

Outrigger Santa Cruz – Board of Directors Meeting

MINUTES

August 4, 2019

5:00 pm – 6:30 pm

CALL TO ORDER:

In attendance: Tai Boutell, Phil Crowley, Kim Chamlin, Gayle Bensusan, Jean Bathke, Matt Love, Phil Lewis, Theresa Mulder, Kay Miyamoto, Leslie Eurs, Jackson Rahn, Pam Myers, Kyle Wade, Duane Strong

Motion to approve June minutes; motion is approved.

1. Kudos - Guy & Leona for all they've done for Rec paddle. All members that participated in running the Cat Steele Memorial Regatta. All those helping w/ Keiki camp; there are 9 kids participating and it's going well. Kay for running Keiki Camp. Ruthie for helping with Keiki, Juniors, and Rec paddle. Phil C for stepping up and helping with Rec paddle. Yoko & entire club for Shared Adventures and for working 2-hours past the finish time. Kim & Jeannie for setting up & organizing silent auction for Cat's belongings. Theresa for setting up amazing spreadsheet for the club at the Cat Steele Regatta. Ana for planning and organizing the officials' lunches at the regatta. Duane and Kay for their patience running the Keiki Camp. Matt Love for helping with parking at the Regatta. Duane for setting up the website and making it easy for those signing up for events.

2. Treasury Report - Accounts show: checking at \$25,406 & savings at \$10,107. Jacob's Heart canoe is still not listed as an asset; Pam will send Tai & Theresa a copy of the contract for reference when speaking to Lori at Jacob's Heart. This year's depreciation is not yet listed; a schedule is used to calculate the depreciation of each canoe. Some canoes like the strikers are fully depreciated. Club Store sales tax liability is in process and not included in the reports. So far, there are 153 paid members which equates to \$17,616 in membership dues. There is about \$700 in Rec drop-in fees which include the unlabeled mystery cash from the box. Keiki camp payments total about \$2,000. The first 2 paddle class payments have been received. Donations and fundraising are at \$1,755 (over \$1,000 from Cat's silent auction). Club Store net income is about \$700 and there is much stock remaining. For the hosted regatta, if the \$500 given to Monterey last year is counted we are at a loss of approximately \$600; food, site cost, porta potties, and garbage costs are not yet final. Parking lot costs and managing the parking lot was challenging. Store inventory can be considered cash; treasurer doesn't have complete club store expenditures to report. There is over \$1,000 in available balance related to the Junior Race program; possibly use this for new paddles as Rec uses them too. Harbor rent expenditures are about \$5,000 so far; big change is that the two new dollies have put us over the projection. Income is about at \$42k and expenses at \$28k.

Motion to approve Treasury report; motion is approved.

Treasurer has placed payment envelopes in the shed so all payments dropped in the box can be labeled. Statement of Information has been filed for the club.

3. Regatta Report

Amy Waynar was sent a care package with a t-shirt, a medal, hat, and a jersey for sending leis, etc sent here for Cat's Regatta. The regatta was a massive undertaking and now we have a good roadmap for the next time. Any regatta invoices should be given to Treasurer asap. NCOCA says all regattas usually run in the black or break even, not run in the red. Tai wants our OSC budget to take back to NCOCA; for reference attendance was 155; a good race is 180; championships had 207 racers which is a large number. Venues were discussed as well; Seaplane may be the primary location for races in the future; many venues are increasing their fees. Our low numbers may have been because OSC doesn't often attend regattas thus some clubs may not have attended ours.

4. New Member Orientation Program

a. Welcome Letter, etc – Tai shared that an interested paddler had commented on the efficiency of becoming a new member after he had forwarded that person to Toni. The concern is that not everyone has the same experience. When Duane shared the Welcome Letter process. After the Membership Sign-Up form is filled out online, he enters a new user into the WordPress system,

and the Welcome Letter is generated. If they pay using PayPal it's easy for Theresa and Duane to verify. If someone sends in a payment, there is the possibility a delay in the processing. Once the payment is confirmed, Theresa let's Duane know and then their membership is finalized; then Duane adds them to the email list. Alternately, sometimes a payment is made and no form is received. There may be need for another person to help. Maybe someone to call & set-up an orientation after the form is filled out and help facilitate payment as well as engage with new members. A new member representative might create a program around this, to modify the letter and include info about the Club Store, the community service aspect, the Junior program, Shared Adventures, volunteering, etc. Phil L is volunteering to play this role, as an ambassador. More information about role & details can be discussed at the next meeting.

