

MINUTES of NCASRA BOARD of DIRECTORS MEETING March 6, 2007

I. The NCASRA Board was called to order by the President at 7:38 PM, March 6, 2007 in the library of Thomas Jefferson HSST. Forty-four voting members were present as follows:

<u>Executive Board Members</u>			
<b>President</b>	Rob Ittig	<b>Vice President</b>	-----
<b>Treasurer</b>	-----	<b>Secretary</b>	John White
<u>At-Large and Team Members</u>			
<b>At-large (Past Pres)</b>	-----	<b>Langley</b>	Susan McKay
<b>At-Large</b>	Donna Towner	<b>Mathews</b>	-----
<b>At-Large</b>	-----	<b>McLean</b>	Thomas Zegler
<b>At-Large</b>	Ryz Obuchowicz	<b>Mount Vernon</b>	Sue Davis
		<b>National Cathedral</b>	Alex McNamara
<b>B-CC</b>	Elizabeth Petty	<b>Oakton</b>	Julie Furuta-Toy
<b>Bishop Ireton</b>	Alan Borough	<b>Potomac</b>	Vera Vaughn
<b>Bishop O'Connell</b>	Steve Kapurch	<b>Robinson</b>	David Oakley
<b>Christchurch</b>	-----	<b>Sidwell Friends</b>	Eric Mayer
<b>DeMatha</b>	Rosemary Casey	<b>South County</b>	Mike Jordan
<b>Elizabeth Seton</b>	Marty Hagler	<b>Saint Albans</b>	Lynn Hatch
<b>Episcopal</b>	-----	<b>St Stephens/Ste Agnes</b>	Mike Barron
<b>Fairfax</b>	Kerri Sperry	<b>T C Williams</b>	Tracy Hollingsworth
<b>Forest Park</b>	Ray Griggs	<b>Thomas Jefferson</b>	David Lampen
<b>Gar-Field</b>	Jim Keefer	<b>W T Woodson</b>	Fritz Roegge
<b>Georgetown Day</b>	Barbara Selig	<b>Wakefield</b>	Anne Marie Stetekluh
<b>Georgetown Visitation</b>	Jerry Myers	<b>Walt Whitman</b>	Jack Orrick
<b>Gloucester</b>	-----	<b>Walter Johnson</b>	Mark Baskin
<b>Gunston Day School</b>	-----	<b>Washington-Lee</b>	Donna Roberts
<b>Holton Arms</b>	Martin Zoltick	<b>West Potomac</b>	Steve Wanser
<b>Holy Cross</b>	Cindi Fahive-Sobel	<b>West Springfield</b>	Will Hiestand
<b>Hylton</b>	Mark Fichten	<b>Westfield</b>	Craig Trumbull
<b>J E B Stuart</b>	Chuck Pizer	<b>Woodbridge</b>	Hal Johnson
<b>James Madison</b>	Bob Smith	<b>Woodrow Wilson</b>	Leslie White
<b>Lake Braddock</b>	Jim Barnes	<b>Yorktown</b>	Greg Frey

Coordinators

<b>DLOC</b>	-----	<b>OLOC</b>	-----
<b>Personnel</b>	Mark Lindon	<b>Programs</b>	Susan McIsaac
<b>Trophies</b>	Mike Stilwell / TJ Kozikowski	<b>Web Master</b>	-----

Committees

<b>Audit</b>	-----	<b>Bylaws</b>	John White
<b>Communications</b>	Lisa Feibelman	<b>Coach Dev</b>	Ryz Obuchowicz
<b>Grievance</b>	-----	<b>Historian</b>	Ed Wells
<b>Nominations</b>	Ryz Obuchowicz		

Representatives

<b>Coaches Assn</b>	Bryan Tylander	<b>Crew Council Chair</b>	Kerry Donley
<b>Sandy Run Park</b>	James Short	<b>USRA Referees</b>	Ryz Obuchowicz
<b>Thompson Boat Center</b>	-----	<b>Anacostia Community Boathouse Association</b>	Alan borough

II. Secretary Report. John White:

A. John reminded the BOD that liability waivers certifications are due on March 17<sup>th</sup> and noted the schools from which received to date (St Stephen/Ste Agnes was the first). Dues are outstanding from Christchurch and projected rower fees are outstanding from Christchurch, Elizabeth Seton, Forest Park, Langley, National Cathedral, and St Albans. The January/February financial report is not available and will be distributed by email on March 10<sup>th</sup>. Lightweight Program CDs are being sent to coaches. Several are yet to be mailed but John did not know which schools have not received them yet. John neglected to read the minutes of the BOD meeting on January 9, 2007 and move for a vote to accept them (however, subsequently, such motion was made electronically, seconded electronically, and minutes accepted by no negative vote.)

