



Seattle SAKÉ Paddling Club

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Meeting minutes

Date	Mon 10 Jul 2023 6:00PM
Type	Board Meeting
Venue	Your Home (Zoom Meeting)
Attendees	Lisa Berdin; Roula Bland; Lesley Blyth; Sandy Chock-Eng; Nealy Evans; Scot Harkins; Barbara Hayes; Annie Lee; Anne Marchand; Maryanne Takahashi; Andrea Gierlich; Anne Kang
Apologies	koichi kitazumi
Absences	There are no absences recorded.

Item #1. Approval of previous meeting's minutes

Raised by Barbara Hayes

called meeting to order 6:05 PM.

There were a few minor changes to the notes on July 3, just cleanup. No content changes. Add Andrea G and Anne Kang to this meeting's attendees.

Motions

Motion #1	approve June meeting notes
Moved by	Barbara Hayes
Seconded by	Lesley Blyth
Carried	Yes
Votes	all approved

Item #2. Planning

Raised by Barbara Hayes

July

- SUP stretch session starts every Sunday at 9:00 am
- SUP lessons start every Sunday at 10:00 am
- July 4th holiday
- July 10 - 15 Youth paddling camp - cancelled.
- Finalise plans for hosting Wasabi at Kent July 15
- DB capsize drills begin
- OC6 & SUP self rescue drills every session thru July
- Saturday July 29th - OC6 race - Da' Grind at Alki Beach

August

- DB capsize drills
- Seafair Aug 4th-6th
 - on-water activities to be cancelled
- Group kayak outing to Mercer Island
- August 26 - OC6 race - PNW Challenge @ Sand Point - Sandy has questions - talk to Koichi, email to participants

Kayak isn't a regular practice, kayaks are reserved through the booking option.

Item #3. COVID Protocol Update

Raised by Scot Harkins

Propose changes to protocol given subgroup meeting

Recommendation for revision to SAKE COVID vaccination protocol

The group comprised Laurie Rich, Annie Lee, Heidi Gainer, Louise Goldman, Karishma Dara, Scot Harkins, Barb Hayes and Lesley Blyth.

We recommend that SAKE strongly encourage but not require the COVID vaccination and boosters for its members. With the downward trend of hospitalizations and deaths, the CDC, HHS, and WHO have recognized the end of the federal and international Public Health Emergency declaration. COVID is thought to be transitioning from a pandemic to endemic state. In this phase those who are unvaccinated are at greater risk of contracting COVID and pose a low risk to vaccinated members.

Any existing Club SAKE protocols regarding exposure should also be removed. Club communications should recommend that members keep their vaccinations and boosters up to date, and should continue to request that if anyone feels unwell they refrain from attending practice or events. Performing an at home test when unwell is strongly recommended. If anyone does test positive for COVID they need to quarantine for 5 days, and should always refer to CDC and Washington State protocols. Ultimately, this is a team sport and we should ensure that we respect our teammates by minimizing exposures and providing the safest environment we can to enjoy our time on the water.

Communication to club - Lesley can enhance to make sure people know to stay home if you have symptoms of anything. Lesley can say that if anyone feels unwell or has symptoms of any contagious illness, please stay home.

Lesley will send tomorrow (July 11)

Question: do we need to update the "COVID - 19" page here: <https://www.clubsake.com/about/covid-19/> ? Yes.

Motions

Motion #1	REvoke all protocols regarding COVID vaccination and exposure
Moved by	Lesley Blyth
Seconded by	Scot Harkins
Carried	Yes
Votes	all approved

Item #4. Financial Report

Raised by Annie Lee

Annie is sorry it's not done yet - will send out after the meeting. Lots of paypal activity, and she needs to resolve all the transactions.

Nothing unusual for June as far as activity.

Lots of reimbursements for nationals.

Walk through of the last report she sent out.

Monthly report is a cash approach, captures each month. Shows reimbursements for previous months. P&L is different than cash flow report. Cash flow reports show projected - the one Annie sent around is a rough cash flow.

Everything is current through May, June/July/Aug are projected.

Balance stays healthy throughout the year. 60k - 61k throughout the year.

Annie went through details - this is useful.

Annie will send out the June report and the cash flow report.

Judy Splunt and Annie worked on an Letter of Interest (LOI) application for Lululemon, kind of a long shot, because it's international. Requested \$18k due to constraints on the application.

Lesley - tax reporting? We need to move beyond "postcard" tax reporting? Yes. Annie consulted with her CPA, wanted to find out if the reimbursements can be excluded and still fit under the under 50k limit. Yes, as long as we're careful.

