

Outrigger Santa Cruz Board Meeting

January 26, 2020

Attendance: Dena Levey, Kim Chamlin, Jean Bathke, Tai Boutell, Phil Lewis, Kay Miyamoto, Pam Myers, Duane Strong, Gayle Bensusan, Kyle Wade, Leslie Eurs, Theresa Mulder, Phil Crowley, Nancy Carrol

5pm – Meeting called to order

Jean Bathke motions to approve the December 2019 minutes. Gayle Bensusan 2nds - December 2019 minutes approved.

- 1. Kudos:** Phil C. – to Theresa for her work in preparing the 2020 budget. Kay – to everyone who has helped with Shared Adventures. Phil L. – to Tai for Keeping correspondence with the race coach. Leslie – people who helped with Shared Adventures and Fitness paddle. Kim – Theresa for her treasury work. Jean – to Dena for stepping up as Secretary. Kyle – Duane for keeping all the equipment working and Theresa for her work as treasurer. Gayle – Theresa for spending her week preparing the 2020 Budget and everyone on the board for serving another term for 2020.

Dena – to Tai for coaching fitness paddle while Pam was away. Pam – Kudos to Theresa for all she does, to Duane for taking care of the equipment and heading up rec paddle, and to Kim for the December minutes and attending the January meeting even though she is no longer on the board. Theresa – Tai for working out the Jacobs Heart canoe transfer, and to an anonymous member who donated \$500.00 in Cat Steele's name. Tai – Kudos to Leslie for putting Shared Adventures together.

2. Treasures Report –

Gross Income - \$75,000, Expenses - \$63,000, Profit - \$12,000

December 2019 – Checking Acct. - \$23,400, \$300.00 in PayPal acct that had yet to be transferred., Undeposited funds of \$2,000 from Club Store., Currently 180 paid members.

2019 - 200 paid members. Due to 18 men discontinued and the UCSC girls. Juniors and Rec stayed the same. Rec drop in fee – record high close to \$1,300.00. Previous record was \$200.00. Race dues are down in 2020 due to no prepaid membership dues.

End of Season party – a loss by \$6.00. However due to the raffle and the silent auction records indicate \$1,300.

Club Store - \$1,003.36

No new expenses other than the Harbor rent.

Promotional Items purchased for giveaway at events OSC must pay sales tax.

January 2020 – Some paid memberships.

Deposited \$2,158.00 / Spent - \$1,685.00 Harbor Rent, NCOCA dues, Capitola recreational Center rental for OSC Safety meeting, Administrative Cost.

Budget Forecast – Membership Dues - 2019 Budgeted - \$25,500 / \$21,238 Actual

2020 - \$7,000 set aside for canoe maintenance

2020 - \$2,000 added for site improvement

Any monies paid/due to OSC Please mail to OSC P.O. Box for security purposes. Address is On OSC's website.

See Attached Budget Forecast 2020

Phil C. Motions to approve the 2020 Budget, Leslie 2nds, 2020 Budget approved.

(See attached 2020 Budget)

Membership Dues can be paid via PayPal. Or mailed directly to Theresa Mulder (the Treasurer) Address is on the OSC website.

Theresa motions to have Kim Chamlin (outgoing secretary) removed from the Outrigger Santa Cruz bank Account and add Dena Levey (new secretary) to the Outrigger Santa Cruz bank account. Kim 2nds. Motion approved.

Kyle Motions to approve the treasures report, Gayle 2nds, treasurers report approved.

(See Attached Treasurers Report)

- 3. Equipment** – Duane ordered replacement drybags, Kanani lakos need refinishing, Red OC1 Iako needs repair. Duane requesting board opinion on whether it should be taken out of service for repair.
 - a. New UL Covers** – in discussion with Canvas works in the harbor
 - b. Club Work Day** – March 28, 2020
 - c. Site Improvement** – Tai has talked with Don the harbor patrol. Don's Idea is pavers. No conversation on who covers the cost. No details have been confirmed but we are in discussion with the harbor on the improvement.
- 4. Smart Waivers** – The intent is to streamline the process, get data from paddlers. These waivers are invalid if the storage is not approved by the legal team. Eliminate paper, Members sign up, designate race or rec, keike, juniors. Smart Waiver, Paddlers

Information, PayPal Racers – Go to Outrigger Santa Cruz, Rec paddlers go to Outrigger Recreational.

2nd page to Smart waiver currently is titled Outrigger Santa Cruz Waiver Addendum.

