

VIRGINIA SCHOLASTIC ROWING ASSOCIATION
MINUTES of the BOARD of DIRECTORS MEETING October 5, 2010

I. The Board of Directors meeting was called to order by the President at 7:46 pm October 5, 2010 in the cafeteria of Thomas Jefferson HSST. Twenty-Nine voting members were present as follows:

| <u>Officer Members</u> | | | |
|-------------------------------|-----------|-----------------------|----------------|
| President | Rob Ittig | Vice President | Michael Mutter |
| Treasurer | ----- | Secretary | John White |

| <u>At-Large and Team Members</u> | | | |
|-----------------------------------------|--------------------|--------------------------------|---------------------|
| At-Large | Harry Heim | Mount Vernon | Lisa Schneider |
| At-Large (Phoenix) | ----- | NCS / St Albans | Mark LaViolette |
| At-Large | Ryz Obuchowicz | Oakton | Mike Mulreany |
| | | Potomac | ----- |
| Christchurch (Associate) | ----- | Robinson | Thomas Criman |
| Episcopal (Associate) | ----- | Sidwell Friends | Elizabeth Britton |
| Fairfax | Pam Jones | South County | Gerald Patterson |
| Forest Park | Curtis Hoagland | T C Williams | Eric Schilling |
| Gar-Field | Don Schilpp | Thomas Jefferson | Dave Applin |
| Georgetown Visitation | ----- | W T Woodson | Mark Ramage |
| Gloucester (Associate) | ----- | Wakefield | ----- |
| Hylton | Dorothy Lazor | Washington-Lee | Tim Aiken |
| J E B Stuart | Jenny Kusmik | West Potomac | Mick McKeown |
| James Madison | Ronald Marx | West Springfield | Grant Bridgewater |
| Lake Braddock | Cynthia Maltenfort | Western Albemarle(Asso) | ----- |
| Langley | Nathalie/Jun Quion | Westfield | Shirley von Rinteln |
| Mathews (Associate) | ----- | Woodbridge | Hal Johnson |
| McLean | Doug Hale | Yorktown | Michael Osborne |

Non-voting Members:

| <u>Coordinators</u> | | | |
|----------------------------|---------------------|-------------------|----------------|
| LOC | Ryz Obuchowicz | Programs | Cheryl Garner |
| Charlie Butt | TBD | Trophies | Mike Stilwell |
| Personnel | Shirley von Rinteln | Web Master | Eric Rotenberg |

| <u>Committees</u> | | | |
|--------------------------|----------------|--------------------|----------------|
| Bylaws | John White | Grievance | Harry Heim |
| Coaches | Mary King | Historian | Ryz Obuchowicz |
| Coach Develop | Ryz Obuchowicz | Nominations | TBD |

| <u>Representatives</u> | | | |
|-------------------------------|-------------|-------------------------------|----------------|
| Thompson Boat Center | ----- | Crew Council Co-Chairs | ----- |
| Sandy Run Park | James Short | USRA Referees | Ryz Obuchowicz |

II. President's Report. Rob Ittig:

- A. Rob provided an explanation of the Representatives Handbook. Copies on CD were not available as planned; however, the Secretary will send it out by email tomorrow. Everything we can think of that would be needed or of interest to the membership has been included in this Handbook.
- B. One booster organization is, in accordance with the Bylaws, not in good standing at this time.
- C. It was announced that Bishop O'Connell resigned from VASRA over the summer to join WMIRA (Washington Metropolitan Interscholastic Rowing Association).
- D. Rob briefly went over the requirements for volunteers and why they are needed for regattas. The Local Organizing Committee (LOC) staff is made up of "permanent" members, one from each Booster organization, and Rob emphasized the importance of this core staff. They are at every regatta and are trained as supervisors. They instruct and oversee the weekly volunteers. Send the names of the LOC nominees to Ryz Obuchowicz, Rob Ittig, Mike Mutter, or John White.
- E. Rob spoke briefly about the Capital Equipment Plan. There was some discussion, during which it was requested that a listing of the items for which funds were being targeted be provided. Rob said he is preparing a new Chapter 19 to the Operations Manual that will lay out the details of the Plan with specifics.
- F. Fran Phoenix and Ryz Obuchowicz have agreed to continue as At-Large members. The Coordinators and Committee Chairs were announced: LOC - Ryz Obuchowicz; Personnel - Shirley von Rinteln; Programs - Cheryl Garner; Trophies - Mike Stilwell; Coaches Committee - Mary King (South County).
- G. Rob said VASRA is looking for a Regatta Director for the Charlie Butt regatta to be held on April 30, 2011 on the Potomac River. This is the only VASRA sponsored Potomac regatta. The cost of this regatta last year exceeded \$4000, partially due to the increased permits cost, park police fees, and clean-up assessments. We need to carefully review the costs for next year.

