



CLEVELAND ROWING FOUNDATION

Board of Directors Meeting
March 17, 2010
7 am-8:45am

Attendees: Bill Braun, Anna Chanakas, Theresa Gang (via phone), Gia Ligato, Kevin Roberts, Sharon Romilly, Randy Treferthen, Bob Valerian, Kerry Watterson
Craig Gates (WRR)

Absent: Doug Carlson, Chris Maeder, Becky Osborne, Maria Tornincasa

CRF Meeting Minutes

- Approval of Minutes from February 17, 2010 meeting.
Anna moved to approve. All approved.

Development: *Bill Braun*

- We received a \$100K grant from the MetLife foundation through the Trust for Public Land. This brings the total to \$1.9 million in funds raised and secured loans, which is \$1.3 million short. The TPL extension expires on July 31.
- The Development team has been meeting with non-profit lenders, Cleveland partnership, Village Capital, Dollar Bank for loans.
- HNW individuals: 2 strong potentials, but nothing definitive
- Current Lease: We are meeting with Stickney is on April 12. The new flooring should offset 3-4 years of capital improvements.
- Financial statements will be coming out soon, but the offset with the lease improvements.

Lawyer needed for CRF:

- Kevin, Bob & Doug Carlson have been working with other attorneys on a pro-bono basis, but we need to have a separate lawyer. We have about 60 days.

Finance:

- Summer Assessments: Matt Previts inquired about an assessment reduction from \$50 to \$25 for their Summer camp.

Discussion:

- St. Ignatius had about 25 members enrolled in their summer camp. They had three one-week camps (5 days/wk).
- CRF Summer program had 22 kids enrolled. The program was 8-weeks 4 days/wk. Participants are also charged a \$50 assessment per rower.
- Bill asked if we should have two competing Summer programs?
- Scholastic rowers are assessed \$110 for each session (Fall & Spring). Adult rowers are charged \$220 for the full year.
- If a scholastic athlete has never rowed they should be charged an assessment. The question was raised that if a scholastic rower has paid their Spring assessment and if they row in the Fall, how much should they pay for the summer camp?
- Summer collegiate rowers do pay a CRF assessment

Action/Follow up:

- CRF does not have a written policy on this. Anna suggested that the Program & Finance Committee meet and determine assessments for summer programs that is

equitable to all rowers and make a recommendation to the board.

- Chris Ernst Scholarship:
Two CSRA Rowers, Nora Tompson & Bethany Davis, have been awarded the Spring Chris Ernst Scholarships to pay the CRF portion of their dues (\$110). We received 5 applications, and it would have been nice to have awarded more.
- Rack Fees:
Bill believes the singles rack fee is too low and would like to see the rack fee raised. Send the fee a deadline \$175 + tax (\$188.56). (approx \$10/month). We need to give people advance notice. Finance will come up with a recommendation.
- CRF Cell Phone: The boathouse will no longer have land line or internet line. Theresa was racking up large charges on her personal cell phone, so rather than reimbursing this large charge, CRF will pay for Theresa's phone, at a lower rate, and use that number as the CRF line (216.308.4183)
- Budgets for Programs & Volunteer Chairs:
CRF does not have a policy/process for expense reimbursements. Specifically the Hammer Ergatta was great, well worth the effort and money, but we only made \$65. The reason it only made \$65 was because the people involved did not know what the costs were involved to run the ergatta. The enthusiasm got the better of them. On the other hand, there were a lot of things that were done and expenses made that should have been discussed with a phone call prior to making purchases. Bottom line, we need to have a proposed budget & guidelines--a more robust process in place to administer the programs. You need to contact someone before you spend funds. But you need to have someone in charge of budgeting.
- Head of the Cuyahoga:
Sharon would like to set up a budget as the first order of business.