The Code of Conduct and Medical Questionnaire are listed. Gayle suggest the Title be changed to Outrigger Acknowledgment - acknowledging the Code of Conduct and acknowledging the ability to tread water for 30 minutes.

Jean motions to remove the word waiver and medical questionnaire from the acknowledgment Add the Title Paddler Acknowledgment 2020 include a click button for Code of Conduct and click button for ability to tread water for 30 minutes. Kyle 2nds. Motion passes.

Smart Waivers go live February 1st. New Members pay as of February 1st. Renewing members have a grace period until April 1st. QR Code will be available at shed.

5. Insurance – See Attached – Informational Purposes Only

6. Merchandise – Jean can assist with setting up an online store for merchandise. About the item, care for the item and shipping within 24 hours of order. Where we house our inventory. Jean request assistance with shipping. Mostly paddlers will be the customer however some of our cohorts may show interest Per Tai, we can order more hats, t-shirts, Hoodies. The Online store just needs more management. Per Duane people can currently order via OSC's website Club Store. The problem is there is a lack of inventory.

7. Group Outings – SA, Boys & Girls Club – Shared Adventures approached OSC and requested we be involved with them more than once per year. So we obliged and recently took out 14 guest. \$10 per guest was contributed. Boys and Girls club scheduled for March 2, 2020. \$10 per paddler will be paid. Duane and Leslie to put a blurb on the Website for community Events. There is standardized pricing for community events. \$100 per canoe, \$250 – corporate, \$0 – non- profit. Sliding Scale – Contact Rep for Details.

8. Safety/ General Club Meeting – See Attached – Club Meeting to be held at the Capitola Community Center. 3-5pm - Tai and Coached 30 minutes, Kim to educate and share information about safety. The Outrigger Santa Cruz Website and the NCOCA Website will be shared. (links to newsworthy incidents) If paddlers are aware that these incidents occur, they will be more cautious and responsible for themselves. Dave Loustalot will speak about wearing PFD's. Duane will talk about the dry bags and it's contents and how to use each item. Dave Waynar discuss entering the harbor when there is swell. The Harbor Patrol and Central Fire have confirmed they will be present to discuss safety. Videos on Website – Cold water safety. CPR Class - Gary

9. Coaching with Tahoe Waterman – See Attached – With the absence of Dave and Matt From out coaching program a big void has been left in terms of skills, experience, technique. One Idea to bring high level coaching. Jeff Patrick Tahoe Waterman to bring in technique coaching across OSC's program and our coaching staff implements what

taught throughout the season. Same language, same technique. Workout schedules would be set throughout all the crews depending on the event. race/sprint.

Nutrition, weight room. Head Coach Tahoe Waterman – Cost is \$2,500

Raising expectation as a club racer.

Gayle motions to have Tahoe Waterman (Jeff Patrick) to assist us with coach training.

Jean 2nds. Motion approved.

- 10. NCOCA Meeting Notes** – Additional race fees will be implemented. NCOCA has agreed to charge clubs an additional \$50.00 per race if Club does not tow boats to sprints. If Club tows, no fee applies. Fee applies even if club does not attend sprint event.

Race clinic – February 9, 2020, Kekai – Monterey – Lual – February 29, 2020

- 11. Surfing Canoe** – Board decided not to have the surfing canoe stored on the OSC site.

- 12. Steering Program** – Discussion – Recertification - If an incident occurs, that steers person is re-evaluated. The Board, Head Coach, safety officer, any accredited steers person at their discretion at any time.

Upcoming Events –

Safety meeting – 2/8

NCOCA Race Clinic – 2/9

Beach Clean ups – 2-1, 4/18, 6/20, 9/19 Possible August Dates

Pig Run – 4/25

- 13. Next Board Meeting – March 1, 2020**

Outrigger Santa Cruz

Balance Sheet

As of December 31, 2019

Dec 31, 19

ASSETS	
Current Assets	
Checking/Savings	
Paypal	291.66
Checking	23,388.10
Savings Account	10,108.06
Total Checking/Savings	33,787.82
Other Current Assets	
Inventory Asset	1,828.00
Undeposited Funds	2,060.00
Total Other Current Assets	3,888.00
Total Current Assets	37,675.82
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	100,598.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	505.76
Use Tax Payable	139.74
Total Other Current Liabilities	645.50
Total Current Liabilities	645.50
Total Liabilities	645.50
Equity	
Opening Balance Equity	113,700.94
Unrestricted Net Assets	-20,266.58
Net Income	6,518.96
Total Equity	99,953.32
TOTAL LIABILITIES & EQUITY	100,598.82