III. President's Report. Rob Ittig:

A. The proposed change to the NCASRA Bylaws, Article IV, Section 1 was read. The change specifies one person be assigned by each school to be a permanent staff member of the LOC to which assigned for the entire spring racing season and, in the case of the DLOC schools, if the team is in excess of 50 rowers, two such permanent staff is to be assigned (text at attachment 1). Rob made a motion the change be accepted. Lengthy discussion ensued. Objection was voiced to enforcing the change this year. Prior discussions were revisited, reiterated, and restated. The "unfairness" brought about by some schools not providing personnel was again cited. The problem is we cannot get the minimum DLOC staffing required to stage a regatta safely. These positions are supervisory in nature and require training and continuity so that the incumbent has the knowledge and experience to teach and direct regular regatta volunteers in the execution of their job(s). Enough negative comment was received that Rob tabled the motion. However, safety continues to be the real issue and, if adequate staff is not available, regattas will be cancelled. Looking to the future, no one has stepped forward to apprentice with Mike Mutter to become the DLOC Regatta Director next year (Mike will not continue beyond the end of the 2007 spring season). If we cannot get a replacement, then there certainly will be no NCASRA regattas on either the Potomac or Anacostia Rivers in the future and only triple and dual meets will be held at these two locations.

B. Rob request the following persons to serve on the nominations committee: Ryz Obuchowicz, Harry Heim, and Vera Vaughn.

C. Rob stated he wanted the BOD members to be aware of the requirement that coaches be vetted through the school ADs with background checks and blood tests. We need to know the persons in charge of our kids are cleared through the HR process. This should be done by now.

IV. Vice President's Report. Carl Wick: Not present.

V. Treasurer's Report. Lee West: Not present.

VI. Representative's Reports.

A. Crew Council. Kerry Donley: All races for the season have been sanctioned.

B. Coaches Association. Bryan Tylander: Requested that the Thompson Boat Center parking lot be made available for trailers the Wednesday prior to the Stotesbury Regatta (May 16<sup>th</sup>) so that all schools there can load its boats.

C. USRA Referees. Ryz Obuchowicz: Thanked all for the number of referee candidates. If anyone else expresses interest, send the name to him.

D. Sandy Run Park. James Short: Safety meeting Thursday, March 8<sup>th</sup> at 7:30 PM, South County High School.

E. Thompson Boat Center. Gary Weeden: Not present. Bryan Tylander stated the TBC docks were to be installed the next day, March 7<sup>th</sup>.

F. Anacostia Community Boathouse Association. Alan Borough: Said the "Save the Boathouse Campaign" was successful with the city of Washington and it will remain functional during the renovation of the 11<sup>th</sup> Street Bridge.

## VII. Coordinator Reports.

A. DLOC. Michael Mutter: NTR

B. OLOC. Donna Towner: NTR

C. Personnel. Mark Lindon: The volunteer sheets are coming in. Due by March 18<sup>th</sup> but earlier is always better.

D. Programs. Susan McIsaac: Reiterated TONIGHT is the deadline for team pictures and biographies. She will send out information by email.

E. Trophies. Mike Stilwell: All trophies are turned in except:

Mathews – Alexandria Cup 1, VSRC M-1-4; Alexandria Cup 2, VSRC W-1-4  
Westfield – VSRC Men's Div II Point Trophy; VSRC Women's Div II Point Trophy  
Wilson – NVSRA Cup 21, NCC M-3-8; NVSRA Cup 29, NCC W-3-8  
Yorktown – Phoenix Trophy, TPLB W-F-8

## VIII. Committee Reports.

A. Audit. Steve Lee: NTR

B. Bylaws. John White: Recommended changes will be presented at the meeting May 1st for vote at the meeting June 5th.

C. Communications. Lisa Fiebelman: Lisa and Cherie Lejuene gave a Media Guide presentation on how to put together a press kit and how to create an effective program to get media exposure for your team. (The Power Point presentation was subsequently distributed to all members by the Secretary.)

