

**Minutes for CRF Board of Directors Meeting January 13, 2007  
Draft Version**

CALL TO ORDER: The meeting was called to order at 10:15 am

**Officers Present:**

Doug Carlson                      Anna Chanakas                      Chris Maeder                      Mark Silverstein

**Board Members Present**

Russ Eckles	Brian McGowan	Kevin Roberts
Tim Marcovy	Phil O'Bryon	Bob Valerian
Denny Matheou	Becky Osborne	Kerry Watterson

**Board Member Absent**

Drew Forhan

**Others Present**

Bill Braun

**Chairman's Report:** *Russ Eckles*

- ◆ I would like to thank everyone, it's been a pleasure to work with everyone and be Chairman of CRF. During 2006 Russ wanted to make sure some key initiatives were accomplished. A few issues have not been entirely completed, so Russ will make sure that they are finished; these issues include:
  - ◆ Boathouse fund: Ten people donated \$1,000 or more to the CRF boathouse fund. Russ will see to it that they have plaques displayed at the boathouse.
  - ◆ Russ wanted to make sure the CRF financials were in order in 2006 so we have clear records, and we would be in a better position to apply for grants, and other funding. Russ worked with Vicci Simpkins to make sure this was completed.
  - ◆ Completion of the SOM & test. The SOM has been re-written to reflect the changes in the boathouse and procedures. Volunteers will be working on re-writing the tests. Coaches to take the open-book test to re-familiarize themselves with the SOM. Russ will also participate in the test writing process.
- ◆ In leaving, some people have told me that keeping Mark in-line is part of my role as the CRF Chairman. If left unchecked, Mark can create more work. He can get things going but he sometimes doesn't think through all of the details. The new board will have to make sure CRF has the funding for the programs Mark proposes. We need to make sure we adhere to the budget, and make sure we have the people to make the programs work.
- ◆ Russ would like to thank the board, it has been a pleasure working with everyone.

**Approval of Meeting Minutes:**

- ◆ The *unofficial* minutes of the November CRF meeting was approved.  
Motion: Bob Valerian, Second: Doug Carlson.

**Election of Board Chairman and Officers:**

- ◆ Board of Directors

<b>Class:</b>	<b><u>Class I</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
<b>Term expires:</b>	<b>2008</b>	<b>2009</b>	<b>2007</b>
	<b><u>WRRRA</u></b>	<b><u>WRRRA</u></b>	<b><u>WRRRA</u></b>
	Cotner → Osborne	Carlson	Eckles → Marcovy
	<b><u>Scholastic</u></b>	<b><u>Collegiate</u></b>	<b><u>Scholastic</u></b>
	Obryon	Matheou	Werner → Kevin Roberts Subi Rajapopalan)
	<b><u>At-large</u></b>	<b><u>At-large</u></b>	<b><u>At-large</u></b>
	Forhan	Valerian	Minshal → Kerry Watterson
		<b><u>At-large</u></b>	<b><u>At-large</u></b>
		Newman	(OPEN)

- ◆ CRF Chairman:
  - ◆ Russ Eckles' term as Chairman expires and leaves that position open. Bob Valerian stated that he is willing to serve as the CRF Chairman. Bob mentioned that he has a work engagement that will restrict his time between now and the end of March.  
Tim Marcovy nominated Bob Valerian as the CRF Chairman, Second: Doug Carlson. Bob's nomination was approved.

- ◆ CRF Officers:
  - ◆ Mark Silverstein will continue as the CRF Director
  - ◆ Anna Chanakas will continue as the CRF Secretary
  - ◆ Chris Maeder has agreed to take on the responsibilities as Treasurer
  - ◆ The Vice President position is open, it does not have to be filled and the position does not have to be a board member. Bob Valerian nominated Doug Carlson as Vice President. Second: Tim Marcovy. The nomination closed (T. Marcovy/ B. Osborne). Doug Carlson's nomination was approved.
- ◆ Appointment of Committee heads:
  - ◆ Safety Committee: Tim Marcovy has been a long-standing chairman of this committee, and will step down. Kathleen Corrigan, a member of WRRRA, and Shaker Coach, will take Tim's place and become the Chairperson of the Safety committee. Bob Valerian expressed that Kathleen is an impressive individual and will be a great advantage to us.
  - ◆ Governance: Doug Carlson will continue.
  - ◆ Operations: Mark Silverstein will continue.
  - ◆ Finance: Chris Maeder
  - ◆ Development & Communications: Mark Silverstein