Outrigger Santa Cruz

Profit & Loss

January through December 2019

	Jan - Dec 19	Jan - Dec 18	% Change
Ordinary Income/Expense			
Income			
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%
Total Raffle Income	1,494.00	0.00	100.0%
MBX RACE INCOME	10,700.00	7,536.00	42.0%
MEMBERSHIP DUES & ASSESSMENTS			
Membership-Rec. Paddler Dues	9,592.50	8,320.00	15.3%
Membership-Race Dues	11,645.00	19,060.40	-38.9%
Membership-Youth Dues	1,650.00	1,575.00	4.8%
Club Store	9,843.69	5,533.40	77.9%
End of Season Party Income	1,690.00	1,325.00	27.6%
Pig Run Income	2,040.00	2,369.40	-13.9%
Total MEMBERSHIP DUES & ASSESSMENTS	36,461.19	38,183.20	-4.5%
RACE INCOME			
OSC MBX Race Income	3,165.00	4,620.00	-31.5%
Queen Lili'uokalani Income	1,155.01	400.02	188.7%
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%
Total RACE INCOME	13,215.01	19,112.82	-30.9%
CONTRIBUTIONS, GIFTS & GRANTS			
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	1,463.00	2.00	73,050.0%
Total CONTRIBUTIONS, GIFTS & GRANTS	3,657.84	9,073.45	-59.7%
Other Types of Income			
Reimbursement OC1 Repair	0.00	495.00	-100.0%
Other Types of Income - Other	827.44	0.00	100.0%
Total Other Types of Income	827.44	495.00	67.2%
PUBLIC CLASSES			
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%
Total PUBLIC CLASSES	6,872.00	9,071.00	-24.2%
Total Income	76,083.75	83,471.47	-8.9%

Outrigger Santa Cruz

Profit & Loss

January through December 2019

	Jan - Dec 19	Jan - Dec 18	% Change
Cost of Goods Sold			
Cost of Goods Sold	6,173.00	0.00	100.0%
Total COGS	6,173.00	0.00	100.0%
Gross Profit	69,910.75	83,471.47	-16.3%
Expense			
Old unpaid invoices	792.03	0.00	100.0%
Cat Memorial Regatta Expenses	3,024.23	0.00	100.0%
Raffle Expenses	247.10	0.00	100.0%
MBX EXPENSES	8,858.29	9,731.80	-9.0%
RACE EXPENSES			
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	550.00	1,190.00	-53.8%
RACE EXPENSES - Other	0.00	500.00	-100.0%
Total RACE EXPENSES	13,225.36	15,268.59	-13.4%
PUBLIC CLASSES EXPENSE			
Keiki Camp Expenses	114.99	363.46	-68.4%
Total PUBLIC CLASSES EXPENSE	114.99	363.46	-68.4%
JACOB'S HEART EVENT	0.00	1,809.24	-100.0%
MEMBER EXPENSES			
Misc. Entertainment Expenses	155.61	0.00	100.0%
Junior Race Team Expenses	383.94	0.00	100.0%
Coaches Awards	716.13	881.17	-18.7%
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	1,695.82	1,185.68	43.0%
Aloha Festival Expense	552.35	457.85	20.6%
Fundraising Expense	0.00	150.00	-100.0%
Club Store Expense	8,506.88	1,779.19	378.1%
Total MEMBER EXPENSES	12,957.86	5,750.58	125.3%
NCOCA DUES	300.00	330.00	-9.1%
Community Support	141.05	200.00	-29.5%
ADMINISTRATION EXPENSE			
Attorney General Fees	25.00	150.00	-83.3%
Bank Fees	0.13	113.33	-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	897.80	655.22	37.0%
Printing and Copying	0.00	64.31	-100.0%
Supplies	80.48	90.01	-10.6%
Website Hosting	509.39	576.39	-11.6%
ADMINISTRATION EXPENSE - Other	210.25	0.00	100.0%
Total ADMINISTRATION EXPENSE	2,066.69	3,361.05	-38.5%
HARBOR RENT	9,174.56	8,495.24	8.0%

