



CLEVELAND ROWING FOUNDATION

BOARD OF DIRECTORS MEETING

January 16, 2010

- Attendees:
 - CRF Board: Bill Braun, Doug Carlson, Anna Chanakas, Theresa Gang, Gia Ligato, Becky Osborne, Sharon Romilly, Kevin Roberts, Paul Sabaititis, Randy Trefethern, Maria Tornicasa, Bob Valerian, Kerry Watterson.
 - Craig Gates (WRRRA Board)
 - Absent: Chris Maeder

- Call to Order 10:15am

- Welcome of new Members: Bob Valerian
 - Bob Valerian been around CRF since 1990. He began rowing at Georgetown. He was the head coach at St. Ignatius HS in 1990-2003, for the past 3 years he has been the Assistant Novice coach. Bob has been on the CRF board for 3 years. He's a Sculler and a Lawyer.
 - Bill Braun: Bill began his rowing career at Harvard. He was one of the original five rowers who rowed on the Cuyahoga in 1981. In 1984, they moved upstream to a 2-story wooden warehouse which was on our current site until the structure burned down a few years ago.
 - Doug Carlson: Doug began rowing at WRRRA in 1997. He was the WRRRA Treasurer, has been on the CRF board, and also helps coach for St. Ignatius HS.
 - Sharon Romilly: Sharon began rowing in college in West Virginia. She began rowing at WRRRA in 1997. She has been coaching for Shaker for 9 yrs. She has held many positions at WRRRA including President and Away Regatta Chairperson.
 - Randy Trefethern: Randy is the CSRA Head coach since August 2009. He rowed at OSU 1985-89. He has coached in Columbus, Washington for 25 yrs.
 - Kerry Watterson: Kerry rowed in college, took time off, and then picked it back up 3 years ago. He has been the CRF At-large board member for 3 yrs and is now a WRRRA delegate.
 - Kevin Roberts: Kevin rowed in college at Harvard University. He started rowing again in Chuck Moseley's league for a couple of years. Kevin came to CRF 3 yrs ago as an at-large member. His big dream is to row this year. Kevin is an attorney, and part-time grant writer.
 - Gia Ligato: Gia started rowing with WRRRA 3 yrs ago. Gia was new to the CRF Treasurer role in 2009. She is a Financial Analyst for Squires Sanders & Dempsey.
 - Paul Sabaititis: Paul began rowing in 1995 for John Carroll University. He has been coaching for St. Ignatius for the past 6 years and he is the Rigger for JCU. He is also safety committee chairperson for CRF.
 - Becky Osborne: Becky started rowing in 1998. She has rowed in SRL, Masters, and Sculling. Becky is in her third year as the WRRRA representative for CRF.
 - Maria Tornicasa: Maria joined SRL three years ago. She is new to the secretary position this year. Maria's background is in non-profit and has worked for the American Cancer Society, and is currently working for a non-profit consulting firm.
 - Anna Chanakas: Anna began rowing in 1989 in the Flats Racing League. She currently rows in the masters program and also sculls. Anna has held many positions in WRRRA including SRL chairperson for 4 years, WRRRA Secretary and Away Regatta chairperson; she has been the CRF Secretary for the past 4 years and is excited to be on the board as an At-Large member.

- Theresa Gang: Theresa, never rowed in college, but started rowing in the LTR program at Buffalo, and also rowed in their Rec and Intermediate program. Her background is in recreation. She worked at the YMCA, and was the Assistant Recreational Director for Orchard Park.

- **Committee Reports**

- **Development: Boathouse Initiative Update**

Bill Braun

- CRF needs a lawyer to work with Kevin for to review the TPL documents.
- Fundraising committee holds conference calls every Monday. We are always looking for new ideas.
- We have a \$7,500 grant pending from Eaton Corp. Justin Kershaw submitted our presentation to Eaton. Justin suggested sending the Rivergate presentation to all CRF members, and ask them to send the presentation along with a hand-written note to their management.

