

Outrigger Santa Cruz Board Meeting Minutes – March 7

Attendance: Tai, Gayle, Theresa, Phil C. Kay, Leslie, Matt L, Duane, Peter Halenbeck, Pam

Minutes approved from Jan.

Treasurer's Report: (include in minutes): There are 33 Rec, 48 Racers, 2 Jrs. Membership paid is \$11,500. We have a record number of supporting memberships! People were quite generous. Donations & fundraising brought in \$1,025. Parking pass raffle did quite well. Some members paid extra dues. NCOCA insurance has been paid. We are looking into changing accountants. Yoko is helping with that. We need to renew our Charitable Trust status. Leslie sent a recap of the NCOCA financial clinic to the board. It outlines what we need to do to keep our 501C3 status.

Gayle motions to approve the Treasurer's Report, Matt L. seconds. Treasurer report is approved.

NCOCA race clinic zoom meeting on Mar. 7. Gayle, Leslie & Matt L attended. A few clubs are paddling in bubbles. Tamalpias & Pu Pu are. Safety was a huge topic and Leslie sent an outline to the board on what was included. The wearing of masks, having a waiver for covid, temperature check along with signing a waiver that they are symptom free, pre-assigned seats in the canoe, staggered starts & members only are some of the recommendations clubs are using. We have our own covid check list in place.

Pam motions to remove crew bubble requirement, Matt L. seconds. New reopening passes.

Our current website email lists and moving to Team Snap: The email lists on our word press website are no longer functioning. We will transition to Team Snap for all 'email' lists and correspondence. The small boat sign ups will remain on our website as will the other documentation. & membership. We have the following email lists: club, board, oc1, juniors, steers, ohana. Not sure if we will keep the ohana list.

We are actively trying to get people on the water! Next month we may reinstate Fitness & Recreational paddling if conditions permit.

NCOCA race clinic: No race rule changes; fundraisers were talked about; other clubs do not have financial reserves. (we are in good financial shape); Spring Fever Virtual Race to support

other clubs; all regattas cancelled; safety, returning to paddling & training evaluate fitness level of crew; hoping to possibly race in July.

NCOCA clinic – safety: review all equipment as it may not have been used for some time!; bring out skirts for canoes, practice huli recovery with skirts, have a first aid kit, report any incidents; have more than one steersperson in the canoe, in the event of a heart attack or health issue get back asap.

Small canoe clinic by Jay Wild – Mar. 27 & 28; \$30 per person; cancel club oc1 clinic if it interferes with Jay. Sabine has been doing Jay's workout with groups on Tues & Thurs. late afternoons.

Discussion was had if we should hire Jay back now or wait til 2022. Tai will speak with Jay and decide what works best. Tai was favoring having Jay coach this year. That would give us the tools for us to develop and coach ourselves in 2022.

Equipment: Discussion around small canoes – The blue huki is on the OC6 side and people are having trouble rigging and carrying it to launch ramp. It was suggested to move back to small canoe side and bring Hurricane over since it is lighter. Tai emphasized that more education is needed on the how to. For example, the canoe can be rigged on the ice plant. Phil C. noted that paddlers were not able to rig and carry the canoe. The leashes are stored in the shed and one leash is gone! If a paddler can't carry the canoe than they cannot use it and should only paddle in canoes they can rig and launch. Duane fixed cracks in red OC1 and the blue Huki has a new rudder.

Leslie said the small canoe clinic has 31 participants and everyone is stoked! There are 6 volunteers who help. It is very successful. Paddlers get to meet each other when exchanging canoes.

Next meeting is April 18

Leslie motions to adjourn meeting and kay seconds.

Outrigger Santa Cruz

Board of Directors (Zoom) Meeting

AGENDA

March 7, 2021

Meeting time: 5:00pm – 6:00pm

CALL TO ORDER:

Approve January minutes

1. Kudos
2. Treasurer's Report – Theresa
 - a. 2020 tax returns
3. TeamSnap communications update
4. Reopening proposal – Phil C
5. NCOCA Race Clinic – Gayle
 - a. VDay virtual race – low turnout, need more support
6. 2021 race season
 - a. Coaching with Jay
 - b. Races
7. Equipment –
8. Smalls clinic update -- Leslie
9. Next BOD meeting

