

Outrigger Santa Cruz - Board of Directors Meeting

MINUTES

September 29, 2019

5:00pm – 7:00pm

CALL TO ORDER:

In attendance: Tai Boutell, Phil Crowley, Kim Chamlin, Gayle Bensusan, Matt Love, Phil Lewis, Theresa Mulder, Kay Miyamoto, Leslie Eurs, Jackson Rahn, Pam Myers, Bob Ciotti

Motion to approve August minutes; motion is approved.

1. Kudos - Tai for towing, DL for MBX, all helping with Mt. to Sea program, Lynne for Rec paddle, all that helped with MBX, to Phil for Aloha Festival booth newbie sign-ups, Tai for Tahoe Cup event, Bob C for coord phone call into mtg for Jeannie, all that helped with Aloha Festival and Mike Rubin's volleyball fundraising, Leslie for dancing at events

2. Treasury Report - Theresa - \$30,456 in checking account & \$10,107 in savings account; JH is not listed as an asset; all members' dues total just over \$20k; over \$1000 in drop in fees to-date which is more than originally projected; MBX income so far is \$7,560 & expenses are not set; some folks wanted their bus money refunded; next year fee might include the bus without delineated costs, discussion followed about options.

Motion for Dave Loustalot to communicate to crew contacts that 1) bus was ordered and paid for & 2) if they want \$15/person back for the bus fee, respond within 1 week; motion is approved.

Donations and fundraising have increased. Waiting for final OSC end of year party costs. PayPal does not track inventory & it would be helpful for treasurer to have a list of actual sales. Merchandise from Aloha Festival not included at this point. Catalina, Kula Anela, & MBX Fees not included. Hosted regatta now negative \$650 (\$500 was permit fees). Total expenses include oc2 storage, harbor rent, oc6 repairs, etc. The membership dues schedule set; must be published on website so those paying in October need to know correct amounts.

Motion to approve Treasury report; motion is approved.

- a) 2018 Tax returns – Theresa will work with Yoko and update what Paypal send us including transaction fees. Amending 2018 tax return. Raffle report due as well.
- b) Aloha Festival – Weather impacted attendance and sales. Otherwise is was a great event, as usual.

Theresa will be out of town for 3 weeks including the OSC party dates (10/19-11/7)

3. Equipment

- a) Need staff – Volunteering is good but not always the best; fixing repairs might need skilled repair person.
- b) Ama repair – Ama repair costs \$1400 because it was initially sanded too much.
- c) New dollies – All members should be keeping an eye on equipment & let BOD know if there is an issue.
- d) Kai Malama Keiki – The rigging box & pump are still missing rigging box. Tai is in touch with Lori & the letter re ownership is in process. In the futures BOD needs relationship letters with clear guidelines of what the agreements are between organizations. Live Like Jay relationship with OSC needs to be clarified.
- e) Trailer – More members need to learn how to drive the trailer to spread the responsibility to others. Maybe purchase a smaller trailer that might be more maneuverable.
- f) Site improvements – Astroturf, etc. had been researched but delayed as the Harbor was

going to re-locate us. Orientation of canoe parking may make it easier to bring the canoes into the site. Current status of ground covering is a tripping hazards. Just an item to start thinking about it. Layout of what might work. Phil L & Bob C will review site and make suggestions at next meeting. Possibly need to schedule a Fall clean-up day.

Fitness – Pam will be leading Fitness Paddle and will need help.

4. New Member Orientation Program – update, Phil C & Phil L

- a) Marketing – Phil updated welcome letter with additional info. He wants feedback. Volunteering is expected. Store, junior racers, etc has been included. Discourages inle use water bottles and encourages members being an ocean steward. Using canoes for events, teambuilding, fundraising is described. Suggestions to place a tri-fold brochure for the Harbor Office. Suggestions include new OSC business cards, new flyers, more robust Instagram account, and folks should go out and talk to people. There have consistently been more attendees at Rec paddle because of the efforts. Jackson Rahn will post to Facebook and will provide thumb drive for Phil to use for Instagram. Maybe have a contest with OSC swag and when folks travel and wear “where in the world is osc?” they can post and tag OSC’s social media.

5. Rec Program

- a) New Director – New leader will design a program including back-up help, steers people, safety, etc.

Motion to appoint Duane Strong as new director of Rec program; Motion approved.

6. Race Program

- a) New Head Coach – OSC may need new head coach. Suggestions include DL, Robert, etc. The head coach position is an administrative position; manages people/coaches of each program.

By-laws article IV, section 9 states *“Head Coach. The duties of the Head Coach shall be to: (1) operate and oversee the Outrigger Canoe Racing Program, and (2) operate and oversee the Outrigger Canoe Recreational Paddling Program. This includes, but is not limited to: ensuring cooperation and team spirit among a diverse group of participants; teaching and modeling “good sportsmanlike” behaviors at all levels. Ensuring that proper paddling techniques are taught, and linkages are made to Pacific Island Culture.”*

All BOD members are suggested to talk with folks they may think would be good and interested in the position.