- **Governance**

Doug Carlson

- **Combining Safety & Operations:**

Bylaws have the Safety and Operations committee as one position. We would need a provision to separate the Safety from Operation & Maintenance. We need unanimous approval by the members--unanimous written consent. This is something that we should have in place before spring. Doug will send something to Theresa.

COACHING:

- **Coaching Advisory Program**

- Every organization has said that coaching is an issue for them. WE NEED MORE! Theresa has spoken to Russ Eckles who has agreed to head a Coaching Advisory Program. Roll of a Coaching Mentor: To assist and encourage individuals to become coaches. To share experiences and information to assist and encourage existing coaches with the development of their coaching skills.
- Recommended Approach: Identify potential candidates to become coaches over the year. Russ will contact them to see if they are interested and would be willing to do so. He is willing to train them with programming, launches, etc so they feel comfortable. CRF will host a coaching clinic on technical rowing. I surveyed the coaches and this was the most requested area to hold a session on. I am working with Russ on the speaker. There may be some cost for a hotel room, meal, mileage but under \$250 is my guess. I will even offer my guest room!

All CRF Board members approve this motion and endorses Russ program & give him support

- **Coaching Clinics**

- CRF is hosting the US Rowing Coaching Clinics. It gives some credibility that the coaches are learning USRowing industry standards, rather CRF creating its own program. The cost to take the Level 1 clinic is \$125.00. I propose that CRF reimburse any NEW potential coach for half of the fee (\$62.50), coaches who are already qualified would not be reimbursed. If we get 10 individuals, it would cost \$625.00. Maybe we can require coaches to serve with a team for a season for a minimum of 10 hours or they will have to pay it back??? Just a thought.
- Level I: Feb 13th \$65; Level II Feb? \$150
- **CRF approves \$600 for 5 new coaches to take the USRowing clinics. New coaches would have to coach a minimum # hours (20 hours), to receive reimbursement**
- **Motion Valerian, Watterson 2nd; all approved.**
- Two immediate needs: BW & Shaker

- **Coaching Technique Clinic:**

- Coaches would like to see a focus on coaching techniques. Theresa has identified someone from Canasius HS in Buffalo to hold a training session.

The CRF Board approves of inviting a coach to teach coaching technique at the cost of up to \$250.

- **CRF Board Member Agreement**

Anna Chanakas

- The CRF Board Member Agreement defines guidelines for CRF board members (see Appendix **CRF approves the CRF Board Member Agreement.** *Motion: Anna, Valerian 2nd*

- **Committee Meetings:**

- HOTC Committee: Sharon Romilly
- Maintenance: Randy Threverthen
- Program Committee: open, but will ask Chris Maeder to join this committee

- **Programs**

- **Bow Ball**

Anna Chanakas

We have sold 115 tickets so far!

Let Anna know if you have any VIP'S we should add to the member list.

We still need more auction items.

- **Members**

- **Rental by Whitehead**

Theresa Gang

Brad would like to use the CRF common room to celebrate his 50th Birthday on March 13 or 20). Fri/Saturday night. In lieu of gifts he would like attendees to make a donation to the boathouse campaign.

CRF approves the use of the CRF common room by Brad Whitehead

- **Member Organization/Coach Manual**

Theresa Gang

in process.

- **Rowbics:** <http://rowbics.com/>

Theresa Gang

Cleveland will be hosting the Rowbics training which was created by Concept 2 and a new company called Rowbics. This is a cross between aerobics and rowing to offer what spinning is to cyclists. We are saving a tremendous amount by hosting the training since the nearest training location is Chicago. The training is 2 days and is \$425.00 per person. Total cost would be \$2,550 to get everyone trained.

Theresa would like to get 6 people trained to be able to run classes during the week that individuals could attend. I propose that CRF pays the cost of this training. In return these individuals will run classes for us over to pay it back at \$20 per class for 22 classes. This will take a bit to get off the ground just as spinning BUT rather than some rowers making up their own stuff, this is the best way to approach the program. Having certified trainers gives us credibility and consistency. I would like to be one of the people trained as I have the potential to offer classes during the day, Mark Shupe a masters rower who already teaches spinning, and Mike Ciccarello (a fitness instructor who does the dragon boat program) is also interested.