III. Secretary Report. John White:

- A. The Minutes of the June 1, 2010 VASRA Board meeting were read and approved as written.
- B. John introduced the representative from Briar Woods HS, Ms Marla Schafer. Briar Woods is starting a crew team and is here to see how we are organized. This is a great step forward as Briar Woods will be the first scholastic crew program in Loudoun County.
- C. John ran through the procedures to be followed at VASRA meetings (Attachment 1).
- D. The Key Dates calendar was discussed. Everything, but everything, that is important is listed here. John emphasized the administrative items in red – Launch Driver Training Plan, LOC Staff Member, Entry Fees, Waiver Certification, Rule Book Certification – required to be completed before any team can row in a VASRA regatta or meet.
- E. Communication is by email. Please keep the VASRA roster up to date so that the Secretary has at least two contacts for each booster organization (usually the Board of Directors booster representative and the booster president).

IV. Treasurer's Report. John White:

- A. The July-September financial statement was not available. Dues are payable now and should be sent to the Association P.O. Box 23042, Alexandria, VA 22304.
- B. The 2010-1011 VASRA Budget was approved by electronic vote in August by a vote of 23 yes, 0 no, 1 abstain. Twenty-One votes were required for approval, 50% of the entire membership (at that time).

At the regular meetings, a majority of those present are usually required to approve an issue, as long as a quorum is present. A quorum, as defined in the Association Bylaws, is 50% of the

membership after the Associate Members (5) are subtracted (Associates are not required to attend regular meetings). Current membership is 33 schools, 3 At-large, and 3 Officers, total 39. Therefore, a quorum is 17 ($39-5=34$, $\frac{1}{2}=17$).

- C. It was explained VASRA carries Director's and Officer's Liability and Crime insurance – this covers every member of the Board of Directors, voting and non-voting. VASRA has USRowing liability coverage for regattas by virtue of being a USRowing member along with every VASRA member also being a USRowing member. This protects every volunteer at the regattas, including the referees. VASRA carries two insurance policies to cover all of the \$200,000 worth of equipment it owns from loss, one policy for items “on land” such as the HQ building, Finish Line structure, concessions equipment, etc. The second policy covers “on water” items like the race course, boats, launches and things used on the water such as radios and life vests.
- D. John did not have any update on the Finish Line Building except that the NVRPA voted to provide a new power line to the park. This has held up plans development.

V. Vice President's Report. Michael Mutter:

- A. Mike announced the Coxswain clinic has been changed from two to one, now scheduled for February 19, 2011. A guest keynote speaker is being sought and there will be two tracks – one for experienced coxswains and one for new coxswains.
- B. Launch driver Training. This is primarily a booster responsibility. Each is required to provide a plan as to how they will accomplish training. There was a long discussion on how to best do this. Pretty much the bottom line is to get as much time on the tiller as possible in order to be comfortable with maneuvering a launch. If driving a referee, the referee can teach the driver on referee requirements the day of the regatta. It is not feasible for a referee to teach the driver how to drive.
We are going to request specific feedback on unsatisfactory driver performance so that we can pass the information to the booster organization on a driver by name. It was emphasized the vast majority of drivers were excellent ... we are focusing on the minority that did not exhibit adequate skill.
- C. It was announced there is a VHSL/VIAAA Booster Summit in Richmond on November 20, 2010, at the VCU Campus. The brochure was handed out. John White is attending and will provide feedback afterwards.

