



**Capital City Rowing
Board of Directors
Meeting Minutes**

Date: Monday, Aug. 19, 2017

Time Scheduled: 9:00 a.m. – 12:00 p.m.

Location: Jenn Womble's office, 1350 Market Street, 2nd Floor, Tallahassee, FL

Attendees

Board Members Present:

Kathy Bartlett	Gayle Carlton
KD Carson	Kristen Coyne
Cindy Hoogerheyde	Yvette Mignon
Dan Newman (arr. 9:14 a.m.)	Diana Oropallo
Jennifer Portero	Carrie Stolp
Jennifer Womble	

Board Members Absent: Michael Haire, Deborah Seymore

Quorum Present? (Yes/No): Yes

Coaches Present: JonMichael Francis, Danny Shapiro, Brett Tillotson

Visitors: Tracie Parker, Deborah Stevens

Call to Order

Board President Carrie Stolp called the meeting to order at 9:05 a.m.

Approval of Minutes

On motion made, seconded, and carried, the board approved the previously distributed minutes of the meeting of the board held July 10, 2017.

President's Report / Carrie Stolp

- CCR purchased a new motor approved by Executive Board
- Park Passes
 - Park passes will be issued this week; Rowers without pass with photo must pay \$2
 - It's OK to make a copy of it.
 - Brett hopes for better responsibility for passes this year from rowers
- Carrie had a good lunch with the team captains
 - Board should encourage captains as leaders
 - Teams chose visors
 - Teams are planning mentoring strategies for novice rowers to help camaraderie
 - ***ACTION ITEM***: Tracie Parker volunteered to conduct leadership training program for team captains and seniors
- Communication
 - Correspondence from other board members must be first vetted by coaches and President

- Revised board meeting
 - After consulting with board members via email, Carrie amended the 2017-2018 Board Meeting schedule as follows:

Mon Sept 11	Mon Oct 2
Mon Nov 6	Mon Dec 4
Mon Jan 8	Mon Feb 5
Tue Mar 6	Mon April 2
Tuesday May 8	

Treasurer's Report / Jenn Womble

- CCR has new address; updating checks, credit card addresses and other financial records
 - Carrie, Cindy Hoogerheyde and Jenn have keys to the P.O. box
- Team Unify website is up and running
 - Financial functionality is better, and the transition process helped clean up the finances; Transition to new site went smoothly; Old site archived and data remain accessible
 - Tweaking rower registration form from user feedback
 - New "look" of website will be in place soon.
 - New site will improve communication for board and membership
- Budget development
 - ACTION ITEM: Finance Committee workday planned for Aug. 27, 1 pm, in Jenn's office
 - Trying to make budget easier to understand
 - ACTION ITEM: In September will present budget based on how many rowers will be needed to sustain it.
 - ACTION ITEM: Working on codifying a financial policy
 - Designated individuals will handle expenses to make it easier to reconcile (Cindy will handle apparel; Jennifer will handle regattas)
 - Policies will help fulfill tax filing obligations and better manage receipts

VP for Administration / Diana Oropallo

- Registration: 33 rowers registered so far, 6-7 are complete (2 signed forms, paid)
 - Due to insurance, some rowers can't get physicals until previous physical reaches 1-year mark. Rowers have grace period with a deadline of 1 week before first regatta
- CCR was represented at Leon County middle and high school orientations
 - Good coverage at Chiles, Deerlake, Cobb, Swift Creek
 - Not allowed Leon or Montford orientations
 - Will be permitted to go to Open House at Leon High
 - No coverage at Raa this year
 - Recommended that in future, we identify middle school parent to coordinate the middle schools
 - Leon Schools District approved sending out email about CCR through schools' list serves
 - Ideas for future:
 - Tracy: Day before recruiting day, give a pep talk to rowers to motivate them in "salesmanship"
 - Put CCR flyers on cars at schools, especially if not allowed inside
 - CCR will cover Sept. 24-25 Chiles Club Rush and Sept. 18 Leon Open House
 - Cindy will coordinate with Lincoln High
- CCR Parents Information Meeting will be Wednesday Sept. 13, 6:30 -8 pm. Finalizing venue.
- CCR Open House is Aug. 31 at the Northeast Library