The intention is that we could run the class as a fitness class just like any other fitness class that is run. People would register and pay and this would not be included in their CRF membership. My thought is that we probably will not host this program every year so we should get a bunch of people trained now.

Income could be: \$25.00 (cheap) for 8 classes (once a week), minimum of 10 people, minimum revenue is \$250. Cost of \$20 per hour for 8 classes, \$160 - CRF would make \$90 for just that one class. Increase that to 3 classes running each week for 8 weeks = \$270

We could absolutely increase the cost but having it low to start is the incentive!

- *Rowbics Discussion:*
 - Bob is enthusiastic about this.
 - Theresa: Long term...there is not an erg culture here. When we move, if people miss LTR, then we could offer this program.
 - Questions: What type of commitment is there? CRF would pay for the \$425 fee per instructor. This could help build programs.
 - Long-range potential moneymaker for CRF, anyone who comes could also be a potential rower
- **CRF approves the Rowbics proposal.** *Motion Valerian, Braun 2nd*
- **Finance** Kerry Watterson
Gia Ligato
 - Treasurer's Report
When we move to the new facility we will have lots of new expenses.
The great job that Bill did with Stickney—we got forbearance/forgiveness for the taxes.
Thanks for the good work Gia!
 - Budget for 2010
CRF paid WRRRA the final \$5K that we owed them
CRF would like to make a formal thank you for Chrissy Sullivan for cleaning up the budget and the finances. The Budget will be posted on the CRF website.
- **Safety** Paul Sabataitis

July 1 is the deadline for the safe boaters card for existing coaches. CRF will give the safety committee discretion to set the deadline for new coaches.
Thanks to Tim Marcovy for all his hard work to work with ODNR, the Coast Guard and the pleasure boaters. The rowers have a less strained relationship with these groups.
- **Boathouse Maintenance & Operations**
 - Gannon's Erg: Bob purchased his erg 1.5 years ago and does not use it. He would like to sell it to CRF for \$700 (a new erg is \$850 plus shipping).
 - *Discussion:*
We need to add to our fleet and purchasing 5 new ergs is in the budget. If Gannon's erg is in good shape, we should purchase it as one of the 5 ergs. Sharon will look into purchasing ergs from the Pittsburgh ergatta
 - We also have a proposal for KeyBank to fund 10 new ergs.
- **Communication** Becky Osborne
 - Four meetings have been set up for the year
 - St. Patrick's day parade: the organizers need to know by Jan 31 if CRF wishes to participate. CRF will approach CSU to see if they would like to participate.
- **Functional Details: Moving Committee.**
 - Bill would like a committee to handle the planning and logistics of moving the facilities, docs, racks, etc.
 - Anna will put in the next member communications
 - Randy will contact CRI to learn from how they moved

Meeting adjourned 11:39a



CLEVELAND ROWING FOUNDATION BOARD MEMBER AGREEMENT

APPROVED
January 16, 2010

As a board member of the CRF, I am fully committed and dedicated to the mission and have pledged to carry out this mission.

I accept the bylaws and SOM, and understand that I am morally responsible for the health and wellbeing of this organization.

I will actively promote CRF and encourage and support its staff and other board members and affiliates.

Although I am representing a particular CRF Group (Scholastic, Collegiate or Adult), my duty is to remain an unbiased representative of CRF, and make decisions that are in the best interest of the entire CRF organization.

I will attend and promote CRF sponsored events, such as the Head of the Cuyahoga and the Bow Ball.

I will attend the majority of board meetings, and be available for phone consultation and/or e-mail communications when necessary.

I will lead at least one committee, and recruit committee members as necessary. I will update the CRF board on the committee's activities.

