

# ***Spartan Alumni Rowing Association***

## ***Annual General Meeting Minutes***

April 13, 2013

### **I. Call to Order**

- a. Doug Rathburn called to order the regular meeting of the Spartan Alumni Rowing Association (S.A.R.A.) at 12:07PM on April 13, 2013 at the Cleveland Metroparks Rivergate Café (next to the boathouse), 1003 British Street, Cleveland, Ohio

### **II. Roll Call**

- a. The following persons were present: Tim Marcovy, Nate Uber, Patty Travis, Dan Bachmann, Ken Klika, Mike Krofcheck, Trish Krofcheck, Doug Rathburn with Chris Shoemaker via teleconference
- b. Visitors included: Patrick DelBarba, Doug Brubaker, Mallory Miller, Caitlin Bowerman, Andrew Fedor, Gavin Brown, Anna Czekaj, Liam McCormick, Stephanie Merlino, Matthew Holdren, Christian Juengling

### **III. President's Report**

- a. New web site development underway with Chris Shoemaker & Doug Rathburn
  - i. *Casecrew.org* is where mock up is being done. Will be ported over to SARA address once done.
  - ii. Looking for new look and new branding approach including new logo
    1. New logo being developed by external designer and concepts currently under review by Board
    2. Logo most likely rolled out with new web site
  - iii. Volunteers needed to port over web pages. Work can be scaled based on time available and involves copying and pasting information from the old site to the WordPress
  - iv. Targeting summer completion. After the spring races conclude it's a quiet time.
- b. Strategic plan development started with Brian Chorney & Doug Rathburn
  - i. A draft strategic plan leveling document was provided by Brian and Doug to the Board a couple weeks ago for review and input
  - ii. The document was intended to list potential areas that a strategic plan could be crafted around – leveling document
  - iii. The SARA Board formed a committee to develop the next level Strategic Plan to cover approximately the next 5 years.
    1. Committee Members: Brian Chorney, Meg Grady, Fraser Hewson, Doug Rathburn
    2. The SARA Board will try and include one current coach on the planning committee
    3. Committee members will be expected to participate in regular, periodic work sessions to develop the plan and work toward final approval by the SARA Board at an undefined future date
    4. Dan motioned to include students in the planning process as a focus group and Tim seconded. Motion passed unanimously.
  - iv. The strategic develop process is to follow the pattern:
    1. Draft document

2. SARA Board draft review
  3. Review with external constituencies
  4. Incorporation of feedback
  5. SARA Board review and approval
- c. Funding:
- i. SARA Spring 2013 wish list for coaches a success with over \$3600 donated for the purpose
  - ii. Donations to the SARA Coaching Endowment have totaled \$46,323
    1. Endowment calculation occurs at the end of June each year
    2. We will be provided an official fund balance at that time
    3. The team will receive its first distribution from the fund. Gary Pillar from the development office agreed to help us follow up with the Athletic Dept to make sure the funds end up in the correct place.
  - iii. We are trading in the sustain single from a 2010 hull for the exact same thing but a 2013 model with bow mounted rigger. Shell is still allocated to Miranda for the time being and total cost will be \$2000 to be covered by Doug.
- d. Formation of certain sub-committees and parsing out certain executive responsibilities to Board members
- i. Doug and Tim detailed certain recent events with the Case Crew Excomm related to alumni events, equipment usage, providing timely information, etc. that could be improved
  - ii. Doug felt he was taking the brunt of some of the negative communication and was looking for input and Board volunteers to provide additional connection points to the team to “share the load” and possibly provide a more diversified front to the university and students
    1. Shoemaker’s developed idea and agreed to be an alumni / student liaison
      - a. Expectations of this new position may include:
        - i. Attend meetings with Case Crew Excomm when invited
        - ii. Have a one-on-one with the student president once or twice a year
        - iii. Connect with Club Sports organization within Athletic Department
        - iv. Look for talented, engaged students that could be potential SARA leaders after graduation
    - 2.
    3. Lauren agreed to take the lead to coordinate alumni racing opportunities at races like the Head of the Cuyahoga and Charles, etc.
    4. Tom Hudak agreed to draft rules for the use of SARA equipment by Case students over the summer term. The rules will be reviewed and approved by the Board. We need to target having something prepared by graduation in late May.
- e. Motioned by Tim Marcovy to approve the President’s Report. Second by Nate Uber. Unanimously approved.

