



# Seattle SAKÉ Paddling Club

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## Meeting minutes

<b>Date</b>	Mon 14 Aug 2023 6:00PM
<b>Type</b>	Board Meeting
<b>Venue</b>	Your Home (Zoom Meeting)
<b>Attendees</b>	Roula Bland; Lesley Blyth; Sandy Chock-Eng; Scot Harkins; Barbara Hayes; Annie Lee; Anne Marchand; koichi kitazumi; Andrea Gierlich; Anne Kang
<b>Apologies</b>	There are no apologies recorded.
<b>Absences</b>	There are no absences recorded.

## Item #1. Approval of previous meeting's minutes

Raised by Barbara Hayes

call meeting to order.

### Motions

<b>Motion #1</b>	approve June meeting minutes
<b>Moved by</b>	Lesley Blyth
<b>Seconded by</b>	Scot Harkins
<b>Carried</b>	Yes
<b>Votes</b>	all

## Item #2. Planning

Raised by Barbara Hayes

### August

- DB capsize drills
- Seafair Aug 4th-6th
  - on-water activities to be cancelled
- Group kayak outing to Mercer Island
- August 27 - OC6 race - PNW Challenge @ Sand Point - Sandy has questions - talk to Koichi, email to participants

### September

- Portland race Sept 9-10
- Recruitment of board candidates.
- Planning for End of Season event (expect October)
- San Diego race Sept 30 - Oct 1

# Item #3. Financial Report

Raised by Annie Lee

## 1. June/July 2023 Financials - Summary

	June	July
Revenue	\$7,765.22	\$3,303.89
Expense	\$3,219.59	\$2,239.23

June revenue is high because of CNCC Race Expense Reimbursement – expecting another round of reimbursements in August.

Membership revenue in the last 2 months – June = \$1,164 and July \$1,365

Reports for June and July still don't have Rev Sports transaction fees. Will still need to add and reconcile them. Impact is nominal as they mostly come up on membership dues and shop purchases.

### Balances – July 202

Key Bank Checking =	\$18,918.68
Key Bank Savings =	\$ 33,286.97
Paypal Balance =	\$ 5,909.27

**Total Balances: \$ 58,114.92**

## 2. Other Activities - Updates

- Lululemon Grant – Submitted the LOI (thx to Judy Spunt and Lisa Harkins for support). Received notice that we were not selected to submit a full application.
- King County grant final report – will complete and submit this month
- Need receipts for reimbursement. Please let me know if you have any!!!!
- Will start sourcing info for 2024 budget and capital spending plan; plan to set up workgroup meetings in October.

## 3. Is our Paddler's Insurance Sufficient for 2023?

We are covered for up to 225 paid members. No increase in premium in the current covered year unless we have a 40% (about 90) more incoming members. If that happens, increase to premium is prorated.

Per Lisa Harkins:

There are currently 296 members on the system.

- 190 are paid members.
- 70 are visitors that have not completed their three free sessions yet.
- 36 are members of community teams using our equipment to practice, so they are out no more than 3 times. There was an ATT team prior to Tacoma and there is Starbucks and WE Paddlers leading up to Kent.

In addition to these, we have the DB101. There are approximately 30 of those, who sign the waiver as part of signing up for the event, but don't come through the system. About a half-dozen of those 30 have since joined, and could also be in the member or visitor numbers.

**Takeaway:** Our insurance coverage is sufficient.

### Attached files

File name	Type	Size
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## Item #4. Coach's report

Raised by Roula Bland

1. Need to decide this week if doing San Diego race Sept 30

2. Request for corporate bonding event.

Thursday August 24, Google, two boats at \$800.

Two coaches and two steers tentatively reserved. May request 4 more paddlers for bench one depending on event numbers. Event start time after 1:00 pm. TBD.

After board confirmation will address invoicing and volunteer confirmation and company number confirmations. Will set up waiver RSVP.

3. Some preliminary research on end of season party venues as usual venue not available. Need clarification on dates (sausage pull), time of day and costs per hour. Can discuss in New Business as there doesn't seem to be a carry over item in the agenda.

For Portland - joining w. SFD for specialty and Survivor for Grandmasters.

## Item #5. SUP/ OC Report

Raised by koichi kitazumi

OC6

Gunwale still pending. May have to remove from water for 2 weeks this will have to be after sausage pull

For BUK - when could he pull out the boat for 2 weeks if he can find a space? Oct 8 is tentative date

Schedule

- Aug 27 – PNW challenge
- Sep 17 – end of season BBQ – pending
- October 7 – Sausage pull
- OC2 in regular use.