12:57 AM

03/07/21

Cash Basis

Outrigger Santa Cruz

Balance Sheet

As of March 7, 2021

	Mar 7, 21
ASSETS	
Current Assets	
Checking/Savings	
Checking	23,831.46
Paypal	5,892.44
Savings Account	10,112.75
Total Checking/Savings	39,836.65
Accounts Receivable	
Accounts Receivable	-463.48
Total Accounts Receivable	-463.48
Other Current Assets	
Inventory Asset	3,508.28
Total Other Current Assets	3,508.28
Total Current Assets	42,881.45
Fixed Assets	
Club Equipment	
Bruddah Nappy	5,000.00
Canoe Hauling Trailer	9,500.00
Ho'omaikai	5,000.00
Hurricane OC1	2,000.00
Kaholo	18,000.00
Kai Malama Keiki	14,630.00
Kananimauloa	8,000.00
Kane Dave Dyc	20,900.00
Kumulipo (OC1)	2,500.00
Lapa Uila	15,000.00
Maka Nui	4,000.00
Makani Akua	7,000.00
Manahau	21,450.00
Mr. Poni	1,000.00
OC2	2,000.00
Red OC1	1,500.00
Total Club Equipment	137,480.00
Depreciation and Amortization	-68,512.00
Total Fixed Assets	68,968.00
TOTAL ASSETS	111,849.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	7.29
Total Other Current Liabilities	7.29
Total Current Liabilities	7.29
Total Liabilities	7.29
Equity	
Opening Balance Equity	97,698.94
Unrestricted Net Assets	3,053.98
Net Income	11,089.24
Total Equity	111,842.16
TOTAL LIABILITIES & EQUITY	111,849.45

1:48 AM

03/07/21

Cash Basis

Outrigger Santa Cruz

Profit & Loss

January 1 through March 7, 2021

	Jan 1 - Mar 7, 21	Jan 1 - Mar 7, 20	% Change
Ordinary Income/Expense			
Income			
CONTRIBUTIONS, GIFTS & GRANTS			
Amazon	5.16	0.00	100.0%
Donated Equipment	2,000.00	14,630.00	-86.3%
MemberTax Deductible	150.00	0.00	100.0%
CONTRIBUTIONS, GIFTS & GRANTS - Other	40.00	109.82	-63.6%
Total CONTRIBUTIONS, GIFTS & GRANTS	2,195.16	14,739.82	-85.1%
MEMBERSHIP DUES & ASSESSMENTS			
Club Store Income	91.53	518.96	-82.4%
Membership-Race Dues	7,600.00	8,595.00	-11.6%
Membership-Rec. Paddler Dues	3,905.00	4,125.00	-5.3%
Membership-Youth Dues	150.00	150.00	0.0%
Raffle Income			
End of Year Party Raffle	0.00	255.00	-100.0%
Parking Permit Raffle	830.00	410.00	102.4%
Total Raffle Income	830.00	665.00	24.8%
Total MEMBERSHIP DUES & ASSESSMENTS	12,576.53	14,053.96	-10.5%
OC1 Rack Income	352.00	0.00	100.0%
Total Income	15,123.69	28,793.78	-47.5%
Cost of Goods Sold			
Cost of Goods Sold	75.00	450.89	-83.4%
Inventory Adjustment	0.00	-515.89	100.0%
Total COGS	75.00	-65.00	215.4%
Gross Profit	15,048.69	28,858.78	-47.9%
Expense			
ADMINISTRATION EXPENSE			
Marketing	60.00	60.00	0.0%
Merchant Fees	139.29	241.79	-42.4%
Supplies	0.00	15.30	-100.0%
Website Hosting	29.00	213.41	-86.4%
ADMINISTRATION EXPENSE - Other	0.00	47.50	-100.0%
Total ADMINISTRATION EXPENSE	228.29	578.00	-60.5%
CANOE AND TRAILER MAINTENANCE			
OC1 / OC2 Expenses	45.63	5.67	704.8%
OC6 Repair/Maintenance	0.00	216.31	-100.0%
Total CANOE AND TRAILER MAINTENANCE	45.63	221.98	-79.4%
Community Support	100.00	0.00	100.0%
Contract Services			
Outside Contract Services	0.00	2,500.00	-100.0%
Contract Services - Other	149.99	0.00	100.0%
Total Contract Services	149.99	2,500.00	-94.0%
HARBOR RENT			
Rent for Subleased OC1 Racks	611.84	0.00	100.0%
HARBOR RENT - Other	1,573.95	1,481.78	6.2%
Total HARBOR RENT	2,185.79	1,481.78	47.5%
INSURANCE EXPENSE			
Liability Insurance - NCOCA	300.00	610.00	-50.8%
Total INSURANCE EXPENSE	300.00	610.00	-50.8%

1:48 AM

03/07/21

Cash Basis

Outrigger Santa Cruz
Profit & Loss
 January 1 through March 7, 2021

	Jan 1 - Mar 7, 21	Jan 1 - Mar 7, 20	% Change
MEMBER EXPENSES			
Raffle Expenses	0.00	150.00	-100.0%
Total MEMBER EXPENSES	0.00	150.00	-100.0%
NCOCA DUES	300.00	300.00	0.0%
Site Improvements	748.72	0.00	100.0%
SMALL EQUIPMENT PURCHASES			
Safety Equipment / Radios	0.00	198.09	-100.0%
SMALL EQUIPMENT PURCHASES - Other	0.00	350.68	-100.0%
Total SMALL EQUIPMENT PURCHASES	0.00	548.77	-100.0%
Travel and Meetings			
Annual Safety Meeting	0.00	290.00	-100.0%
Total Travel and Meetings	0.00	290.00	-100.0%
Total Expense	4,058.42	6,680.53	-39.3%
Net Ordinary Income	10,990.27	22,178.25	-50.5%
Other Income/Expense			
Other Income			
Savings Account Interest Income	0.00	0.66	-100.0%
Total Other Income	0.00	0.66	-100.0%
Other Expense			
Ask My Accountant	-98.97	0.00	-100.0%
Total Other Expense	-98.97	0.00	-100.0%
Net Other Income	98.97	0.66	14,895.5%
Net Income	11,089.24	22,178.91	-50.0%

