



Meeting Minutes

Date	Mon 10 Apr 2023 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees		
Berdin, Lisa	Bland, Roula	Blyth, Lesley
Delong, Allison	Evans, Nealy	Harkins, Scot
Hayes, Barbara	Lee, Annie	Marchand, Anne
kitazumi, koichi		
Apologies		
Chock-Eng, Sandy		

Meeting items

Item #1. Approval of previous meeting's minutes (raised by Barbara Hayes)
called to order at 6:02,
Motion #1. Vote to approve regular meeting minutes
Moved by Lesley Blyth; seconded by koichi kitazumi
Carried? Yes
Votes: all board members present approve.
Item #2. Planning (raised by Barbara Hayes)
April <ul style="list-style-type: none">Reminder to all club members regarding membership fees due April 1st - sandy to add to SAKE Scoop boards (Lisa and Sandy - done)Review anticipated equipment maintenance; include water craft, paddles, PFDs, safety equipment - general planning item, we don't have a specific owner. We should ideally have a schedule of what to review and when., Lesley has reported the short steering oar needing work. In our next communication, ask membership to report? Wouldn't hurt to put this out, otherwise people might assume that something is being done. Lesley will put in our next communication. Reporting should go to equipment email address and then we'll determine a plan.AGM to be in April, delayed from original plan - we have a date, April 23rd, and we have some RSVPs.
May <ul style="list-style-type: none">DB races : Rainier Festival (Tacoma) - we have registered, no assignments otherwise, LisaH may be working at other items for this race.

- Capsize drill scheduling - Lesley owns
- Memorial Day weekend
- Review anticipated equipment maintenance; include water craft, paddles, PFDs, safety equipment
- File annual report to the state ? - Annie will take care of that, she'll review with registered agent.
- OC races.
- We have planned the first street cleaning in May. We had talked about this on May 13, but Sandy may have been concerned about conflicting with a DB101. (not on calendar yet?) Could do the 27th - we probably could do both, we have enough people who could do that. Andrea has a poster most of the way done and she'll have a couple questions, plus a QR code for the poster for signups. Lesley will help with communications. Andrea would like to get a couple posters up by April 15. We can probably have enough people to do both.

June

- DB races : Concord Pacific/Vancouver, Portland Rose Festival, Salem - we have registered for Concord Pacific, not registered for either of the others. Survivor could be different than regular SAKE.
- Planning for hosting Wasabi at Kent : request volunteer co-ordinators, initial communication to captains - we used to do this on a regular basis. We don't know if they will do Kent this year, they did host us at Portland.
- Duanwu is June 22 - 24 (don't know weekends or any other conflicts) - appreciated this over the last few years. It's a good cultural event - the 24th conflicts with Vancouver - could do either the weekend before Vancouver? Annie can look at this.
- Consider participation in Seafair events, eg, parades

Carryover from March (rewording a bit): We can adopt an annual work plan in January based on Lesley's document- plugging in race dates each year. Lesley can start but not until April. Plan right now it so review in May. Lesley can get a draft out when she can and send out to make it easier.

Item #3. Financial Report (raised by Annie Lee)

1. March 2023 Financials - Summary

Revenue - \$ 4,776.17

- Membership Dues -- \$4,304.46
- Race Reimbursements - \$261.43

Expenses -\$ 5,062.89

- Moorage - Now set up with automatic monthly payment - \$570.00
- Credit card charges (in green on the finance detail) (balance will be paid in April)☒
- South Leschi storage shed - \$2054.84
- Rainier Race Fees - \$1,289.26
- PACCC Race Expenses - \$678.80

Balances - Total = \$51,995.36

- Key Bank Checking = \$ 8,418.20
- Key Bank Savings = \$ 33,285.85
- Paypal Balance = \$ 10,291.31

2. PACCC - PACCC - race and hotel fees totalled \$21,545.25 - 100% collected (\$21,908.52) - still have some minor adjustments (refund for racer that didn't make it, and some incidentals)

3. Other Upcoming Activities

1. Filing of our tax return (April)
2. Renewal of our domain name (Lisa H. renewed in February)
3. Renewal of Registered Agent (April)
4. Post Office Box annual renewal (April)

4. On the question of Hat Purchases - proposed by Lisa H. We have sufficient cash to pay up front for the hats. It's not an unbudgeted expense since we plan to sell hats at cost or slightly above.

Oddball doesn't want to do this again and we can buy from the manufacturer directly in bulk (100) - Lisa and Roula were working on this. Over time, we could sell them. From a finance perspective, we have the cash and

Motion #1. approve the purchase of 100 hats max \$2500

Moved by Lesley Blyth; seconded by Scot Harkins

Carried? Yes

Votes: all approved

Associated files

1. April 2023 Board report (4.10.23).docx

Download: <https://cdn.revolutionise.com.au/meetings/1tbuygscwvidrz9i.docx>

Item #4. Coach's report (raised by Roula Bland)

1. National Championships- not confirmed as still talking to and recruiting individuals. Will need to confirm in next 24-48 hours as cut off is April 15. Looking at Senior C women and maybe Senior A mixed.

