

Club SAKE *Extended Board Minutes
Meeting Date: May 17, 2009

Present: Dave Mentz, Peyton Gaunt, Hai Tran, Gordon Hom, Anita Steele, Karin Carmignani, Jan Abendroth (Hot Sake), John Ferris (Vintage Sake), Cheryl St. Paul (Survivor Sake)

Absent: Matthew Goossen

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
1. 2009 Club Sake Priorities (Dave Mentz)	<p>Summary: Dave welcomed and thanked the team reps for coming, explaining that the purpose of the extended Board meeting is a first step to get more engagement and input/feedback from members as was requested at the Captain's meeting in March.</p> <p>He also summarized the notes from a Board retreat held shortly after the new Board members took office in April, and explained the priorities that the Board came up with at the retreat, and requested feedback from the team reps on the priorities.</p> <p>The priority areas are: Membership/PR (grow Club membership); Communications and web site (improve/ expand); Equipment (maintain/ repair current boats; maybe purchase 1-2 BuK or Swift boats); Budget/Finance (develop long term budget strategy); Club social activities (more fun!); Committees (engage members in helping improve the Club); and Board work (improve organization and effectiveness of the Board).</p>	<p>Action: ---</p> <p>Follow-up: ---</p>		
2. Review of Club Sake Board Workplan (Board members)	<p>Summary: Based on the priorities identified at the retreat, Board members created a workplan for their functional area related to the priority focus. Each Board member briefly explained their workplan (see 2009 Board workplan document) and asked for feedback from the team reps.</p>	<p>Action: ---</p> <p>Follow-up: Follow-up re: Committee descriptions; web master; merchandise.</p>		

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
2. Board workplan (con't)	<p>Discussion/Feedback:</p> <ul style="list-style-type: none"> • Comments re: member engagement and forming committees: need to have a clear committee description and time commitment so people know what they're signing up for; need to be clear about scope and expectations, and be mindful of schedules and efficient with meeting time; prioritize so don't over use volunteers (consolidate request to captains for volunteers). Cheryl St Paul will send info on Survivor's volunteer/ Committee structure as a guideline. • Future discussion for Board—what do members want in terms of merchandise. • Communications: Jan will talk to Andy about web master position; suggestion to add blog or way for teams to communicate about races they've been to (which ones are good or bad) and more team coordination about races (who needs paddlers, combining hotel reservations as leverage to get better deal, etc.); suggestion to do a member survey, or some way for members to have a voice/mechanism to voice their ideas/suggestions. 			
3. Safety Committee (Peyton Gaunt)	<p>Summary: Peyton described the proposed rule changes put forward by the Safety Committee, which was made up of various experienced Club Sake members with input from team captains and other dragon boat clubs such as Wasabi and Flying Dragons. The biggest changes were related to lowering the minimum number of paddlers to take out a boat from 10 down to 8, and also to change requirement for wearing a PFD at all times on the boat to the Coast Guard requirement of just having a PFD available.</p>	<p>Action: Board approved the changes to the safety rules as proposed *(Karin Carmignani initially voted to approve the changes, despite stated concerns, deferring to the experience of the Safety Committee. However, after receiving new information directly from WDBA and the Flying Dragons, specifically about their requirement for wearing PFDs at all times, Karin changed her vote to</p>		

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
3. Safety rules (con't)	<p>Peyton noted that the Board preliminarily approved the changes by e-mail, but requested a formal motion for documentation in the Minutes.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Comment re: not comfortable lowering the safety standards from current level—feel that increases the risk to the Club and to less experienced Club members (i.e., new tillers who may not have same judgment as experienced tillers in terms of what is safe or not). Everyone else deferred to the expertise of the Safety Committee and approved the recommended changes. <p>Motion: To approve the Safety Committee's proposed changes to the Rules & Regulation.</p>	<p>“No” for approving the rule changes and requested that the Board revisit the PFD issue and re-vote at the next Board meeting.)</p> <p>Follow-up: Post revised Rules & Regulations as just approved by the Board on the website and send communication in Club Sake news about the changes.</p>	<p>Karin (send to Curtis)</p> <p>Anita (Club Sake News announcement)</p>	
4. Club Donations Policy (Peyton)	<p>Summary: Peyton briefly explained the background and changes to the donations policy (see revised Non-Profit Handbook), noting that the changes are compliant with IRS regulations and provide a modest increase in the percentage of donated funds that go to the Club and the team, to defray some of the expense to the Club for providing and maintaining the equipment, moorage, insurance, etc. He also commented that this was one of those issues that wouldn't please everyone, but the Board made a decision that meets IRS requirements and feels is fair to the Club and teams.</p>	<p>Action: ---</p> <p>Follow-up: ---</p>		
5. Treasurer's Report (Peyton)	<p>Summary: Peyton also presented the Treasurer's report, noting that the Club has \$39K saved, and based on revenue and expense trend—including a \$4,500 donation (from Denise and Peyton)—we should be able to</p>	<p>Action: Approval to spend the money to purchase 1-2 new (or used) additional boats.</p>		

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
5. Treasurer's Report (con't)	<p>spend up to \$25K on new or used boats (\$18K this year).</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Pros and cons of BuK boats vs. Swift boats to purchase (cost, safety, ability to rent out, etc.)—will want to get input from the membership on their preference. • Idea: try both—“test drive” (WDBA has Swifts, TDBA has BuK) • Fundraising ideas: buy a bench; offer lifetime membership for certain level of donation. <p>Motion: Request Board's approval to allocate funds to purchase 1-2 additional boats (BuK or Swift—TBD with input from various Club members/captains)</p>	<p>Follow-up: Get input from some Club members/captains regarding Swift boat vs. BuK preference for purchase.</p>	Peyton, Hai	
6. Equipment Update (Hai Tran)	<p>Summary: Hai provided a status update on equipment, noting our current fleet of five 6-16s all need repairs to some degree and he will request one rep from each team to be on an Equipment committee to help with repairs, and that he will be scheduling a boat cleaning day soon. He also noted that he has refinished all the tills with one needing to be replaced, and that he bought a new locker for the north dock and will be making a wooden frame for it to make it more sturdy.</p>	<p>Action: ---</p> <p>Follow-up: Schedule boat cleaning</p>	Hai	
7. Boat Inventory/ Acquisition Plan (Hai)	<p>Summary: *Discussed in Treasurer's Report re: purchase of new boat(s).</p>	<p>Action: ---</p> <p>Follow-up: Get feedback from membership on what to purchase</p>		
8. Committees and Volunteer Roles (Dave)	<p>Summary: *Discussed in Board Workplan item (agenda item #2) re: need for Committees to help with the work of the Club and to</p>	<p>Action:</p> <p>Follow-up: Develop committee</p>	Dave	

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
8. Committees (con't)	leverage the talents of our members. Dave will consolidate the request to captains about the need for volunteers and provide committee descriptions including requested time commitment for committee participation.	descriptions and consolidate the request to captains for volunteers from each team		
9. Open Dialogue with Extended Board	Summary: Need continued/ongoing dialogue and engagement from Club members and captains—please contact any Board member any time about any issue.	Action: --- Follow-up: ---		
5. Adjourned Extended Board/Regular Board:	Approved Minutes from April 27, 2009 meeting	Action: Approved		
Next Meeting	June 28 (following Club picnic)			