



Meeting Minutes

Date	Mon 12 Dec 2022 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees

Blyth, Lesley	Goldman, Louise	Harkins, Lisa
Harkins, Scot	Hayes, Barbara	Lee, Annie
Marchand, Anne		

Apologies

Bland, Roula	Carney, Nancy	Chock-Eng, Sandy
kitazumi, koichi		

Meeting items

Item #1. Approval of previous meeting's minutes (raised by Barbara Hayes)

Motion #1. Vote to approve regular meeting minutes

Moved by Louise Goldman; seconded by Lesley Blyth

Carried? Yes

Votes: carried by everyone

Item #2. Financial Report (raised by Annie Lee)

Looking at race fees and reimbursement - do we have a policy when people don't pay race fees? Lisa H has not had to ask that question. One outstanding for Kent, four outstanding for Portland. Invoice reminders: Lisa will send the invoice, leaves reminders for treasurer, one reminder, quite a few came in. We don't know what to do about that. Add to agenda for January meeting. The people who still owe are people who sought us out. They were visitors. We need to develop a policy. Usually Roula can help.

Regarding OC Clinic - saw expenses but not the revenue. This was embedded in other revenue, not broken out separately. Perhaps have prediction for both expenses and revenue in the future? For the clinic, Annie built in the cost of the Paypal transaction fees.

Safety stuff - we spent double what was planned? Yes, the lights were expensive plus we got extras for other craft, and safety bags as well.

There was a \$500 donation as well that helped offset the cost of safety items. We don't have a restricted donation system, so if someone gives a donation for a specific purpose, we currently don't have a way to track it. We will need to have a way to track restriction on donations.

Coach boat - is this a budget discussion or a separate item? - Get some help from Koichi on what we need. We can budget and then work with it.

Annie will get budget ideas and other work done, even if it goes into January.

Item #3. Roles revision (raised by Lesley Blyth)

(Louise, Annie, Lesley)

20 mins

1. Board to review before meeting, the catalogue of current board roles and responsibilities
2. ACTION - board to buy in (or not) on the need to restructure the workload for several roles
3. ACTION - board to define and agree to committees to be formed around workplans

Solicited input from people that are doing the larger roles. Proposing subcommittees that roll up to board position. Committees to do majority of work and perhaps committees meet monthly and board meet quarterly.

Need to expand and broaden leadership. Have more of a clear path for the board for the year. Perhaps spread the work out a bit more. Perhaps roll this out for the areas of the most need (pilot?) Equipment is the biggest need. Safety as well and these are aligned. Coaching would need a proposal from Roula - include input from Koichi (SUP and OC), Master's Women as well with OC. We'll need to have "program leads" and then work on development.

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.

Is there a "course of the year" that we can decide on, to determine an annual work plan. Committee should update board on work plan.

How to track items meeting-to-meeting.

Item #4. COVID update (raised by Nancy Carney)

Remove from monthly agenda going forward.

Item #5. Coach's report (raised by Roula Bland)

Lesley has added Saturday sessions for this month.

Because there aren't a lot of practices before bridge to bridge - If you're intending to go to bridge to bridge, please practice.

Item #6. SUP/ OC Report (raised by koichi kitazumi)

SUP:

- shut down thru April. Inflatable boards moved to Renton. Hard (solid) boards remain at Lakewood in the open. Will move them into locker once locker is installed.
- SUPing is still available for members who form groups of 2 or more, who have demonstrated self-recovery and regularly follow Sake safety protocol.
- installing a locker on 12/15 & 12/16
- next committee meeting: Mid-January (koichi, Nealy and Maryanne)

OC6:

- ama repair on Wahine Koa completed. Next focus is on gunwale. Dealing with missing cover and deciding next steps.
- Holiday paddle (Thanksgiving Day) went well. Keeping paddles on for 12/25 and 1/01 on the the calendar to seek interest. Koichi to lead. Open to all.
- B2B - Club Sake will have one OC6 in the race, It is full at this time.

Item #7. Equipment Report (raised by koichi kitazumi)

There are a couple questions to Koichi - marked with double asterisks.