## **MONTHLY COMMITTEE REPORTS:**

### **Financial**

- ◆ Chris Maeder has taken over the finances. Chris, Mark and Russ will meet with the outside accountant to make sure we're all comfortable putting everything in order and to make sure Chris is comfortable with Quick-books.
- ◆ Someone asked about the \$200/month credit card fees in 2006. Mark explained that the former CRF treasurer set up the credit card, but did not get favorable rates. Mark met with 5/3 Bank to get more favorable credit card rates.
- ◆ Chris Maeder did not know about the WRRRA credit, so he would like to defer it. WRRRA funded a portion of the boathouse expansion, and CRF agreed to repay WRRRA \$18,000 over three years. These funds were used for lease-hold improvements. As long as we make lease-hold improvements to the property our rent will be reduced by \$500 per month. The Eagle Scout project, plantings, time spent keeping the property clean and maintained (mowed, etc.) all count as lease-hold improvements. There's a fine line between improvements and maintenance, so we just need to keep doing what we're doing. Currently this \$6,000/year credit will extend throughout our 10-year lease, but the improvements do not have to equate to \$500/month
- ◆ 2007 Budget:
  - ◆ Once we finalize the budget, Bob Valerian suggested we outline a Job description for the boathouse manager.
  - ◆ USRowing membership: Last year CRF paid \$600 for its USRA membership. The structure has changed; CRF will have an umbrella policy that will cover all member organizations, but will cost \$2,000. CRF member organizations will pay a \$300 member fee.
  - ◆ This budget does not include event budgets for the HOTC and RFTC.
  - ◆ Doug Carlson suggested we have a 'capital improvement' budget. Perhaps we could set aside \$1 per member. Wakeless launches could be purchased using funds from this budget.
  - ◆ Bill Braun stated we needed to include depreciation for expenses.

### **Operations:**

- ◆ **Safety:** Safety Operations Manual (SOM):
  - ◆ Changes were made to the SOM to reflect the changes in the boathouse (e.g. no wooden boathouse, changes in boathouse closing procedures), changes in policy (lights, radio's) and safety standards have been heightened (requirements for rowing in a pair, keeping at least one lane kept open on the river at all times). The first two pages of the SOM outlines the substantive changes between this and the previous version.
  - ◆ Now that the Safety Committee submitted this to the CRF Board, any Director has five days to object. We will vote on the new SOM at the next CRF meeting.
  - ◆ Tim Marcovy would like to thank everyone for keeping rowing on the Cuyahoga safe. Bob Valerian stated that all rowing in Cleveland has been very safe because we have made safety as a priority. The standards we have set will continue to be maintained.

- ◆ **Lease:**
  - ◆ We may need to defer the lease this to the next meeting. Bob Valerian has made notes on the lease. He suggests talking about the big issues & how we want to negotiate it. We need to finalize the lease by mid-year. It's been a long process and we need to get this resolved.
  - ◆ We need to get some questions answered. One of the things that is different with this lease, is that Forest City would like us to assume the taxes for the building in 2009. We need to figure out a strategy in the negotiations. For example can we eliminate this tax because we are a non-profit.
- ◆ **Engines:**
  - ◆ Honda has offered to come to the boathouse and maintain our engines. Most coaches have been happy with the engines.
  - ◆ Doors have been fixed. Electrician will come and fix a few things.
  - ◆ Don Saer has made suggestions for dock improvements.
  - ◆ Denny Matheou asked about the Grafitti on the building and Mark stated that it is our responsibility.
  - ◆ Launch bay: there are a lot of boxes that we need to go through before we go on the water. Boathouse manager should be responsible with this.
- ◆ **Boathouse Manager:**
  - ◆ Two people have expressed interest in becoming the Boathouse Manager. If the budget is approved, we would like to have someone start on Feb 1, the sooner the better.

**Conrail Building:**

- ◆ There's has some interest in converting this space. There is a great deal of historical significance of this building, so we need to keep this in mind when we develop it.

**Development:**

- ◆ We need to set up a Development committee to get grant funds from Foundations. Mark would like to see who we can set up to run this committee—it's a big job. We have access to grant writers, and we do have a good track record. Kerry Watterson has given Mark some contacts at the Nord Foundation—they're interested in the Hispanic community.

**Communications/PR**

- ◆ Nobody on that committee. We need to talk about rowing in the community.

**OLD BUSINESS:** No report

**NEW BUSINESS:**

- ◆ On behalf of the CRF board, the Foundation and the constituent organizations, we want to thank Russ Eckles for his hard work. He has really done a lot for the organization, working together for the common benefit, to make the initiatives we have put in place, more of a reality. Bob Valerian suggested we invite Russ to the next CRF meeting and give him something to show our appreciation. Someone suggested naming a boat in his honor, or something along those lines.
- ◆ Selection and Announcement of Meeting Dates
  - ◆ The meetings will remain the last Thursday of each month. Several times during the year we have struggled to get a quorum, further, sometimes, there isn't enough business to review to ask the outside members to attend every month. Therefore the full board should meet every two-months, and only the Executive Board will meet the other months.
  - ◆ Executive Board: Mark Silverstein and one representative from each category: WRRRA (Carlson), Scholastics (Roberts or Obryon), Collegiate (Matheou), Member at large (Watterson).  
Close elections: Valerian: Obrian 2<sup>nd</sup> No opposition, approved unanimously.
    - ◆ 2007 Full board meetings:  
January 25, March 29, May 31, July 26, September 27, November 29
    - ◆ 2007 Executive board meetings:  
February 22, April 26, June 28, August 30, October 25, December 27

Motion to adjourn: Bob Valerian, Second: Tim Marcovy

Meeting adjourned at 10:45 am

The next **Full board** meeting will be held on January 25<sup>th</sup> and we will review the CRF Budget.

The next **Executive board** meeting will be held on February 22.

*Submitted by: Anna Chanakas, CRF Secretary*