Much discussion followed the New Head Coach agenda item regarding a BOD member’s emailed proposal to eliminate the future head coach’s BOD position & responsibilities. At issue are: 1) the time commitment of being a head coach AND a board member and 2) the potential conflict of interest regarding a head coach’s vote when a board discussion item is related to the racing program. The proposal suggested that the BOD, without the head coach’s vote, would have a stronger say in expectations and outcomes of the racing program. If this were to happen, it would allow for a situation where the BOD could remove a head coach if they were not performing to the standards and expectations of the BOD.

7. Elections – Phil C – sent letter/email re: elections. Elections are on!
 - a) Proposal – no changes to Articles or By-Laws during election season
 - b) Proposal – change By-Laws, Head Coach is executive position and thus cannot be removed from BOD position.

After much discussion regarding the aforementioned proposals, the BOD landed on the following motion:

Motion for no changes to the By-Laws during election season; motion approved with one No vote.

8. Calendar
 - a) OSC End of Season Party 10/20/19 – update from Party Committee

Location is Cowell Ranch Hay Barn. Fee schedule: \$20 per person includes dinner & 2 drink tickets; this may change depending on the budget. No caterer; the committee will arrange to pick up food rather than have it catered. Current approved budget is \$1500.

Motion to increase OSC end-of-year party budget to \$2,000; motion is approved.

Each program will have awards represented at the party. Is there a budget for awards?

Motion to give Lynn the Ohana award; motion is approved.

Next BOD meeting: Nov 3rd; annual BOD mtg. Dec. 15th

Outrigger Santa Cruz
Balance Sheet
 As of September 28, 2019

Sep 28, 19

ASSETS**Current Assets****Checking/Savings**

Checking

30,456.30

Savings Account

10,107.05

Total Checking/Savings

40,563.35

Total Current Assets

40,563.35

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**114,535.35****LIABILITIES & EQUITY****Equity**

Opening Balance Equity

105,699.94

Unrestricted Net Assets

-9,617.58

Net Income

18,452.99

Total Equity

114,535.35

TOTAL LIABILITIES & EQUITY**114,535.35**

Outrigger Santa Cruz

Profit & Loss

January 1 through September 28, 2019

	Jan 1 - Sep 28, 19	Jan 1 - Sep 28, 18	% Change
Ordinary Income/Expense			
Income			
Cat Memorial Regatta Income	2,856.27	0.00	100.0%
Raffle Income			
Parking Permit Raffle	169.12	0.00	100.0%
Total Raffle Income	169.12	0.00	100.0%
MBX RACE INCOME	11,160.00	5,905.40	89.0%
MEMBERSHIP DUES & ASSESSMENTS			
Membership-Rec. Paddler Dues	7,484.98	5,954.21	25.7%
Membership-Race Dues	11,114.17	18,262.44	-39.1%
Membership-Youth Dues	1,547.72	1,527.88	1.3%
Club Store	7,672.18	4,714.59	62.7%
Pig Run Income	1,988.58	2,319.32	-14.3%
Total MEMBERSHIP DUES & ASSESSMENTS	29,807.63	32,778.44	-9.1%
RACE INCOME			
Queen Lili'uokalani Income	1,108.01	366.68	202.2%
Viva Aloha Income	900.00	1,940.00	-53.6%
Catalina Crossing Income	0.00	890.00	-100.0%
Angel Island Race Income	595.00	1,245.00	-52.2%
Tony Gora/Dave Dyc Income	995.00	1,300.00	-23.5%
Round the Rock Income	1,250.00	907.80	37.7%
Regatta Income	1,440.00	1,135.00	26.9%
Hoe Wa'a Income	1,350.00	1,800.00	-25.0%
Rig Run Income	810.00	1,260.00	-35.7%
Clinic Income	1,000.00	3,405.00	-70.6%
Total RACE INCOME	9,448.01	14,249.48	-33.7%
CONTRIBUTIONS, GIFTS & GRANTS			
MemberTax Deductible	340.00	1,150.32	-70.4%
Donations from loan of canoe	0.00	260.00	-100.0%
Jacob's Heart	0.00	83.00	-100.0%
Keiki Program	170.00	0.00	100.0%
New Equipment Drive	0.00	4,750.00	-100.0%
Aloha Festival Income	688.00	935.85	-26.5%
Fundraising Income	663.00	703.96	-5.8%
Amazon	0.00	38.72	-100.0%
CONTRIBUTIONS, GIFTS & GRANTS - Other	953.00	0.00	100.0%
Total CONTRIBUTIONS, GIFTS & GRANTS	2,814.00	7,921.85	-64.5%
Other Types of Income			
Miscellaneous Revenue	0.00	479.74	-100.0%
Total Other Types of Income	0.00	479.74	-100.0%
PUBLIC CLASSES			
Team Building Workshops	840.00	3,151.00	-73.3%
Drop-In Paddle Fee	1,002.00	490.00	104.5%
Paddle Class Fees	2,400.00	1,050.00	128.6%
Keiki Camp Fees	2,040.00	2,380.00	-14.3%
Total PUBLIC CLASSES	6,282.00	7,071.00	-11.2%
Total Income	62,537.03	68,405.91	-8.6%
Gross Profit	62,537.03	68,405.91	-8.6%
Expense			
Old unpaid invoices	159.03	0.00	100.0%
Cat Memorial Regatta Expenses	3,012.25	0.00	100.0%
Raffle Expenses	50.00	0.00	100.0%
MBX EXPENSES	3,600.00	5,508.50	-34.7%

