



Meeting Minutes

Date	Mon 13 Feb 2023 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees

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

Meeting items

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

call to order 6:03

Motion #1. Vote to approve regular meeting minutes

Moved by Barbara Hayes; seconded by Scot Harkins

Carried? Yes

Votes: scot barb ko lesley abstains

Item #2. COVID protocols (raised by Lesley Blyth)

Moved to second item.

Proposal to modify current COVID protocols. Options include

1. Vaccinations and boosters
 - a) keep all current booster/vaccination requirements
 - b) drop booster requirement, and keep initial vaccination requirement
 - c) drop all booster/vaccination requirements
2. Health check questions
 - a) maintain current questions and process
 - b) cease health check questions
3. Attendance tracking intended for contact tracing
 - a) maintain current process
 - b) cease attendance tracking

Dragon boat races last year may have been sources of infection, both inter- and intra- team (BAD after CP, WAM after Kent, multiple crews at CCWC, GH after Portland - there may have been others). Other than vaccinations, masking is the best feasible tool to prevent infections, with close fitting masks the most effective.

Scot would like us to poll the membership during March before we could make the motion. Ko says to formulate the motion and put

it front of membership to gather feedback - Keep proof of vaccination, drop health check questions,

Does survivor want to continue somewhat more stringent? There's already a difference. Staged approach?

We're polling the membership on a motion to drop HC & 2 HC questions and attendance while continuing the requirement for proof of a double vaccination and 1 booster.

We have functionality in RevSport to do surveys and can use it, leave it open for a couple weeks. Owner would need to partner with Lisa. (Scot can talk to her.)

We'll work out what to do if someone has a legitimate medical reason they can't get a booster.

No motion tonight, not what we're doing.

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

No written report today. Not much revenue in January but some donations for PACCC. about \$1200.

Expenses roughly the same. Some prepaid expense for the race, and this will continue. Reimbursement will come in by end of February, \$5400 for registration, Hotel expenses will take place but we'll (Club SAKE) be reimbursed before the end of the month.

Some questions using the club as the "banker", and treating this as revenue. Annie has checked whether this would be considered revenue so recording it as revenue isn't necessary but we must track it in a particular way. Annie will work with Lisa Harkins on how to track. We don't want revenue to go too high due to accounting because it could cause other requirements to kick in.

Also will play into the quarterly analysis Lesley requested; we'll be able to see the offsets when they come in.

We wound up ordering more equipment - second cox box and stroke meter. We'll have the revenue to meet the extra expense.

The marina is setting up electronic payment (auto withdrawal) - expense will be more spread out, rather than once every six months.

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

Apology for not attending meeting due to extreme mental and physical fatigue. Report below and please send any requests or questions.

Equipment Purchase:

- Club now owns 2 Cox Box systems with wiring for 2 standard boats and wiring one for one small boat. (Speakers for two boats at a time)
- Club now owns a speed coach
- Cox Box and speed coach is currently being stored with head coach.

Panama Update:

- Time trials are being held on Saturday 18 all day. So general club session will be run by Lesley/ Louise and will be a smaller group. PACCC crew do not have to attend training.
- Donations were requested from within the Panama group to assist other team mates with Panama expenses. Donors will be approached with what they want to see done with excess funds.
- Have not set up a plan for the general club yet while crew is in Panama and will start to address that this week. (who will be leadership/ steers/ training plan etc)
- Considering trying to set up a temporary turn for a 2km course near a buoy near Leschi marina that will remain for the duration of PACCC training. Consulting with Koichi.

Group Paddle Order:

- completed a group paddle order of about 14 paddles and some blade covers and bags - personal credit card

Dealing for Dollars:

- WCE was invoiced for SAKE staffing over holiday period and check should be received this week for \$3,237.25

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

SUP:

- no changes since last month

OC6:

- looking at intramural race around mercer island March 26 at 11:00 am
- End of March begin prepping for sprint races in May, which will include re-rigging training

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

South Marina:

- awaiting approval from city & fire for final inspection. ☒
- monitoring and testing moorage on south side of wall
- ordering shed
- testing step and rails with marina manager. Also testing longer bumper rails on the southside of wall (attenuator wall) to prevent boats from going under the wall
 - triple checking north dock for exit
 - codes still in process. Codes will be issued for all member use. Board members will be issued individual codes that will access all marinas 24/7 and bathrooms. Key card and key card boxes will remain in place until no longer supported
- Lakewood☒
- both sheds in place. Lighting needed in and around. Shelving and closet poles on the backend of sheds in progress. Once in place, exit from Renton storage may be possible.
 - Floation on order to replace styro-foam under dock. This work is being done unde rthe guidance of marina mgmt by Club Sake volunteers in exchange for additional moorage for OC6 and coach boat. Additional space will be contractual after work has been completed
 - looking for free racking to store kayaks and OC1 & OC2
- DB☒
- JT located 2 missing tills
- Supporting racing needs for chair, drum, straps and drum stick
- replacing all transoms and re-wrapping all tills
- covers will stay on till at least end of May. Waterproffing the end of this month
- Scot's got the other cover and will bring it to Koichi.

