



## Meeting Minutes

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

Attendees		
Bland, Roula	Blyth, Lesley	Chock-Eng, Sandy
Dunnigan, Tim	Evans, Nealy	Gierlich, Andrea
Harkins, Scot	Hayes, Barbara	Kang, Anne
Lee, Annie	Marchand, Anne	kitazumi, koichi

## Meeting items

Item #1. Approval of previous meeting's minutes (raised by Barbara Hayes)
<p>call to order 6:01</p> <p>table minutes approval for now.</p>
Item #2. Planning (raised by Barbara Hayes)
<p><b>October</b></p> <ul style="list-style-type: none"><li>Sausage Pull Oct</li><li>End of Season Event (planned for Nov 5)</li><li>Planning for 2024 budget (capital spending) Annie will send a meeting request. Barb to help organize. Survey of board members before meeting.</li></ul> <p><b>November</b></p> <ul style="list-style-type: none"><li>November 5 target date for all-club party</li><li>Recruitment of board candidates needs to repeat.</li><li>Voting for board members - candidates ID'ed and statements sent out by November</li><li>We need to make a concerted effort to have officers who are outside DB - how to do the recruiting. Ask what they could do. President / VP are the most critical roles.</li></ul> <p><b>December</b></p> <ul style="list-style-type: none"><li>Voting for board members - exact date?</li></ul>

1. 2023 Financials - YTD through September = Summary

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Membership revenue in the last 2 months - August = \$509.68 and September \$416.01

Reports still don't have Rev Sports transaction fees. Will still need to add and reconcile them. Impact is nominal as they mostly come up on membership dues and shop purchases.

#### Balances - September 30, 2023

Key Bank Checking =	\$	12,657.74
Key Bank Savings =	\$	33,287.52
Paypal Balance =	\$	13,812.64
<b>Total Balances:</b>	<b>\$</b>	<b>59,757.90</b>

#### 1. Other Activities - Updates

1. Need receipts for reimbursement. Please let me know if you have any!
2. Will start sourcing info for 2024 budget and capital spending plan; plan to set up workgroup meetings in October/November.
3. Director & Officer Liability Insurance - Due November - Paid in October.

Is number of members valid and up to date? Numbers were based on what Lisa sent to Annie. Membership dues numbers can tell us approximately how many members have joined. Updated when we renewed liability insurance.

May need another check.

Documents - what do these contain? differences between income from reimbursement? Are we making or losing money? The CNCC race was the biggest expense/reimbursement. Lisa hasn't said that there's any concern and reimbursements are trickling in. We're breaking even, which is the goal.

In terms of race fees - we're doing it after, Roula and Lisa are communicating. Under expenses, there was a lot budgeted under equipment and expenses except for DB - we bought cox boxes/ speed coaches. Policy for expenses over budget? Should those expenses come before the board? Should we have limits/policies? (Roula says that she believes we have those.) The extra income that we had during the time was directed by Roula to the cox boxes. More transparency around this is important, more reporting.

Picnic expense should be reallocated (to the party?)

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Annie will try to schedule a couple meetings to talk about budget, will put a couple dates out there. She will try to survey the board, since it's hard to get together. November meeting - talk about the areas that require board discussion.

NW registered agent charged us for the annual report but it wasn't submitted; we needed to sign something. It was submitted today. In the future, she'll recommend don't use them to file the annual report but keep them in case we get sued.

#### Associated files

1. October 2023 Board report (10.9.23).docx

Download: <https://cdn.revolutionise.com.au/meetings/uliky7vpss6wjfk.docx>

2. 2023 P&L Worksheet (10.23).xlsx

Download: <https://cdn.revolutionise.com.au/meetings/mlaszu40fphvqmxp.xlsx>

3. Club SAKE Cash Flow Analysis - 2023.xlsx

Download: <https://cdn.revolutionise.com.au/meetings/6r5lwmbifjylpbs.xlsx>

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

1. Looking to hold a training assistant coaches meeting to figure out offseason training

2. Planning on a competitive crew short zoom meeting to discuss race interests for next year 2024 eg. discussions on Puerto Rico, Spain, Germany, Vegas/ San Diego etc. Also 2025 goals PACCC, and Nationals. Also DB camps. Paddlers want to set race schedule for 2024

3 In the process of working out the next yearly high level cycle training plan

4. Blocked Christmas holiday break for DB training. Cancelled between Dec 20 to Jan 1 2024.

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

##### OC6

Removed Koa Va'a from water and ama adjusted. Other than gunwale, no issues found. Ernie coming to weigh and examine canoe. In the meantime creating a cover for (?) Koa Va'a.

