

**OSC Board Meeting
September 13, 2020**

Call to Order 5pm

Attendance: Tai Boutell, Phil Crowley, Pam Myers, Gayle Bensusan, Phil Lewis, Leslie Eurs, Theresa Mulder, Kay Miyamoto, Matt Love

Approve August Minutes: - Phil C makes a motion to approve August Minutes, Pam 2nds, Phil Lewis abstained, motion approved.

1. Treasures Report: -

Assets – PayPal - \$1,002.88, Checking - \$29,145.70, Savings - \$10,111.41, Total Checking/Savings - \$40,259.99

Club Store Inventory - \$855.50 (estimate)

Fixed Assets – Equipment - All canoes are fixed assets except Kaimalamakeiki – still calculating value due to depreciation.

Liabilities – sales tax payable - \$53.84 plus additional \$100 sales tax from accounts receivable - \$1,170.08

Profit and Loss –

Membership Dues - \$17,885

128 Paid Members – 54 Rec, 70 Racers and 3 Junior

Harbor Rent - \$6,779.01 since January 1, 2020

Race Programs - \$90.00 to date this year

Phil C. motions to approve Treasurers Report, Leslie Eurs 2nds, motion passes Treasurer Report approved.

- a. 2019 Tax Returns – Theresa gave the tax returns to Yoko to review and add depreciation since she has the schedule. Yoko**

gave Theresa the thumb drive to give to Phil C. Phil C to confirm the date and Tai to retrieve a W9 from Jay (Tahoe water man)

2. Smalls – Leslie

a. Proposal to update waiver and code of conduct.

Leslie would like to see a confirmation from those reserving small canoes that they are aware what the terms of use are. Rigging, derigging, safety feature OSC mandates (dry bag -club or personal, leash – club or personal, wearing a life jacket and carrying a small radio when paddling outside the harbor.) Must have a leash and life jacket on canoe when paddling inside the harbor. Radio is not required.

Tai suggest a paragraph be added to the reservation page and must be clicked on before authorized to reserve a small canoe. Leslie proposes that each time small canoes are reserved, the paddler initial a box next to OSC safety protocol.

b. Updates on smalls rack at canoe site – Tai submitted drawings to the harbor for 4 racks, 2 canoes per rack. Kyle has a fabricator. Cost, timing and installation is still being calculated. Phil C. has a list of 8 people committed to paying for a rack. If the list grow beyond 8 people before rack is completed, we can do a raffle/start a waiting list. Cost proposed \$32.00. Leslie motions that the cost to rent a small rack on the OSC Canoes site be \$32.00, Matt Love 2nds the motion, Motion passes.

3. Elections – Phi C. –

Phil C. will be sending an email draft out by end of month. Everybody's term is up except for Leslie. If a board member wants to stay on, you must be nominated.

4. Reopening Proposal –

Phil C. sent out the original document sent out in June. There are 4 phases. We are in Phase 1. Talking about going to phase 2 – limited reopening. –Contact tracing signup sheet. Limited way

of paddling OC6's, limiting who can possibly paddle. Not structured (Race, Rec, Mom's, Pirates)

Only crew bubbles (Pods) are required– A group of 6 paddlers that only paddle together. Switching crews is not permitted.

Must reserve a canoe via a new signup sheet.

Paddling activities will be staggered between crews. This is a test, vet who you are going to paddle with.

Take responsibility for your health and that of your crew. Canoes used for paddling are only used once every 24 hours. Paddlers must use their own PFD's Club PFD's will not be available.

All canoes used for bubble crews will be left uncovered and sprayed down with 409.

Matt Love makes a motion to adopt these recommendations in Phil C's outline as amended. Phil Lewis 2nds, motion passes.

Kay makes a motion to adjourn the meeting, Pam 2nds, Meeting adjourned.