Ask for volunteers for a committee for longer term capital expenses? Is leaving the balance where it is the most helpful to members? Annie has asked for volunteers. We should revisit major expenses, "rainy day" expenses, moorage may go up. Need to get going on this sooner rather than later - August after Sarasota. Lesley and Scott volunteered.

Reimbursements - for every transaction through RevSport/Paypal - Rev sport charges \$1.33 and Paypal charges a percentage - we're likely paying around \$1k for the expenses. Bypassing RevSport, and is building in the Paypal expenses if paid by card, removing fee if paid by check. Can invoice directly out of Paypal.

Do we need to adopt a policy to simplify/streamline for a new treasurer? There are some complications to review all the expenses (this takes time). (RevSport/Paypal)

Sandy - if people pay dues with a check directly to LisaH - - no fees, yes. The cost of doing business on memberships doesn't cost more for the members, so the fees are taken off of the full membership. For Annie, this is a nominal cost for the automation and making sure that we don't lose physical checks.

Looks like Paypal is 2.75% and RevSport is \$1.33.

Paddle purchase? In financial report? Roula added to coach's section.

Item #5. Coach's report

Raised by Roula Bland

1. Kent race - women's, mixed, masters mixed, open (with Tacoma)
2. Portland - women's, mixed, masters women, then with SFD we are doing masters mixed, grandmasters mixed and with survivor considering grandmasters women
3. Looking at San Diego race in October, primarily with Prem's but open to all (separate masters crew maybe). Trying to field a prem 20 boat for Saturday by inviting all the newbies and then small boat with primarily the Panama crew as they want to see how they have advanced over time as a crew.
4. DB101 July 22 (same time as CCNC) have organized coaches, steers and volunteers for up to three boats.
5. General discussion among crew that if we don't get a booth for WCCC there is interest for a race in Spain in May.
6. Need to finalize- Are we going to purchase those 20 kialoa paddles that were requested at the last board meeting?
Annie sent out financials for the board to review.

Motions

Motion #1	Purchase 20 Kiola paddles
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Moved by	Sandy Chock-Eng
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Seconded by	Scot Harkins
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Carried	Yes
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Votes	all approved
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Item #6. SUP/ OC Report

Raised by koichi kitazumi

In Koichi's top priorities:

Complete gunwale repair for OC6.

Top dates for OC6 and SUP:

1. OC6 trailer practice – July 27th
2. OC6 racing in West Seattle July 29th
3. OC6 racing at Sand Point on Aug 26th
4. SUP End of season

Other notes:

- SUP stretch launched and going well with good response and reviews
- SUP sessions are well attended but not full
- OC6 sessions are maxed out with waitlists of 6 or more sometimes. Looking at adding a session on Saturday morning and Wednesday night for August
- Reaching out to Roula for a combined “paddle fair” open to all Club Sake and other paddle clubs at Lakewood

There was further discussion on the paddle fair included in the sections below.

Item #7. Equipment Report

Raised by koichi kitazumi

Koichi's notes ahead of time:

[Here are my top priorities](#)

1. Fix BUK bench #6
2. Complete rerigging cleats, lines and chaffing guards for South Leschi – and complete plan for Sea Fair weekend
3. Complete gunwale repair for OC6 (also listed in OC6 section)

[Here are my top dates \(DB\):](#)

1. Final corporate team practices set for this Wed & Thurs
2. Support for Kent: tents, table, water & coffee. Also dropping the course and helping out with corporate teams and marshalling
3. Planning full moon paddle for August 1st, Tuesday at 9pm – open to whole club

Other notes:

- Reaching out to Roula for a combined “paddle fair” open to all Club SAKE and other paddle clubs at Lakewood. Also listed in OC6/SUP section

Discussion:

BUK (not the one with bench 6) - bench 10 doesn't have a support - Lesley has submitted a ticket

No word on coach boat?

August 19 P&R "big day of play"? Is this on the list for August - they would like us to do something for this. Last year we had one dragon boat down at Stan Sayres - Lots of response. This year, Jason Coffmann from Seattle Parks and Rec has asked us to participate again. Find out what's happening.

How do we handle waivers for this? Last year we had paper ones? Printed from RevSport - Lisa probably generated a pdf. You can print them.

The next board meeting is five days before the event.

Who's responsible for this what / when? Board needs to be fully aware, possibly consulted in the name of the club.

Also a good opportunity for Sandy to get membership information.

Is there a way to support Koichi if he's the lead? Tonight - figure out if anyone has the bandwidth and willingness to work with Koichi - we can project manage, and have him as lead. Is there someone with the bandwidth to project manage, right after this board meeting? Annie can volunteer to do that. Roula can help support Annie's efforts. That's also a weekend when Lake Washington Blvd is closed, so that becomes a logistics challenge. It seems like a good thing for the club - need to understand the activities and scale of our involvement. There were four people last year, that was just a first time, so there could be more involvement for this year.