##### Schedule

- October 21 - Chicken Long Race - OC1 realy - Tacoma (Koichi, Andrea, Bo & Erin)
- Steering clinics - primarily Saturday mornings but creating adhoc sessions to accomodate schedules.
- Kamini Jain clinic moved to spring
- January 6 - Bridge to Bridge
- OC2 in regular use - OC2 is now a part of regular practices to enable more people to register for practice

##### SUP & kayak

Marina is asking for time and assiatnce and assembling 6 more racks to accomodate more boards and kayaks. Plan will be to cut on weekdays and assemble on weekends. Completed by spring.

##### Schedule

- Fall sessions continue via Bookings app
- PNWORCA - small boat schedule still pending. Koichi sitting on race committee
- Inflatable SUPs put away. Making room for hardboards. All Hardboards will be put away for the winter except for 4.
- New Summer season will start on June 1st and end on Sept 30. Will also include Stretch session on Saturday morning, followed by a paddle session. Also one stretch session will be added mid week morning at 9a.

Question re: steering paddles - we have 2, other two are broken. They are in the shed, with the other paddles. One ZJ paddle broke earlier this year. Koichi's personal paddle is in the shop. We have 8 paddles, 2 personal from Koichi, so 10. We have enough to cover but not the right sizes.

Steering training on Saturdays, not the same day as regular training. Goal is 4 more capable steers by April.

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

### DB

- Naked BUK bench 6 repair - complete. White BUK Bench 10 reinforced. Next steps will be to oil naked boat and paint white BUK.
- Billy doing an amazing job with the tills. Wrapping is enhanced and amazing.
- Transoms - work in progress. Initial plan was for Rudy to refurbish but might need help starting
- Bottom of Std Champions blistering confirmed by Koichi. Could impact performance, but does not impact seaworthiness.
- Covers will go on starting Nov 1. May be earlier if weather dictates.
- 10p racer - still looking at opportunities to remove this boat off the water.
- We got one coat of waterproofing on the covers in the spring.

### Marina

- Coach boat - next step to improve performance delayed due to time. All parts and know-how are onsite. Just looking for time.
- Trailer and boat tabs - Annie and Koichi to review in delayed. Hopefully in October
- Additional SUP racking needed for winter storage. Working with Marina on space and racking
- Lakewood [public access - Still a pending subject, but all things point to allowing the public into the park. Locking gates have been added to the dock arms. The next is to figure out how the office, Sake and Conibear secure. This in the midst of surrounding park early closures due to heavy violence and drug use. Marina Mgmt is against this as it would bring the same type of violence and vandalism that is currently happening at neighboring parks.
- No change in lease rates noted at this time. Also, it has been noted we are being granted the 10% discount even though we are not paying annually. We are currently paying monthly thru auto pay.
- Some boats getting a lot of abuse from wakes - water comes over the breakwater and it's causing damage. We may not be able to do anything to prevent. We originally weren't supposed to move from north marina until the big breakwater was there, we're in a wait and see mode for another 14 months. The big breakwater should be quite large, but it has put us in a precarious spot. Wind comes in from the south and the spot we're in continues to cause the boats/ropes to get beat up.
- Is there a backup plan? It could be 2 years on the breakwater - North Marina is still an option if we push for it but it's not fixed. The wake from big boats is not as much of a problem there. Another option would be to move the 10p boat inside - Champion on far end can double-park on the inside. Boats bang against each other and the dock. Sailboats avoid this in similar ways, but they don't have wood gunwales. The attenuator wall doesn't seem to be working as designed.
- It sounds like there's some consideration of pulling boats out and repainting. SFD used the Wooden Boats center - we've tried asking. May need to go through Flying Dragons. Paddle the boat over there and pull it out of the water, or trailer it over. The deck paint isn't lasting. However, working the parts off and then putting the new ones in can work. Can't do that for the BUK boats. They need to come out and go back - time could be shortened if there is a dedicated group. Annie will work with SFD.