5. Next BOD Meeting – October 18, 2020

Outrigger Santa Cruz

Board of Directors (Zoom) Meeting

AGENDA

September 13, 2020

Meeting time: 5:00pm – 6:00pm

CALL TO ORDER:

Approve August minutes

1. Treasurer's Report – Theresa
 - a. 2019 Tax returns
2. Smalls – Leslie
 - a. Proposal to update waiver and code of conduct
 - b. Update on smalls rack at canoe site
3. Elections – Phil C
4. Reopening proposal – Phil C
5. Next BOD meeting



Outrigger Santa Cruz Operations

Current Status and Proposed Reopening Guidelines

County under Stay at home order along with state guidelines. State and county Phase II reopening in progress.

Current State and County guidance is as follows. June 25, 2020

High contact programs and sports that require close contact of less than six feet in distance between members of different households should be suspended. This includes activities such as group sporting events, pick-up basketball, intramural sports activities, races, or dances.

Limit high or close contact outdoor recreation activities to household units. This includes boat rentals, basketball and volleyball games, rope courses, and climbing walls. At campgrounds and RV parks, consider whether nature walks, movie nights, mini-golf, geocaching, scavenger hunts, or other activities can be developed for household units in a way that maintains physical distancing.

Modify outdoor recreational activities, where necessary, to allow for multiple households to utilize the facility or the equipment while maintaining physical distancing. Such modifications will be specific for each activity and depend on the capacity of the facility but some examples include: stagger tee times at golf courses and require one household per golf cart. o Limit the capacity on small group guided fishing, hunting, or chartered boat trips or reconfigure seating on boats or other vehicles. o Set up a schedule of access times to limit the capacity of people in a barn or equine facility if demand requires scheduling to maintain physical distancing.

When outfitting people with helmets, gear, protective clothing, lifejackets, or other items, staff should maintain physical distance. Where possible, staff should demonstrate how to properly don and doff equipment rather than breaking physical distance to assist.

Current restrictions at Harbor. The launch ramp is open to general recreational use. Users must comply with social distancing requirements; face masks are required to be worn in shared spaces, docks, and launch ramps.



We propose the following guidelines to open up in Phases:

PHASE 1 (we are here)

OSC currently accepts new members.

OSC currently allows usage of club OC1s by members via online sign ups.

OC6's are currently not available for use until further notice.

PHASE 2 (we do not know when this will take place; dependent upon State, County and Santa Cruz Harbor guidelines)

Under OSC's Board of Directors protocol guidelines, OC6's will become available for use.

Race program practice will remain suspended.

New OC6 protocols will be instated. Dependent upon State, County and Santa Cruz Harbor guidelines, OSC guidelines and protocol may be modified at any time. OSC protocol may include, but is not limited to:

- a. Only official members of OSC shall participate in OC-6 paddles in compliance with the restrictions on Outdoor Sports, Phase 1, as reasonably practicable, and these paddling specific restrictions. Recreational practices for non-members, guests, visitors, or drop-ins shall not be allowed.
- b. For contact tracing purposes, members of OSC wishing to paddle OC6 will sign up online for a seat in a designated OC6 for each paddle session. OSC shall maintain a record of each paddling session for at least one month from the date of activity.
- c. A COVID-19 waiver agreement to be acknowledged and will pop up at each reservation paddler signs up for.
- d. Participation is voluntary. Individuals who are sick, exhibiting any symptoms, or have been exposed to anyone who is ill or COVID-19 positive, shall not be allowed to participate for 14 days from the date of exposure.
- e. "Crew bubbles" are recommended, such that when crews are established, paddlers stay within their assigned crew to limit potential exposure to other club members.



- f. To the extent possible, paddlers should continue paddling with the same crew members and not switch crews.
- g. Water or shoreline changes between crew members during a paddling session should not be allowed (must stay in the same seat assigned), unless done so for safety or health purposes.
- h. Paddling activities should be time staggered between crews to avoid large gatherings, and crews must remain physically separated.
- i. Specific OC6's will be identified to crews for usage.
- j. Individuals should bring their own ancillary equipment and supplies. Sharing of personal paddles, seat cushions, gloves, personal care products, water bottles / hydration systems and other similar items is prohibited. With the exception of dry bags, radios and rigging. Club equipment (club paddles or life jackets) will not be available for use.
- k. One paddler from the crew will be designated to open the shed, retrieve necessary OC6 equipment, sanitize touched surfaces, lock the shed, sanitize lock. Reverse procedure for putting drybag, etc away.
- l. The OSC shed will be unavailable for storage of any personal items.
- m. Paddlers should follow proper hygiene protocols, including washing hands or using hand sanitizer before and after participating. Masks are required during gathering at canoe site, in restrooms and launching. OSC will make soap and/or hand sanitizer and wipes available for participants.
- n. All touch points should be disinfected before each use, including iakos, manus, seats, gunnels, bailers, and other similar items.
- o. All members participating must have paid dues, signed the NCOCA waiver and COVID 19 waiver (each reservation).