Governance:

- We need a vote from BW for the bylaw for Safety & Operations. Sharon will contact Jeff Zabor about this.
- Policy & Operations Manual:
We need to come up with a manual & guidelines so that groups know what is going on. There is so much turnover so we need to make sure that everyone is informed on the CRF rules & policies. We need to get the institutional understanding written down (similar to the SOM) and be sure it's posted and disseminated so everyone knows the rules.
 - *Action:* Theresa would like to start the draft, then get input from others. The minutes should be reviewed for pertinent information.
 - *Action:* Sharon will purchase a backup external hard drive to ensure that our records are kept.
- Sexual Harassment Policy/Inappropriate behavior policy:
There was a 'touching' incident at the Hammer that was brought up to Theresa. It has been taken care of, but we do not have a Sexual Harassment policy written down. Bob Valerian will be working on this. This will include discourteous and un-civil conduct. This way we know what the standards are and the procedures to follow when it is brought up.
Motion: Bob will pull together a Sexual Harassment Policy/Inappropriate behavior policy.
Discussion:
 - Bill recommends that we circulate the guidelines to the member organizations for input.
 - Kevin: Under federal law, CRF is not obligated to set up a Sexual Harassment behavior policy. Although we are not obligated, it behooves us to do this.

- Sharon asked if the programs have this? She has been obligated by Shaker to take classes.
- Diversity & Inclusion Statement:
Cleveland Rowing Foundation (CRF) and its member organizations are dedicated to creating and supporting an inclusive culture that fosters the participation of all individuals regardless of appearance, ideas, race, gender, religion, socioeconomic, ethnicity, beliefs, sexual orientation, physical disabilities, etc. in the sport of rowing. CRF and its member organizations will support a diverse group of participants and value their differences. We will work towards developing programs, activities and policies that not only give access, but also recruit, teach, and encourage all interested individuals in learning to row and continuing with the sport.
Motion: Diversity & Inclusion Statement Adopted unanimously
- Meeting Schedule:
Our next meeting is May, Bill thinks we need to have an April meeting because we have so much going on: Program manual, Commodore Club property info. etc. In theory we have an Executive Committee. The board will meet every other month, and the Executive Committee would have to meet the other month. Bob indicated that we have a strong board and suggests that we include all members in our meeting.
Next meeting of the full board will be Friday April 9 in Kerry's office 7am

Program Committee

- Rowbics: Theresa would like to promote Rowbics for free in April. Then \$25 per class afterwards.
- America Rows in Cleveland: (see attached program description)
The CRF summer youth program would be expanded and be turned into the America Rows in Cleveland program (see attached). Butler is coming on March 18 to discuss this with the Foundations. Theresa needs to add the assessment to the budget. Matt Previts was in contact with someone at Max Hayes HS regarding rowing. We should engage them for this program.
Motion: Initiating the program: all agreed
- New CSU Program:
Dave Dressler would like to offer a rowing class at CSU. The class would be 16 hours; 8 hours at the boathouse, 8 hours rock climbing. Long Term, sports management, coaching class. We are not sure when this program may start. This would be a formal course through CSU. We need to understand what the CSU credit hour cost is before we set a price.
Action: The finance & program committee will work out the details.
- River Sweep (May 8):
CRF will organize a group of individuals to participate in Riversweep.
- RiverDay May 18: Chris will follow up
- Synergy Update/Gay Games:
Bob called to set up a meeting with Vicci Simpkins about the Gay Games. He followed up with an e-mail saying that CRF should not be listed their website. Vicci wrote Bob back canceling the meeting and rowing for the April Synergy event.
Theresa had a good conversation with Doug Anderson from Synergy; Theresa welcomes working with Synergy

Safety:

- America Rows:
Should we require PFD's for non-swimmers in the program? Should the entire boat wears PFD's, so non-swimmers aren't singled out. If we do this, we should get the

lightweight small PFD's and the cost should be put into the budget. Perhaps we could add a 'survival' swimming course in the budget.

