



## Meeting Minutes

Date	Mon 06 Mar 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)

#### Motion #1. approve last months minutes

Moved by koichi kitazumi; seconded by Sandy Chock-Eng

Carried? Yes

Votes: all in favor

### Item #2. Planning (raised by Lesley Blyth)

From annual schedule for the board to have awareness, or act

#### March

- Annual meeting
- Daylight saving time begins
- Review rollover of membership - Lisa to do this Mar 31
- Reminder to all club members regarding membership fees due April 1st - Lesley or Lisa, they will determine.
- Continue planning for SAKE Serves - three subcommittees off and running, email has been written to club, POCs are sending details to Sandy, Lisa put together a website tab for Sake Serves. April - virtual blood drive, working with Bloodworks NW and to make sure credit is done correctly
  - File tax return - it's in the bookkeeping schedule, should be very simple

#### April

- Reminder to all club members regarding membership fees due April 1st - sandy to add to SAKE Scoop boards
- Review anticipated equipment maintenance; include water craft, paddles, PFDs, safety equipment

#### May

- DB races : Rainier Festival (Tacoma), False Creek Women's Regatta
- Capsize drill scheduling
- Memorial Day weekend
- Review anticipated equipment maintenance; include water craft, paddles, PFDs, safety equipment
- File annual report to the state ?

Regarding the planning calendar: Another option is the board adopting an annual work plan in January based on Lesley's document- plugging in race dates each year - this is a start. Lesley can start but not until April. Probably not next board meeting. Review in May. Lesley can get a draft out when she can and send out to make it easier. Note on April meeting agenda even if we don't do a meeting.

### Item #3. AGM Planning (raised by Scot Harkins)

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. (bch note: Scot do you have slides for me?)

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

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

We got Annie's slide deck

Barb to put on calendar.

Club communications - if someone creates content, Lesley can send out. Sandy will put onto "scoop:" board. Scot will reach out to each of the officers for their areas.

### Item #4. Community team support (raised by Lesley Blyth)

Decision needed - will we support the AT&T corp/community team for the Rainier Festival by allowing them to use SAKE equipment and facilities to practice 3-6 times ?

Can the visitors be identified as specifically for this group/event? So that she isn't sending out full info? Lesley will ask Jack if there are contacts.

Dependencies

- boats and equipment are available, eg, avoid DB101
- will need to fit with coach/leader schedules (Lesley and Jack)

TDBA will provide two free practices in Tacoma for all corp/cpommunity teams who register., but AT&T are located in Seattle.

TDBA allows as many practices as a team can get elsewhere, ie, no limit for practices for corp/community teams.

Determining if this impacts ability to race in the Kent race is up to the AT&T leaders - they are aware.

We won't vote on this - a number of people are quite supportive, no objections.

Have we recruited to SAKE before? Turnover is very low. We hope that from an awareness perspective that we can continue to have the corporate teams support hte sport.

Does this impact the number of sessions that someone can participate in with DB101? (If someone's interested, send them Sandy's way.)

We don't have dates yet. Talk again in April.

#### Item #5. Safety (raised by Lesley Blyth)

##### Table until April.

##### SAKE rules and regs for PFDs

Context - for PACCC, foam PFDs are required, and must meet certain criteria. USCG type III PFDs have 70 newtons of flotation. Transport Canada approved PFDs (eg, Salus brand) have 69N of flotation. Vaikobi PFDs have 50N of flotation, and are not allowed for use at events in Canada, as observed at Concord Pacific. We have long equated Transport Canada approval with USCG approval. Many SAKE members, (me, Roula, Rich and others), have worn Salus PFDs for years, (10+), including at major competitions in the US. SAKE R&R require USCG Type III PFDs be worn for dragon boat paddling, and the current OC6 safety docs also require wearing of a PFD. While there's no specification within our insurance policy stating the type of PFD, there is documentation elsewhere. Decisions to be made Does Transport Canada approval of a PFD with a 69N rating equate to a USCG approved PFD with a 70N rating? Are Vaikobi PFDs sufficient for paddling on our waters? (There has been at least one unplanned huli in an OC6.) Depending on the answers to the above, do we need to change our R&R? If we change the R&R, will we still be in compliance with respect to insurance? If we don't change our R&R how soon must everyone wear PFDs that are in compliance? Scot did some research, and here's his findings: The laws, and evidence of their applicability and requirement for Club SAKE:

- [RCW 79A.60.160](#) requires PFDs always be available for each person on a vessel. This law only requires USCG-approved PFDs for children 12 years and younger. The law otherwise only generally requires an otherwise unclassified PFD per person on the boat.
- [RCW 79A.60.010](#) provides definitions:
  - PFDs: "(21) *'Personal flotation device' means a buoyancy device, life preserver, buoyant vest, ring buoy, or buoy cushion that is designed to float a person in the water and that is approved by the commission.*" (Emphasis mine)
  - "Commission" is also defined here: "(8) *'Commission' means the state parks and recreation commission.*"
  - I'll also throw in "vessel" since our craft qualify, in case there is a question about that: "(29) *'Vessel' includes every description of watercraft on the water*, other than a seaplane, used or capable of being used as a means of transportation on the water. However, it does not include inner tubes, air mattresses, sailboards, and small rafts or flotation devices or toys customarily used by swimmers." (Emphasis mine)

This chain establishes that the WA Parks & Rec Commission has the *power to define the PFDs approved for use on Washington's waters*. It also shows that current state law already **requires** a properly-fitted PFD be *available* (but not necessarily worn) on any "vessel". We could permit folks to bring their unworn PFDs, but in a dragon boat that would often be impractical for space reasons. OC6 paddlers have room to stow their unworn PFDs...I know some have the desire to do so...so the law and practicality allows some possible room in OCs. Plus we as a club have a strong tradition of safety, so really **only** "properly fitted, and worn" is our way. Finally, the P&R Commission makes their qualification plain on their site, which I believe qualifies as the definition allowed to the commission by the law.

- On their [Wear-It PFD](#) page under Washington State Life Jacket Laws, PFDs are **clearly required to be USCG approved**. This would mean the PFD must include the [USCG registration number](#) showing USCG approval. I don't know the practicality of making sure the registrations are active, but the approvals do expire.
- On the [Paddlesports page](#) under "Wear a life jacket" the USCG approval is again **explicitly** stated.

In conclusion I believe this clearly shows that "the law" (and subsequent regulations) requires that 1) we **must** each have if not wear PFDs on our boats and 2) the PFDs **must** be [USCG-approved](#).

#### Item #6. COVID Protocol (raised by Barbara Hayes)

1. Status of poll (Scot) decided against this.
2. Any feedback on email from last week? No feedback officially, informally, thanks.

#### Motion #1. Adopt the covid protocol adjustments

Moved by Scot Harkins; seconded by Sandy Chock-Eng

Carried? Yes

Votes: All approved

#### Item #7. Financial Report (raised by Annie Lee)

Annie emailed everyone w. draft financial report for Jan/Feb. This will be finished before end of month.

Not a lot to report, primary activity has been collecting PACCC payments and paying hotels etc.

She'll send out a revised report. PayPal has a limit for how much we can have on deposit in our account, and she's having to work with that.

Expenses are higher than originally planned, Annie and Roula are using the Dealing for Dollars

There were some restricted donations and reimbursed expenses for race expenses.

#### Item #8. Coach's report (raised by Roula Bland)

Roula won't be present. Apologies as attending parent education evening for Ashby's school.

1. Currently taking a private poll on interest in Nationals to see if feasible to field a competitive crew in any category/ division.

2. Starbucks have amazingly sponsored SAKE's entry to the Portland race for two crews and two specialty events.

Acknowledgement and appreciation needs to be made to Starbucks ASAP.

Koichi will do that - also we need to put the donation into our books. Ko to get to Annie.

3. Have set up steers/ leads for the three sessions that we're away in Panama. One will be a combined donut paddle with Survivor.

4. Interclub paddling/ drumming/ steering clinic being organized by SFD. Assessing how to allocate the limited spots. I think best to do an open communication and keep a waiting list once our slots are filled. Trying to get more information on what the clinics are delivering so I can recommend the best target members for each of the clinics.

Roula has that extra information - Lisa has set up the events in inactive session, so they need to be activated when we're ready. 6-8 paddlers/club. Steers and drummers are one combined clinic, half day. Challenge is finding out if other clubs aren't using their seats, Roula would need to discuss with them. We could help subsidize.

#### Item #9. SUP/ OC Report (raised by koichi kitazumi)

##### SUP

- no changes from last month. Still dormant. Slight chance that SUP may start up this month.
- Koichi aiming to be accredited yoga instructor by July

##### OC6

- 3/26 - Paddle around Mercer Island
- 4/6 & 4/13 - Ernie Wong sprint training
- PNWORCA sprints 5/20, 5/27, 6/03 & 6/10

Have we paid PNWORCA dues yet? No but annie will do this week.