D. Coaches Development. Ryz Obuchowicz: NTR

E. Grievance. TBD: NTR

F. Historian. Ed Wells: NTR

G. Nomination. Ryz Obuchowicz: NTR

IX. Reading and Consideration of Communications. None

X. Old Business. None

XI. New Business.

A. Launch Driver Orientation Issues. TJ Kozikowski said two hundred twenty-five (225) people have signed up. Referees and launches are needed. After some discussion, three actions were to be taken: 1) Call schools to send all the people that signed up; 2) Schedule additional persons after the Polar Bear regatta; 3) TJ will put out a note on options/solutions.

B. NCASRA Facilities Working Group Charter. Ryz Obuchowicz gave a short explanation of the origin of this work group (draft Charter at attachment 2) and its function to find more venues for schools to establish practice sites and NCASRA to develop another racing venue. The initiative has the backing of Congressman Tom Davis.

C. Bishop Ireton representative, Alan Borough, said two rowers at a BI meeting requested that an additional ribbon be given to crews earning them for the purpose of the school having a record it could display. This would result in about 210 blue, 170 red, and 105 white ribbons per year. We certainly have the ribbons available now and is not costly to sustain. All agreed it should be done. The Secretary will see to it that this is added to the ribbon inventory requirement.

XII. Announcements.

A. March requirements due dates that must be completed for team to compete:

- \* NCASRA Regatta Entry Fees due to NCASRA Treasurer from Boosters March 12<sup>th</sup>.
- \* Club Liability Insurance Waiver Certification due to NCASRA Secretary from Boosters March 17<sup>th</sup>.
- \* Crew Council Dues (\$100.00) due to Crew Council Treasurer from school Ads March 12<sup>th</sup>.
- \* MOU/Rule Book Certification due to Crew Council Chairman from school Ads March 15<sup>th</sup>.
- \* Team Eligibility Certificates due to Crew Council Chairman from school Ads March 15<sup>th</sup>.

B. Launch Driver Orientation: March 10<sup>th</sup> and March 17<sup>th</sup> at both Potomac (TBC) and Sandy Run

C. Team Photographs due March 6, 2007 - TONIGHT

D. Trophies turned in on March 6, 2007 - TONIGHT

E. Occoquan work days: March 10<sup>th</sup> and 17<sup>th</sup>

F. OLOC Safety Meeting 7:30 PM, Thursday, March 8<sup>th</sup>, South County High School

G. DLOC Safety Meeting 7:30 PM, Tuesday, March 13<sup>th</sup>, Harbor Police HQ, 550 Water St SW, Washington DC

H. DLOC Organizational Meeting 9 AM, Saturday March 17<sup>th</sup>, Thompson Boat Center

I. Volunteer names due to Mark Lindon by March 18<sup>th</sup>

J. Polar Bear Regatta: March 24th, Sandy Run

K. Trailer Driving Course: Sunday, March 25th, 9 AM, Edison high School

XIII. The meeting adjourned at 9:12 PM. Next meeting is Tuesday, May 1, 2007, TJHSST Cafeteria.

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John D. White  
Secretary

Attachment 1

Proposed Bylaws change to Article IV, section 1, Team Responsibilities Re: "Good Standing."  
The Section would read:

**ARTICLE IV – *Team Responsibilities***

Section 1      To compete in Association regattas and vote on Association issues, a team must be in good standing. “Good standing” requires; (1) regular meeting attendance; (2) fulfilling financial requirements; (3) completing the administrative requirements of submission of Association-Crew Council MOU and the Crew Council Rule Book Certifications, Insurance Waiver Certification, and Master Eligibility Certificates; (4) providing ~~volunteer personnel to support permanent regatta staff positions of a LOC as assigned~~ *one person to the LOC on a permanent basis to act as LOC permanent staff, or for a DLOC team that has more than 50 rowers, providing two such permanent staff* (Associate teams are exempt from this requirement); and (5) compliance with Association rules and policies.