Maintenance: Randy

- Pop Machine:
CRF makes minimal money on the pop machine and the plastic bottles add to the trash in the river. We will be removing the pop machine from the Boathouse.
- Maintenance:
Randy, Bob Gannon, Theresa and Patty Wolford met.
We're missing a launch & engine (we have 9); JCU took 2. We need to take better records, add a dry board, hire someone to do maintenance.
- Maintenance person (see attachment):
CRF is looking for someone designated to maintain the launches, gas & maintenance. We should post the position on the CRF site & e-groups. Tom Catula may be a candidate.
Motion: adopt the Maintenance position. All agree.
- ODNR safe boating class will be a 'desired' not actual
- Operations:
Paul Kopp, Richard Miller, Janet Clark, divide the duties
- New Erg:
Within about 1 month of owning the new erg, the monitor stopped working, someone took out the open the fan base, remove a piece with the generator out. Between Sat & Wed. Someone who know what they were doing did this.

Communication:

- Newsletter:
Mary Ryan is taking over the Newsletter. Everyone should submit information to her.
- Cleveland magazine:
The Bow Ball will be included in the Cleveland Magazine Social Section!

Meeting Adjourned 8:09 am

America Rows in Cleveland Program Description

I. Mission and Goals

America Rows Mission Statement:

The mission of America Rows in Cleveland is to engage greater Cleveland's high school youth in an inclusive rowing and mentoring program that cultivates self-discipline, fitness, and confidence, team-building and personal growth while striving to prepare them for opportunities to pursue college scholarships.

Program Goals:

- Goal 1: To recruit and sustain a summer rowing program consisting of approximately 30 youth from the Cleveland Community. An emphasis will be placed to recruit urban youth to increase diversity and inclusion within the rowing community and sport.
- Goal 2: To establish a working partnership between US Rowing and the Cleveland Rowing Foundation that will provide support to expand diversity among the rowing population.
- Goal 3: To provide rowing instruction, swim test and water training, and physical training, aimed at building physical fitness and wellness.
- Goal 4: To create an environmental awareness among Cleveland's youth regarding the history of the Cuyahoga River and its effect on modern EPA regulations thus creating modern stewards of the river.
- Goal 5: To provide support to youth in setting and achieving post-secondary education goals and provide them with practical life skills.

Explanation of Goals:

America Rows in Cleveland is designed as an approved Pilot program through the US Rowing Association to develop and deliver a safe, sustainable urban youth outreach program in Cleveland. Cleveland Rowing Foundation (CRF) aims to promote the benefits of rowing to a diverse population. This program will integrate thirty youth from middle to upper class with those traditionally underrepresented who are currently under-served by CRF. This integration is modeled after the First Tee golf program.

For the first year, CRF will actively recruit 15 high school students from surrounding schools including St. Martin de Pores, John Rhodes, and Max Hay to participate in the summer program. Schools were chosen based on the demographics of the neighborhoods along with realistic transportation accessibility. CRF anticipates that half of the members of the initial program will contribute towards the cost of the program through this integration. Full scholarship awards will be granted using the eligibility standards of the national school lunch program.

US Rowing will serve as a resource for programming for the Cleveland Rowing Foundation. As recently announced by US Rowing: "The creation of the America Rows campaign is the first in a series of critical steps to make rowing more accessible and identifiable to the American public," said USRowing CEO Glenn Merry. "These first steps in reaching today's youth will allow new generations to enjoy a sport so many of us love and participate in daily."

CRF will collaborate with agencies such as Friends of the Crooked River and the Cuyahoga River Remedial Action Plan to emphasize the environmental history and impact that the Cuyahoga River has endured. Granting youth residents access to the river will increase their awareness thus creating a stewardship for a precious natural resource.

America Rows will be held for both male and female youth. If athletes wish to continue in the program in the fall, CRF will work with the Cleveland Scholastic Rowing Association to seek funding to continue support for disadvantaged youth. For the first program year, enrollment is open to all youth, regardless of their academic standing, with a focus on freshman, sophomores and juniors to maximize numbers and build a sustainable membership. Every

participant must maintain his/her membership by attending practices regularly and demonstrating his/her dedication to skill development along with volunteer requirement.

