

**WRRF Monthly Meeting  
February 25, 2003  
Fulton-Carnegie Library**

**1. Roll Call/Introductions**

The February 25, 2003 monthly meeting of the Western Reserve Rowing Foundation was called to order at 6:10 p.m. The following people attended the meeting:

Peter Gozar/President	John Hurst/Shaker Hts. Board Member
Mark Silverstein/Vice President	Jennifer Pasqualone/WRRRA*
Brenda Soukup/Secretary	Matt Previts/HOTC/SI
Jeff Jensen/Treasurer	Don Saer/BOD
Eric Schmidt/WRRRA*	Liz Pollard/WRRRA*
Jackie Skotzke/JCU*	Cathy Petryshyn/WRRRA*
Tim Marcovy/WRRRA*	Jim "JP" Ptacek/SRL
Gary DeRocco/CSRA*	Kevin Sixbey/BW*
Carol Wilson/WRRRA*	Jim Mack/WRRRA*
Doug Carlson/WRRRA Treasurer	

In addition, Jerry Hazelwood sent a proxy for John Hurst to represent him; David Werner sent a proxy to have Tim Marcovy act on his behalf; Cathy Petryshyn sent a proxy with Eric Schmidt; and Dan DiAngelo sent a proxy with Kevin Sixbey.

**2. Minute Approval**

The minutes of the Delegates' Meeting of January 25, 2003 and the Annual Meeting of the same date were approved with no changes.

**3. Treasurer's Report**

Jeff Jensen presented the 2003 Budget which needs to be approved in the near future.

- The "Revenue" in the budget is based on the number of rowers in each program last year.
- The Budget is based on the assessment being raised from \$115.00 to \$125.00 per rower.
- The new assessments should be going out March 5<sup>th</sup> or 6<sup>th</sup> and needs to be paid by April 15<sup>th</sup>.
- Mark explained an expense of \$832.50 as an unexpected expense for catering services for the Boathouse Charette. The Green Building Coalition had originally said they would pay for the lunch and then did not do so. **A motion was passed ratifying the expenditure of \$832.50 for the lunch.** Cathy Petryshyn and Tim Marcovy remember a resolution that was passed around 1995 or 1996 putting a

cap on how much an officer could spend (either \$300 or \$500). Mark will write a motion regarding Officers' spending to be presented at the next meeting.

- The contribution made to the Foundation for naming the boats should be returned to WRRRA.
- The minutes will reflect an excellent, thorough and well presented report by Jeff Jensen.

#### 4. Assessments

The following Motion on a WRRF Assessment Plan was presented by Jim Mack:

1. *Basis of assessment.* All member organizations will be assessed by the WRRF an amount based on the number of rowers each organization reported in the year prior the current year for which the assessment is being levied.
2. *Definition of "rower."* For purposes of this motion, a rower will be defined as any individual who either rows or serves as coxswain as part of the activities of the member organization or is officially recorded as a member of the member organization. That is, someone who rows with the organization is counted as a rower even if he or she does not become an official member of that member organization, and someone who is an official member of the organization is counted as a rower even if he or she does not row or cox.
3. *One- and Two-season member organizations.* All member organizations will be considered to have one rowing season extending the full year, e.g., WRRRA, or two rowing seasons, i.e., those member organizations with spring and fall rowing seasons, such as the school affiliated programs.
4. *Reporting the number of rowers for the current rowing season:*
  - a. Member organizations with one rowing season will report the total number of rowers for the current year on or during the 30 days preceding 15 October.
  - b. Member organizations with two rowing seasons will report the number of rowers for the current season on the following dates:
    - Spring Rowing season: on or during the 30 days preceding 1 April
    - Fall Rowing season: on or during the 30 days preceding 15 OctoberThe sum of the number of rowers for each of the two seasons will constitute the total number of rowers for the member organization, regardless of whether the same individual is counted twice as a result of being a rower during each season.
5. *When member organizations shall be informed of their assessment for the year.* As soon as possible after the budget meeting at the end of each calendar year and no later than 1 February of the year to be funded, the WRRF will inform the member organizations of their assessments for the coming year. The assessments will be determined in the following manner:

6. *How assessments shall be determined.* The WRRF will first determine the total amount of money that must be assessed member organizations for the coming year. The WRRF will then determine the total number of rowers from all member organizations for the year immediately preceding the coming year, i.e., the year to be funded. The total amount of money to be assessed divided by the total number of rowers from the preceding year will constitute the “*estimated per-rover assessment.*” Each one-season member organization will be assessed an amount equal to the estimated per-rover assessment multiplied by the number of rowers that organization reported during the preceding year, henceforth called the “*estimated one-season assessment.*” Each two-season member organization will be assessed an amount equal to one-half (1/2) of the estimated per-rover assessment multiplied by the sum of the number of rowers that organization reported during the preceding fall season, henceforth called the “*estimated two-season assessment.*”

7. *How assessments shall be paid.* Each member organization shall pay to the WRRF half of the estimated one- or two-season assessment on or before 1 May of the year to be funded. The balance of the assessments shall be paid to the WRRF by 1 November of the year to be funded.