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	Jan 1 - Sep 28, 19	Jan 1 - Sep 28, 18	% Change
RACE EXPENSES			
Rig Run Expenses	635.60	851.40	-25.4%
Clinic Expenses	1,000.00	3,360.00	-70.2%
Queen Lili'uokalani Expenses	1,200.00	400.00	200.0%
Viva Aloha Expenses	887.00	1,899.28	-53.3%
OSC MBX Race Expenses	2,810.00	0.00	100.0%
Angel Island Expenses	600.00	1,192.65	-49.7%
Tony Gora/Dave Dyc Expenses	1,080.00	1,320.00	-18.2%
Round the Rock Expenses	1,163.88	1,050.00	10.9%
Regatta Expenses	1,734.72	1,648.50	5.2%
Hoe Wa'a Expenses	1,152.81	1,591.78	-27.6%
Catalina Crossing Expenses	550.00	1,100.00	-50.0%
Total RACE EXPENSES	12,814.01	14,413.61	-11.1%
PUBLIC CLASSES EXPENSE			
Keiki Camp Expenses	0.00	363.46	-100.0%
Total PUBLIC CLASSES EXPENSE	0.00	363.46	-100.0%
JACOB'S HEART EVENT	0.00	1,726.24	-100.0%
MEMBER EXPENSES			
Misc. Entertainment Expenses	167.59	0.00	100.0%
Junior Race Team Expenses	383.94	0.00	100.0%
Coaches Awards	0.00	263.37	-100.0%
Pig Run Expenses	947.13	1,181.30	-19.8%
Lighted Boat Parade Expenses	0.00	115.39	-100.0%
End of Season Party Expenses	100.00	0.00	100.0%
Aloha Festival Expense	552.35	417.85	32.2%
Fundraising Expense	0.00	150.00	-100.0%
Club Store Expense	7,778.50	1,652.87	370.6%
Total MEMBER EXPENSES	9,929.51	3,780.78	162.6%
NCOCA DUES	300.00	330.00	-9.1%
Community Support	0.00	200.00	-100.0%
ADMINISTRATION EXPENSE			
Bank Fees	0.13	100.00	-99.9%
Race Program Webservice	129.99	192.44	-32.5%
Marketing	73.66	158.79	-53.6%
Business Cards	0.00	29.42	-100.0%
Merchant Fees	369.62	0.90	40,968.9%
Printing and Copying	0.00	64.31	-100.0%
Supplies	34.97	68.33	-48.8%
Website Hosting	428.39	446.89	-4.1%
ADMINISTRATION EXPENSE - Other	225.21	140.00	60.9%
Total ADMINISTRATION EXPENSE	1,261.97	1,201.08	5.1%
HARBOR RENT	6,951.89	6,327.86	9.9%
INSURANCE EXPENSE			
Liability Insurance - D & O	510.00	510.00	0.0%
Liability Insurance - NCOCA	507.00	410.00	23.7%
Property Insurance	0.00	3,613.00	-100.0%
Total INSURANCE EXPENSE	1,017.00	4,533.00	-77.6%
PRINTING, POSTAGE & SHIPPING	14.07	10.00	40.7%
Contract Services			
Accounting Fees	0.00	425.00	-100.0%
Total Contract Services	0.00	425.00	-100.0%