Parks and Rec provided SUP, canoes, and kayaks for experiences.

Dragon boat was very popular.

Andrea can also volunteer to help.

Summary email from the volunteers to the board (high level) by sometime next week? Note that Annie/Sandy leave for Florida this Friday. Getting volunteers is probably the priority.

Roula - coach boat - there's a boat that Koichi and Roula want to test drive, trying to do this before Roula needs to leave. There's something on the horizon, she'll let us know when she knows more.

Do we want to have a soft hold on some dates for some summer activities?

The moonlight paddle is on dragon boat. This is on the calendar for August.

Club picnic? If we want to have a club picnic, we don't have one on the calendar. More on this in "New Business".

Year end party - typically in October? Need to reserve - is anyone on top of this?

Item #8. Safety Report

Raised by Lesley Blyth

Seafair Aug 4th-6th

- on-water activities to be cancelled - Lesley has support of the board for this.

Doc from Jason sent out - big thanks to him for doing this. It's not "you must do it this way", just a good structure.

Not a lot of capsized drills on the schedule because one last year was cancelled due to lack of people.

Lesley cat-herding on all the various clubs (Rec group is a challenge). She may need to close off this conversation by having these folks join a scheduled drill.

Capsized drill process document shared with the board : will be sent to the club unless there are any major concerns

Item #9. Membership Report

Raised by Sandy Chock-Eng

Numbers keep going up.

DB101 - May 23 participants, 3 joined

June 26, 4 joined

Numbers also going up consistently per month. Total of 20 new members.

Olympia - looking for a cultural specialist for middle school students - 45 min to 1 hour - Dragon Boat and Duan Wu. They'd like diversity if possible. Most recent request.

Corporate groups - signup protocol -

- Sandy had a lot of people coming in for Kent
- Have corporate groups sign up just like DB101?
- Create a list to be checked off (like Lesley did)?

Would we require them to sign up for multiple individual events, if they have multiple practices? Would we ask them to sign up three times? Would each event be individual? Create the events on the club schedule, also reserving the boats. **Need to set up a process and requirement.** Sign a waiver at the beginning - then it's a non-event for us - but we need to have it on the calendar. Annie wants to check with the insurance - make sure we don't go over the highest number of people we're insuring. Make sure that we're fully covered. Annie will need to check with LisaH. She'll confirm before next board meeting. We may have a higher premium going forward, because we have more people. "Paddling hours" comes into question as well.

We don't know exactly how many corporate teams to expect per year. 6-8 in previous years (back when there was a Seattle DB festival). -

Action to set up the process (Lesley and Sandy) , deadline by Sept board meeting.

Item #10. New Business

Raised by Barbara Hayes

Adaptive athlete db experience (Lesley)

- after feedback from Carol and Heidt we will invite 2-3 participants to have a 'proof of concept' paddle to learn what we need to consider for a larger group
- no response received from Footloose Sailing
- minimal response from a person who trains coaches who coach adaptive athletes for paddle sports

Putting this off until next year. There is board support for this but the people who can help the best need more time. Need to start working on it about March. Needs to go on annual schedule.

Recruiting for new board members (Lesley)

- Recommend we each start having conversations with potential candidates for positions that will be vacant
- Need to start doing this now. Need candidates identified by November - July is really busy and doesn't slow down much in Aug/Sept.
- Some board positions may need deputies for the different paddling specialties. The deputies should be able to best advise on the specialties.
- Needs to stay on the agenda each month.

Club picnic - can we pick a date? For weather - August is busy. August 26 - DB101 and SAKE Proud? Could we set this up for. Saturday is a better idea? Rather than hold on the 22nd

July 22 - we might have a big group join.

What about after Portland? Usually pretty good weather in Sept.

End of Season in October? We don't want to do two events one month apart.

Do we NEED to have a summer party? Could we just skip and have the end of year party? "Paddle Fair" - fun paddle - do that instead of a picnic? Roula would like to see if she can look at this to happen 4-6 weeks after she comes back from Florida, she'll look at it the week after she returns from FL.

Can't make a decision at this moment.

We are agreeing we don't need a summer picnic, and we can form a committee to work on End of Season party after Florida.

Roula can look at what venues are available and dates to have the end of season party at the August meeting.

for August agenda - have End of Season and Paddle fair on the agenda.

Motions

Motion #1 close the meeting

Moved by Barbara Hayes

Seconded by	Scot Harkins
Carried	Yes
Votes	all approved. 7:42 pm

Item #11. TABLED: 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.