTR sessions could be reserved for this. Robin will coordinate this with Maria.

Fleet Manager, Chris Cole:

1. Chris will assist with auditing SafeSport compliance.
2. Chris will not be assigned the WRRRA Membership email. His WRRRA email address is to be determined.

Volunteerism and Merchandise, Leah Livermore:

1. The final 2023 Volunteer hours and refund statistics were reviewed.
2. Thank you letters were mailed to those individuals who donated their \$60 refund deposit back to WRRRA.
3. The updated merchandise inventory spreadsheet was finalized and emailed to the Treasurer on December 10, 2023.
4. Leah is working with Cleveland Printwear on the updated "Rower vs Freighter" merchandise.

Governance, Martha Rini:

1. For liability purposes, WRRRA needs to know the names of the members in a Buddy Boat when a boat is reserved to row.
2. The requirements for SQL and CQL certification were reviewed.
3. The requirements for who receives a key to the CRF Boathouse were discussed.
4. A concise list of SQL and CQL certification requirements needs to be added to the WRRRA website.

Closing:

1. The next scheduled meetings will be put on the website:
 - A. January 11, 2024
 - B. February 15, 2024
 - C. March 21, 2024
 - D. April 18, 2024
 - E. May 16, 2024
 - F. June 20, 2024
2. The meeting was adjourned at 8:00pm.

Respectfully submitted by Leah Livermore, WRRRA Secretary, on February 15, 2024.