8. *How assessments are to be corrected when an accurate count of rowers for the current season is available.*

- a. After 15 October, each member organization will have reported its number of rowers for the entire current year (the spring total having been reported by 1 April for the two-season member organizations). The WRRF will, prior to the date at which member organizations must pay the balance of their assessment, use the actual number of rowers for the current year to re-calculate the *per-rover assessment* in exactly the same manner as described in section 6 of this motion for the estimated per-rover assessment, except that the number of rowers will be based on the current year rather than the preceding year. This re-calculation will be called the “*final per-rover assessment.*”
  - b. Using the final per-rover assessment multiplied by each member organization’s number of rowers for the current year, a final assessment will be determined for each member organization. On 1 November, each member organization shall pay to the WRRF the difference between the final assessment and the total amount the organization previously paid during the current year to meet its estimated assessment.
- There was lengthy discussion on whether half of the total assessments for the year should be based on last years actual numbers and the remaining balance which is due October 1<sup>st</sup> would then be an adjusted fee based on that years actual numbers.
  - There was agreement that two-season programs should be assessed twice.

- **A Motion was passed that Points 1-5 of the Assessment Plan be approved and Points 6-8 would be resolved into committee for discussion. (All in favor; non opposed)**
- **A Motion was passed that on the basis of an analysis of the budget, the per-rower assessment for 2003 will be adjusted to \$130.00 per rower [rather than \$125.00]. (All in favor; non opposed)**
- **A Motion was passed that with the change in the Budget to reflect \$130.00 per rower assessment, the Budget is adopted. (All in favor, non opposed)**

## **5. Safety and Equipment**

- Coaches need to get certified. Jim Mack will send out an announcement via e-mail. If they have been certified, they are to fax a picture of the certification to Jim Mack (440/899-1572).
- Jim Mack volunteered to monitor a sign-out list for Foundation boats.

## **6. Motions**

### **The following Motions were made and passed:**

1. The Corporate League, in terms of its development, organization, and operation, must be closely co-ordinated with the WRRF Summer Rowing League via the Chairperson of the SRL or that individual's designee.
2. Before the lease for proposed additional boathouse space from Forest City is approved by the WRRF, all member organizations must be explicitly told by the WRRF President: (a) the increased cost of leasing additional boathouse space from Forest City is to be met by money earned through the planned Corporate League and, if needed, Dragon Boat race(s); and (b) should the money raised by these and other subsequent activities designed to provide revenue to offset the anticipated increased costs of the boathouse lease be insufficient to pay for the increased costs of the lease, member organizations may have their WRRF assessments increased.
3. All proceeds beyond basic expenses from the Corporate League are to be committed to paying for general operating expenses of the WRRF and not to be used for capital expenses or programs.
4. While proceeds beyond basic expenses of the Dragon Boat race(s) are intended to support WRRF program development such as adaptive rowing, such proceeds must first be used to cover costs of leasing boathouse space in the event that proceeds from the Corporate League are not sufficient to cover such costs.

## **7. Grant Writing**

- Mark Silverstein has been looking for grant writers, although the response has been mediocre. Jim Schuster (a friend of Paul Delbane) has been asked to give us

a written proposal we can assess. Jim will also approach Fifth Third Bank to ask them to fund the adaptive rowing program.

- Eric Schmidt suggested that we get more than one proposal.

## **8. Bow Ball**

- There were about 250 people at the Bow Ball. We had a tremendous support from the community as a whole, but weak support from the rowing community.
- Although the proceeds from the Bow Ball have not been finally tallied, it appears that all expenses have been met and we should have a profit.

## **9. Ergatta at John Carroll**

- All local schools participated. We would like to see more adults participate in the future.
- The future of the ergatta will be discussed at a later date.

## **10. Revised Code of Regulations**

To make certain that all member organizations gain consensus and understanding, the following resolution was made by Tim Marcovy:

WHEREAS, an Amended Articles of Incorporation and a new Code of Regulations for the WRRF has been proposed, which contains many sweeping changes in the governance of the organization, and

WHEREAS, it is appropriate that these revisions be given careful study to insure that they are acceptable to groups comprising the WRRF, therefore

BE IT RESOLVED, by the Board of Delegates of the WRRF, that:

1. There is hereby created a Committee on Code Revision (the “Committee”), to which the new proposed Articles and Code of Regulations is referred, for study, review and a report.
2. The Committee shall consist of one person familiar with the needs and concerns of scholastic programs (the “schools rep”); one person familiar with the needs and concerns of college programs (the “college rep”); one person familiar with the needs and concerns of the WRRF and its programs (the “WRRF rep”); and, as an *ex officio*, voting member, and chair of the Committee, Doug Carlson, to explain the necessity and import of the proposed changes.
3. The Committee shall meet, from time to time as called by the Chair, to review the proposed changes to the Articles and Code of Regulations. The members

of the Committee shall communicate with the groups they represent concerning the proposed changes, obtain input from them, propose amendments to the proposed new Articles and Code of Regulations, if necessary, and obtain the consent of the delegates of the members belonging to the groups they represent to a finalized new Articles and Code of Regulations.

4. The Committee shall endeavor to complete its work no later than the March, 2003, WRRF meeting; but, in any event, shall complete its work no later than the April, 2003 regular meeting.

**The above-stated Motion was passed unopposed.** The committee shall consist of:

Doug Carlson  
Gary DeRocco – School Representative  
Cathy Petryshyn – WRRRA Representative  
Jackie Skotzke – College Representative

## **11. New Business**

- A lot of things are going on behind the scenes. John Neely will be presenting a plan for a self-contained community on the peninsula. He sees us as the first and easiest thing to accomplish. Chris Ronayne will assign a navigator to us to help us promote our program and get the boathouse done.
- We will be advertising in the April issue of North Coast Sports
- The Foundation will be giving an offer to WRRRA for a lease-to-own plan for the Propp and the Mosley to be used for the boys league.
- Cathy Petryshyn will put together a motion for our discussion concerning parents parking in the boathouse parking lot.

## **11. Adjournment**

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Brenda L. Soukup  
WRRF Secretary