

CRF Board Meeting Minutes 01/23/2014

Board Members: Patricia Poole, Patty Travis, Joanne Hull, Jeff Vavruska, Kathy Connors, Pat Connor , Joe Froelich, Joe Wiencek, Tim Marcovy

Other Attendees: Jeff Zabor, Kirk Lang, Executive Director, Anna Chanakas

Meeting Called to order with a quorum at 7:10 a.m.

General Topics

- Board will meet every other month at 7:30am
 - Work will be done at the Committee Level
 - Committees will submit written report prior to the meeting
- Board will use Committee Cover Sheets to empower Committees to Act. These responsibilities and authorities will be codified as by-laws for the board
- In Order to have effective communications for Member Orgs
 - Post Meeting Dates
 - Post Minutes
 - Post Agenda
- WRRR / Jeff would like to be copied on the Committee Cover Sheets
 - He will encourage His Committee Members with overlapping responsibility to join CRF Committees. He needs to know when meetings are and what they are covering
- Minutes From December 19, January 11 and 13 Approved Unanimously

Communications

Will be adding members from the Member Organization to the Committee.

Work on website overhaul complete. Will add and keep current CRF committee cover sheets, committee meeting minutes, proposed agenda, board bios and information and CRF calendar.

Program Committee

- Junior Summer Camps
 - Work with Metropark's on this?
- Dock Schedule
 - Reserve A 5 Minute Slot every 15 Minutes for Launching Buddy Boats
 - Reserve Slots for Recovery
 - Dock Master Has To Be Identified and Agree in Advance

Governance

- Board Policies
 - Need Conflict of Interest Policy signed by all members
 - Governance Committee to create educational program for Board Members which will include orientation materials.

Finance

- Looking for Members.
 - Need to follow up with Gary Clark. Conflicts with Kerry's availability are an issue with his involvement so he will be thanked for his past service.
 - Board Chair is a committee member
- Member Orgs should be invited
 - Set a Regular Date for the Meeting instead of polling members on a monthly basis
- Name is now Finance, Administration and Investment
- Finance will do 2 check runs a month, 15th and last day of the month
 - Joann and Jeff are authorized Check Signers and Kirk Lang is to be added.
- WRRRA would like to discuss the following with Finance
 - Refund Policy
 - Assessment Policy for Non-Rowers
 - Non-Rowers should be excused from a Rower Assessment

Buildings & Grounds

- New Structure: There will not be a B & G Committee. B&G Responsibilities fall under the role of the ED.
 - Ad-Hoc Committees can be set up for major initiatives such as the New Small Boat Storage Facility
- Goals for 2014
 - Video Surveillance
 - Temporary Outdoor Storage Facility needs to move forward
 - There are 12 boats on their way
 - Change Terminology To "New Small Boat Storage Facility"
 - 85K Building will house 90-100 Shells
 - Will pay for itself within 3 years
 - 2nd Concrete Pad is the primary location
 - 1st Pad doesn't displace water
 - This is on NS property so that will need to be addressed first
 - Norfolk Southern Lease is being appraised. This will help determine future Direction with the property
- Employment Committee
 - Members are Kathy and Patty Travis
 - Goals
 - Coordinate Performance Evaluations for the Executive Director
 - Looking at doing an Interim Evaluation at the end of February
 - Develop an Employee Handbook
 - Finding a Bookkeeper (Volunteer Position)
 - Discuss Timekeeping for the ED
 - Review Work Performance for the Maintenance Director
 - Standards of Behavior for Volunteers
- Legal
 - Ad-Hoc / Advisory Committee

- Tim Marcovy, Jim Grove, Patricia Poole are members
- Goals
 - Finalize and Implement Code of Regulations
 - Draft and Implement Member Organization Agreement
 - Address Norfolk/Southern Lease
 - Help other Committees implement a system to ensure Member Orgs comply with Waiver and Fee Requirements
- Coaching
 - USRowing has revamped their training programs.
 - Level 1 is for Non-Rowers, Level 2 is for people with a rowing background
 - Patty may try to organize Onsite USRowing Coaching Clinics
- Safety
 - Meeting this Saturday
 - Determine When To Do Safety Reviews
 - Ops Committee should have Dock Procedures In Place and can review that during the meeting
 - Coaching Committee Can Review Training Procedures

- **ED UPDATE**

- Reviewed Kirk's Report for December 2013 and January 2014
- Website
 - Everything is functional and up to date
 - Any additional documents should be sent to Kirk
 - Board Members should send Bio's, Pictures, etc.
- Member Org Volunteer Days
 - Bring Back Volunteer Days? Need To ID Tasks.
- Marking of the Parking Lot
 - Looking into this, but the new building will need to be worked out first
 - Will work with Shaker on the Bus Parking
- To communicate with Kirk, use clevelandrowing@gmail.com
- Speaking at City Club of Cleveland Fundraiser

Bow Ball

- A lot of support, great Committee
- Tons of Wine
- Need donations Finalized by Tomorrow
- Goal is 150, at 130
- Board members encouraged to attend/participate.

ActiveNet

- WRRRA would like to Take Control of ActiveNet, brand it as WRRRA, since it is the only Member Organization using it
 - WRRRA would assume all financial responsibility for ActiveNet
- Motion to allow ED to contact ActiveNet and give authority to WRRRA to discuss the terms of the agreement for the purpose of moving control from CRF to WRRRA
 - Other Member Orgs Info would need to be deleted First
 - Motion Passes Unanimously

Meeting Adjourned at 8:45am. Next Meeting is 3/20/2014 at 7:30am