PHASE 3

New members, guests, visitors, and drop ins allowed

Return to normal paddling including Recreational, Moms, Pirates, Racing, and OSC members crews of choice.



PHASE 4

Reserved rentals and community events using OSC's OC6's.

Outrigger Santa Cruz

Balance Sheet

As of September 13, 2020

Sep 13, 20

ASSETS	
Current Assets	
Checking/Savings	
Paypal	1,002.88
Checking	29,145.70
Savings Account	10,111.41
Total Checking/Savings	40,259.99
Accounts Receivable	
Accounts Receivable	-1,170.08
Total Accounts Receivable	-1,170.08
Other Current Assets	
Inventory Asset	855.50
Total Other Current Assets	855.50
Total Current Assets	39,945.41
Fixed Assets	
Club Equipment	
Mr. Poni	1,000.00
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	120,850.00
Depreciation and Amortization	-56,927.00
Total Fixed Assets	63,923.00
TOTAL ASSETS	103,868.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	53.84
Total Other Current Liabilities	53.84
Total Current Liabilities	53.84
Total Liabilities	53.84
Equity	
Opening Balance Equity	113,115.44
Unrestricted Net Assets	-13,746.95
Net Income	4,446.08
Total Equity	103,814.57
TOTAL LIABILITIES & EQUITY	103,868.41

Outrigger Santa Cruz

Profit & Loss

January 1 through September 13, 2020

	Jan 1 - Sep 13, 20	Jan 1 - Sep 13, 19	% Change
Ordinary Income/Expense			
Income			
Cat Memorial Regatta Income	0.00	2,856.27	-100.0%
Raffle Income			
Parking Permit Raffle	410.00	170.00	141.2%
End of Year Party Raffle	255.00	0.00	100.0%
Total Raffle Income	665.00	170.00	291.2%
MBX RACE INCOME	0.00	4,495.00	-100.0%
MEMBERSHIP DUES & ASSESSMENTS			
Membership-Rec. Paddler Dues	6,430.00	7,290.00	-11.8%
Membership-Race Dues	11,455.00	11,308.72	1.3%
Membership-Youth Dues	225.00	1,575.00	-85.7%
Club Store	592.06	7,495.52	-92.1%
Pig Run Income	0.00	2,040.00	-100.0%
Total MEMBERSHIP DUES & ASSESSMENTS	18,702.06	29,709.24	-37.1%
RACE INCOME			
Queen Lili'uokalani Income	0.00	1,059.33	-100.0%
Viva Aloha Income	0.00	900.00	-100.0%
Round the Rock Income	0.00	1,215.00	-100.0%
Regatta Income	0.00	1,440.00	-100.0%
Hoe Wa'a Income	0.00	1,350.00	-100.0%
Rig Run Income	0.00	810.00	-100.0%
Clinic Income	0.00	1,000.00	-100.0%
Total RACE INCOME	0.00	7,774.33	-100.0%
CONTRIBUTIONS, GIFTS & GRANTS			
Donated Equipment	1,000.00	0.00	100.0%
MemberTax Deductible	0.00	340.00	-100.0%
Keiki Program	0.00	170.00	-100.0%
Fundraising Income	0.00	663.00	-100.0%
Amazon	10.93	26.18	-58.3%
CONTRIBUTIONS, GIFTS & GRANTS - Other	584.82	425.00	37.6%
Total CONTRIBUTIONS, GIFTS & GRANTS	1,595.75	1,624.18	-1.8%
Other Types of Income	0.00	827.44	-100.0%
PUBLIC CLASSES			
Drop-In Paddle Fee	20.00	502.00	-96.0%
Paddle Class Fees	0.00	600.00	-100.0%
Keiki Camp Fees	0.00	2,040.00	-100.0%
Total PUBLIC CLASSES	20.00	3,142.00	-99.4%
Total Income	20,982.81	50,598.46	-58.5%
Cost of Goods Sold			
Cost of Goods Sold	387.00	4,870.50	-92.1%
Total COGS	387.00	4,870.50	-92.1%
Gross Profit	20,595.81	45,727.96	-55.0%
Expense			
Old unpaid invoices	0.00	159.03	-100.0%
Cat Memorial Regatta Expenses	0.00	2,957.46	-100.0%
Raffle Expenses	150.00	50.00	200.0%