### Trailer

- Still looking for free space

Outdoors for All group? (their website: <https://outdoorsforall.org/>) They have some space, might want to see if we can approach them for parking space. Access is key, so that we can go in 24/7 - rather than organizing ahead of time. Leaving at 5:30 AM and returning at 10 so that access is important. Kenmore has free space but we are either trapped or trapping someone else. The trailer 45 feet with boat on it. Mt. Baker has 2 trailers parked there, but it's illegal - they say no if we ask. Who do we need to be? Even if we were to pay money - access is limited, way to back it in is hard as well. Prior to this Koichi was going out to Carnation, which has a lot of space. Right now it's in front of his neighbor's. Depends on what we're willing to sacrifice. It's a concern to have someone keeping an eye on it.

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

##### DB capsized drills

- updated capsized drill protocols and sent to Jason for final review

##### OC6 safety docs

- sent current versions to Jason asking him to format similarly to DB safety docs for consistency across the club

##### Safety equipment

- about 3-4 weeks ago, some of the lights were missing from Leschi
- it appears one of four safety bags is missing from Leschi
- need to increase number of safety kits and buckets ready for next season as number of club members grows
- some safety items, especially buckets, need to be replaced due to deterioration

##### Assistant safety officers

- will proceed with recruiting for each of the three main paddling disciplines unless any board members have objections
- need to get these in place to help with some continuity for when the new club safety officer's term begins

Annie bought lights, just one set, gave to Roula. They are in the shed and have batteries. Lesley will do a count so we have redundancy. One more set? S. Leschi is borrowing one light from the Lakewood set. One extra white light at S. Leschi that should be at Lakewood. Spare set at South Leschi would be good. It's important to know that if the lights get knocked off the boats, they float, but they sink upside down so you can't see it. They need to be on the inside of the boat so that if they fall off, they fall into the boat.

One more set? Four sets, and that includes a backup.

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

We had a lot of new registrations while she was out, and she took care of those from Tahiti.

Two members for SAKE proud chose to donate their coffee and food, so there will be some budget that wasn't used

Barb will do a mini-SAKE Proud at Lakewood to encourage board participation, to go along with OC practice.

There was a side conversation re: blood drive from Alison. disappointed with participation.

Sandy's observation is that SAKE serves - we have the same group that steps up for all the same things - Sandy didn't realize a second blood drive would be scheduled. Racing schedule and other activities impact each other. (Portland, San Diego) In general, first go-round for SAKE serves went well - cleanup, first blood drive, diaper drive have all been successful. Also food drive.

Membership is inundated. Hold off on "Socktober" for now.

Is SAKE services continuing to meet? Rethink and review the program. Probably will ask for other ideas. It appears that it's the old ladies who are stepping up - younger members are inundated with work, family, etc. For another idea that could use volunteers - there is a dental clinic that the city holds in February, needs volunteers.

#### Item #9. OC6 coaching plan (raised by koichi kitazumi)

Action item from previous board meeting - put together a meeting with a facilitator to get input from the teams about future plans and directions (not done yet) - Koichi will do but want to see if we want to prioritize this over end of year party? The board may have more to do regarding structuring the role of coaches so we may have to do this first (this is urgent)

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Koichi has been looking for a head coach for OC6 because there's a lot to learn - especially given the number of races and the number of paddlers. We may need head coach definitions for the other disciplines as well (Roula is head coach for the club - so we may have dragon boat resolved).

Note in chat: coaches and then also a structure for the OC program -- f/e are we ready to put structure like Wasabi's program in PDX? - their organization is quite different, coaches aren't part of the board, - board needs to do some work.

- Do we need to separate head coach for the club from head coach for each sport?
- Are there tasks for the board regarding the search for the OC head coach?
- SUP/Kayak - do we need to formalize with a head coach at this point?

Defer to another time: Set up a special meeting for roadmap for OC program/coaching before the next board meeting, Next Monday? Meeting with board - smaller work group and bring back to the full board. For coaching, the coach would need room to decide.