Outrigger Santa Cruz
Profit & Loss
January through December 2019

	Jan - Dec 19	Jan - Dec 18	% Change
INSURANCE EXPENSE			
Liability insurance - D & O	510.00	510.00	0.0%
Liability Insurance - NCOCA	507.00	487.00	4.1%
Property Insurance	4,146.70	7,573.70	-45.3%
Total INSURANCE EXPENSE	5,163.70	8,570.70	-39.8%
PRINTING, POSTAGE & SHIPPING	120.07	122.86	-2.3%
Contract Services			
Accounting Fees	350.00	425.00	-17.7%
Total Contract Services	350.00	425.00	-17.7%
DEPRECIATION EXPENSE	0.00	11,049.00	-100.0%
CANOE AND TRAILER MAINTENANCE			
OC6 Repair/Maintenance	3,358.72	3,578.07	-6.1%
OC1 / OC2 Expenses	97.64	808.18	-87.9%
Trailer Expense	787.85	48.83	1,513.5%
Canoe Dolly Expenses	1,251.14	20.00	6,155.7%
Total CANOE AND TRAILER MAINTENANCE	5,495.35	4,455.08	23.4%
SMALL EQUIPMENT PURCHASES			
Safety Equipment / Radios	435.14	585.90	-25.7%
Broker Fees	0.00	240.67	-100.0%
SMALL EQUIPMENT PURCHASES - Other	928.71	2,597.00	-64.2%
Total SMALL EQUIPMENT PURCHASES	1,363.85	3,423.57	-60.2%
New Equipment Purchases			
Freight	0.00	90.00	-100.0%
Total New Equipment Purchases	0.00	90.00	-100.0%
Travel and Meetings			
Parking	0.00	132.00	-100.0%
Travel	0.00	466.65	-100.0%
Total Travel and Meetings	0.00	598.65	-100.0%
Total Expense	63,395.13	74,044.82	-14.4%
Net Ordinary Income	6,515.62	9,426.65	-30.9%
Other Income/Expense			
Other Income			
Savings Account Interest Income	3.34	2.51	33.1%
Total Other Income	3.34	2.51	33.1%
Net Other Income	3.34	2.51	33.1%
Net Income	6,518.96	9,429.16	-30.9%

Recap / Notes for OSC Checking Account Activity 2019 Fiscal Year

INCOME ACCOUNTS & ASSOCIATED EXPENSES

Category	2019 Budget			2019 Actual			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	\$8,858	\$1,842	\$842	\$236 PayPal fees
Keiki Camp	\$2,500	\$500	\$2,000	\$2,040	\$115	\$1,925	-\$75	
Paddle Class	\$2,400	\$0	\$2,400	\$2,700	\$0	\$2,700	\$300	
Donations/Fundraising	\$3,000	\$0	\$3,000	\$3,980	\$247	\$3,733	\$733	\$500 donation in Cat's name
End of Season Party	\$1,500	\$1,000	\$500	\$3,014	\$1,696	\$1,318	\$818	Party had \$6 loss but raffle made \$1,324
Club Store	\$7,500	\$5,000	\$2,500	\$9,843	\$8,507	\$1,336	-\$1,164	Budget was based on no tax
Race Income	\$15,000	\$15,000	\$0	\$12,215	\$12,225	-\$10	-\$10	
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
Total Income	\$85,900	\$46,750	\$39,150	\$75,256	\$37,556	\$37,700	-\$2,891	Does not include \$827 tax refund

EXPENSES NOT ASSOCIATED WITH INCOME ACCOUNTS

Category	2019 Budget	2019 Actual	Differential	Notes
Harbor Rent	\$9,500	\$9,175	-\$325	
Equipment Insurance	\$4,000	\$4,147	\$147	
NCOCA Dues & Insurance	\$800	\$807	\$7	
D&O Insurance	\$550	\$510	-\$40	
OC6 Repairs & Maint.	\$6,000	\$4,287	-\$1,713	\$1,400 is from repair of DAD's ama; \$612 for new paddles
Small Boat Repair & Maint.	\$500	\$98	-\$402	
Trailer & Dolly Repair & M.	\$500	\$2,039	\$1,539	Overbudget due to trailer service and purchase of two new canoe dollies
Canoe Painting & Re-Hab	\$2,000	\$0	-\$2,000	No rehab this year.
Safety Equipment / Radios	\$1,000	\$435	-\$565	
New Equipment Purchases	\$0	\$0	\$0	
Administration Costs	\$4,000	\$3,411	-\$589	\$790 is old invoices
Coaches Awards	\$800	\$716	-\$84	
Lighted Boat Parade	\$100	\$0	-\$100	Does someone need to be reimbursed for the entry fee?
Community Outreach	\$250	\$141	-\$109	Donated \$100 to Ke Kai; donations of club store merchandise
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	\$37,556	-\$9,194	
Total Expenses	\$79,350	\$63,395	-\$15,955	

