



Meeting Minutes

Date	Mon 14 Nov 2022 6:00PM
Type	Board Meeting
Location	Your Home (Zoom Meeting)

Attendees

Bland, Roula	Blyth, Lesley	Carney, Nancy
Evans, Nealy	Goldman, Louise	Harkins, Lisa
Harkins, Scot	Hayes, Barbara	Lee, Annie
Marchand, Anne		

Apologies

Chock-Eng, Sandy	kitazumi, koichi
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Meeting items

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

called meeting to order about 6:06

Motion #1. Approve previous meeting's minutes

Moved by Lesley Blyth; seconded by Louise Goldman

Carried? Yes

Votes: All approved, no nays or abstentions.

Item #2. COVID update (raised by Louise Goldman)

Action from October board meeting :

1. Working group to recruit and review candidates for Health Advisor position (Louise)
2. Committee to determine updates to SAKE's COVID protocols (Louise)

Showed Louise's notes from the discussion. (She emailed board earlier in the day.)

Proposed exposure guidelines.

Definition of exposure -

Six parameters of exposure - proposed are that if you meet 3 of the guidelines, stay away for five days OR using home tests - two negative tests 48 hours apart would be sufficient.

Changes to the questions for health coaches. Need to insert "knowingly" into the questions, for "knowingly exposed".

If you're sick, don't come to practice. This is what we want to emphasize.

If there is an exposure on a practice - do we want to only count people who were on the same boat? Generally less - but there's more tracking.

Take a photo of the boat before it leaves the dock and refer to it later.

Sometimes people switch boats (coaches primarily) - as long as we're mindful.

We're hoping that we'll have limited exposure on boats, but we want to be prepared just in case.

Next steps are refining communications - we'll need a new document and graphic.

Nancy usually leads - but we're now in policy rather than data analysis.

Update definition of exposure, process when you have been exposed, etc.

Who updates the docs?

Lisa will do this - that's a lot of work.

Some discussion of health advisor role (or covid advisor, as the case may be).

We may want to move the discussion about whether we need to have a covid advisor and what the health advisor should do to a different item (December board meeting?)

Full text of motion didn't fit in the field. - so here's the full text: Move to adopt the proposed covid procedures with the addition of photos and new questions.

Motion #1. Move to adopt the proposed covid procedures with the addition of photos and

Moved by Lesley Blyth; seconded by Lisa Harkins

Carried? Yes

Votes: all agreed no abstentions, no nays.

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

Actions from October board meeting

1. Assess if budget allocated to coach boat needs to be re-allocated. The craft we have now is not viable. - Annie waiting on Koichi.

2. Can King Country grant be renewed? (Annie) No updates on this item.

3. Financial Report - November - Annie sent this afternoon.

4. Proposal for 2023. Budget development - Annie can create survey and then start a budget development work group to come up a budget for 2023 and we can adopt a budget and work it on time as a best practice. Would like to get volunteers to discuss this:

Lesley

Louise

Both can volunteer.

Value in opening it up to the club? Worth trying. Annie will work on some language to get a message sent out with Lisa H.

5. Year End Appeal - discretionary things, like race fees, scholarships for memberships, other work. Send from who? why not? Tie to specific things rather than general operating expenses. Should come from president or board. Since we are raising dues, how do these interact? "Keep in mind", not necessarily tied to what membership dues pay for. We can focus the appeal. Is this something that only a few members will benefit from or all members? Look and see if we can do this for "Giving Tuesday", which isn't an event like "Give Big", it's more of an awareness campaign.

6. Transition Planning

Annie will be transitioning out of this role and has provided details in the report but can add the excel spreadsheet if anyone wants it.

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

Skipped due to time. (Thanks, Roula)

Item #5. 2023 Club membership dues proposal (raised by Annie Lee)

Actions from October board meeting :

1. Add a field on the registration page for financial assistance which will go to the membership manager. Further clarify if they want an installment plan or financial assistance. (Lisa H) Not done yet but soon.

2. Need a workgroup to create criteria for financial assistance/subsidy/scholarship (Anne M, Lesley, Lisa H)

There's more work to be done on this. Roula has two people who may want assistance - the reason they have not joined is financial. We have had a line item on the budget for scholarships (we don't now, Annie clarified that later - we can add one). Do we want people who need financial assistance to contribute a small amount? Ask what they can contribute and we can fill in the rest.

Could the people requesting help choose a percentage that they feel they can contribute? Decision was to go with dollar amounts rather than percentages. \$25 was suggested first, possibly move down to \$10.