Outrigger Santa Cruz

Profit & Loss

January 1 through September 13, 2020

	Jan 1 - Sep 13, 20	Jan 1 - Sep 13, 19	% Change
RACE EXPENSES			
Rig Run Expenses	0.00	635.60	-100.0%
Clinic Expenses	0.00	1,000.00	-100.0%
Queen Lili'uokalani Expenses	0.00	1,200.00	-100.0%
Viva Aloha Expenses	0.00	887.00	-100.0%
Tony Gora/Dave Dyc Expenses	0.00	1,080.00	-100.0%
Round the Rock Expenses	0.00	1,163.88	-100.0%
Regatta Expenses	0.00	1,734.72	-100.0%
Hoe Wa'a Expenses	0.00	1,152.81	-100.0%
Catalina Crossing Expenses	90.00	550.00	-83.6%
Total RACE EXPENSES	90.00	9,404.01	-99.0%
PUBLIC CLASSES EXPENSE			
Keiki Camp Expenses	0.00	105.25	-100.0%
Total PUBLIC CLASSES EXPENSE	0.00	105.25	-100.0%
MEMBER EXPENSES			
Misc. Entertainment Expenses	0.00	155.61	-100.0%
Junior Race Team Expenses	0.00	383.94	-100.0%
Pig Run Expenses	0.00	947.13	-100.0%
End of Season Party Expenses	0.00	100.00	-100.0%
Aloha Festival Expense	0.00	223.00	-100.0%
Club Store Expense	1,033.00	7,673.25	-86.5%
Total MEMBER EXPENSES	1,033.00	9,482.93	-89.1%
NCOCA DUES	300.00	300.00	0.0%
ADMINISTRATION EXPENSE			
Bank Fees	4.88	0.13	3,653.9%
Race Program Webservice	129.99	129.99	0.0%
Marketing	60.00	73.66	-18.5%
Merchant Fees	305.48	703.36	-56.6%
Supplies	15.30	49.93	-69.4%
Website Hosting	375.41	260.99	43.8%
ADMINISTRATION EXPENSE - Other	45.00	210.25	-78.6%
Total ADMINISTRATION EXPENSE	936.06	1,428.31	-34.5%
HARBOR RENT	6,779.01	5,851.00	15.9%
INSURANCE EXPENSE			
Liability insurance - D & O	760.00	510.00	49.0%
Liability Insurance - NCOCA	610.00	507.00	20.3%
Total INSURANCE EXPENSE	1,370.00	1,017.00	34.7%
PRINTING, POSTAGE & SHIPPING	0.00	5.50	-100.0%
Contract Services			
Outside Contract Services	2,500.00	0.00	100.0%
Total Contract Services	2,500.00	0.00	100.0%
CANOE AND TRAILER MAINTENANCE			
OC6 Repair/Maintenance	1,504.00	3,090.74	-51.3%
OC1 / OC2 Expenses	452.80	66.03	585.8%
Trailer Expense	0.00	767.60	-100.0%
Canoe Dolly Expenses	0.00	1,171.59	-100.0%
Total CANOE AND TRAILER MAINTENANCE	1,956.80	5,095.96	-61.6%