VI. Representative's Reports.

- A. Crew Council. Noel Deskins: NTR
- B. USRA Referees. Ryz Obuchowicz: Ryz made the usual pitch that referees are needed. We would like to have one person from every booster organization sign up to become a candidate just to see if it is something of interest. Give Ryz a name and then it will be up to the referee corps to convince the person that this is a worthwhile endeavor and continue on to be a licensed referee.
- D. Sandy Run Park. James Short: James asked for the name of the President of all boosters whose teams practice out of Sandy Run, Oxford House, or Bull Run.
- E. Thompson Boat Center. Jermaine Lasane: NTR

VII. Coordinator Reports.

- A. LOC. Ryz Obuchowicz: NTR

- B. Charlie Butt. TBD:
- C. Personnel. Shirley von Rinteln: It was asked that each organization confirm the name of its volunteer coordinator. The Volunteer Coordinator meeting is January 11, 2010 here at TJHSST, 7:30 pm. At that time the specific assignments for everyone will be known and the handbook detailing the process of volunteer assignments will be reviewed.
- D. Programs. Cheryl Garner: Cheryl introduced herself as the new person in charge of regatta programs. Team pictures and biographies are due by the March 1, 2010 VASRA meeting.
- E. Trophies. Mike Stilwell: Mike handed out the plaques for the point trophy winners from the VSRC regatta May 22, 2010. The calculations to determine the point winners could not be completed at the regatta. The winners: Men's Division One – St Albans; Women's Division One – Georgetown Visitation; Men's and Women's Division Two – Gloucester.

VIII. Committee Reports.

- A. Audit. TBD:
- B. Bylaws. John White: NTR
- C. Coaches Committee. Mary King: Mary introduced herself and the newly elected Coaches Committee president. She said the schedule is being put together by the team coaches and will be discussed at the next coaches committee meeting on October 16th.
- D. Coaches Development. Ryz Obuchowicz: NTR
- E. Grievance. Harry Heim: NTR
- F. History. Ryz Obuchowicz: NTR
- G. Nomination. TBD:

IX. Old Business. None.

X. New Business. None.

XI. Announcements.

- A. Membership dues (\$100) are payable now, and not later than November 15, 2010.
- B. At the next meeting (Nov 2nd), team rower numbers will be reported.
- C. October 16 – Coaches Committee meeting, 10 am, South County HS.
- D. November 13 – Referee Clinic, 9 am, 8110 Gatehouse Road, Merrifield, VA.
- E. December 2-4 USRowing Annual Convention, Tampa, FL.

XII. Adjournment. The meeting adjourned at 9:04 p.m. The next BOD meeting is Tuesday, November 2, 2011 in the TJHSST Cafeteria.

John D. White

John D. White
Secretary

Attachment 1

VASRA Secretary Notes First Board of Directors meeting October 5, 2010

1. Conduct of meetings:

- These meetings will be as brief as possible, consistent with making sure all information is presented and discussed as needed. Materials will be sent by email a week in advance and discussed only if there is a question, a disagreement, something is in conflict, or there is an error ...
- When you make a contribution to discussions here, request you identify yourself and your school.
- Sign in – If you do not, I will not count you being here – I compartmentalize and can't remember anything! Also, the sign-in sheet is the record that there was a quorum.

2. Most communication will be by email - I need to be kept updated on email address changes. PLEASE identify your school in the email title or signature. A roster is being circulated this evening on which to make updates.

- I will “push” all needed information to everyone by e-mail.
- Desire at least two contacts for each booster organization ... usually the VASRA Representative and Booster President. I am adding Booster VP's to my address book as I get them.
- Use the “Reply” button when addressing the SAME SUBJECT. If you are talking about a new subject, please start a new email string OR change the subject line before sending the reply message (and delete the unrelated string of emails). In too many emails the message text has nothing to do with the email title and I often miss information or don't read it timely. AOL users: AOL does not keep the string in replies ... with short answers, sometimes there is no clue what you are talking about (and/or I can't remember), so paste the original or identify the issue.
- I will gladly answer questions, HOWEVER, p-l-e-a-s-e read what you have in hand, especially the Representative's Handbook, BEFORE you email me ...
- If you have a Spam blocker – I'm not going to spend time requesting verifications that I'm really the VASRA Secretary. If you want the email, open your computer to my address (jdwhiteii@verizon.net).

3. Acronyms list: If you hear one not listed, let me know – I'll add it.

4. Key Dates Calendar: As of 9/28/2010. **If you have a copy with a previous date, trash it.**

- The Any questions on the Key Dates? ... Ask now! Or send me an email any time.

5. Liability Waivers: The explanation is in the Representatives Handbook. Certification that all your athletes and coaches have signed a waiver is required.