Outrigger Santa Cruz

Balance Sheet

As of January 26, 2020

Jan 26, 20

ASSETS	
Current Assets	
Checking/Savings	
Checking	24,155.07
Savings Account	10,108.06
Total Checking/Savings	34,263.13
Other Current Assets	
Inventory Asset	1,817.00
Undeposited Funds	2,060.00
Total Other Current Assets	3,877.00
Total Current Assets	38,140.13
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	101,063.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	507.45
Use Tax Payable	139.74
Total Other Current Liabilities	647.19
Total Current Liabilities	647.19
Total Liabilities	647.19
Equity	
Opening Balance Equity	113,700.94
Unrestricted Net Assets	-13,747.62
Net Income	462.62
Total Equity	100,415.94
TOTAL LIABILITIES & EQUITY	101,063.13

Outrigger Santa Cruz

Profit & Loss

January 1 - 26, 2020

	Jan 1 - 26, 20	Jan 1 - 26, 19	% Change
Ordinary Income/Expense			
Income			
Raffle Income			
Parking Permit Raffle	0.00	70.00	-100.0%
Total Raffle Income	0.00	70.00	-100.0%
MEMBERSHIP DUES & ASSESSMENTS			
Membership-Rec. Paddler Dues	820.00	875.00	-6.3%
Membership-Race Dues	1,245.00	1,830.00	-32.0%
Membership-Youth Dues	75.00	0.00	100.0%
Club Store	18.31	375.00	-95.1%
Total MEMBERSHIP DUES & ASSESSMENTS	2,158.31	3,080.00	-29.9%
CONTRIBUTIONS, GIFTS & GRANTS			
MemberTax Deductible	0.00	40.00	-100.0%
Total CONTRIBUTIONS, GIFTS & GRANTS	0.00	40.00	-100.0%
PUBLIC CLASSES			
Drop-In Paddle Fee	0.00	40.00	-100.0%
Total PUBLIC CLASSES	0.00	40.00	-100.0%
Total Income	2,158.31	3,230.00	-33.2%
Cost of Goods Sold			
Cost of Goods Sold	11.00	0.00	100.0%
Total COGS	11.00	0.00	100.0%
Gross Profit	2,147.31	3,230.00	-33.5%
Expense			
Raffle Expenses	0.00	50.00	-100.0%
NCOCA DUES	300.00	300.00	0.0%
ADMINISTRATION EXPENSE			
Merchant Fees	66.81	57.98	15.2%
Total ADMINISTRATION EXPENSE	66.81	57.98	15.2%
HARBOR RENT	740.89	722.46	2.6%
INSURANCE EXPENSE			
Liability Insurance - NCOCA	0.00	507.00	-100.0%
Total INSURANCE EXPENSE	0.00	507.00	-100.0%
CANOE AND TRAILER MAINTENANCE			
OC6 Repair/Maintenance	0.00	20.00	-100.0%
Total CANOE AND TRAILER MAINTENANCE	0.00	20.00	-100.0%
SMALL EQUIPMENT PURCHASES	36.99	0.00	100.0%
Travel and Meetings	540.00	0.00	100.0%
Total Expense	1,684.69	1,657.44	1.6%
Net Ordinary Income	462.62	1,572.56	-70.6%
Net Income	462.62	1,572.56	-70.6%

January 2020 Equipment

OC6

rubber mat	Home depot	\$23.50
pump parts	Amazon	\$6.79
pump box x2		\$34.24

Sub Total		\$64.53
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OC1/2

Sub Total		\$0.00
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Safety/Radio

compass x 4	Amazon	\$33.36
first aid x 2		\$19.98
gorilla tape x 2 small		\$8.13
CPR kit x 2		\$12.75
Radio		\$79.98
drybag		\$13.99
knives x 5		\$29.90

Sub Total		\$198.09
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Dolly Wheels

Sub Total		\$0.00
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Trailer

Sub Total		\$0.00
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Website

Domain renewal	EMWD	\$19.50
email lists 1/2020 - 4/2020		\$81.00

		\$100.50
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Total		\$363.12
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Tai Boutell

From: Dave Loustalot <dave@anbins.com>
Sent: Wednesday, January 22, 2020 12:12 PM
To: Tai Boutell
Subject: OSC Insurance

Hi Tai,

There has been a change of plans for this weekend and I will not be available for the OSC Meeting. In an effort to assist with your request, I have provided the information below to give you insight into the basic concept of how the Board insurance works. The format for this coverage is called Management Liability and the coverage is for Insured Person and Organization coverage. The program is intended to provide protection to the individuals that serve on the board and for actions that take as board members, it also protects the organization itself. The key portions of the coverage are noted below and are taken directly from the policy form.