Motion to appoint Phil L as the new member ambassador; motion is approved.

5. Rec Program

a. Steers, leader, rec at sprints, community service, store – Rec program doesn't seem to have a designated leader; Pam has been filling in; there needs to be designated leader that can formalize the program and can assign back-up leader. Pam explained that rec paddle has become difficult because there are not enough steers people that show up. She asked for steers person sign-up but it wasn't being monitored and many don't use the sign-up. A discussion followed about lack of leadership and the need for a better program design. Moment of change with many new members and many attendees. Suggestion is to describe the new program design and ask whom might be interested in leading it. Other issues include waivers not available, no back-up if the leader is absent, and regular steers people attendance.

Duane, Pam, & Theresa will work to restructure the rec program and report out to the BOD and formalizing the program. Pam will talk with current leadership about BOD decision to update/restructure the program.

Need more steers people. Maybe the BOD can require current steers people to steer Rec and/or enlist more Rec members to learn to steer.

6. Steering Program

Matt M is not involved in the steering program and he isn't available to certify steers people. He needs to be removed and another person needs to train and certify. Many have been encouraged to take the class yet not all that take class want to steer. Forty (40) took the class and only three (3) want it and were asked to be certified. Leslie needs support from the head coach. First year was successful; second year was not as well attended. Program should fold into our goals – not just racers but rec members as well. It's currently unclear how to get certified. BOD needs to identify other instructors to teach and certify students. Discussion followed about possibly using "mentors" or a sponsor to track and watch new steers and to sign off on steers people as being ready for review by a leader – possibly Robert or Sal could do a final certification.

Motion to remove Matt M as director of steering program; motion approved.

7. Equipment

Equipment reports were sent and available for review. Paddles are needed, maybe purchasing adjustable paddles that work for Keiki Camp, Juniors, and Rec. Duane will review inventory of existing sizes and suggest what to buy. Tai will send out an email to members to donate their paddle and receive a discount on either membership or club store discount. Duane will review the donations and insure they are usable. Double Hull needs to be rigged. Code for shed can be shared but not posted on website or widely distributed.

Motion to buy another EZ up; motion is approved.

8. NCOCA Board meeting

Uncle Les said "it's all about clubs willing to help is what makes NCOCA". The club needs to participate in more NCOCA events. Need more people to trailer and help with bringing canoes to regattas. OSC needs to participate more in sprints, long distance, aloha festival. Suggestion to participate in more regattas.

Rec can participate in sprints. Possibly integrate Rec paddlers into training for the regattas. Racing venues are increasing in fees. Canoe sight needs to be cared for; it looks shoddy. All members should be helping to keep the site clean and organized. Possibly re-visit sight improvement because the Harbor's plan to moving the OSC site has been tabled. Maybe need another work day; possibly a Fall work day.

9. Fundraising – always

a. Cost per canoe for events – Current cost for renting canoes for team building event is \$50 per person which includes instruction, paddles, pfd's, & steers person. Non-profit fee could be less; schools would be free. Motion to establish fee schedule for special events. Passes. \$200 per canoe – team building (staff & training). \$100 per canoe – club members & non-profits (staff & training). Community service donation

Motion to establish fees of \$200 per canoe for commercial team building and other groups, \$100 per canoe for club member events & non-profits, and free for community service; motion is approved.

b. August 13 event – Leslie (skipped this item)

c. Aloha Festival – Phil C.

Need more volunteers; shave ice machine is reserved. (Phil C will send info to Kim about syrup inventory and Kim will ask Alexis about the shave ice machine drain); Leslie ordered coconuts; Tai will pick up on 8/15 and take to Phil C's warehouse and Theresa will use her truck to deliver. There are parking passes for those that will be there all day. Juniors that want to volunteer can just show up; they do not need to sign up.