Rowing is considered the ultimate team sport that demands discipline and commitment, both valuable life skills. CRF will work to host guest speakers and seek opportunities to encourage youth in long term goals including post-secondary education.

II. The Rowing Program

Potential candidates will be allowed to participate in US Rowing National Learn to Row Day hosted in Cleveland on Saturday, June 5th without any further obligation. The day will include an orientation, safety briefing and introduction to the sport of rowing.

Interested youth can then attend a summer orientation to learn more about the full summer program with their parents on Tuesday, June 8th. The summer program will run from June 21 to August 12, 2010 (8 weeks), Monday through Thursday from 3:30-5:30pm. July 5th will be considered a holiday. 3

Quality coaches will plan the detailed workouts and schedule with measurable outcomes. At least 80% of youth will develop rowing and teambuilding skills, improved self esteem and goal-setting capability, as measured in evaluations by coaches and students throughout the year. America Rows aims to have at least 80% of crew members develop the rowing skills necessary to continue rowing in the fall and potentially compete in regattas.

Programming will include:

- Swim Test and water training during week one
- Erg Sessions (indoor rowing machine)
- Rowing Practice (on water training)
- Biweekly guest speakers
- Volunteer opportunities

Guest Speakers &/or Discussion Topics

- Service-Learning – The Value of Giving Back To Your Community
- Nutrition and Wellness – Supporting an athlete's nutrition
- Diversity & Cultures – Understanding and Appreciating Our Differences
- A Hero for Daisy – a documentary about the Yale women's crew protest initiating title IX. <http://row2k.com/features/features.cfm?action=read&ID=93>
- Conflict Resolution – How to Resolve Problems
- Cuyahoga River – history and stewardship
- Finances – Making Smart Financial Choices
- College Life – panel of local college rowers

All program participants will be required to volunteer at least 4 hours to the Cleveland Rowing Foundation. Athletes who are under scholarship will volunteer 1 hour for every \$50 that they received in scholarship. This additional service can be done at CRF or through other community venues. CRF operates primarily on a volunteer basis. All rowers are required to volunteer throughout the year. Creating an atmosphere and understanding to "give back" to the community through service is a priority.

Participants will also each receive a reusable water bottle to encourage reduction in plastic water bottles and emphasis on the nutritional value of water.

To uphold the highest safety standards and since rowing shells can only accommodate a specific number of athletes at one time, the program will be limited to 30 youth with two coaches. Additional volunteer coaches may be utilized during the season. The program will be expanded in the future.

CRF JOB DESCRIPTION

POSITION: America Rows in Cleveland Head Coach

REPORTS TO: CRF Executive Director

Job Status: Part Time

Rate of Pay: \$4,000 for program

WORK SCHEDULE:

Actively coach from 3:15pm to 5:45pm, Mondays – Thursdays, June 21 to August 12, 2010
(80 hours at \$30.00 per hour)

Contract includes time for detailed planning of program approximately 50 hours)

REQUIREMENTS:

- o ACT 32 AND 33 Forms Completed Coach Qualified Status by CRF
- o US Rowing Level 1 certification ODNR Safe Boater's Course
- o Current CPR and First Aid Certification

POSITION SUMMARY:

The Head Coach, in cooperation with the Board of Directors, is responsible for the overall operation and management of the America Rows Program.

ESSENTIAL FUNCTIONS:

Pre Program Planning

- o Recruit, secure, and oversee volunteer coaches
- o Help recruit participants
- o Plan swim test and water safety training along with facility
- o Help secure guest speakers

☑ During Program

- o Run all practices
- o Communicate with parents (introductory call or letter to all new parents)
- o Choose and oversee team captains
- o Track attendance
- o Create calendars and schedules for participants
- o Purchase, repair, maintain equipment
- o Arrange for volunteer opportunities for athletes
- o Contribute written description(s) of program for newsletter and foundation materials when necessary.
- o Assist Executive Director in fundraising
- o Communicate with college coaches regarding recruitment/ Write recommendation letters

EMPLOYEE SIGNATURE: _____ DATE: _____