The Insuring Clause notes when the carrier would respond. The Wrongful Act identifies the actions that would trigger coverage. The Insured Persons shows who would be covered by the policy. Insured shows the entity is also an insured.

A. INSURING CLAUSE

Insurer shall pay the **Loss** of the **Insureds** which the **Insureds** have become legally obligated to pay by reason of a **Claim** first made against the **Insureds** during the **Policy Period** or, if elected, the **Extended Period**, and reported to the **Insurer** pursuant to Section E.1. herein, for any **Wrongful Act** taking place prior to the end of the **Policy Period**.

10. **Wrongful Act** means any actual or alleged error, omission, misleading statement, misstatement, neglect, breach of duty or act, **Publisher Liability Act** or **Personal Injury Act** allegedly committed or attempted by any **Insured**, while acting in their capacity as such, or any matter claimed against any **Insured Persons** solely by reason of his or her serving in such capacity.

4. **Insured Persons** means all persons who were, now are or shall become:

- a. a director, officer, trustee, volunteer, committee member or employee of the **Organization**; and
- b. the functional equivalent of a director, officer, trustee, volunteer, committee member or employee in the event the **Organization** is incorporated or domiciled outside the United States.

5. **Insureds** mean the **Organization** and the **Insured Persons**.

As for the Property coverage for the canoes, below is the breakdown of cost per vessel and the associated deductible. Coverage is for damage on land, on the water, on the trailer and on the road.

Canoe	Value	Deductible	Premium
Makua Kane	\$23,200	\$1,000	\$609
Kaholo	\$22,000	\$1,000	\$578
Tahitian	\$21,100	\$1,000	\$546
Ka Kai Malama	\$21,000	\$1,000	\$546
Lapa	\$12,900	\$1,000	\$326
Kanal	\$10,900	\$1,000	\$273
Makani	\$7,900	\$1,000	\$189
Nappy	\$6,000	\$1,000	\$158
Ho'o	\$5,000	\$300	\$131
Kumullipo	\$3,200	\$300	\$84
Maka Nui	\$2,000	\$250	\$53
John Martin	\$2,000	\$250	\$53
Huli	\$1,900	\$250	\$47
Trailer	\$9,900	\$250	\$263
Carrier Fee			\$301
			\$4,147

I am happy to discuss the details if you wish and I apologize that I cannot attend the meeting and I will not be racing in HMB.

Dave Loustalot
 ANB Insurance Services
 931 Mission Street
 Santa Cruz, CA
 95060
 831-466-3820 (o)
 831-345-4685 (c) preferred
dave@anbins.com
 Lic #0C47334

Safety Meeting Agenda

3:00 - Gather & Welcome

3:15 - General Information (Tai & Coaches)

3:45 - Safety Mtg Introduction (Kim) (Huli drills & preparing canoes before launch to be covered by coaches and program coordinators)

- thank Leslie for her work & share OSC site
- share site and takeaways from newsworthy incidents

3:55 - Wearing pfds (Dave L - confirmed)

4:00 - Dry bags - what's in them and how/when to use (Duane?)

4:10 - Project coastline on screen (Kim & Matt M?)

- points of interest & common destinations
- kelp beds, surf breaks, location of sneaker wave potential
- discuss knowing your crew & always checking conditions

4:20 - Entering the harbor when there is swell; share techniques (Dave W - confirmed)

4:30 - Harbor Patrol (not yet confirmed)

- their role & jurisdiction
- vessel rules & etiquette in harbor
- what happens when they are called for an emergency
- anything else they want to share

4:45 - Emergency Services / Central Fire (not yet confirmed)

- their role & jurisdiction
- what happens when they are called for an emergency
- anything else they want to share

5:00 - Done (or pau as we say in Hawaii)

Tai Boutell

From: Jeff Patrick <jeff@laketahoewaterman.org>
Sent: Thursday, January 23, 2020 7:41 AM
To: Tai Boutell; tai@santacruzhomefinance.com
Subject: Tahoe Waterman Coaching | Recap of our Conversation

Hi Tai - Thanks again for the discussion earlier this week. Below is a brief recap of the Tahoe Waterman Outrigger Club Coaching Program. Feel free to reach out if you have any questions between now and your board meeting on Sunday.

