

Outrigger Santa Cruz - Board of Directors (incoming & outgoing)  
Annual Meeting  
**MINUTES**  
**December 15, 2019 5:00pm – 7:00pm**

**CALL TO ORDER**

In attendance: Tai Boutell, Phil Crowley, Kim Chamlin, Gayle Bensusan, Matt Love, Phil Lewis, Leslie Eurs, Pam Myers, Jean Bathke, Dena Levy, Kyle Wade, Theresa Mulder, Kay Miyamoto, Dave Waynar

This will be a short meeting to welcome new board members and say goodbye and thank you to outgoing board members Kim & Dave.

**Motion to approve November minutes; motion is approved.**

1. Kudos – Many kudos to Coach Dave as an inspiration and we hope you continue to paddle with us (x2); Pam for the ladies holiday party; to all paddlers that have been bailing the canoes; multiple kudos to Kim for being the secretary & taking minutes (x3); all members of the club for making the club what it is and for what they do; Tai and all board members for all they do; Duane for taking on rec and equipment maintenance; to all board members for directing the club with aloha and stoke; Phil C for going to race rep meeting; Duane for all equipment work & board for having vision to make it better; Kyle to hosting meeting; Kim for emailing the club about bailing canoes and for taking initiative to invite women at party to be part of the board. (Short discussion followed about all of us taking on the responsibility of recruiting board members.)
2. Treasurer's Report – Theresa - Over \$26k in checking account; over \$10k in savings. Jacobs Heart still not on asset list. Brought in over \$21k in membership dues (180 paid members) although some payments not processed yet. Many rec paddlers (15 or 16) have joined since October 15-16 members joined since paddle class. Rec drop in fees for the year is \$1,292 which is an 87% increase from the previous year. MBX net income \$1,889 yet \$236 of this amount was PayPal fees. MBX prize money process needs to be discussed. Bus refund were processed for all non-OSC racers; bus company refunded half the cost of the bus. Paddle class brought in \$2,700; end-of-season party in progress as accounting is not wrapped up (the raffle made over \$1,500); club store looks like a deficit but there is still some reconciling to do. Inventory and more info about sales from the club store is needed; race income is currently \$83 yet missing fees from Liliu'o and Catalina; harbor rent has been paid; \$600 spent on new standard paddles.

**Motion to approve December Treasurer Report; motion is approved.**

3. Surfing Canoe - Tai - Pat Mason would like to leave a 4-person surfing canoe for club's use. It's not a donation but he would like the club to use it. Board discusses cost benefit, steering education, liability, insurance cost, harbor rent, etc. Income can come from rec paddles to off-set cost. If damaged, then cost is unknown. Agreement should be clearly spelled out. Cost might be about \$1,000/year for example, insurance is \$158/year for Nappy; rent per canoe/year \$900. Some would like to try it out before we commit to it. The agreement can be set up for month-to-month. BOD is largely in favor.

**Motion to move forward with proposal to discuss and move forward with Pat; motion is approved.**

4. Steering Program – Leslie – Tabled until next meeting. Send questions to the whole board so we can review and edit and come back to BOD for final approval at the next meeting. Use Robert to assess those ready to be evaluated and potentially certified.
5. Idea announced that all non-officer BOD or non-BOD positions have 1-year term and then re-evaluated. Appointments and renewals to be approved by BOD. See list below.

**At the annual board meeting we re-evaluate & re-appoint all non-officer BOD or non-BOD positions; motion approved.**

Other discussion points:

- Thank you Kay for storing holiday parade platforms.
- Yes, everyone wants to do Pig Run.
- Budget for 2020 to be discussed at next meeting.

6. Next BOD meeting – Jan 26th

***Surfing Canoe Proposal:***

*Proposal – OSC member Pat Mason would like to leave his canoe on site, for OSC unlimited use, with qualified crew. Pat could also use the canoe (following standard canoe scheduling protocol) and repossess at any time. OSC to pay harbor storage fee \$50 monthly. Good canoe to learn how to steer, and to accommodate odd number of paddlers at practice*

## Board Members

### **Tai Boutell – President**

Junior Team Coach (yes)

### **Philip Crowley – Vice President**

Marketing & Promotions co-lead (yes)

Assistant Rec Program Director (yes)

Elections Chair (yes)

Kim Chamlin – Secretary (no, not on board)

**Dena Levy (yes, voted in)**

### **Theresa Mulder – Treasurer**

Assistant Rec Program Director (yes)

Assistant Equipment Manager (yes)

Dave Waynar – Head coach (no) & Men's coach (no)

**(open positions)**

### **Pam Myers – Assistant Treasurer (yes)**

Assistant Rec Program Director (yes)

Past President

### **Gayle Bensusan – Race Rep (yes)**

### **Kyle Wade – Sergeant at Arms (yes)**

Leslie Eurs Rahn – Safety Officer (no)