I will actively engage in fundraising for CRF in whatever ways are best suited for me. These may include, individual solicitation, undertaking special events, writing mail appeals and the like. I am making a good faith agreement to do my best and raise as much money as I can.

If I am not able to meet my obligations as a board member, I will offer my resignation.

Every board member is making a statement of faith about every other board member. We are trusting each other to carry out the above agreement to the best of our ability.

In signing this document I understand and agree with the above.

Board Member Name [print]: _____

Signature: _____

Date: _____

CRF President Signature _____

Board Member Type: Adult At Large Collegiate High School

Tenure: 2010 through _____

*Presented but a vote is needed by all CRF member organizations.
All members were not present, thus this was not passed.*

*A RESOLUTION
BY THE CLEVELAND ROWING FOUNDATION BOARD OF DIRECTORS
(Adopted _____, 2010)*

WHEREAS, the Cleveland Rowing Foundation ("CRF") Code of Regulations contains provisions for a standing committee governing safety and operations; and

WHEREAS, in 2004, the CRF Board of Directors adopted a bylaw setting out the powers and duties of said committee; and

WHEREAS, after six years of operation it has been determined that it is in the best interest of the CRF to amend that by law, to create two separate committees, one concerned with safety and security, and one concerned with maintenance and operations; now, therefore,

BE IT RESOLVED by the CRF Board of Directors:

- 1. The Safety and Boathouse Operations Committee created by Article VII, Section 1 (5) of the CRF Code of Regulations, shall be divided into two standing committees: the Safety and Security Committee, and the Maintenance and Operations Committee. The Safety and Security Committee ("S&SC") shall have responsibility of establishing and enforcing safety standards for the operations of the CRF, its members and the participants of its members' programs, and the Maintenance and Operations Committee ("M&OC") shall have responsibility for overseeing the operation, improvement and upkeep of the CRF's physical properties, and equipment.*
- 2. Membership in the S&SC shall consist of at least one Director and at least four other voting members appointed by the Board. The Board shall in making the appointments, make every effort to appoint a member of the coaching staff of each member organization to serve as S&SC members. The Executive Director shall be an ex officio member of the S&SC but shall not have a vote thereon, pursuant to Article VII, Section 1 of the Code of Regulations.*
- 3. The Chair of the S&SC shall be selected by the Executive Director, from among those members appointed by the Board of Directors.*
- 4. The S&SC shall meet whenever called by its chair, or by the Executive Director, but shall meet at least quarterly, including within thirty (30) days prior to the annual meeting of the membership of the CRF. All such meetings shall be upon at least three calendar days written notice, which may be delivered in person, by regular U.S. Mail, via facsimile, or electronically via email. The meeting notice shall designate the date, place and time of the meeting, and shall contain an agenda of items to be considered at that meeting. A quorum at any meeting of the S&SC shall be a majority of the voting members appointed. In any vote of the S&SC no action shall be approved without the agreement of a majority of the committee members who are in attendance at the meeting at which the action is taken.*
- 5. The S&SC shall be responsible for promulgating and enforcing standards reasonably related to the safety and security of persons, equipment and property who are participants in, users or guests of CRF or its members programs and facilities. The standards adopted by S&SC shall be codified in a Standard Operating Manual ("SOM"), which shall be published on the CRF website and otherwise made available to all governed thereby. Any Standards adopted by the S&SC, and any changes therein, on and after the effective date of this resolution, shall be forwarded by the fastest method available of delivery, including email, facsimile, or express mail or courier service, to the President and the Directors immediately upon adoption, and will not take effect for five (5) business days thereafter; said changes will not take effect if objected to by the President or any Director, unless approved at the next meeting of the Board of Directors. All provisions for enforcement of the safety standards which involve*

depriving any member organization or individual participating in an activity of a member organization or of the CRF of the use and enjoyment of equipment or CRF facilities for any period in excess of one week shall include, at a minimum, written notice of the standard alleged to have been violated, and an opportunity to be heard on the violation.