## Attachment 2

NCASRA FACILITY WORKING GROUP

February 20, 2007

### Statement of Purpose:

Under the supervision of NCASRA, the NFWG will assess 10 or more locations for crew boathouses and practice facilities in the counties of Fairfax, Loudon and Prince William. The goal of the NFWG is to find locations for and determine how to resource the construction of at least five of these facilities, one (1) being a world-class race course and four (4) others being practice/shell storage facilities for high school crew clubs in the tri-county area. The goal is to have facilities in operation by 2011.

### Work Output:

The FWG will produce an assessment of a number of designated sites that could accommodate a race course or practice facility. The assessment will include the finding of the 2000 Site Evaluation prepared by Col. Bill Fritz for the NVRPA. This assessment will include more sites than the 2000 study, but will generally follow much the same format.

It is important to note that this work product will not be a site development plan, but an assessment of each site that evaluate each site for racing and practice suitability

### Course Evaluation Criteria:

In line with the US Rowing 2006 Rules for Rowing, the site will be preliminarily categorized as either a Class A, B or C site. The factors related to these categorizations are:

- Water Type (tidal / non-tidal)
- Environmental Impact (general comments)
- Length and width of course
- Course Geometry
- Depth of water
- Shore stand-off distance; Obstacles
- Number of lanes
- Infrastructure (launching area, roads, parking, medical)

### FWG Timeline / Plan

The following are milestones for the FWG to report progress to NCASRA:

By March 15, 2007

- Develop the course evaluation criteria of a successful racing and storage/practice locations for this assessment (See above draft)

By May 1, 2007

- Canvass all crew clubs on their current practice facilities and / or future prospects, cost tolerances.

By June 15, 2007

- Assemble aerial photos, abstracts and as many other data points as possible on each site and distribute among the working group members prior to the site visit.

By October 1, 2007

- Evaluate and submit to NCASRA the FWG Report of all assessed sites using the aforementioned benchmarks. Include any recommended partnering relationship with private developers, local, state and federal entities. These site assessments will be performed on weekends, when the team will travel to the sites.
- Investigate and compile a list of storage-only sites
- Submit a list of long-term site lists

By December 15, 2007

- Provide NCASRA with proposed government relations plan; proposed funding sources and land grant / acquisition / leasing guidance

2008 and beyond

- Support NCASRA in the execution of boathouse and race course (1) construction

#### Active Site List versus Long-Term Site List

Sites will be assessed to determine whether it would be more suitable for current development or to be considered for development after approximately five (5) years.

This will allow the Group to recommend sites for priority development and still provide planning information for possible sites that for some reason cannot be developed within five (5) years.

#### Active Site List

Race Course:

1. Brambleton in Loudon County

Practice Sites:

1. Burke Lake
2. Lake Royal
3. Lake Reston
4. Mason Neck/Belmont Bay
5. Belle Haven Marina area
6. Dangerfield Island area
7. Roosevelt Island
8. The Pentagon Marina
9. Prince William County Private Lake

Long-Term Site List

- None currently

Sites not scheduled for assessment (w/reason):

- Lake Reston (size)
- Accotink (depth of water)

<u>NFWG Members</u>	<u>Responsibility</u>	<u>Expertise</u>
<b>Chair: Ryz Obuchowicz</b> 703 625-2659 Ryz@cox.net	<b>Chair, FWG</b>	<b>Rules / Regattas</b>
<b>Tom Burgess</b> (703) 799-7344 (703) 966-6956 cell tfburgess@aol.com	<b>Reporting Site Research Assessment Team</b>	<b>Govt Relations</b>
<b>Alec Echols</b> 703 660-9150 (703) 587-2052 cell echols@conrod.com	<b>FWG Planner Site Research Assessment Team</b>	<b>Conservationist</b>
<b>Bill Fritz</b>	<b>Assessment Team</b>	<b>USCOE</b>
<b>Chris Pryately</b> 703 360-0706 <a href="mailto:doeghouse@verizen.net">doeghouse@verizen.net</a>	<b>Assessment Team Env Research</b>	<b>Environmental Engineer</b>
<b>Bob Urban</b> (703) 684-2060 <a href="mailto:burban@pccii.com">burban@pccii.com</a>	<b>Assessment Team Evaluation Lead</b>	<b>Marine Engineer Logistics</b>
<b>Dave Wilson</b> (202) 295.3310 dwilson@trammellcrow.com	<b>Assessment Team Site Research</b>	<b>Architect</b>