



Meeting Minutes

Date	Mon 08 May 2023 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees

Berdin, Lisa	Blyth, Lesley	Chock-Eng, Sandy
Harkins, Scot	Hayes, Barbara	Marchand, Anne
kitazumi, koichi		

Apologies

Bland, Roula	Lee, Annie
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Absences without apology

Delong, Allison	Evans, Nealy	Takahashi, Maryanne
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Meeting items

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

Meeting called to order 18:01

Motion #1. Approval of April meeting minutes

Moved by Scot Harkins; seconded by Sandy Chock-Eng

Carried? Yes

Item #2. Planning (raised by Barbara Hayes)

May

- 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. **Annie is on it.**
- 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, - 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. ACTION - Lesley to follow up
- 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. **Lesley put out a call for volunteers to help plan. Annie is organizing - so far no volunteers. Looks like June 17th after practice would be the only date that could work.** SAKE Proud also scheduled for June 17th so the two celebrations will be combined.

Carryover from March/April: 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 right away. Possible to 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. April 2023 Financials - Summary

Revenue -\$ 12,519.36

- Membership Dues -- \$12,346.33 * amounts don't match below categories exactly b/c of Paypal and RevSport fees)☒
-
- 23 @ \$75
- 46 @ \$100
- 43 @\$140

Expenses -\$ 6,313.69

- Moorage - Now set up with automatic monthly payment - \$570.00
- PNWORCA dues paid - \$250.00
- Credit card charges (balance of \$3,929.40 paid in May 1st)☒
- March☒☒
- South Leschi storage shed - \$2,054.84
- Rainier Race Fees - \$1,289.26
- PACCC Race Expenses - \$678.80
- April - new charges☒☒
- Kent Race fees \$1,250.00

- 990 Filing \$40.00

Balances Key Bank Checking = \$ 16,593.81

 Key Bank Savings = \$ 33,286.13

 Paypal Balance = \$ 8,271.85

Total Balances: **\$ 58,151.79**

1. **Other Activities**

1. Filing of our tax return -- *Completed*
2. Renewal of Registered Agent - May
3. Post Office Box annual renewal- *Completed*

Budget amendment

ACTION Expense under SAKE Proud for March of \$455 needs to be re-allocated to a different line item.

ACTION Consider adding expense item for 2024 for Luau

Associated files

1. May 2023 Board report (5.8.23).docx

Download: <https://cdn.revolutionise.com.au/meetings/ksndz9vmvtctn0hg.docx>

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

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

SUP

1. Thank you Maryanne Takahashi for helping with pre-season set up. Boards are up. Racks are ready. We had our first outing of the year already.
2. [Open session link](#) will capture all people checking out equipment.
3. Weekly Schedule: Wednesday evenings, Sunday mornings, Fridays Young Adult SUP and Kayak (ages 20-35)
4. SUP STRETCH - Sundays @ 9:00
5. Youth Camp - Monday July 10 - Friday July 14, 9a-2p each day
6. **Next meeting: 5/24 @ 6pm** (4th Wed @ 6pm)

OC6

1. How do we to keep the learning and community building going? Maintain Momentum thru workshops, racing and food.
2. June 4th - Re-rigging workshop and Luau to kick off the season
3. Competing events ☒
 1. Spanaway - 5/20

2. Greenlake - 5/27
3. Silverdale 6/3
4. Everett 6/10
5. Da Grind - West Seattle 7/29
6. Sand Point - 8/26

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

South Leschi

- cleat and mooring plan - we are missing cleats necessary for securing botas and bumpers.
- ladder and handrail to follow cleats.
- covers need to be sprayed., Covers can come off on June 1 till September
- Champion (blue & red) transom replacement
- Monthly boat cleaning has restarted
- Shed - large shelf in, final move from renton with heads/tail and tools
- finalizing layout and laminate
- comms board - in and out
- tiller rack

Lakewood

• Float - Lake is up and that's why step-log floating - Better to step into the water for the next few weeks. Koichi moved the log for now