- 6. Membership in the M&OC shall consist of at least one Director and at least four other voting members appointed by the Board. The Board shall in making the appointments, make every effort to appoint a member of the coaching staff of each member organization to serve as S&SC members. The Executive Director shall be an ex officio member of the M&OC but shall not have a vote thereon, pursuant to Article VII, Section 1 of the Code of Regulations.*
- 7. The Chair of the M&OC shall be selected by the Executive Director, from among those members appointed by the Board of Directors.*
- 8. The M&OC shall meet whenever called by its chair, or by the Executive Director, but shall meet at least quarterly, including within thirty (30) days prior to the annual meeting of the membership of the CRF. All such meetings shall be upon at least three calendar days written notice, which may be delivered in person, by regular U.S. Mail, via facsimile, or electronically via email. The meeting notice shall designate the date, place and time of the meeting, and shall contain an agenda of items to be considered at that meeting. A quorum at any meeting of the M&OC shall be a majority of the voting members appointed. In any vote of the M&OC no action shall be approved without the agreement of a majority of the committee members who are in attendance at the meeting at which the action is taken.*
- 9. The M&OC shall be responsible for the day-to-day operations, maintenance, repair and upgrade of the physical plant of the boathouse and related property, and for the scheduling, use, maintenance, repair and acquisition of equipment by the CRF; for planning expansion and upgrade of the physical plant; and for all related operations.*
- 10. Notwithstanding anything to the contrary in this Resolution, all actions of the S&SC and the M&OC, are subject to and restricted by the approved budget of the CRF, and no action may be taken by either committee which commit the CRF to expenditures in excess of the amount appropriated for their respective purposes in the current budget, without the prior approval of the Board of Directors.*

Presented but not passed

A RESOLUTION
BY THE CLEVELAND ROWING FOUNDATION BOARD OF DIRECTORS
(Adopted _____, 2010)

WHEREAS, the Cleveland Rowing Foundation (“CRF”) Code of Regulations contains provisions for creating standing committees whenever, in the judgment of the Board of Directors, there is a need to do so; and

WHEREAS, the Board has determined that there is a need for an ongoing effort to recruit, train and mentor new coaches in order for the CRF and its members to continue to provide for current and future rowers' coaching needs; now, therefore,

BE IT RESOLVED by the CRF Board of Directors:

1. There is hereby created a Coaching Committee which shall have responsibility for assisting the members and programs of the CRF in recruiting and training new coaches, and in providing mentors for new coaches.
2. Membership in the Coaching Committee shall consist of at least three voting members appointed by the Board. The Board shall, in making the appointments, make every effort to appoint current CRF coaches who hold a CQL-1 or CQL-2 safety certification. The Executive Director shall be an ex officio member of the S&SC but shall not have a vote thereon.
3. The Chair of the S&SC shall be selected by the Executive Director, from among those members appointed by the Board of Directors.
4. The Coaching Committee shall meet whenever called by its chair, or by the Executive Director, but shall meet at least quarterly, including within thirty (30) days prior to the annual meeting of the membership of the CRF. All such meetings shall be upon at least three calendar days written notice, which may be delivered in person, by regular U.S. Mail, via facsimile, or electronically via email. The meeting notice shall designate the date, place and time of the meeting, and shall contain an agenda of items to be considered at that meeting. A quorum at any meeting of the Coaching Committee shall be a majority of the voting members appointed. In any vote of the S&SC no action shall be approved without the agreement of a majority of the committee members who are in attendance at the meeting at which the action is taken.
5. The Coaching Committee shall be responsible for creating and implementing a program to recruit and train new coaches; to retain current coaches; to assist CRF members in recruiting and training new coaches; and recruiting from among the current coaches mentors to assist new coaches in their training. It shall be a specific responsibility of the Coaching Committee to focus on recruiting new coaches for those members and programs most in need of coaching.
6. No expenditure of CRF funds by the Coaching Committee shall be made without the prior express approval of the CRF Board of Directors.