**Kim Chamlin nominated (voted in 10 votes) 1-yr appointment**

### **Leslie Eurs Rahn – OC6 Scheduler (yes)**

### **Matt Love - Assistant Equipment Manager (yes)**

Bob Ciotti - Assistant Equipment Manager (no)

### **Kay Miyamoto- Keiki Program Chair (yes)**

### **Phil Lewis**

Assistant Secretary (no)

**Marketing & Promotions co-lead (yes)**

**New Member Chair (yes)**

### **Jeannie Bathke**

**Volunteer Coordinator (yes)**

**Assistant Secretary (yes)**

## Non-Board Members

### **Duane Strong**

Equipment Manager (yes)

Webmaster (yes)

Recreational Paddling Director (yes)

### **Yoko McMillin**

Women's Racing Coach – (no)

**(open position)**

Outrigger Santa Cruz  
**Balance Sheet**  
As of December 15, 2019

---

Dec 15, 19

**ASSETS**

Current Assets

Checking/Savings

Checking

25,938.50

Savings Account

10,108.06

Total Checking/Savings

36,046.56

Total Current Assets

36,046.56

Fixed Assets

Club Equipment

Manahau

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

-56,927.00

Total Fixed Assets

62,923.00

**TOTAL ASSETS**

**98,969.56**

**LIABILITIES & EQUITY**

Equity

Opening Balance Equity

105,699.94

Unrestricted Net Assets

-20,266.58

Net Income

13,536.20

Total Equity

98,969.56

**TOTAL LIABILITIES & EQUITY**

**98,969.56**

7:22 AM

12/15/19

Cash Basis

# Outrigger Santa Cruz

## Profit & Loss

January 1 through December 15, 2019

	Jan 1 - Dec 15, 19	Jan 1 - Dec 15, 18	% Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Cat Memorial Regatta Income	2,856.27	0.00	100.0%
Raffle Income			
Parking Permit Raffle	170.00	0.00	100.0%
End of Year Party Raffle	1,324.00	0.00	100.0%
<b>Total Raffle Income</b>	<b>1,494.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>MBX RACE INCOME</b>	<b>10,700.00</b>	<b>7,536.00</b>	<b>42.0%</b>
<b>MEMBERSHIP DUES &amp; ASSESSMENTS</b>			
Membership-Rec. Paddler Dues	9,592.50	7,900.00	21.4%
Membership-Race Dues	11,645.00	19,060.40	-38.9%
Membership-Youth Dues	1,650.00	1,575.00	4.8%
Club Store	8,499.00	5,465.40	55.5%
End of Season Party Income	1,690.00	1,325.00	27.6%
Pig Run Income	2,040.00	2,369.40	-13.9%
<b>Total MEMBERSHIP DUES &amp; ASSESSMENTS</b>	<b>35,116.50</b>	<b>37,695.20</b>	<b>-6.8%</b>
<b>RACE INCOME</b>			
OSC MBX Race Income	3,165.00	4,620.00	-31.5%
Queen Lili'uokalani Income	1,118.01	400.02	179.5%
Viva Aloha Income	900.00	1,940.00	-53.6%
Catalina Crossing Income	310.00	1,100.00	-71.8%
Angel Island Race Income	840.00	1,245.00	-32.5%
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%
<b>Total RACE INCOME</b>	<b>13,178.01</b>	<b>19,112.82</b>	<b>-31.1%</b>
<b>CONTRIBUTIONS, GIFTS &amp; GRANTS</b>			
Donations from Bob C's Photos	0.00	68.00	-100.0%
MemberTax Deductible	340.00	1,330.32	-74.4%
Donations from loan of canoe	300.00	260.00	15.4%
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	1,591.00	-58.3%
Amazon	33.84	53.28	-36.5%
CONTRIBUTIONS, GIFTS & GRANTS - Other	963.00	2.00	48,050.0%
<b>Total CONTRIBUTIONS, GIFTS &amp; GRANTS</b>	<b>3,157.84</b>	<b>9,073.45</b>	<b>-65.2%</b>
<b>Other Types of Income</b>			
Reimbursement OC1 Repair	0.00	495.00	-100.0%
<b>Total Other Types of Income</b>	<b>0.00</b>	<b>495.00</b>	<b>-100.0%</b>
<b>PUBLIC CLASSES</b>			
Team Building Workshops	840.00	3,151.00	-73.3%
Drop-In Paddle Fee	1,292.00	690.00	87.3%
Paddle Class Fees	2,700.00	2,850.00	-5.3%
Keiki Camp Fees	2,040.00	2,380.00	-14.3%
<b>Total PUBLIC CLASSES</b>	<b>6,872.00</b>	<b>9,071.00</b>	<b>-24.2%</b>
<b>Total Income</b>	<b>73,374.62</b>	<b>82,983.47</b>	<b>-11.6%</b>
<b>Gross Profit</b>	<b>73,374.62</b>	<b>82,983.47</b>	<b>-11.6%</b>