VP for Operations / Jennifer Portero

- All regattas confirmed and schedule is on website; Erg Sprints date will go up when finalized
- Transportation
 - Busses: Got Astro and Annettt quotes for season; booked lower quote; Two busses reserved for every regatta; will trim as needed
 - Arranging vans and shuttles as needed for Boston and Philly
- Flights
 - Will book after the rosters are determined, using Five-Star Travel
 - Bret reported that for HOTC:
 - Test erg pieces are Sept. 11 and 12
 - Should know by Sept. 8 or 9 if women are going
 - Meeting for families will be after CCR Parents Information Meeting, Sept. 13
- Hotels
 - Booked for Boston (HOTC) and Philly (Head of the Hooch)
 - Boston travel dates are Oct. 19-23; Discussed how many rooms were needed for HOTC
 - Philadelphia travel dates are Oct. 27-29
 - Head of the Hooch travel dates are Nov. 3-5
 - Hotel information will *not* go on website
- Regatta committee
 - 20 people interested; open to all

Secretary's Report / Kristen Coyne

- Executive Board Meeting Minutes distributed for previous month (attached)
- Digital Recordkeeping
 - Confidential documents will continue to be kept in President's Google docs.
 - Public documents will be added to the website under a separate link.
- Policies and Procedures Manual
 - Kristen will develop a policies and procedures manual. Tracie Parker and Diana Oropallo will provide assistance, along with Brett, who shared draft Employee Handbook. Contributions from Jenn on financial policies.
 - *ACTION ITEM*: Progress report at October board meeting.
- Rower Handbook
 - Kristen is updating/revising rower handbook.
 - *ACTION ITEM*: To be drafted, reviewed by board and ready for Sept. 13 meeting

Coaches Report / Brett Tillotson

- Brett submitted written report (attached)
- Hiring of assistant coaches is underway
 - Discussion of whether personnel searches should be shared responsibility between Head Coach and Board
 - Dan Newman said different standards should apply depending on level of position; coaches now being hired are just assistants working at hourly rate for the Fall
- Summer training
 - Some rowers did their own thing, some went to camps, 7-10 enrolled in CCR summer training, 15-16 rowers did Titus training
- LSBC
 - Danny Shapiro reported it went well; 20-21 campers first week, 26 second week, six overlapping; ample CCR rowers volunteered; more high schoolers than in previous year
 - Coaches following up with potential recruits

- Mini camp
 - Danny reported it was well attended and in the experience is effective at getting rowers ready for the season
- Erg Shack
 - A/C broke; Forest Meadows fixed it quickly; 2 dehumidifiers have been installed; Dan is donating window A/C unit for weight room

[JM and Danny needed to leave the meeting at this point, 11 a.m.]

Committee Reports

- *Nominating Committee / Carrie*
 - Carrie recommended board member Yvette Mignon as Executive Committee Member at Large.
 - Kathy made a motion to approve
 - Kristen seconded the motion
 - Motion passed
 - Carrie plans to name a novice parent and middle school parent to the board in October
- *Fundraising Committee / Kathy Bartlett*
 - Dan, Gayle and Mignon are serving on the committee
 - Kathy plans to put together a timeline for the committee's work
 - Kathy plans to reconstitute the group of past CCR Board presidents and tap into that expertise
 - ACTION ITEM: She will work with coaches on their wish list of equipment for funding
 - ACTION ITEM: An inventory is being done for this and for tax purposes; Brett to furnish this info.
 - Discontinuing PayPal as a way to donate to save paying the fees, and because we can accept donations through new website. ACTION ITEM: Kathy and Jenn will work together on that.
- *Apparel Coordinator Report / Cindy Hoogerheyde*
 - Cindy has shared inventory list with Carrie and Jenn; they will assess what needs to be added
 - Aug. 25 final date for rowers/parents to report sizes for unis, etc., through the website; will order a few extras to have on hand for late-joining new rowers.
- *Banquet Committee Report / Gayle Carlton*
 - Deborah Stephens also on committee
- *Carpooling Coordinator Report / KD Carson*
 - KD will organize car pools

Other Business

- Health
 - Board members discussed ways to educate about / promote health among rowers. Perhaps resources / info could be provided; staff member could be added with this expertise; awareness could be raised about nutrition, avoiding back injuries, etc.
 - Board members discussed injury policy that rowers / parents sign at beginning of season.
 - ACTION ITEM: Brett to check that policy states that rowers should not participate in practices/regattas with fevers, consistent with school policy. Will send to Kristen for inclusion in handbook
 - ACTION ITEM: Kristen will include policy in handbook
- Communication

- Carrie stated CCR policy for resolving issues with coaches is as follows: 1. Rower talks to coach. If not resolved, then, 2. Parent talks to coach. If not resolved, then, 3. Parent talks to head coach. If not resolved, then 4. Parent and Brett talk to board president.
- Coxswain Training
 - Tracie asked if specialized training could be considered for incoming coxswains. There was discussion of ideas for helping new coxswains develop confidence, “boat positivity,” identifying training opportunities. Issue was identified as not appropriate for board-level, but rather between rower/parent and coach.

Adjourned

On motion made, seconded, and carried, the board adjourned at 12:01 p.m.