Lisa will add options so that they can request how much they need, in dollar amounts.

Dues from Dec-Mar? If someone joins in January, they will need to pay \$70 and then \$140 in March. We'll need to figure this out.

Item #6. SUP/ OC Report (raised by koichi kitazumi)

SUP:

- in the midst of shutting down for winter due to low participation. Inflatable boards will be put away initially, then hard boards will be covered. Very pleased and impressed with participation going through the month of October on a consistent basis. Previous years ended the first week of September. Based on participation this year, anticipating an early return. March 1st?

OC6:

- ama repair on Wahine Koa (OC6 #1) is extensive but plan to return to water by Thanksgiving. Thank you Matthew Goosen for taking this on. Many learnings and good independence gained thanks to you. Gunwale repair on Koa Va'a (OC6 #2) will begin this week. In the meantime, club continues practice sessions with one boat with 6 sessions per week.
- Clinic with Kamini - overall went well. Received critical feedback on classroom session and length of 1:1 and water time. Will use feedback to shape future workshops. Next workshop being planned in spring.
- Thanksgiving Day paddle - on the calendar for 9:00 am. Open to all.
- B2B - Club Sake will have one OC6 in the race, It is full at this time.

Item #7. SAKE roles and responsibilities revision (raised by Lesley Blyth)

Actions from October board meeting

1. Create rubric for each position, ie, what is governance, day to day ops, etc (Lesley, Annie, Louise) - will come after information from current fulfillers of the roles has been collated

2. Gather individuals currently in those positions to review current org role descriptions (Lesley, Annie, Louise)

Item #8. Equipment Report (raised by koichi kitazumi)

Marina:

- South Marina - still in limbo. The last chance to install Sake's attenuator wall before the holidays and avoid incurring additional cost has past now. Our landlord has no updates at this time. The big story now is that the north marina is ready to be upgraded, but is on hold until the dragon boats can be moved.
- new codes: New gate codes were released haphazardly to the club. All requests for specific codes that worked on specific dates at specific times were specifically ignored. Koichi working on re-requesting codes that will be embedded into confirmation emails each time a member RSVP's for a session. Codes will work on north bathrooms as well.

Who got the codes, and restroom vs gate codes? Apparently restroom only codes were "informally" distributed.

Apparently there were codes distributed for Lakewood.

North dock codes haven't been issued

- Storage - still in limbo until attenuator wall is installed
- Lakewood dock - problems with current dock continue. Marina looking to Club Sake for resolution. Longterm resolution is to move back to

DBs:

- final covers for DB's will go on this week.
- Gunwale tape test in effect. Initial test failed. Re-attempting in less-wet weather with a hair-dryer. Will need volunteers to provide feedback on effectiveness.
- BUK white - New transom ready to put on, but waiting for water to stay up consistently
- selective band and light being added to north pylon for higher visibility by steers
- no plans for fiberglass work on BUK this winter,

OC6:

- Covers for OC6's will be covered this week as well.
- fiberglass work to continue through Thanksgiving

SUP:

- Boards being put into storage for winter
- Ding repair will occur through the winter while in storage. Also updating all leashes.

Item #9. Membership Report (raised by Roula Bland)

Action from October board meeting

Work on type of (optional) demographic data to collect via membership registration and add to website (LisaH, Annie) Lisa will get this up.

Item #10. Safety Report (raised by Lesley Blyth)

Actions from October board meeting

1. Send communication regarding safety related working groups (LisaH) DONE
2. OC6 documentation including safety (LisaB and Annie); need more people per safety working group doc
3. Send to eboard safety documentation working groups (Lesley) DONE

Update

- DB group members : Lesley, Lisa H, Scot, Maggie, Judy S, Jason
- OC6 group : Lisa B, Annie, Will, Kyle, Tonee

Item #11. New Business (raised by Barbara Hayes)

1. Master Calendar - planning of events - (Annie for Sandy)

Can we revisit a master calendar? Make this much more visible so that we can help with new board members. This will help with planning and - maybe can reset. (Lesley sent a copy to the board on Nov 15.)

For B to B event after the race - Koichi has something tentatively booked - probably the Lakewood marina again - can cancel if needed.

Bridget to bridge - how do other clubs register? WAM will put a boat in. There is a registration for the club(?) (Is this correct or should it be "there is NOT a registration for a club"?). Koichi is asking individuals to sign up and if not a SAKE member, extra stuff to fill out. He'll organize people into boats based on that information.