7:22 AM

12/15/19

Cash Basis

# Outrigger Santa Cruz

## Profit & Loss

January 1 through December 15, 2019

	Jan 1 - Dec 15, 19	Jan 1 - Dec 15, 18	% Change
<b>Expense</b>			
Old unpaid invoices	792.03	0.00	100.0%
Cat Memorial Regatta Expenses	3,024.23	0.00	100.0%
Raffle Expenses	50.00	0.00	100.0%
<b>MBX EXPENSES</b>	<b>8,810.89</b>	<b>8,711.80</b>	<b>1.1%</b>
<b>RACE EXPENSES</b>			
OSC MBX Race Expenses	3,072.75	264.98	1,059.6%
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%
Angel Island Expenses	748.60	1,192.65	-37.2%
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	586.00	1,100.00	-46.7%
RACE EXPENSES - Other	0.00	500.00	-100.0%
<b>Total RACE EXPENSES</b>	<b>13,261.36</b>	<b>15,178.59</b>	<b>-12.6%</b>
<b>PUBLIC CLASSES EXPENSE</b>			
Keiki Camp Expenses	0.00	363.46	-100.0%
<b>Total PUBLIC CLASSES EXPENSE</b>	<b>0.00</b>	<b>363.46</b>	<b>-100.0%</b>
<b>JACOB'S HEART EVENT</b>	<b>0.00</b>	<b>1,726.24</b>	<b>-100.0%</b>
<b>MEMBER EXPENSES</b>			
Misc. Entertainment Expenses	155.61	0.00	100.0%
Junior Race Team Expenses	383.94	0.00	100.0%
Coaches Awards	596.13	881.17	-32.4%
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	1,040.00	1,185.68	-12.3%
Aloha Festival Expense	552.35	457.85	20.6%
Fundraising Expense	0.00	150.00	-100.0%
Club Store Expense	8,932.68	1,634.34	446.6%
<b>Total MEMBER EXPENSES</b>	<b>12,607.84</b>	<b>5,605.73</b>	<b>124.9%</b>
<b>NCOCA DUES</b>	<b>300.00</b>	<b>330.00</b>	<b>-9.1%</b>
Community Support	0.00	200.00	-100.0%
<b>ADMINISTRATION EXPENSE</b>			
Attorney General Fees	25.00	150.00	-83.3%
Bank Fees	0.13	102.64	-99.9%
Business Cards	0.00	29.42	-100.0%
Dept of Justice	0.00	25.00	-100.0%
FTB Fees	10.00	35.00	-71.4%
FTB Revival	0.00	1,128.66	-100.0%
Race Program Webservice	259.98	334.92	-22.4%
Marketing	73.66	158.79	-53.6%
Merchant Fees	888.46	655.22	35.6%
Printing and Copying	0.00	64.31	-100.0%
Supplies	80.48	76.58	5.1%
Website Hosting	428.39	576.39	-25.7%
ADMINISTRATION EXPENSE - Other	210.25	0.00	100.0%
<b>Total ADMINISTRATION EXPENSE</b>	<b>1,976.35</b>	<b>3,336.93</b>	<b>-40.8%</b>
<b>HARBOR RENT</b>	<b>8,433.67</b>	<b>8,495.24</b>	<b>-0.7%</b>
<b>INSURANCE EXPENSE</b>			
Liability insurance - D & O	510.00	510.00	0.0%
Liability Insurance - NCOCA	507.00	410.00	23.7%
Property Insurance	4,146.70	3,613.00	14.8%
<b>Total INSURANCE EXPENSE</b>	<b>5,163.70</b>	<b>4,533.00</b>	<b>13.9%</b>
<b>PRINTING, POSTAGE &amp; SHIPPING</b>	<b>14.07</b>	<b>26.86</b>	<b>-47.6%</b>