Training for this group will increase to 3x per week and then 4x in the last 4-5 weeks.

2. Training Assistant coaches seem to be going well with sending training plans ahead of sessions and sending session debriefs.

3. Have priorities on getting Doug and Billy steering approved as soon as possible (maybe 2-3 months???). And getting Jack Hsu reapproved by mid May.

4. Recruiting new steers and drummers for Connie's clinic in May.

5. Will start to look at who has signed up for local races. Concerned we may have a lot more interested than spots available based on chatter. Will see actual but a good problem to have.

6. Still have to create content for AGM. Sorry Barb!!!

7. Approve of the communication about surveys created by Lesley/ Lisa.

Item #5. SUP/ OC Report (raised by koichi kitazumi)

SUP / kayak

1. SUP committee meeting
2. New racks, shed updated with shelving and electric

1. Regular SUP Season: June 1 - September 30
2. Weekly Schedule: Wednesday evenings, Sunday mornings, Fridays Young Adult SUP and Kayak (ages 20-35)
3. SUP STRETCH - Sundays @ 9:00
4. Youth Camp
 1. Age 14-19/high school
 2. Monday July 10 - Friday July 14, 9a-2p each day
 3. Includes instruction, recovery, race/obstacle events on last day with optional parent audience
 4. Camp registration is Club SAKE membership \$140/yr
 5. Youth can continue regular SAKE sessions after camp completed
 6. question - board needs to approve a more detailed proposal including things like background checks (for minors) - the kids will be paid members so there does need to be a discussion, so this will need to be how we host minors under 18. We're advertising the camp for "club members only" - there will need to be preparation, planning, 12 campers, at least 2 adults. Not requiring them to be swimmers but strongly encouraged. we're aiming for 14 - 19, aiming for high school, we'll have a plan and approve when it's written.

1. **Next meeting:** 4/25 @ 6pm (4th Wed @ 6pm)

OC:

1. 3/26 around mercer island paddle successful
2. Entering sprint season - training with Ernie, accepting registration. PNWORCA sprints 5/20, 5/27, 6/03 & 6/10
3. Begin bringing back OC1 & OC 2 - begin workshops and paddle sessions in June - September
4. Next workshop: planning for June & July
5. **Next committee meeting:** 5/06 @ noon (first Saturday @ noon)

Item #6. Equipment Report (raised by koichi kitazumi)

Koichi just added "equipment task" and will post updates here for review; prioritization by board can be added directly to task by highlight and dates.

- dragon boat
 - covers - re-spray waterproofing, repair rips
 - gunwale wrap - June?
 - benches - repaint BUK 2 & Champion (10's & 20's)
 - BUK 1 - re-oil benches
 - washing resumes June
 - future of red racer
 - PFD check
-
- OC6
 - re-rig & wash in June
 - gunwale repair - June
 - revarnish iako (TBD)
 - overhaul Wahine Koa (blue) ama (TBD)

- OC1 & OC2
- racks & storage
- set up and rigging training

- SUP
- ding repairs - ongoing
- leash replacement
- inherited SUP intergration
- PFDs
- Paddle count

- kayak
- clean up & re-rigging
- racks & storage
-

- dock/marina
- Leschi south
- missing 8 cleats
- installing bumpers
- testing ladders and rails

- Lakewood
- adjust main float and replace floats (HUGE Job)
- add cleats & rails
- new ramp
- SUP and kayak launch

- sheds
- South Leschi
- add shelving & close Renton storage
- add bracing
- glue down floor
- tool box and desk
- monitor
- add steel whiteboard
- lock training
- storage layout

- coach boat & trailer (Bruce Heath)☒
- sell current inflatable, motor and trailer - \$1,000
- registration current
- test current green boat with borrowed motor☒
- motor control
- electrical - ignition
- seating & steering
- registration
- fuel
- moorage

- boat trailer☒
- purchase & register
- find parking
- no issues at this time

- SUP racks☒
- complete ends and covers
- configure locking mechanism
- confure cover
- lock down to ground

• Couple items - sandwich boards can stay out at Leschi - this is OK with marina and OK with us. Kitty litter - goes into the boxes on the dock at Leschi. Lock is upside down on the shed, need to remind people.

Item #7. Safety Report (raised by Lesley Blyth)

Updated dragon boat steers assessment

- will be emailed separately for review prior to the meeting - two different people for approval. Do is updated. Does it need official approval.
- if possible, would like a vote to approve

Updated safety spiel

- will be emailed separately for review prior to the meeting - Lesley will share with club overall. Not an official document. We can have a couple copies in the shed.

Lisa H has created a couple of surveys :

1. (Safety) Incident and Injury Survey - based on requirements I provided. Different fields are presented depending on who was injured. Getting this info is extremely important because it can impact whether or not we are covered under insurance - we must report incidents promptly. Seeking feedback but this needs to be published as soon as possible.