OC2 is now a part of regular practices to enable more people to register for practice

SUP & kayak

Schedule

- Aug 20 – last SUP stretch
- Aug 23 - End of season obstacle course race and potluck
- Aug 26 – annual kayak adventure paddle
- Aug 27 – last group paddle session

not doing anything "official" for Hokulea, but encouraging members to attend.

## Item #6. Equipment Report

Raised by koichi kitazumi

DB

New mooring lay out

- 2 BUKS abreast
- 2 Champions (20p) are single moored
- 1 10p champion on inside
- 1 10p champion on outside
- 10p racer – when can this come out? We can take out any time, need to get people organized to paddle down to Stan Sayres.
- BUK – for bench 7 repair. Unable to repair on water. When can this come out? Oct 8 tentative.
- All tills being refurbished by Billy one at a time
- All transoms being refurbished by Rudy, one at a time
- Rudy was interested in helping on the gunwale repair, he could help, super expensive to get the parts from China. Referring to Gene they have put something on their gunwales, he may be able to help.
- one of the transoms has a split on it.
- Bench painting still pending results of Buk repair (can be done on water, worst case, unscrew benches)
- Bottom of Std Champions - there's a lot of blistering, epoxy may not have been fully dry (mfg issue)
- Aug 19 – Day of Play at Stan Sayres – 1 Champion dressed, 4 sails Thx to Annie and Sandy.

#### Marina

- Coach boat registration – still in the works. Unable to sign over ownership. Original owner cannot be located. Marina has reported as abandoned and now needs to go down to DOL
- Annie - review tabs - trailer tabs and boat tabs. Couple trailers - Annie and Koichi to review in October.
- Additional SUP racking needed for winter storage. Working with Marina on space and racking

#### Trailer

- Brake electronics need to be replaced. Locking up intermittently.
- Still looking for free space
- New lic plate and tabs coming up - this isn't a budgeted item, but it's a replacement. Tabs for two trailers should be in budget.

## Item #7. Safety Report

Raised by Lesley Blyth

### Safety updates - no action required

#### Capsize drills

As of Sunday August 13<sup>th</sup>, 120 dragon boaters have participated in a capsize drill this season.

Two approved steerspersons will be moved from approved status to 'steers in training', which means there must be an approved steersperson on their boat. We require all approved steerspersons to participate in an annual capsize drill because the safety of the entire boat is conferred upon them.

One person on the rec group did not understand that a medical exemption needs to be provided annually.

Timeline of drill communications :

- June 9<sup>th</sup> - general club email referenced that drills were now scheduled and open for sign ups
- July 6<sup>th</sup> - general club email referenced the requirement for drill participation or a medical exemption
- July 17<sup>th</sup> - single topic email for capsize drills
- July 26<sup>th</sup> - general email, following first drill

Lots of good ideas for improvements have been put forward, and the process document will be revised before the end of the year, ready for next season.

A continued concern is the rec group - several have medical exemptions and therefore less familiar with the process, and the regular steerspersons don't have the needed ability to quickly make decisions and issue commands. It is doubtful that the option of abandoning the boat and swimming to shore is a viable alternative option.

#### Safety/medical supplies

Need to replenish some gauze. Inventory needs to be performed early in September, and probably contents of all safety kits need to be dried out. Collapsible buckets have deteriorated and we need to replace several.

#### CPR/First Aid training

The decision on what training will best serve the Club is evolving. Rudy has been researching and at the moment the thought is general first aid training would be most beneficial. CPR training, while it can be life-saving, doesn't necessarily leave the patient in an optimal long-term state (Rudy has a reference with statistics). AEDs have been considered, but we're disinclined to make this investment because they are expensive and will be left on shore, while we spend the majority of our time on water.

Maintenance/battery charging might be challenging too. Probably more discussion on CPR.

### Safety role enhancement - action required

The board appointed safety officer oversees club safety, but to be fully effective, assistance is needed by members who are actively involved in each of our paddling disciplines. The proposal is to expand the number of people who have safety responsibilities. This will require creating brief 'job descriptions' for paddling discipline specific safety co-ordinators - one each for DB, OC and SUP/kayak, who

will all report in to the board appointed safety officer. Terms will be one year. Once job descriptions have been approved by the board, they will be published and with a request for candidates - members can nominate themselves or someone else. Terms will be one year.

Koichi trying to do the same thing for equipment - same structure per sport.

Board should be more in the loop as far as who's in a specific role - run it by the board, not necessarily an approval. Roster so that we know who the candidates are, and the equipment ticket etc go to the right people. Also allows for multiple channels of communication. Update website with names. Equipment people - move to a different section. Immediate action - seeking board approval (not a vote) to move forward with job descriptions to present at Sept board meeting and then vote to move forward with soliciting candidates for the roles.