Marina stuff:

- South Marina - two more proposed dates for attenuator wall came and went, with no updates proposed after. Super dissapointing to get nothing but no-call-no-shows with no re-shceduling updates from either the dock installer, marina landlord or City. Making planning very difficult.
- Still waiting for new codes: New gate codes were released haphazardly to the club. All requests for specific codes that worked on specific dates at specifc times were specifically ignored. Koichi working on re-requesting codes that will be inbedded into confirmation emails each time a member RSVP's for a session. Codes will work on north bathrooms as well.

Storage

- 2 Lockers will be installed at Lakewood this week on Thursday & Friday pending delivery of lockers on Wednesday. Koichi & Hai will be managing effort and asking for help via RevSport. Thursday from 3pm - 6pm and Friday from 1pm - 3pm.

** Ask for more notice and more request for help.

DBs:

- final covers for DB's will go on this week.
- Gunwale tape test in effect. Initial test failed. Still wiating for optipmal weather to re-attempt test. Will need volunteers to provide feedback on effectiveness.
- BUK white - New transom ready to put on, but still waiting for water to stay up consitenently

** What does this mean?

- relective band and light added to north pylon for higher visibilty by steers. Need to turn light on.

** Is the light needed? It's nice Always good to have something to see where you go in. Andrea's been bringing lanterns for OC. The light on the pylon needs to be turned on from a boat.

Will make an effort to turn it on Tuesday. (Another prime example of someting that could have been done long ago, but is put on hold based on promises that we will be moving)

OC6:

- Covers for OC6 went missing. Committee will decide next steps
- fiberglass work to continue in small increments through the holiday

SUP:

- Ding repair will occur through the winter while in storage. Also updating all leashes.

B2B Race Jan 7 at 8:30 am

- Only recieved a response from Roula and OC6 at this time. Olympia reached out with a maybe. Waiting for a response from SFD.

** WAM wants a boat but the registration is confusing. KDBA and TDBA are both interested. SAKE may not have quite enough paddlers yet. Don't know if there will be some requirement for Panama paddlers for SAKE. We need an easier way to register. Lisa H will talk to Koichi and see if we can improve the registration. WAM has 10 through the WAM website. (With two steers.) May need promotion done.

- what us the interest for an indoor potluck? There is interest but it needs to be organized/promoted. We may have a place reserved

- Lakewood community center?

** Dragon boat covers - we'll need to find one more navy BUK cover? Is it being repaired?

Item #8. Safety Report (raised by Lesley Blyth)

(20 mins)

ACTION - vote on a proposal to take effect in 2024, that to be approved to steer a dragon boat, a steersperson must participate in an annual capsized drill.

1. Participate rather than lead because it's unlikely we'll have enough drills that will allow every steersperson to lead a drill.
2. Taking effect in 2024 allows for participation in a drill in 2023 if one was not done in 2022.
3. SAKE confers upon a dragon boat steersperson the responsibility of safety for all members of a boat, so they should have experience of the process via a drill.

ACTION - vote on a proposal that everyone who has an exemption from participating in a capsized drill perform a short 'swim test' instead.

1. There's a short timeframe when the tests can be performed which might preclude some members from doing even a swim test, eg, recovery from surgery, out of town for extended periods of time. Some of these may need to be reviewed by the board.
2. This alternative arose out of a proposal from the early group that in the event of a capsized they would abandon the boat and swim to shore, so we need verification that is an option.

Document [here](#)

ACTION - vote on a proposed new version of the capsized medical exemption form letter. Lesley will send out the edited version. Vote not needed.

1. If a member has a medical exemption from participating in a capsized drill, there should be validation that a member is medically fit to paddle or steer, and act appropriately in the event of an incident.
2. Medical exemption forms were sent in beginning in March 2022, so we need to the new form sent out in early January.
3. Require that the SAKE form be used, due to the need for validation of fitness to paddle/steer.

Motion #1. proposal to take effect in 2024, that to be approved to steer a dragon boat, a steersperson must participate in an annual capsized drill.

Moved by Lisa Harkins; seconded by Barbara Hayes

Carried? Yes

Votes: passed unanimously.