#### Item #10. Equipment Report (raised by koichi kitazumi)

Marinas:

- South Marina☒
  - New locker arriving the 16th. Aiming to install on the 18th after donuts
  - New fenders trial - permanent fender taht go deeper on the southside being tested. Most likely will require new cleats.
  - Handrail - marina recived design and understands the need and desire. Looking at getting costs. In the meantime, creating prototypes
- North Marina☒
  - need to remove lockbox
- Lakewood☒
  - installing shelving in both sheds
  - barrrels ordered to replace styrofoam under dock. But now mgmt is rethinking dock. Possibly moving current dock over to the west and splitting current dock (without foam) in half.
- DB☒
  - covers finally getting coated
  - steering oars recovered and looking at order in which they get re-finished
  - continuing to observe issues of new marina and impact to boat gunwale and hulls
- OC6☒
  - Gunwale repair on both boats
- Coach boat ☒
  - test engine secured. Assembling work team led by Bruce to assemble
- Sandy wants to put a sign onthe shed, Koichi OKs.

#### Item #11. Membership Report (raised by Sandy Chock-Eng)

nothing new

#### Item #12. Financial Assistance Subsidy (raised by Barbara Hayes)

<td style="border:none; border-bottom:solid #dddddd 1.0pt"><p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black">Understand and clarify policy, and determine how to communicate it. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black">Did we do this last summer? Roula may be the person to answer. There is an outstanding question - could someone repeatedly ask. We've determined that someone can ask multiple times, but we don't have anything specific for guidelines. We can say (and perhaps, are saying) that we will address these requests on a case-by-case basis.<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">-----<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">coach would have a good idea whether people are in shape, have coach evaluate and make a recommendation. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">We could put a form on the website as a document that's accessible to members. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Is this as much as we need? Who does the form go to, and how would it get to the coach for recommendation? We want to limit the number of people who'd have visibility? <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Maybe have it get sent to Sandy, then Sandy to confer with Roula for approval. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Having the process in place is probably enough. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">-----<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Lisa H surfaced this because of dues in April. So we need to have something on the membership renewal page. That will need to be made visible. "Financial assistance is available",. Available to anyone. No form as such, checkbox for financial assistance or installment plan - we don't know how we can send the results to Sandy and Annie, then they have discretion (per Lisa H). There is an expectation of discretion. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Action is to get this set up on membership page. (Should be done this week.)

#### Item #13. Progress on Elections for Open Officer Roles (raised by Scot Harkins)

Scot will discuss in AGM, raising awareness

#### Item #14. Committee style approach to reorganize and perhaps reschedule board meetings (raised by Barbara Hayes)

<td style="border:none; border-bottom:solid #dddddd 1.0pt"><p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black">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 untilunless this is adopted. We got an overview in the December meeting.) Here was the discussion as it stood at the December meeting<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black">If committee style approach - see if Safety and Equipment leads could coordinate on "what this would look like".<br >  
~~XXX~~Additionally, institutionalize the work so that we can spread the work around. (Ask Sandy about a year-long process for membership.) <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black"><br >  
~~XXX~~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 KoLouise to ask some people.<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">-----<p style="padding:6.0pt 6.0pt 6.0pt 6.0pt"><span style="line-height:normal"><span helvetica="" style="font-family:"><span style="color:black">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. <p style="padding:6.0pt 6.0pt 6.0pt 6.0pt">Would it be something Scot could mention in his AGM message? "There are committee opportunities"? You can have committees that report to an officer, or you could have deputies who organize areas and report back to the officer. We won't have anything specific by the AGM, just awareness.

#### Item #15. Mechanism for Submitting an ethics complaint (raised by Barbara Hayes)

This should be done from the same link as other issues (safety/repair issues), with options for each. Don't know if we have an owner or way to implement.

Lisa/Lesley have discussed. Can't do one QR code that branches off like we were thinking. We have a draft incident report.

Won't be ready until April at least, carry over for next meeting.

#### Item #16. Team building event for Seattle private School (raised by Sandy Chock-Eng)

Request from a Redmond 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.

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Sandy talked to Roula, unclear about club policy for 9th graders for a DB101 style event.

That's a very large number, so we haven't handled that number before. (Plus chaperones) - we could do shifts Or borrow boats from SFD?

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We don't have a club policy wrt working iwthg minors? Do we need to do background checks? There is a "certification" called "Safesport" that Lesley has done with

When Lisa's son was in school, they needed to do background checks and maybe a course - the chaperones may be the responsible adults,

Sandy will get info to Koichi. Koichi has done this for 120 paddlers tthrough Kenmore water activities center - 4 hours.

We haven't asked if / what they could pay. We might need to cover costs for background checks and online training. You need to have background checks - can be free through the school,

Try and get high schools interested - Seattle is hard to crack, even if there are 3 highschoools on the water, more luck in north shore. Need to have something structured between high schools to get traction. It would be a good demonstration.

#### Item #17. New Business (raised by Barbara Hayes)

Nothing new.

#### Motion #1. move to adjourn

Moved by koichi kitazumi; seconded by Sandy Chock-Eng

Carried? Yes

Votes: all approve