



Meeting Minutes

Date	Mon 09 Jan 2023 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees

Berdin, Lisa	Bland, Roula	Blyth, Lesley
Chock-Eng, Sandy	Gierlich, Andrea	Harkins, Scot
Hayes, Barbara	Lee, Annie	kitazumi, koichi

Apologies

Marchand, Anne

Meeting items

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

call to order at 6:03.

Motion #1. move to approve

Moved by Lesley Blyth; seconded by Scot Harkins

Carried? Yes

Votes: all approved.

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

Financial report - year end results

Budget development proposal for discussion - please read included slide deck.

Concerns raised by Lesley re: dragon boat maintenance, we've deferred maintenance and we don't want to cut it down. Bumped up an extra \$1k to deal with deferred maintenance.

With this proposal, we have about \$1k dipping into reserve, part of that is that we prepaid race fees. (Couple thousand including more for dragon boat maintenance.) Annie is working on setting up the accounting for race fees in a better way.

Can we show this in a quarterly format? Do we need to show this as priorities (A, B, C), rather than treat everything as priority 1. Can we spread out the expenses? (Right now we don't have a specific timing plan as far expenses.) We may not have the expenses all at once, even if we pay for equipment to train for Panama right away. (Scot) We can afford to pay for PACCC.

Can we approve for some specific expenditures today and build a quarterly budget? Annie won't change the amounts, but the quarterly would just show when we expect money to come in/go out.

Motion #1. Approve budget as it stands - add 1K in for dragon boat maintenance and dues for OC6

Moved by Scot Harkins; seconded by Sandy Chock-Eng

Carried? Yes

Votes: Passed - one abstention - Lesley. (4 approved and 1 abstained)

Associated files

1. FY 2023 Budget Development .pdf

Download: <https://cdn.revolutionise.com.au/meetings/zvku8ahkorzdt7.pdf>

2. Treasurer's Report & 2023 Budget Presentation.pdf

Download: <https://cdn.revolutionise.com.au/meetings/gi1bsobjgu0wsrfi.pdf>

3. 2022 YTD Accounting Workbook (Dec).xlsx

Download: <https://cdn.revolutionise.com.au/meetings/jeujfmoxd6n5xcx.xlsx>

Item #3. Coach's report (raised by Roula Bland)

Had Panama meeting yesterday, working out logistics now for travel, accomodations, etc. Lisa and Pat Halloran are the team managers for this.

Three teams going: Sr B women, Sr A mixed, Prem mixed.

Working out logistics for getting the second 10man boat out over the next two weeks. Keeping 1 10-man separate so it can be used with some warning. Roula will recruit volunteers to move and paddle. (Assuming it will be kept at south dock and moved for practices.)

Item #4. SUP/ OC Report (raised by koichi kitazumi)

SUP:

- SUPing is still available for members who form groups of 2 or more, who have demonstrated self-recovery and regularly follow Sake safety protocol.
- SUP Locker installed. Being used to store tents, misc equipment and OC6 equipment for now.
- next committee meeting: Mid-January (koichi, Nealy and Maryanne)

OC6:

- First B2B entry complete with lots of success and learnings. Looking at the next
- Holiday paddles - Thanksgiving, Christmas and New Years day paddles were popular and fun. Next year suggestion to include dragon boat as well, as there seemed to be a small crowd who do not celebrate either holiday. Next year Christmas falls on a Monday.
- Currently focused
- Next race will be 5/20 in Spanaway, sprint races.
- PNWORCA membership \$100 - what does the board need from Koichi inorder to move forward wigh membership to PNWORCA which governs and organizes outrigger racing in the area?

Questions: 1. Is \$100 membership a possibility? Seems it may be \$250. Lesley researched and spoke w. their president.

2. What are the benefits? You can participate in races if you're not a member, but joining supports the community. There was more listed in email that Lesley sent to the board during the meeting - regardless, we passed the budget for joining, assuming it would be \$250.

Motion #1. Include membership for PNW ORCA in 2023 budget

Moved by Annie Lee; seconded by Lesley Blyth

Carried? Yes

Votes: carried unanimously

Item #5. Equipment Report (raised by koichi kitazumi)

B2B race Jan 7

- overall event was smooth. Rainy but wind was miniaml and water was smooth under both turn points. No complaints from tillers at this point
- Potluck was well supported but kept short due to chill and comfort. Event ended at noon and wrapped up by 12:30. Altho very convenient, the event is much more cozy indoors.
- OC6 towed back to Lakewood wiithout issue with borrowed motor boat.