Cheers
Jeff

Tahoe Waterman Outrigger Club Coaching Program

OUR SERVICES

Services Included in the Program

- **Training Plan:** A program for the whole season including individual workout training for every day the club paddles together (typically three times per week).
The goal with the Plan is two-fold: 1) Train your crew to meet your club and racing goals for the season; 2) Alleviate the need for your new coaches to design the program and from designing individual workouts. We find that coaches who have training plan designed for them are much less stressed, and they can focus on working with the crews to actually execute the workouts, work on paddling together, and give more time to the paddlers who need it most. i.e. more time with paddlers, less time behind the computer.
- Each workout includes warmup, one or several main set work efforts or intervals, and a cool-down. The program and the individual workouts are tuned specifically for your club - your crews and their relative level of fitness, your race and club goals for 2020, your particular workout days of the week, etc. These are not canned training sessions - we craft them specifically for you.

Second, the workouts are phased ("periodized") into blocks with specific emphasis - endurance base, power, speed, etc. Each block has a specific purpose, and the blocks fit together to develop the crew toward your specific race calendar. It's not critical that your coaches have a deep understanding of this periodization. You can achieve the desired training results without that. That said, if your coach wants a deeper understanding we are happy to explain the program, phases, etc. with them.

Third, we monitor your club's execution of the plan and adapt it as necessary, as we go. If original assumptions need to be tuned, we adapt the program accordingly. If the team's progress toward the goals is not going as originally planned, we adapt the workout schedule. We monitor the club's progress through a combination of discussion with the coach, and monitoring training data and performance metrics from individual paddlers.

All of that said, the assumption is that we provide all the workouts, and the coach delivers them. We do not coach your team on a day-to-day basis. We understand that it is important for your coach to lead the team and administer the training, and our coach-the-coach model directly supports this.

- **Technique Sessions:** Our lead coach, Coach Jay Wild, programs one or more visit with your team at your site. The goal of the visit is to present proper paddling technique and work with the full team to understand and incorporate the stroke technique. The broader goal is to get each crew paddling seamlessly together using the same stroke technique - which helps to create a more effective, faster boat. The number of visits varies but for

our discussion, I'd say we want to do one at the BEGINNING of the season, and one mid-way - as a refresher. We are open to other configurations for these visits.

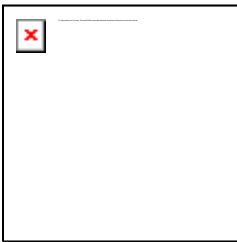
- **Coach Training & Support:** We will jumpstart your season and your new coaches with a visit to explain the training plan, define our process for working together, and answering questions. This session varies in length but typically it is 2 to 4 hours. We like to go out for a beer afterward but that's optional ;)

TIMEFRAME

The timeframe for the services: Typically we provide assistance throughout the season. For most NCOCA clubs the season starts in March (switch to daylight savings time) and through the end of September (after MBX and/or the Fall Hawaii races).

FEES

The fees for the services outlined above for a period of ~6 months is ~\$2.500. This price will vary depending on the exact services provided but it will be nor more than +/- \$500 for sure.



**Jeff Patrick | Chief Marketing Officer
Tahoe Waterman**

415.672.1986 | jeff@laketahoewaterman.org

Address: 5166 N Lake Blvd, Carnelian Bay, CA 96140

Website: www.laketahoewaterman.org



Outrigger Santa Cruz
Accredited Steersperson's Training Instructions
(Est. Jan./2020)

The Board invests the Accredited Steersperson (AS) with responsibility for property, behavior and safety of all paddlers. Steerspeople are responsible for implementing policy and regulations while operating an OC6. The Board expects the AS to model the behavior expected of other paddlers in all respects on shore and in the canoe

The Board approves the Accredited Steersperson and may revoke their approval at any time.