<https://www.clubsake.com/surveys/4442/>

2. Ethics Complaint. Seeking approval from the board, but we need to publish promptly; this too, could have insurance implications. <https://www.clubsake.com/surveys/4443/>

Suggestion - Lisa and Koichi were trying to figure out if there is smart branching so that a single QR code could be used - otherwise they look fine. Lisa didn't believe this is possible last Lesley spoke with her. Vote not needed.

Motion #1. approve new db steersperson assessment

Moved by Lesley Blyth; seconded by Scot Harkins

Carried? Yes

Votes: all approved.

Item #8. Membership Report (raised by Sandy Chock-Eng)

141 members, a few invoiced, some challenges renewing membership.

New members can't immediately sign up for events because there's work to be done to check Vacc status and correct teams.

So a few bumps but generally working.

360 before renewal, 141 signed up now.

Item #9. New Business (raised by Barbara Hayes)

AT&T practice update (Lesley)

Sessions scheduled on Sundays noon-1:30 April 23rd, and May 7th. Third session date is pending (they realised they'd scheduled a session on Mother's Day.) One BUK has been booked.

Scot's notes from PDBA -

Established a youth committee and he'd like to find out if Ko can help (yes)

Para programs - physical disabilities/special needs - that's becoming something that people are interested in. Looking for volunteers.

They'll invite people at the AGM to be a part of PDBA committees as well, looking for people on USDBF committees as well.

Lesley - Charisse has an adopted sister with Cerebral Palsy, want to see if there's a way to get people with limited physical ability on boats - do we want to try to make this happen?

Ko says yes.

Marina will not make South Marina ADA accessible, if we need this, it will need to be north marina or police dock (which will allow ADA access for people who need it.) Usually experienced strong swimmer, 1-to-1 for the people involved, really great for everyone involved. Lesley will get in touch with Charisse and see what is needed. Charisse has mentioned getting in touch with "Outdoors for all" to help with understanding what to do.

ACTION: Lesley to talk with Charisse.

AGM - Lesley will ask for an extra slide on safety being everyone's responsibility and speaking up about conditions.

Barb to send out slides as they stand with placeholders on 4/11.

Item #10. AGM Planning (raised by Scot Harkins)

We have a date (April 23, 4PM PDT) and agenda - Barb will post or send out current slides before the board meeting for review. Still need some content.

Need to discuss if this is complete and whether we need to add or remove anything.

Item #11. Community Team Support (raised by Barbara Hayes)

Does participation in a community team impact the number of sessions that someone can participate in with DB101? (If someone's interested, send them Sandy's way.)

They get three sessions with DB101 as normal.

Item #12. Mechanism for Submitting an ethics complaint (raised by Barbara Hayes)

Lisa/Lesley have discussed how to implement. We have a draft forms - Lesley has approval. (Previous item)

Item #13. Committee style approach to reorganize and perhaps reschedule board meetings (raised by Barbara Hayes)

Carryover from previous meetings.

Louise, Annie, Lesley had done some work on how to work mostly through committees and then changing the board meeting to quarterly or every other month. We've got the board meetings on the schedule for every month until/unless this is adopted. We got an overview in the December meeting.) Here was the discussion as it stood at the December meeting

If committee style approach - see if Safety and Equipment leads could coordinate on "what this would look like".

Additionally, institutionalize the work so that we can spread the work around. (Ask Sandy about a year-long process for membership.)

So - for Lesley - start to structure a committee and work, plan to recruit and set up a committee and work - is this figure out the plan, or recruit the committee? Send communication out asking for committee members, ask people if they can help, then the committee decides exactly what needs to be done. Koichi will need to do this as well because he needs the help. He's got some people he'd like to tap, so Ko/Louise to ask some people. (Timing?)

Keep on this page but this may take some time to do.

Koichi is still looking for leaders for equipment work. He's looking for organizers rather than the individuals with skills the organizers find the people with the skills.

This is ambitious for the situation. Still something we need to do, so we need to have a structure that will allow us to get things done and get more engagement from people in the club.

Would it be something Scot could mention in his AGM message? (There is a line on a slide for this.) "There are committee opportunities"? You can have committees that report to an officer, or you could have deputies who organize areas and report back to the officer. We won't have anything specific by the AGM, just awareness.

Item #14. Team building event for Seattle private School (raised by Barbara Hayes)

Request from a Redmond private school: youth team building event (9th graders) - this is complete, it's being done by SFD in Kenmore.

Longer term- do we want to engage high school teams and how? For Koichi, this is ongoing. Doesn't need to be a topic on the board meeting.

Item #15. Introducing some better options for getting in and out of the boats (raised by Barbara Hayes)

Docks are very high and there are a number of options to let people get in and out of boats.

There are ladders that we can use - looking at options.

May want to fortify some benches in the middle of the boat for getting in and out.

Other subjects -

the boat parked near us is a tenant, they need to be there for the moment.

Motion #1. motion to adjourn

Moved by koichi kitazumi; seconded by Annie Lee

Carried? Yes

Votes: 7:20! Early!