Equipment committee

**** What has been proposed, and communicated, and how? Need to get information for transparency ****

- with support from the board a formation of an equipment committee is in the works. So far Gay, Billy and a couple others have approached Koichi. The chairs will be:

- Dragon boat
- Outrigger - OC6, OC2 and OC1
- SUP & kayak
- Dock management - Lakewood and Leschi lease, moorage, dock condition and repair, public relations
- Storage - 3 lockers and dry dock
- Boat & trailers - licensing, maintenance, gas, moorage

- committee will meet monthly with sub-committees meeting as needed

South Marina dock:

- South Marina - Attenuator wall installed but not compalete. The end pylons are not ccomplete. Altho the wall is 2' narrower than planned, Koichi is very pleased with the install as it will allow mooring on both sides of the dock with interference from pylon brackets. The angle of the wall is still wierd. The next step is to connect the main marina to the attenuator wall (ramp?) and then electricity. There have been no updates from the contractor to the Marina on either account at this time.
- Still waiting for new codes: New gate codes were released haphazardly to the club which do not allow for. For now, a general code has been released for Lakewood which temporarily works 24/7. The objective will be to narrow the functionality down to smaller windows (eg: Sunday mornings, Thursday nights, etc)

Lakewood dock updates

- Dock reclamation - the dock on which the 2 OC6's are being moored on is being reclaimed after being designated to the junkyard due to styrofoam use. Sake has reclaimed the dock and will make an effort to remove the styrofoam and replace it with barrels
- step 1 - remove junk placed on top, including sailboat - in progress. thank you to those who came in on Sunday to help out
- step 2 - remove styrofoam, while replacing wigh blue barrels simultaneously. Koichi coordinating with Matthew G to understand correct tactic
- Step 3 - extend 2nd dock to match width of first dock
- Misc: In the process of reclaiming the dock, we have also reclaimed a 14' aluminum boat which will require work to to install a motor and steering wheel. This boat seats 4 easily with pleny of standing room. The cost to test out this boat has been minimized tahnks to help from the marina and KWAC. Bruce Heath would like to do the work if allowed.

Storage

- 6x12 locker installed and is keeping everything dry. Koichi ran a dry run of storing all the tents and tables in the locker and it handled the load without issue. The chances of Sake exiting out of the Renton locker by June looks promising.
- one more 6x8 locker to be installed at Lakewood this week. Koichi setting up time on Friday and thru the weekend. Koichi will set up help opportunities on RevSport.
- once the south marina installation is complete, another 6x8 unit will be installed to complete storage. This unit will hold drums, head/tails and benches...along with daily equipment.

DBs

- Questions from last week regarding white BUK transom (**What does this mean?) Koichi will not be permanently gluing a transom onto the BUK or any DB until we move out of the north marina. Gluing the transom onto the boat makes the transom more rigid, but also makes it more difficult to replace. Often after removing the transom that is glued down, fiberglass repair is needed.
- Question from last week regarding light on outside pylon at north marina (** Is the light needed?) yes.
- ** Dragon boat covers - we'll need to find one more navy BUK cover? Is it being repaired? Yes
- Return of 2nd 20p Champion and 2nd 10p Champion this weekend or next.
 - need 4 people to help dislodge trailer from JT's house
 - launch boats from Stan Sayers and tow/paddle to Leschi
 - 2 boats to be moored at South Leschi
 - what to do with the red 10p? anyone want it?
 - trailer to be parked in Whidbey unless an alternative idea can be found.

OC6:

- Committee will decide next steps
- Fiberglass putty test - some success. Unsure if the area was dry enough, but putty hardened and was sandable even in damp and cold weather. Depending on how much more rain is to be expected, putty may move forward to keep out further water from entering wall.
- Ho'olana (re-rigging and return to water) being planned for April, pending race schedule

SUP:

- Ding repair postponed until May when SUPs return to water.

Lease:

- rate increase have been announced, but so far Sake's rates have stayed the same
- next review of Lease will occur in February and will need to include details of the south marina and space at Lakewood, which will include the realigned floating docks and coach boat.

Item #6. Safety Report (raised by Lesley Blyth)

Updates -

1. Email with new db capsized drill medical exemption form letter is scheduled to be sent on Tuesday. Lisa has already uploaded it to the website.
2. Email regarding requirement for db steers to participate in an annual capsized drill is scheduled to be sent approximately 2 weeks later.
3. Progress on other db safety documents has been slow, and some of those who volunteered to assist have not contributed.
4. Received two OC safety docs from Lisa B but have not yet reviewed.
5. Forwarded three of the work-in-progress db safety docs to Andrea Gierlich for SUP, just to provide some context.
6. Working on getting Wain Greenhalgh scheduled for his steering assessment.

Item #7. Membership Report (raised by Sandy Chock-Eng)

reviewed budget, she's happy there's money for SAKE Proud. Sandy will get an email out to Lesley (as communications) for us to get a communication out.

Three new registrations for dragon boat.

Sandy needs new business cards. Lesley has some (say SUP but doesn't have OC). Will Julie be likely to have them? We need to find out how we got them done last time. Sandy can check with Julie. (And there may be other places as well.)

Where Sandy would like to go this coming season, not only recruit and cultivate members, but also "giving and appreciation culture", and will want to see what she can get from newbies.