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Cash Basis

Outrigger Santa Cruz
Profit & Loss
January 1 through September 13, 2020

	Jan 1 - Sep 13, 20	Jan 1 - Sep 13, 19	% Change
SMALL EQUIPMENT PURCHASES			
Safety Equipment / Radios	336.26	435.14	-22.7%
SMALL EQUIPMENT PURCHASES - Other	378.78	252.73	49.9%
Total SMALL EQUIPMENT PURCHASES	715.04	687.87	4.0%
Travel and Meetings	290.00	0.00	100.0%
Total Expense	16,119.91	36,544.32	-55.9%
Net Ordinary Income	4,475.90	9,183.64	-51.3%
Other Income/Expense			
Other Income			
Savings Account Interest Income	2.68	2.67	0.4%
Total Other Income	2.68	2.67	0.4%
Other Expense			
Ask My Accountant	32.50	0.00	100.0%
Total Other Expense	32.50	0.00	100.0%
Net Other Income	-29.82	2.67	-1,216.9%
Net Income	4,446.08	9,186.31	-51.6%

Recap / Notes for OSC Checking Account Activity
September 2020

INCOME ACCOUNTS & ASSOCIATED EXPENSES

Category	2020 Budget			2020 Actual			Differential	Notes
	Gross Income	Expenses	Net Income	Gross Income	Expenses	Net Income		
Membership Dues	\$23,500	\$0	\$23,500	\$17,885	\$0	\$17,885	-\$5,615	128 paid members: 54 rec, 70 race, 3 jr
Rec. Drop-In Fees	\$1,500	\$0	\$1,500	\$20	\$0	\$20	-\$1,480	
Aloha Festival	\$1,000	\$500	\$500	\$0	\$0	\$0	-\$500	
MBX Income	\$12,000	\$11,000	\$1,000	\$0	\$0	\$0	-\$1,000	
Keiki Camp	\$2,250	\$250	\$2,000	\$0	\$0	\$0	-\$2,000	
Paddle Class	\$2,400	\$0	\$2,400	\$0	\$0	\$0	-\$2,400	
Donations/Fundraising	\$3,000	\$0	\$3,000	\$1,006	\$150	\$856	-\$2,144	
End of Season Party	\$3,000	\$2,000	\$1,000	\$255	\$0	\$255	-\$745	
Club Store	\$5,000	\$4,250	\$750	\$592	\$1,033	-\$441	-\$1,191	plus \$1,170 in backlog
Race Income	\$15,000	\$15,000	\$0	\$0	\$90	-\$90	-\$90	
Race Clinics	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pig Run	\$2,000	\$1,250	\$750	\$0	\$0	\$0	-\$750	
Hosted Regatta	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Junior Race Program	\$1,500	\$500	\$1,000	\$225	\$0	\$225	-\$775	
Total Income	\$72,150	\$34,750	\$37,400	\$19,983	\$1,273	\$18,710	-\$17,165	

EXPENSES NOT ASSOCIATED WITH INCOME ACCOUNTS

Category	2020 Budget	2020 Actual	Differential	Notes
Harbor Rent	\$10,000	\$6,779	-\$3,221	
Equipment Insurance	\$4,500	\$0	-\$4,500	
NCOCA Dues & Insurance	\$850	\$910	\$60	
D&O Insurance	\$550	\$760	\$210	
OC6 Repairs & Maint.	\$5,000	\$1,883	-\$3,117	
Small Boat Repair & Maint.	\$500	\$453	-\$47	
Trailer & Dolly Repair & M.	\$2,000	\$0	-\$2,000	
Canoe Painting & Re-Hab	\$2,000	\$0	-\$2,000	
Safety Equipment / Radios	\$1,000	\$336	-\$664	
New Equipment Purchases	\$0	\$0	\$0	
Administration Costs	\$4,000	\$876	-\$3,124	
Coaches Awards	\$800	\$0	-\$800	
Lighted Boat Parade	\$100	\$0	-\$100	
Community Outreach	\$250	\$0	-\$250	
Marketing	\$200	\$60	-\$140	
Travel / Meetings	\$500	\$290	-\$210	Safety Meeting
Site Improvements	\$2,000	\$0	-\$2,000	
Contract Services	\$2,500	\$2,500	\$0	Tahoe Waterman
Exp. from income accts.	\$34,750	\$1,273	-\$33,477	
Total Expenses	\$71,500	\$16,120	-\$55,380	