7:22 AM

12/15/19

Cash Basis

# Outrigger Santa Cruz

## Profit & Loss

January 1 through December 15, 2019

	Jan 1 - Dec 15, 19	Jan 1 - Dec 15, 18	% Change
<b>Contract Services</b>			
Accounting Fees	0.00	425.00	-100.0%
<b>Total Contract Services</b>	0.00	425.00	-100.0%
<b>CANOE AND TRAILER MAINTENANCE</b>			
OC6 Repair/Maintenance	3,090.74	3,578.07	-13.6%
OC1 / OC2 Expenses	66.03	808.18	-91.8%
Trailer Expense	787.85	48.83	1,513.5%
Canoe Dolly Expenses	1,171.59	20.00	5,758.0%
<b>Total CANOE AND TRAILER MAINTENANCE</b>	5,116.21	4,455.08	14.8%
<b>SMALL EQUIPMENT PURCHASES</b>			
Safety Equipment / Radios	435.14	585.90	-25.7%
Broker Fees	0.00	240.67	-100.0%
SMALL EQUIPMENT PURCHASES - Other	908.71	2,597.00	-65.0%
<b>Total SMALL EQUIPMENT PURCHASES</b>	1,343.85	3,423.57	-60.8%
<b>New Equipment Purchases</b>			
Freight	0.00	90.00	-100.0%
<b>Total New Equipment Purchases</b>	0.00	90.00	-100.0%
<b>Travel and Meetings</b>			
Travel	0.00	466.65	-100.0%
<b>Total Travel and Meetings</b>	0.00	466.65	-100.0%
<b>Total Expense</b>	60,894.20	57,368.15	6.2%
<b>Net Ordinary Income</b>	12,480.42	25,615.32	-51.3%
<b>Other Income/Expense</b>			
Other Income			
Savings Account Interest Income	3.34	2.17	53.9%
<b>Total Other Income</b>	3.34	2.17	53.9%
Other Expense			
Ask My Accountant	-1,052.44	0.00	-100.0%
<b>Total Other Expense</b>	-1,052.44	0.00	-100.0%
<b>Net Other Income</b>	1,055.78	2.17	48,553.5%
<b>Net Income</b>	<b>13,536.20</b>	<b>25,617.49</b>	<b>-47.2%</b>

**Recap / Notes for OSC Checking Account Activity**  
**December 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	\$21,238	\$0	\$21,238	-\$4,263	180 paid members: 76 rec, 82 race, 22 jr
Rec. Drop-In Fees	\$1,000	\$0	\$1,000	\$1,292	\$0	\$1,292	\$292	
Aloha Festival	\$1,000	\$500	\$500	\$688	\$552	\$136	-\$364	Does not include club store sales
MBX Income	\$15,000	\$14,000	\$1,000	\$10,700	\$8,811	\$1,889	\$889	
Keiki Camp	\$2,500	\$500	\$2,000	\$2,040	\$0	\$2,040	\$40	
Paddle Class	\$2,400	\$0	\$2,400	\$2,700	\$0	\$2,700	\$300	
Donations/Fundraising	\$3,000	\$0	\$3,000	\$3,480	\$50	\$3,430	\$430	\$840 from team building
End of Season Party	\$1,500	\$1,000	\$500	\$3,014	\$1,040	\$1,974	\$1,474	\$1,324 from raffle; not all expenses paid
Club Store	\$7,500	\$5,000	\$2,500	\$8,499	\$8,933	-\$434	-\$2,934	Includes sales tax; not all sales deposited
Race Income	\$15,000	\$15,000	\$0	\$12,178	\$12,261	-\$83	-\$83	Missing some Catalina & Liliu'o fees
Race Clinics	\$0	\$0	\$0	\$1,000	\$1,000	\$0	\$0	Women's clinic
Pig Run	\$2,000	\$1,250	\$750	\$2,040	\$947	\$1,093	\$343	
Hosted Regatta	\$8,000	\$8,000	\$0	\$2,856	\$3,024	-\$168	-\$168	Excludes \$500 paid to Monterey in 2018
Junior Race Program	\$1,500	\$1,500	\$0	\$1,650	\$384	\$1,266	\$1,266	Expenses are regatta fees & TeamSnap
<b>Total Income</b>	<b>\$85,900</b>	<b>\$46,750</b>	<b>\$39,150</b>	<b>\$73,375</b>	<b>\$37,003</b>	<b>\$36,372</b>	<b>-\$4,219</b>	

**EXPENSES NOT ASSOCIATED WITH INCOME ACCOUNTS**

Category	2019 Budget	2019 to Date	Differential	Notes
Harbor Rent	\$9,500	\$8,434	-\$1,066	
Equipment Insurance	\$4,000	\$4,147	\$147	
NCOCA Dues & Insurance	\$800	\$807	\$7	
D&O Insurance	\$550	\$510	-\$40	
OC6 Repairs & Maint.	\$6,000	\$3,999	-\$2,001	\$1,400 is from repair of DAD's ama; \$612 for new paddles
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	\$2,864	-\$1,136	\$790 is old invoices
Coaches Awards	\$800	\$596	-\$204	Not all expenses have been paid
Lighted Boat Parade	\$100	\$0	-\$100	
Community Outreach	\$250	\$0	-\$250	Donated \$100 to Ke Kai that is currently under the "Ask Accountant" account
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	\$37,003	-\$9,747	
<b>Total Expenses</b>	<b>\$79,350</b>	<b>\$60,894</b>	<b>-\$18,456</b>	