- Dock - eventually Conibear will buy a \$20K dock - they are going to expect that it's always open (for them to launch)
1. 2 choices - bring up the OC6's on to grass or onto asphalt
 2. When water drops - there's an opportunity to move the dock to the west and build stairs or steps down to the dock
 3. We need 2 dollies for the OC6 - Annie to source with Koichi's help

1. OC6 repair

1. Fill holes - Need the hottest day possible - July
2. Re-rig amas - Do we want a training opportunity - June 4th at 10am
3. Need to fix the cover - velcro isn't working and water is getting into the boat
4. Boat cleaning

1. Shed & racks

- large shelf in - needs organization sheet, comms board and more plastic bins/tubs
- racks nearly full. All equipment nearly returned
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Coach boat

- was able to start test boat.
- need new throttle and shifter cables. on order. arrives Thursday. we're close!
- previous boat is being prepped for sale

Renton Storage

- plan is to move out this month

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

Incident reports

- two submitted in the past month, both some time after the fact
- one was a huli at the dock at the end of one of the OC6 sprint training sessions; no injuries; the only lesson learned was people need to listen and do what they are directed to do
- the other was an off-water medical incident, for which the appropriate medical treatment was sought

CPR/first aid training

- Rudy has volunteered to manage CPR training, and is recommending we also include first aid and AED training
- a couple of people (Sandy, Heidi) have made suggestions on indoor space
- aiming for late Sept/early Oct

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

SAKE Proud and DB101 scheduled for this Saturday; lots of interest in DB101

Membership

- reviewing past members who have not renewed
- SAKE Serves
 - Blood Drive coming to an end
 - Street cleaning : will have a lessons learned review
 - Rainier Festival : five have volunteered to help

Item #9. Para program - paddling for people with limited physical ability (raised by Barbara Hayes)

Para programs - SAKE to offer an event, likely late August, utilising the north dock.

UPDATE LB 20230507 - Charisse is not sure if her sister will want to participate. We have plenty of time to plane, but should contact Outdoors for All, and also team manager from Team USA Para team to educate ourselves on appropriate safety measures.

ACTION 20230507 - LB to contact aforementioned groups/individuals

Item #10. Committee style approach to reorganize and perhaps reschedule board meetings (raised by Barbara Hayes)

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

Lesley: Status and next steps?

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: Status and next steps?

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.

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.

Background: 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

TABLED : low priority as we head in to the busy season.

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

Koichi - Do we need to discuss anything further about options for getting in and out of dragon boats?

- installing and testing ladders and handrails; approx \$120 each. Need a response from users.

Carpets have been working well; cheap and can be moved around; need more for when multiple boats are being loaded at the same time

People are stepping on benches

Ladder/handrail needs to be tested out

koichi - **Youth Camp**

- Age 14-19/high school
- Monday July 10 - Friday July 14, 9a-2p each daily
- For members only. Camp registration is free to members - \$0
- Activities include SUP, OC6 & DB.
- Non-swimmers welcome
- Minimum 2 adults at all times. Seeking 4 volunteers each day. All camp facilitators will have background checks and must pass in order to volunteer
- BYO food and beverage. Some snacks and drinks provided.
- Parents encouraged to attend on Friday to watch the demonstrations.

Supervision - background checks required; documentation of passing background check must be provided so it can be tracked in RevSport; max number of participants set at 12

Registration - check box for over 18s

Non-swimmers - everyone will be wearing a PFD; everyone will need to self-rescue in all craft; huli and capsize drills will be performed

Longer term youth program - people/leadership resourcing is an issue; we are short board members, too few people taking care of things now; need to do this properly and well

Koichi - Red Racer

- Formal motion "Move to keep red racer"
- needed for race prep for venues that use the racing style champion
- Koichi to get quotes for new gunwale; can be taped over as a temporary measure; worst around seats 3 and 4

Motion #1. Keep the small racing Champion

Moved by koichi kitazumi; seconded by Scot Harkins

Carried? Yes