COACHES REPORT

Board members and coaches,

I wanted to reach out and update you ahead of Saturday regarding the FSRA Annual Meeting I attended in Sarasota last weekend, as well as how our coaching staff and programming is shaping up for the fall. I have a brief update on the season schedule. I'd also like to discuss communications between the BOD and the coaching staff. Please consider this my report to the board for the upcoming meeting so that we can move the agenda along on what could be a fairly busy morning.

No changes were made at the FSRA meeting. The major Bylaw amendments that were passed last year have proven effective in keeping issue to a local level, which has allowed the FSRA board to put its attention towards the State Championship regattas and managing the group insurance policy.

I was re-elected as President of the organization, and the rest of the Executive Committee will remain on in their current positions as well. Our FSRA North Region rep will be Chris Register from The Bolles School. He will represent us on the Regatta Committee and be in charge of our coordinating our district championship.

The regatta committee's focus this year will be negotiating the next 3-year contract with SANCA, which will take effect in 2019. SANCA will be shifting several costs to the FSRA with some local monies run out on their end, so there could be significant changes to how the championships are structured after this season.

Most of CCR's winter and spring races are scheduled. There is only one weekend we have left to fill, and that should be firmed up in the next 2-3 weeks.

Dec. 9h -- Plant Fall Invite, Tampa ByPass Canal.

Feb 10th -- Southern Sprints, Melbourne *Tentative Date*

Feb. 17th – America's Youth Cup I, Sarasota. Benderson Park

Mar. 3rd -- Double Dual. Jax. Ortega River. Vs. Bolles, ESJ.

Mar. 17th – Quad Meet. Lake Talquin. Vs. OARS, AJRA, Winter Park

Mar. 24th – Open Date. Discussing possible races at Peachtree City or Tampa.

Apr. 7th -- FSRA North District. Jax. Ortega River.

Apr. 14th -- Florida Sprints League Championship. Tampa Bypass Canal.

Apr. 28th-29th -- FSRA Sweep Championship. Sarasota. Benderson Park.

Southeast Junior Districts will be in Sarasota. The date is TBA. There's a push to move them to the 3rd weekend of May so that AP tests are less of an issue. If USRowing can staff another regatta that weekend, they'll accommodate that request.

Youth Nationals are rumored to be at Lake Natoma in California. And for whatever it's worth, other rumors are floating around that the following three YNCs will be in Saraosta. Let's hope for that!

The 3/17 race that we're hosting at Talquin will be a major undertaking. I've already began working with TIRA on securing some grant money to make the venue more utile. Hosting OARS, AJRA, and Winter Park

will require a lot of preparation, and I'd like to request one parent volunteer to to head up the effort as their one main task for CCR this year, and that we identify that person no later than November. They would be working with me and in charge of coordinating other volunteers for food, parking, and everything else not related to the actual racing. This volunteer would work with me on the permitting, so someone else in the organization knows what that process requires in future years.

The fall coaching staff is coming in to place. Danny, JM, and I will return in our roles from last year. Taylor will head up the MS LTR program. Brandon Wilson, a Leon alum and former Leon Crew coach, will be serving as our strength and conditioning coach and primarily be based at Forest Meadows. On my available days, I'll be at Lake Hall assisting JM and Danny, and mentoring the novice coaches.

A young woman named Jessica Cruz, in her fourth year at FSU, will be assisting Danny at Lake Hall on Tuesdays and Thursdays. She has a background as a coxswain for the FSU men's team. She's incredibly well-spoken, seems eager to learn, and enthusiastic. Because the question of why she'll be working with the men instead of the women is bound to come up -- she is only available on those two days this fall, and JM's class schedule won't allow for Tuesday or Thursday to be productive water days for the girls.

There are two other possible candidates who I have spoken with yesterday and today. One of them is Daniel Olson, FSU Crew's new head coach. He recently moved here from the west coast. He rowed at Everett in the Seattle area while in high school -- a very highly respected program -- and rowed for California Maritime College for four years while an undergrad. He's interested in assisting on weekdays. As he just moved to Tallahassee this week, he won't be able to make it out to the lake until Tuesday. We'll discuss his schedule further and if he's interested and seems like a good option for us, we'll plug him in to the rotation. The other is Michael Mixom. He's a former FSU Crew coach. He is looking at his availability and will let me know ASAP.

Taylor has indicated that she's available on Mondays and Wednesdays to work with High School novice girls, and Mondays, Wednesdays, Thursdays, and Fridays for our middle school program. My preference is that if either Daniel or Michael have the availability to be JM's assistant coach on Mondays and Wednesdays, that they work that position. For Taylor to manage both the MSLTR and the novice girls would be a lot to ask of anyone. Taylor graduates from FSU this fall, and is less likely to remain available in the spring. So if there's a better chance of one coach remaining with the squad year round, that's who I'd like to put in that position this fall.