The path to becoming an Accredited Steersperson is as follows:

- *Via email notify the Board of Directors (specifically, Head Coach and President) expressing your desire to become an AS. The Board will evaluate the application based upon your demonstration of existing skills, knowledge and abilities, please include in your brief. Guidelines are below. There is no score and no pass/fail criteria. Rather these three items are a starting point for conversation amongst the BOD about the likelihood that you could fill the role in a competent, responsible and beneficial way.*
- *Upon approval, you become a "Provisional Steersperson (PS)". At this time you commence with the studies of steering at your own pace. You will find our website to be a deep resource with book suggestions videos and previously taped club seminars. OSC periodically provides lectures and workshops that can help in your growth. Leaders of the group you paddle with (Recreational, Mom's, Pirates, Racers) and on-water mentoring with multiple recognized steerpeople, can introduce the mechanical art of steering leading you towards your assessment. During this time, you may practice in seat 6 with a current AS in seat 5 enabling you to perform all duties of a AS in good to moderate conditions. The regular AS retains the responsibility for the safety of the canoe and crew and may elect to keep the PS in seat 5. Keeping a logbook is suggested, recording time spent steering, conditions and questions that may arise in your performance and control of the OC6. These are and can be reviewed in club workshops, seminars and with mentors.*
- *When ready, with the 100% passing of an online open book test, conducting a successful huli recovery in a reasonable amount of time, and supervised paddles, ask at least two leaders/mentors if they consider you ready to apply for accreditation. If they are in agreement, you will apply via email to the BOD (addressed to Head Coach and President) for approval as an AS.*
- *The Board will ask three (3) current seasoned AS's of their choice to evaluate your skills during an open water paddle, providing feedback. If the Board is unable to approve the application at this point in time, the BOD will provide a written path for improvement to the PS.*
- *Upon accreditation, your name is added to current list with date and name of Head Coach and/or President.*
- **Unlimiteds** – to steer the Unlimited canoes, a separate and additional request with supportive recommendations by your mentors is submitted to the BOD (addressed to the Head Coach and President). Include the name of two current AS's who have observed you in rigging, steering, and conducting a huli recovery in an Unlimited. Upon approval your name will be added to the current list with date and name of Head Coach and/or President.

- **Re-Accreditation** – The Board, Head Coach and/or President, at any time may ask any accredited steersperson to retest on the water with above guidelines, or take the open book test or both. An updated list will be kept with date and by whom the AS received re-accreditation by.

Skills – These are acquired by teaching and practice under the supervision of experienced accredited steerspeople. Evaluated by operation. Are there any physical differences that would effect/compromise the ability to perform any of the tasks and responsibilities in the examples below?

- Demonstrate club's pre-launch safety check.
- Able to recognize loose or improper rigging and make appropriate adjustments.
- Park an OC6 at a launch ramp.
- Beach land/launch an OC6.
- Strong, competent paddler with extensive experience in all seats.
- Paddle without rest for extended periods of time.
- Are they physically fit.
- Possess steering competence.
- Hold a canoe in position or turn it in place.
- Maintain a straight line in calm or windy conditions.
- Execute a 90 or 180 degree turn around a buoy.
- Back up in a straight line to a target.
- Execute a successful huli recovery.

Knowledge – this material is acquired by reading, lecture or demonstration and is evaluated by oral or written questioning. Some examples are:

- Does the candidate understand roles for each seat in the canoe and how they can help the steersperson?
- Does the candidate understand ocean conditions, their risks and consequences, how to read them, sources of information about them, especially local conditions?
- Does the candidate show knowledge of maritime law as applicable in the Santa Cruz Harbor and Monterey Bay?
- Does the candidate show knowledge of OSC safety guidelines and incident reporting?
- Does the candidate have familiarity with the Club By-laws and Code of Conduct?

Abilities – these are largely self developed and are evaluated by undocumented observation. By nature they are more subjective but no less important than the skills and knowledge listed above. Some examples are:

- Does the candidate have a personality that will be able to command and control a crew?
- Does the candidate demonstrate decisiveness?
- Does the candidate demonstrate good judgment concerning risk and abilities?
- Does the candidate demonstrate willingness to help other club members improve?
- Does the candidate demonstrate knowledge and responsibility concerning club assets and rules?

- Does the candidate demonstrate calmness in crisis?
- Does the candidate demonstrate leadership both on and off the water?
- Would the candidate be able to conduct a critique in a non-emotional, non-blaming manner?
- Can the candidate anticipate and deal with situations positively, effectively and quickly?

Study Resources available to use:

OSC website steersperson's study guide link: <https://outriggersantacruz.org/safety-steering/>

Steering class videos: (same link)

Outrigger Canoeing 'The Art and Skill of Steering' by Steve West/Kanu Culture Publications