**IV. Treasurer’s Report (provided by Doug based on input received from April 6, 2013 SARA Board Meeting)**

- a. Current cash balance \$3940. Enough cash on hand for foreseeable 2013 expenses.
- b. 2012 financial information:
  - i. Donations were \$58,153
    1. Includes \$50,000 from Paul
  - ii. Fundraising including Amazon, Google, etc. was \$2553
  - iii. Total Expenses were \$56,988

1. \$50,000 donated to CWRU for the coaching expendable fund
  2. \$3152 for CRF rack rent
- c. Minor expenses expected in near future with
  - d. All boats are fully paid off
  - e. Insurance is paid for year
  - f. Rack rents
    - i. \$3,680 in 2013; half paid already
    - ii. Scheduled remaining 2013 expenses are 2nd half of rack rents.
    - iii. Tim reported that CRF is working to re-balance the revenue between per student fees and rack rents.
      1. The shift will put more burden on rack space and less on rower fees
      2. For the combined CWRU/SARA program the total is estimated to be roughly the same. However, since we only have boats and no rowers our expenses will increase
      3. The CRF assessment for each athlete in 2013 is \$230 for the whole year
  - g. Motioned by Dan Bachmann to approve the Treasurer's Report. Second by Mike Krofcheck. Unanimously approved.

**V. Election of the Board of Directors**

- a. Board of Directors: Dan Bachmann, Lauren Boucher, Brian Chorney, Meg Grady, Fraser Hewson, Tom Hudak, Tim Marcovy, Doug Rathburn, Chris Sheridan, Chris Shoemaker
- b. Motion by Nate Uber, second by Dan Bachmann to approve board
- c. No opposed, by acclamation Board passed unanimously

**VI. New business from the membership**

- a. Alumni Banquet
  - i. A number of alums voice concern that the events on offer may not resonate and "pull" people to Cleveland for the weekend.
  - ii. Nate volunteered to pull together a more formal event together including dinner and possibly some speakers or other festivities. Thanks Nate for volunteering!!!
- b. Rowing Tanks
  - i. Faculty advisor Ken Klika gave details for potential new tanks in Cleveland that would be owned by SARA, CWRU, or some combination thereof.
  - ii. Ken also advises various engineering departments and commissioned three Civil Engineering students to design a concept for a moveable water tank.
  - iii. Currently teams from Cleveland need to travel to Pittsburgh, Erie, etc. for tank time – something they pay for on top of the travel cost
  - iv. Ken identified a rental property on the border of University Circle that would be appropriate. Greenies would service the site and is located east of campus on Euclid just past the Free Clinic. The university is also interested in the property and could become a "proper" Case building.
  - v. The students will present their senior thesis with the design concept in a few weeks that will include technical details and budgetary estimates for construction.
  - vi. The idea is that the major portions of the tank could be disassembled and moved if needed
  - vii. Access to other clubs for rental is assured if the current building is chosen

- viii. Once the budget is set, Doug will approach alumni and the university to develop a funding plan for construction
- c. Tim Marcovy motioned to ratify and approve the actions of the officers and SARA Board of Directors since the last Annual General. Nate Uber seconded and the motion passed unanimously by the membership.

**VII. Date of Annual Meeting in 2014**

- a. Date to coincide, with proper notification, with the 2014 alumni regatta in Cleveland, Ohio

**VIII. Adjournment**

- a. Dan Bachmann moved to adjourn AGM, second by Tim Marcovy. None opposed.
- b. Thank you to the Rivergate Café for hosting this year's meeting!
- c. Doug Rathburn adjourned the meeting at 1:44PM

Immediately following the SARA Annual General Meeting (AGM), the newly elected Board of Directors met to elect Officers and discuss new business.

**I. Election of SARA Officers**

- a. SARA Board of Directors meeting called to order at 1:45PM on April 13, 2013.
- b. Board of Directors present: Tim Marcovy, Doug Rathburn, Dan Bachmann with Chris Shoemaker via teleconference.
- c. Tim Marcovy noted the lack of a quorum and moved to close the meeting and schedule another Board meeting at an appropriate date and time in order to elect officers. Dan seconded the motion and none were opposed.
- d. Doug Rathburn adjourned the meeting at 1:47PM

Minutes submitted by: Doug Rathburn

April 22, 2013