Lesley brought this up a few months ago re: community service - see how we can solicit community service from that. How to organize implement? Sandy and Lesley will try to find time to get together on this.

Andrea - what digital content do we have for advertising? Sandy has a file but doesn't know how to manage. We have a hard copy. Annie will see if she can help find the file on Sandy's computer (Mike had given Sandy a file after he developed the graphics). Do we have all the updated logos/other content somewhere? One drive files seem to be getting deleted. Scot has put a note in his local computer so that people don't delete - but someone may not realize that they're deleting files for others. There might be other ways to save files - Scot can look at other methods to keep files for institutional memory. Need to understand requirements. Work group? Need to understand what we have in there (and what has been lost).

Item #8. New Business (raised by Barbara Hayes)

1. Board meeting schedule adjustments proposal (Lesley)

March 13th - some board members will probably be in Panama, or en route; can we move this meeting to March 6th ? Unlikely those same members will be available for March 20th either.

September 11th - this is the day after the Portland race and we usually reschedule to the following week which will be the 18th.

These have been done.

2. Deleted COVID update from the meeting agenda - as agreed in the last meeting.

3. In the December meeting, we talked about doing a "New Year" party since we didn't do an end of season party. Do we want to do this, and if so, who can help? Sandy doesn't want a NY party - we *won't* do one.

Annual meeting in March may be difficult due to the Panama schedule. Last weekend of March for AGM could work. If we keep AGM to Zoom for this year, we may be able to follow the schedule in the bylaws. Some discussion as to whether we could return to in-person but it's too tricky to manage keeping to the correct schedule.

4. 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.
- How to track items meeting-to-meeting.

5. Annual calendar - would be nice to have a visual of the yearly calendar so that Annie and Roula (Sandy?) bring this back to the

board.

6. Question - do we have a plan for doing an election for the unfilled officer positions?

- Scot to send another message to request for volunteers, a more personal message than the one that Lesley sent out today.
- Annie is concerned about the time if she needs to plan to do this for the whole year. Scot can do his solitication, if we get someone then we can bring them in and Annie can drop back, otherwise she'll need to plan for the year and have this be official.

7. Sandy - Use of OC6s - B2B - the original agreement with the stakeholders had one boat dedicated to them - so there wasn't a second OC, so some people couldn't paddle OC that wanted to.

- Stakeholders were signed up for dragon boat, or were otherwise unavailable.
- Koichi didn't want to step on toes, but Roula talked with him and the decision between them was that we could have a deadline, then the boat could be used by others.
- Sandy is worried that there were bad feelings about people not having an opportunity to paddle because of that. How to manage so that we can avoid problems?
- Sandy proposes that Lisa Berdin be the contact point for the stakeholders. Lisa is OK with doing that.
- Scot would like to have more structure in the OC program similar to dragon boat, and he'd like to include that in his goals for the year.

** This item was noted in the budget section - and needed to be moved:

Connie clinic in May? Next (February) meeting bring that up.

Item #9. For the Record Only (raised by)

No action needed at the Board meeting, but officially recording that all but one active Board Member approved a \$125 training subsidy for Andrea Geirlich to take steering classes. The vote was done by email due to the shortness of time for registration. The only missing vote was Barbara, who is having email difficulty with the board distributuon email.

Item #10. Financial Assistance Subsidy (raised by Barbara Hayes)

Added by LisaH before the meeting. We didn't get to this and it should go on the February agenda.

Can the Board resolve questions regarding the financial assistance subsidy? Discussion last meeting revealed there was disagreement about whether there should be a restriction on how often a person could request a financial assistance subsidy, and if yes, how long. The survey currently says a partial dues subsidy is available once every 3 years.

Survey link, for feedback on edits - <https://www.clubsake.com/surveys/4009/>

Item #11. Communications Coordination (raised by Barbara Hayes)

Added by LisaH before the meeting. Needs to have a decision soon. Will add to the February agenda.

When we were using Team Cowboy, all club-wide communications went through the Communications Manager. This was because:

1. The functionality was not great for controlling who had authority to send club-wide messages, and we didn't want the club spammed with news about a member's garage sale next week.
2. A message, once sent, would send replies to everyone by default, thereby cluttering everyone's email with unsbustantial replies.
3. We sought to email regularly with news aggregated, rather than emailing news as it happened, in the hopes that club-wide emails would be more widely read. By restricting the frequency of them, a club communication could have more importance, and might therefore be given the attention deserves.

On the new platform, there is far more granularity in controlling authority of administrators to email club members, and replies to those emails go back to the sender, and not to the group. Over the last year, I have had folks check in with me on whether it was OK for them to send a notice out to the club, and I have usually agreed based on context, for example when help is urgently needed. However, I think it's a good idea for the Board to decide if they would prefer club-wide communications to go through one person for the reasons in point 3 above, or if it is OK to relax the control of the Communications Manager so that administrators can email the membership as they find need.

This is not a question that has to be decided today, but should probably be resolved before a new Communications Manager takes charge.