Goal would be to put in place before elections

## Item #8. Membership Report

Raised by Sandy Chock-Eng

- August 26 SAKE Proud is moved to October 28; Sandy is working with Lisa Harkins on this. Too much happening at the end of August!
- Info needs to go to Lesley by EOD tomorrow. (Detail, copy and paste)
- DB 101 doesn't have enough people - Roula will own this for now, if she only has one steer, she'll just run a really small one, and maybe add the 4 people to regular practice.
- May be able to interest people from day of play to come out, and join a DB 101.
- Shout outs: Requests for help from membership has been phenomenal, 8 people volunteered for Day of Play right away.
- WAM: boat cleaning on Sunday Aug 12, including 2 bottoms.
- (not membership) - we may need to find a couple Saturdays to clean the bottom of the other boats.
- Shout Out to Heidi Gainer and Laurie Rich - for the diaper drive. Really good work on the part of Sake Serves leads.
- Peter and Lisa B - Sandy had thoughts on posters, and they were able to come up with the posters. They should get recognition.
- Membership - just a few people in August (but team gone in July, so not as much recruiting.) One more DB101 Sept 26 - Roula needs to decide whether this will happen.

## Item #9. New Business

Raised by Koichi Kitazumi

Would Sake want to participate in sponsoring a container to be shipped to Maui to help with recovery? Once secured a donation drive would begin to collect dry goods and essentials. Cost is between \$5,000 – \$8,000. Sometimes container is deeply discounted by shipper. More details after understanding Sake's interest. Came up from a member. Literally the ship has sailed - but we could sponsor or cosponsor another container. PNWORCA is interested, need to figure out how to get it started. We are interested - need to understand cost. Kamehameha HS alumni has a container that they're wanting to fill - or we can give a donation, we can easily work with that and Sandy and Koichi can make the connections. Dry goods/essentials/diapers.

If we have any content - need it by tomorrow - she'll be out of contact Thurs - Sat.

Annie - Lisa B's item - need to set up a rev sport event if there's an ad hoc event, even if it's not on a regular schedule - there should be visibility and tracking. Is this specific to OC6? For OC6, it's OK to do that.

Came up over the last couple weeks. This might not work for SUP - they are much too dependent on last minute decisions and weather. Is it OK if SUP and Kayak are not subject to this? Bookings - as long as they have 2 people, they have tracking through the bookings app. If there's an incident, is there a way to report? Yes, they can use the incident report on the website. If people don't have someone to call, they'll use Koichi as a contact. In general they should call someone about when to expect you home.

Bookings app can be used for all sports.

Question: presentation of the name SAKE? All caps? Branding perspective, we need to be consistent. Never formalized as an acronym. Originally, had a connection to Japanese alcohol - Corporation papers 2001 show "Seattle's Sake Dragon Boat Club".

The club structure has evolved over the years - we have a definition for head coach of the club, but for non-DB sports, that's not relevant. Needs review and revision - we may need a similar structure for OC6 - we have the opportunity to do that especially because there's a lot more racing - we have racing, equipment, safety. (this needs a separate task/item). This needs more formality and structure. Koichi is actively soliciting and looking for a head coach. We should have something written, board to approve, get

candidates to apply.

End of Season party - Roula - looking at the venue we normally use, no dates in october. She's looking at other venues. There's one Cultural Arts Center, in West Seattle in Delridge, Oct 14. One also U District -

Lunchtime? Early dinner? timing based on what's available?

Lesley learned from Heidi Delta Gamma Gamma - \$135 for the day , don't know about the facilities = get in touch with Heidi as one option.

What timeframe? Midafternoon - this might be hard for people who lived outside Seattle. What about Sunday?

Check on availability, Saturday aim for 1PM, Sunday maybe 11?

Central area Senior Center - 500 30th Ave S -

May need 3 or 4 hours so we have time - we have plenty of funds for events. First event in person. Numbers to aim at? Venue for 100? Bigger than that? We have a bigger membership now - if we make it clear family's invited.

Plenty of cash - 1500 for End of Season - plus other events, so 2800 total.

Roula wants this booked by next meeting, Put out a call for committee - yes - Koichi is volunteering. We should add to Club Communication. Aiming for Oct 14. We don't want to announce a date until we have something locked in but we should put out the call for participation.

If we do it earlier in the year, we can consider using Lakewood (in the future). We have full access to it.

Ho'olana sup potluck is 500 (? verify)

2018 was on a Sunday at 4PM.

#### **Motions**

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<b>Motion #1</b>	close meeting
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<b>Moved by</b>	Barbara Hayes
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<b>Seconded by</b>	koichi kitazumi
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<b>Carried</b>	Yes
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<b>Votes</b>	all approved
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