Item #9. Membership Report (raised by Sandy Chock-Eng)

Sandy is in Hawaii today and unable to attend. No complaints from members - Donut Paddle has been postponed due to weather. (And Happy Holidays!)

Question about how we determine when someone needs to join (> 3 visits) - Sandy and Roula monitor 3 visits and need membership. Do we monitor for OC?

Lisa - she's had a question about paying \$70 dues right now but it's only 3 months. Perhaps prorated? \$35 for 3 months

Follow up better when someone has attended 3 times, don't cut people off but remind. Is this the membership manager, or is it treasurer? This may need to belong to membership. We may need some internal communication set up.

Motion #1. One time \$35 dues for 3 months

Moved by Lesley Blyth; seconded by Lisa Harkins

Carried? Yes

Votes: all agreed

Item #10. Continuing Business (raised by Barbara Hayes)

1. Community Service - We proposed a couple items at the last meeting, don't know dates for action. (We do, however, have a volunteer, thank you Lesley)

- Survey - see what the club comes forward with. Get some ideas from the club.
- Maybe a paper suggestion box at practice as well. Surveys don't seem to get responses.
- Lesley can be point when she is present. Plan for Saturdays.

2. Rather than an "end of year" party, we discussed a "start the year" party instead. January kickoff - we need to be careful about the parking lot - may need to push up to the park. Survivor has a team party in January as well, try not to conflict with that. Don't have a point person or schedule for this and it's coming up quickly.

Item #11. New Business (raised by Barbara Hayes)

1. Ethics complaint mechanism (Lesley)

We need some mechanism on the website that is an obvious way for a member to make an ethics complaint. There could be an email address the complaint goes to that is forwarded to two board members, probably president and vp if we don't have a standing ethics committee. That gets a bit tricky in the event a complaint is submitted against one or both of those individuals.

** Lesley can get the forms that USDBF and WAM use. Billy Burton can help. Annie has started to rough out and can share. Lesley can get the small working group together. Lisa says we have an "ethics@clubsake" address.

ACTION - decide on mechanism and implement; is a small work group required ?

2. Annual schedule (Lesley)

Old document emailed to the board after the Nov board meeting, available [here](#). Add a semi-annual request for superfluous paddling gear and equipment that can be provided to new members who are financially constrained.

ACTION - small work group to update/create new annual schedule

** needs an update - Who's in charge of what? We may want to recruit from the entire membership, unless there's a reason to restrict it. Figure out what's on the calendar first. It might be a more targeted request

2. B2B indoor potluck (koichi)

Are we aligned on an indoor event after the B2B race? Yes we want an indoor potluck

Item #12. Board candidates (raised by Louise Goldman)

Positions missing

- President elect
- treasurer
- communications

equipment (but Koichi may be willing to continue)

Thoughts on short-term approach for vacant board positions:

- VP - not urgent; can remain unfilled for a few months; continue to seek a candidate - with Louise stepping off, we need to work

out the bank and cc. Board should make a motion to allow Annie to continue, and don't change signature cards until we have new roles.

- Treasurer - Annie to meet commitment of drafting a 2023 budget; take her up on her offer to continue as bookkeeper or outsource; continue to seek a candidate - do we need to hire a bookkeeper? We don't know right now.
- Equipment - divvy up responsibility by discipline for immediate equipment needs (Lesley can take db); ask Koichi to continue as liaison with Marina/Parks; work on R&R more aggressively for this function to formalise committee and assistants
- Communications - Roula, Barb, Lesley - can manage with Lisa backing us on the website. Events - Lesley. Communication around membership dues. (The \$35 and "Renew for 2023") There's something with the website that rolls membership over, and it can be tricky. Won't do until March.

next step would be to ask/talk to specific individuals.

The board probably needs to take some action so that we can appoint.

Motion #1. Authorize Annie and Louise to have signing authority

Moved by Lisa Harkins; seconded by Lesley Blyth

Carried? Yes

Votes: All agreed

Item #13. Survey Link - two items about financial aid (raised by Lisa Harkins)

More discussion will be needed; table for now.

Motion #1. motion to close

Moved by Lesley Blyth; seconded by Annie Lee

Carried? Yes

Votes: all approved