Community Service - Flying Dragons did a Habitat for Humanity event. TDBA does a food network, Gig Harbor does a Thanksgiving Basket brigade.

There should be an event/organization that Club Sake can support. Does the board decide? Survey - see what the club comes forward with. Get some ideas from the club. Maybe a paper suggestion box at practice as well. Surveys don't seem to get responses. Lesley can be point when she is present. Plan for Saturdays.

Roula -Sandy asked about end of season party. Potentially do a "start the year" party instead. January kickoff - we need to be careful about the parking lot - may need to push up to the park. Survivor has a team party in January as well, try not to conflict with that.

LisaH - Anne Marchand is now assistant coach of survivor. (Congratulations to Anne.)

We used to keep board meeting minutes on the web site. When are they official? Barb will need to seal the meetings after approval.

Lesley - PDBA AGM is online this year. Attendance from Washington members would help keep Washington visible.

If anyone wants to be on the PDBA board, it would be good to have Washington representation.

Item #12. Connie Flesuras Clinic (raised by Lisa Harkins)

On October 10, Seattle Flying Dragons emailed local coaches and leadership of the various clubs about the prospect of bringing Connie Flesuras up for dragon boat clinics. Some of us have seen the e-mail. It was something planned for pre-pandemic by agreement among the various clubs at a meeting of regional leadership, and that has since been picked up by SFD, as they were in charge of looking into it before SARS CoV-2 shut us all down.

The current proposal is to have Saturday, May 6 be a paddling clinic, and May 7 to be for training drummers and steers. Pre-pandemic, the goal for the steers clinic was a focus on race steering, but this focus may change depending on who is attending.

At the time, I responded in my capacity as coach that some of Survivor will be interested. I saw no response from SAKE, other than from Koichi about estimating expenses, and Survivor's interest is what is noted on the latest communication.

With the date confirmed yesterday, I re-read the proposal as I was setting up events for RSVPs, and I see that part of the intent is to have the clinic participants pay the clinic fees, with the participating clubs to share the bulk of Connie's travel expenses and possible rental of a conference room.

SFD, Kent, Tacoma, and we have all indicated interest. WAM may send people, depending on the focus, and Gig is not interested. I am not sure if NPSSDBC or Olympia have been asked.

So, it has been floated to estimate \$400/day for Connie's travel expenses, though the exact figure is still being nailed down. The conference room could cost \$50/day if we are able to use one connected to an SFD member (if available), or \$600/day if we have to use one at a downtown hotel.

So now that the date has been confirmed, I think we should be discussing whether we as a club are willing to subsidize a share of costs for Connie and the conference room, as I don't think anyone here has officially agreed to do so. If we do not, then we would be collecting that cost from our members on top of what they pay for the clinic. We do offer a subsidy for clinics on a case-by-case business, so perhaps it is not a stretch to help with these costs. So I estimate, in the worst case:

\$400/day x 2 for Connie's travel and expenses + \$600/day for worst-case conference room = \$2000/4 clubs that have indicated they will send people = \$500.

The paddling clinic is for 30-40 paddlers and the caller/tiller clinic is for 10 steers and 12 drummers. Assuming the clinic is full, SFD calculates clinic fees at \$35 per person/clinic, to cover clinic costs, PayPal fees, and a fraction of Connie's travel expenses. Assuming we as a club have access to a quarter of the available space, we are talking about 7-10 paddlers, 2 or 3 steers, and 3 drummers. Worst case \$500/12 participants means our members will be paying an approximate extra \$40 per person/clinic to participate if we don't subsidize.

I have included the relevant e-mail threads, in case they are of interest.

Lesley's notes

- the proposed dates are 2 weeks prior to Tacoma race (May 20th)
- for WAM, I will only suggest drummers attend; steers are experienced
- I will be out of the country for the month of May

Is this something that the club can say is a development opportunity for the community?

Is it something that we would need to look for a commitment from the people participating? Since it's paddlers/drummers/steers club will benefit but we are not likely to be looking for a specific commitment.

Motion #1. Subsidize up to \$600 to bring Connie

Moved by Lesley Blyth; seconded by Louise Goldman

Carried? Yes

Votes: passed by all

Motion #2. Move to close meeting 7:32

Moved by Lesley Blyth; seconded by Lisa Harkins

Carried? Yes

Votes: All approved

Associated files

1. Flesuras Clinic email stream.pdf

Download: <https://cdn.revolutionise.com.au/meetings/yzmqkon8di4gmxcck.pdf>