10. Calendar

a. August 10 - Round the Rock

b. August 17 - Tony Gora/Dave Dyc Memorial

c. August 18 - Aloha Festival

d. September 7 - Catalina

e. September 14 - Tahoe Cup is 22 miles– SUP & paddle board race; maybe trailer the two unlimiteds & make it an event.

f. September 22 - Angel Island

g. September 28 - MBX - Discussion followed OSC branding. It's an NCOCA & OSC event thus should be branded as such.

h. OSC End of Season Party; soft date is 3rd week of October, maybe the 19th; we can use Kyle's house; need a group involved to plan; make it club wide and not just racer focused. Less racer awards and more general party. Phil C is running & organizing the committee and wants to open it up for new ideas.

i. Learn to paddle class - Pam needs volunteers, the dates are Oct 12, 19, & 26 and Nov 2, & 9 8:45-11:00am.

j. Beach Clean Up event coming up - dates are Sept 21 and Oct 6.

11. Next BOD meeting: Sept 29

Outrigger Santa Cruz
Balance Sheet
As of August 3, 2019

Aug 3, 19

ASSETS

Current Assets

Checking/Savings

Checking

25,406.71

Savings Account

10,107.05

Total Checking/Savings

35,513.76

Total Current Assets

35,513.76

Fixed Assets

Club Equipment

Creamsicle

21,450.00

Red OC1

1,500.00

Kaholo

18,000.00

Lapa Uila

15,000.00

Canoe Hauling Trailer

9,500.00

Kumulipo (OC1)

2,500.00

OC2

2,000.00

Maka Nui

4,000.00

Kananimauloa

8,000.00

Bruddah Nappy

5,000.00

Ho'omaikai

5,000.00

Makani Akua

7,000.00

Kane Dave Dyc

20,900.00

Total Club Equipment

119,850.00

Depreciation and Amortization

-45,878.00

Total Fixed Assets

73,972.00

TOTAL ASSETS

109,485.76

LIABILITIES & EQUITY

Equity

Opening Balance Equity

105,699.94

Unrestricted Net Assets

-9,617.58

Net Income

13,403.40

Total Equity

109,485.76

TOTAL LIABILITIES & EQUITY

109,485.76

Outrigger Santa Cruz

Profit & Loss

January 1 through August 3, 2019

Jan 1 - Aug 3, 19

Ordinary Income/Expense	
Income	
Cat Memorial Regatta Income	2,856.27
Raffle Income	
Parking Permit Raffle	169.12
Total Raffle Income	169.12
MEMBERSHIP DUES & ASSESSMENTS	
Membership-Rec. Paddler Dues	6,526.79
Membership-Race Dues	11,089.17
Membership-Youth Dues	1,547.72
Club Store	6,764.65
Pig Run Income	1,988.58
Total MEMBERSHIP DUES & ASSESSMENTS	27,916.91
RACE INCOME	
Queen Lili'uokalani Income	1,059.33
Viva Aloha Income	900.00
Regatta Income	1,440.00
Hoe Wa'a Income	1,350.00
Rig Run Income	810.00
Clinic Income	1,000.00
Total RACE INCOME	6,559.33
CONTRIBUTIONS, GIFTS & GRANTS	
MemberTax Deductible	340.00
Keiki Program	170.00
Fundraising Income	663.00
CONTRIBUTIONS, GIFTS & GRANTS - Other	413.02
Total CONTRIBUTIONS, GIFTS & GRANTS	1,586.02
PUBLIC CLASSES	
Drop-In Paddle Fee	482.00
Paddle Class Fees	300.00
Keiki Camp Fees	2,040.00
Total PUBLIC CLASSES	2,822.00
Total Income	41,909.65
Gross Profit	41,909.65
Expense	
Old unpaid invoices	159.03
Cat Memorial Regatta Expenses	2,945.48
Raffle Expenses	50.00
RACE EXPENSES	
Rig Run Expenses	635.60
Clinic Expenses	1,000.00
Queen Lili'uokalani Expenses	1,200.00
Viva Aloha Expenses	887.00
Regatta Expenses	1,734.72
Hoe Wa'a Expenses	1,152.81
Total RACE EXPENSES	6,610.13
MEMBER EXPENSES	
Misc. Entertainment Expenses	167.59
Junior Race Team Expenses	355.96
Pig Run Expenses	947.13
Aloha Festival Expense	200.00
Club Store Expense	6,047.64
Total MEMBER EXPENSES	7,718.32
NCOCA DUES	300.00