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Profit & Loss

January 1 through September 28, 2019

	Jan 1 - Sep 28, 19	Jan 1 - Sep 28, 18	% Change
CANOE AND TRAILER MAINTENANCE			
OC6 Repair/Maintenance	3,090.74	2,930.00	5.5%
OC1 / OC2 Expenses	66.03	664.86	-90.1%
Trailer Expense	787.85	48.83	1,513.5%
Canoe Dolly Expenses	1,171.59	20.00	5,758.0%
Total CANOE AND TRAILER MAINTENANCE	5,116.21	3,663.69	39.7%
SMALL EQUIPMENT PURCHASES			
Safety Equipment / Radios	435.14	75.80	474.1%
SMALL EQUIPMENT PURCHASES - Other	252.73	2,597.00	-90.3%
Total SMALL EQUIPMENT PURCHASES	687.87	2,672.80	-74.3%
New Equipment Purchases	0.00	330.67	-100.0%
Travel and Meetings			
Travel	0.00	466.65	-100.0%
Total Travel and Meetings	0.00	466.65	-100.0%
Total Expense	44,913.81	45,953.34	-2.3%
Net Ordinary Income	17,623.22	22,452.57	-21.5%
Other Income/Expense			
Other Income			
Savings Account Interest Income	2.33	1.17	99.2%
Total Other Income	2.33	1.17	99.2%
Other Expense			
Ask My Accountant	-827.44	0.00	-100.0%
Total Other Expense	-827.44	0.00	-100.0%
Net Other Income	829.77	1.17	70,820.5%
Net Income	18,452.99	22,453.74	-17.8%

Recap / Notes for OSC Checking Account Activity
September 2019

INCOME ACCOUNTS & ASSOCIATED EXPENSES

Category	2019 Budget			2019 to Date			Differential	Notes
	Gross Income	Expenses	Net Income	Gross Income	Expenses	Net Income		
Membership Dues	\$25,500	\$0	\$25,500	\$18,599	\$0	\$18,599	-\$6,901	163 paid members: 62 rec, 80 race, 21 jr
Rec. Drop-In Fees	\$1,000	\$0	\$1,000	\$1,002	\$0	\$1,002	\$2	
Aloha Festival	\$1,000	\$500	\$500	\$688	\$552	\$136	-\$364	
MBX Income	\$15,000	\$14,000	\$1,000	\$11,160	\$3,600	\$7,560	\$6,560	
Keiki Camp	\$2,500	\$500	\$2,000	\$2,040	\$0	\$2,040	\$40	12 payments received
Paddle Class	\$2,400	\$0	\$2,400	\$2,400	\$0	\$2,400	\$0	16 payments received
Donations/Fundraising	\$3,000	\$0	\$3,000	\$3,135	\$50	\$3,085	\$85	\$840 from team building
End of Season Party	\$1,500	\$1,000	\$500	\$0	\$100	-\$100	-\$600	
Club Store	\$7,500	\$5,000	\$2,500	\$7,672	\$7,779	-\$106	-\$2,606	Includes sales tax
Race Income	\$15,000	\$15,000	\$0	\$8,448	\$11,814	-\$3,366	-\$3,366	Have not entered Catalina & MBX fees
Race Clinics	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$0	Women's clinic
Pig Run	\$2,000	\$1,250	\$750	\$1,989	\$947	\$1,041	\$291	
Hosted Regatta	\$8,000	\$8,000	\$0	\$2,856	\$3,012	-\$156	-\$156	Excludes \$500 paid to Monterey in 2018
Junior Race Program	\$1,500	\$1,500	\$0	\$1,548	\$384	\$1,164	\$1,164	Expenses are regatta fees & TeamSnap
Total Income	\$85,900	\$46,750	\$39,150	\$62,537	\$29,238	\$33,299	-\$7,150	

EXPENSES NOT ASSOCIATED WITH INCOME ACCOUNTS

Category	2019 Budget	2019 to Date	Differential	Notes
Harbor Rent	\$9,500	\$6,952	-\$2,548	OC2 storage has been paid through the end of the year
Equipment Insurance	\$4,000	\$0	-\$4,000	
NCOCA Dues & Insurance	\$800	\$807	\$7	
D&O Insurance	\$550	\$510	-\$40	
OC6 Repairs & Maint.	\$6,000	\$3,343	-\$2,657	Half is from repair of DAD's ama
Small Boat Repair & Maint.	\$500	\$66	-\$434	
Trailer & Dolly Repair & M.	\$500	\$1,959	\$1,459	Overbudget due to trailer service and purchase of two new canoe dollies
Canoe Painting & Re-Hab	\$2,000	\$0	-\$2,000	
Safety Equipment / Radios	\$1,000	\$435	-\$565	
New Equipment Purchases	\$0	\$0	\$0	
Administration Costs	\$4,000	\$1,529	-\$2,471	
Coaches Awards	\$800	\$0	-\$800	
Lighted Boat Parade	\$100	\$0	-\$100	
Community Outreach	\$250	\$0	-\$250	
Marketing	\$200	\$74	-\$126	Business cards / promotional cards
Travel	\$500	\$0	-\$500	
MBX Prize Savings Fund Inc	\$900	\$0	-\$900	
Reserve Savings Fund Incre	\$1,000	\$0	-\$1,000	
Exp. from income accts.	\$46,750	\$29,238	-\$17,512	
Total Expenses	\$79,350	\$44,914	-\$34,436	