#### Item #10. Recruitment of Board Candidates (raised by Barbara Hayes)

investigate and set up coffee chats with current board members to talk to members.

see what other recruiting tools we can use.

Barb to create events for these - one at the existing SAKE Proud for October (Oct 28) and one consistent with OC practice (aiming for Oct 29).

To do:

1. Set up events for each of these and invite board members, make visible to paddlers.
2. Do some PR with relevant groups so members will know what's happening.
3. Get coffee supplies, drinks and snacks for Lakewood. Coordinate with Lisa for Leschi on the 28th.

#### Item #11. Bylaws and coaching for larger club, and specifically for OC6 (raised by Scot Harkins)

This may need to break out into two items, one for the full club, the other specifically for OC6. **This will go into a separate meeting. Brainstorming/work session to see what this would look like.**

Lesley can help if we're short of numbers. Roula can help - Annie can help Scot would like to see two from OC. Andrea can help. Wednesday could work. No meeting this week on Wednesday - Next Wednesday Oct 18.. Should be able to put out a call for people to participate. Sandy can participate on Wednesday. 6:30 - 7:30 budget meeting was discussed for this Wednesday Oct 11, but deferred. Next week Oct 18 to discuss restructure, bigger than just OC.

Annie could send a survey out to the board members, and then have a meeting after. Barb to schedule both, set for 6-7:30 on the relevant days. May need to get help from Lesley so the correct person can start the meeting through the club Zoom account.

#### Full Club

Committee to talk about new bylaws for a larger paddling club.

Some of the questions that have been raised:

- Do we need to separate head coach for the club from head coach for each sport?
- Are there tasks for the board regarding the search for the OC head coach?
- SUP/Kayak - do we need to formalize with a head coach at this point?

For now there is a head coach for the club and it's a board position. Longer term - we should probably need to have a coach for the disciplines - the bylaws have a single head coach for the whole club, and even DB may have multiple coaches - we need to define the structure and advance candidates.

**Roula** would like to see a meeting with all the involved parties - she'd like to understand what the coaching structure should be - what the communication should be, breakout groups that are self coaching, how do we run timeslots, which boats go to which races, how to build the structure. Koichi is leading right now.

#### For OC6

Initial group identified: **Koichi , Lisa, Anne, Andrea**. We need a much broader group to make the decisions. We need to have a zoomed out conversation with the planning. The small group is very in the moment rather than longer term. Get a larger group, and maybe some more neutral parties. Possibly get a strategy on getting more boats so that we have more predictable growth.

Who will the invitations be extended to? Anyone on the OC6 roster should be open. Come together - talk about what the program should look like so can set goals and plan to get there. **Scot** would like to be part of that.

#### Item #12. Party planning (raised by Barbara Hayes)

Full club party November 5

- proposed time 3pm-6pm
- requested budget based on 90 attendees : \$1620 for 3 tacos pp, \$50 for chips and salsa, \$100 for softdrinks as long as they last; otherwise cash bar
- max capacity of venue is 123 (that includes restaurant staff)
- will need mic and speaker for minimal announcement (Koichi can bring a sound system if needed)
- suggestion of taking donations for Maui

Clarity on total budget? \$1500 budgeted for end of season. About \$270 over - there is budget for other parties set but not currently allocated. Also asking for a small donation from members.

We could send out a quick headcount survey. We may need to plan for 120.

This is "One club" event for all. May max this out with just members only. We wouldn't have full membership may not be able to attend. We may need to find a way to charge the money -- avoiding the system becomes expensive. What are the options? Can you make a Venmo account? Yes but it's business charges, so similar to Paypal.

- Cash, one person collecting the money or being the repository. Lesley will put something in the club communications.

Hoping that we can get something (??)

DB party not scheduled yet - needs budget - If this is in December, it's in the 2023 year. Otherwise 2024.

Need to budget for Lakewood based expenses for parties/social events as well - so far these have been potlucks but we should include as part of the club.

#### Motion #1. move to adjourn

Moved by koichi kitazumi; seconded by Sandy Chock-Eng

Carried? Yes

Votes: all agreed. 7:52 PM