Regarding planning for the MSLTR program, we will begin on Monday the 18th and run through Friday, October 27th. It is likely that practices will be Monday, Wednesday, and Thursday at Lake Hall, and Friday at Forest Meadows. What that schedule actually looks like depends on the availability of Daniel, Michael, Brandon, and Jessica to assist Taylor. It is my hope that we have that figured out before the August 31st meeting.

Concerning communications between the board and coaches, I sent an email last year outlining how we generally work with each other, and I was asked to send it out the information again. Given that this board is just beginning its term while we all begin the massive task of getting the team up and running, it's worth bringing up once more.

If any message is going to be communicated to the public or team at large, whether it's an email, social media post, flyer, etc., please run it by both me and the board president to check for any red flags. Most of the time there isn't an issue, but they do pop up on occasion. It's important that we make sure everything that is sent out is correct and consistent with the understanding of the issue/event that both the board and coaches have. Of particular importance are anything relating to recruiting events or regattas.

If the message is meant for only a specific squad, please run it by me, the board president, and that squad's coach -- Danny for the men, Jon Michael for the women, and Taylor for the Middle School program. Likewise, if there is going to be any activity by a board member at practice, such as apparel fitting or distribution, please check in with me and that coach just so they're aware and can make accommodations.

As board members, other parents will often come to you with questions, comments, and concerns. To help the coaches do their jobs, which is your duty as our employers, in any instance that an issue --real or perceived-- is brought to you, direct that person to their rower's coach immediately. It's not your job to editorialize; it's only to direct them to the appropriate coach to begin the conversation. Nine times out of

ten, things get resolved after a quick chat. When little nothings don't get brought to us they tend to metastasize in to real problems. Please help us nip those in the bud.

Similarly, if any of you board members has a question or concern, please bring it to the relevant coach immediately. If there's no resolution, work it up the chain to Carrie and I. I mention this because even before this season began, things have made their way around to me in an indirect way that need be handled directly. It's difficult, if not impossible, to address a second-hand complaint or even the persistent rumor of a complaint. The only way this whole production works if we're freely communicating with each other, so please don't hesitate to do so. Everything we do can be questioned, but please understand we take the actions that we take with a reason. Nothing is arbitrary. Ask us why we do the things we do the way we do them. The process of explaining it often helps us in our own understanding, and your input and questions help us make changes we might not have considered otherwise.

Coaches are instructed to be proactive as well. If they're experiencing issues with a rower and have already addressed the problem with them to no avail, they'll reach out to their parents sooner rather than later. If it's anything major, it's shared it with the board president and I so we're all aware of what's going on. If the issue isn't resolved directly with the rower and/or parent, only then does it make its way up the chain to be handled by the Head Coach or Board President.

Speaking only for myself, as far as direct communication, email is the best way to connect. I monitor my inboxes fairly frequently, and generally can respond within a few hours. If you'd like to find time to chat on the phone, send me an email and we can find a time to set up the call when I'm not on shift. I'd like to keep texting to a minimum; it's okay to text to see I'm available for a quick chat, but not to have a conversation. The immediacy of that form of communication doesn't work with how my days generally unfold. The other coaches will let you know their preferences as you work with them throughout the season.

Anyway, that's enough from me. I'm excited to get the season started and work with all of you over the next year. Thanks for your time!

- Brett

Executive Board Meeting Minutes July 2017

Capital City Rowing Board of Directors Other Board Business, July-Aug 2017

The following board business was conducted between the board meetings of July 10 and Aug. 19, 2017

- On the request of Head Coach Brett Tillotson, The Executive Board voted via email July 25-29 to authorize the following expenditures to replace aging and broken equipment:
 - A 15hp outboard motor (about \$2,259)
 - Kristen and Diana voted tentatively to approve on the condition that 2 additional quotes were obtained. In the absence of additional quotes, their votes ended up as "No."
 - The request was approved by a majority of the executive board.

- A revised CCR board meeting schedule was distributed by Carrie via email and approved via email by board members. The new meeting schedule is as follows:
 - Saturday, August 19: 9:00-noon
 - Monday, September 11th (changed to the 2nd Monday due to Labor Day)
 - Monday, October 2
 - Monday, November 6th
 - Monday, December 4th
 - Monday, January 8th (changed to the 2nd Monday due to New Years)
 - Monday, February 5th

- Tuesday, March 6th (changed to allow Brett to attend)
- Monday, April 2nd
- Tuesday, May 8th (changed to allow Brett to attend)