- OC6 ☒
- rail repair at the end of the month

Lesley:

- Suggestion from db paddlers that we have a large garbage bin for the paddles, at least until we have a shed at Leschi. (Lesley) We have 2 trash cans in the shed we can use.
- Short steering oar is in dire need of repair - bottom of blade has deteriorated/rotted (Lesley) - these all need fixing, but this one is particularly bad.
- Transom repairs are quick (15 min each) and can be done while they're on the water - they are being glued down but this should prevent cracking.

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

ACTION REQUIRED

1. Incident reporting - put on web site.

We used to have an equipment ticket - originally designed with a QR code for the exact location of the issue on boats/docks. We can do a QR code and then have a selection for the form. Haven't created the QR code or the form yet. Form is still up for equipment so can be used.

Ko can take this on with Lisa. Equipment, incident, ethics.

2. Send email update to steers regarding safety kits and boot brushes (due by Feb 19th)

Updates

1. BUKs bucket attachment
2. DB capsized drill medical exemption form letter distributed to the Club
3. DB capsized drill participation requirement communicated to all currently approved and trainee steerspersons

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

Youth events (need to talk to Koichi)

How safe is the Simple Green to put into the lake for boat cleaning? Not needed to get boats clean so we won't use. We don't need to use the cleaner and will just do it with scrubbing, could also use baking soda and salt for greasy spots.

There is an EPA doc that describes what you can use on open water, but we may not need to worry about that.

Associated files

1. Membership Report February.docx

Download: <https://cdn.revolutionise.com.au/meetings/3jlfdtlppswcjbxb6.docx>

Item #9. Financial Assistance Subsidy (raised by Barbara Hayes)

Understand and clarify policy, and determine how to communicate it.

Did we do this last summer? Roula may be the person to answer. There is an outstanding question - could someone repeatedly ask?

Table for now, bring back.

Item #10. Communications Coordination (raised by Barbara Hayes)

Previously we had all communications going through a single individual (for the reasons stated in the notes for the January meeting.)

There is openness to opening communications up to a larger group. However, what, when, and how hasn't been clarified. We need to make it sustainable. For the moment, Lesley's been doing it.

Item #11. AGM Planning (raised by Scot Harkins)

Plan and determine communications for AGM.

Since our bylaws expect us to have this in March, we are currently aiming for the last weekend in March. Saturday the 25th is a natural date but a lot of people may be gone at that time. This is the best day - 4PM on this day.

Pretty standardized format.

Who's creating the presentation? Slide show - Scot and Barb to create this based on Annie's slides from last year.

Expectation is that this will be a Zoom meeting for efficiency.

(LB note - won't be attending - expecting to still be in Panama)

Item #12. Committee style approach to reorganize and perhaps reschedule board meetings (raised by Barbara Hayes)

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.

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. (Covered in Annie's item.)

Item #13. Annual Calendar - progress (raised by Annie Lee)

Annie sent the draft to Barb/Lesley. It might be nice to look at this each month. Lesley did a nice job sending around a word doc of what is coming up.

Events calendar is different than a repeatable annual calendar where work doesn't need to be done on a specific date. So they're

two different things.

Lesley's list is more of an action item list, the planning calendar is longer term. This is printable. How to make sure the events that are in RevSport and what's on the calendar are aligned - visual for the board. Actions?

- Enhancement request to RevSport? Should we ask Lisa/Ko to see if there's already a feature?
- Could be posted in Google calendar? Uploaded as a google sheet.

Question as to whether this is the same as Lesley's doc or separate.

Item #14. Progress on Elections for Open Officer Roles (raised by Scot Harkins)

No info for today; table until March

Item #15. New Business (raised by Barbara Hayes)

1. Mechanism for submitting an ethics complaint (Lesley)
2. Request from Seattle private school: youth team building event (9th graders)
 - The school would like to get information about what could be done, and would like to speak with Sandy (as membership owner).
 - As a board, we need to have the right information available.
 - It would be 84 9th graders, and the event would be in June.
3. Board planning fromdraft annual schedule (Lesley)

February

Presentations for annual meeting need to be in progress

Finalize annual meeting

DB races planning : PACCC, AZDBA

Duwan Wu planning

Begin planning for SAKE Day(s) of Caring

Update of safety documentation as appropriate

Set event schedule for

SAKE Proud

DB 101

DB cleaning

March

Annual meeting

Daylight saving time begins

DB race planning : Olympia race

Reminder to all club members regarding membership fees due April 1st

Continue planning for SAKE Day(s) of Caring

File tax return

End meeting at 7:33, can't do a motion.