10:16 PM

08/03/19

Cash Basis

Outrigger Santa Cruz

Profit & Loss

January 1 through August 3, 2019

	Jan 1 - Aug 3, 19
ADMINISTRATION EXPENSE	
Bank Fees	0.13
Race Program Webservice	129.99
Marketing	73.66
Supplies	34.97
Website Hosting	162.00
ADMINISTRATION EXPENSE - Other	225.21
Total ADMINISTRATION EXPENSE	625.96
HARBOR RENT	5,110.11
INSURANCE EXPENSE	
Liability Insurance - D & O	510.00
Liability Insurance - NCOCA	507.00
Total INSURANCE EXPENSE	1,017.00
PRINTING, POSTAGE & SHIPPING	5.50
CANOE AND TRAILER MAINTENANCE	
OC6 Repair/Maintenance	1,448.83
OC1 / OC2 Expenses	66.03
Trailer Expense	767.60
Canoe Dolly Expenses	1,110.31
Total CANOE AND TRAILER MAINTENANCE	3,392.77
SMALL EQUIPMENT PURCHASES	
Safety Equipment / Radios	435.14
SMALL EQUIPMENT PURCHASES - Other	139.14
Total SMALL EQUIPMENT PURCHASES	574.28
Total Expense	28,508.58
Net Ordinary Income	13,401.07
Other Income/Expense	
Other Income	
Savings Account Interest Income	2.33
Total Other Income	2.33
Net Other Income	2.33
Net Income	<u>13,403.40</u>

June/July 2019 Equipment

OC6

quick straps x 10	Custom Tiedowns	\$113.30
varnish	West Marine	\$45.77
varnish	West Marine	\$45.77
number holders	Outwater plastics (left off of total last time)	\$37.07

Sub Total	\$241.91
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OC1/2

Sub Total	\$0.00
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Safety/Radio

Sub Total	\$0.00
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Dolly Wheels

Tire	Tires-easy	\$51.28
Mounting	We All Ride	\$10.00
Sub Total		\$61.28

Trailer

Sub Total	\$0.00
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Website

mail lists 7/2019 - 10/2019	\$81.00
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Sub Total	\$81.00
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Total	\$384.19
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Ticket Numb	Log Date	Status	Categories	Title
7376	6/5/19 19:49	in progress	Dolly Wheels	Get 2 new big foot dolly
6486	7/25/18 22:38	Closed	Spec Canoe	Bro Nappy iako need refinishing
6489	7/25/18 22:39	Closed	Spec Canoe	Ho\'omaikai iako need refinishing
7267	4/13/19 22:23	Closed		Flat Dolly Tire
7461	7/24/19 19:25	Closed	Radios, Shed	Radio battery clip busted
6394	7/25/18 19:17	Open	Website	Mermaid award page
6397	7/25/18 19:19	Open	Website	History page
6400	7/25/18 19:21	Open	Canoe Storage	Keep off sign
6406	7/25/18 19:22	Open	Spec Canoe	Makani Akua rear scrape
6592	8/5/18 18:46	Open	Zodiac	Zodiac fill plug broken
6704	8/10/18 22:17	Open	Spec Canoe	Bro nappy seat pads need replacing
6724	8/12/18 23:26	Open	Shed	Club paddles need refinishing
6779	8/24/18 17:10	Open	Spec Canoe,	Lights suck
6805	9/2/18 22:54	Open	Spec Canoe	Lapa scrapes underneath from Angel Island
7210	3/24/19 16:42	Open		Makua Kane Dave - cracks on skirt rails
7271	4/13/19 22:24	Open		Cradle missing a part
7275	4/13/19 22:44	Open	OC1/2	Blue OC1 cables rusty
7366	6/1/19 22:18	Open	Trailer	Trailer roller bar
7372	6/5/19 19:48	Open	Unlimited Ca	DAD ama repair
7453	7/24/19 19:24	Open	OC1/2	OC2 gel coat chipping
7457	7/24/19 19:25	Open	OC1/2	OC1 iako labels faded