Recap / Notes for OSC Checking Account Activity
March 2021

INCOME ACCOUNTS & ASSOCIATED EXPENSES

Category	2021 Budget			2021 Actual			Differential	Notes
	Gross Income	Expenses	Net Income	Gross Income	Expenses	Net Income		
Membership Dues	\$25,500	\$0	\$25,500	\$11,505	\$0	\$11,505	-\$13,995	83 paid members: 33 rec, 48 race, 2 jr
Rec. Drop-In Fees	\$250	\$0	\$250	\$0	\$0	\$0	-\$250	
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	\$2,000	\$0	\$2,000	\$1,025	\$0	\$1,025	-\$975	\$830 from parking permit raffle
End of Season Party	\$3,000	\$2,000	\$1,000	\$0	\$0	\$0	-\$1,000	
Club Store	\$5,000	\$4,250	\$750	\$92	\$0	\$92	-\$658	
Race Income	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	
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	\$150	\$0	\$150	-\$850	
Subleased OC1 racks	\$4,250	\$3,900	\$350	\$352	\$612	-\$260	-\$610	
Total Income	\$76,150	\$38,650	\$37,500	\$13,124	\$612	\$12,512	-\$22,778	

EXPENSES NOT ASSOCIATED WITH INCOME ACCOUNTS

Category	2021 Budget	2021 Actual	Differential	Notes
Harbor Rent	\$10,000	\$1,574	-\$8,426	
Equipment Insurance	\$5,000	\$0	-\$5,000	
NCOCA Dues & Insurance	\$950	\$600	-\$350	
D&O Insurance	\$800	\$0	-\$800	
OC6 Repairs & Maint.	\$5,000	\$0	-\$5,000	
Small Boat Repair & Maint.	\$1,000	\$46	-\$954	
Trailer & Dolly Repair & M.	\$2,000	\$0	-\$2,000	
Canoe Painting & Re-Hab	\$2,000	\$0	-\$2,000	
Safety Equipment / Radios	\$1,000	\$0	-\$1,000	
New Equipment Purchases	\$0	\$0	\$0	
Administration Costs	\$4,000	\$168	-\$3,832	
Coaches Awards	\$800	\$0	-\$800	
Lighted Boat Parade	\$100	\$0	-\$100	
Community Outreach	\$250	\$100	-\$150	
Marketing	\$200	\$60	-\$140	
Travel / Meetings	\$500	\$0	-\$500	
Site Improvements	\$1,500	\$749	-\$751	
Contract Services	\$1,000	\$150	-\$850	
Exp. from income accts.	\$38,650	\$612	-\$38,038	
Total Expenses	\$74,750	\$4,058	-\$70,692	



Outrigger Santa Cruz operations current status and propose reopening guidelines.

County under Purple Tier (widespread).

Update February 22, 2021

The Vaccine roll out has started with some OSC members having received their first dose. Overall case rate, positivity rate and hospitalizations have continued to decrease statewide. The State of California has proposed school sports can resume.

Current restrictions at Harbor. The launch ramp is open to general recreational use. Users must comply with social distancing requirements and wear a face mask during launch.

We propose the following guidelines to open up in Phases

Phase I

OC-1 use OK

OC-6 not allowed

Phase II (we are here)

OC-6 limited use OK

No race practices

New members allowed

New protocols in place including ...

See Phase II rev 3.

Phase III

Race practices

Rec paddles

Drop ins

Phase IV

Community events

The OSC Board of Directors has agreed to move forward with a trial reopening whereby OC6's will be available for use as outlined below.

~~The program only allows for crew bubbles that are formed independently and consist of no more than 8 people with 6 paddlers and 2 alternates. This signup sheet (or Team Snap when available) must be filled out by the steers person leading the crew. The sheet only allows for 1 boat launch per hour so as not to overlap and keep other crews from congregating at our canoe site. Crews will need to be mindful that a timely launch is important to keeping to the single launch each hour.~~

PHASE 2 Reopening Rev4

Race program practice will remain suspended.

New protocols include:

1. Only official members of OSC shall participate in OC-6 paddles. Recreational practices, non-members, guests, visitors, or drop-ins are not allowed.
2. For contact tracing purposes, members of OSC wishing to paddle OC6 will sign up online. OSC shall maintain a record of each paddling session for at least one month from the date of activity.
3. Participation is voluntary.
4. 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.
5. ~~"Crew bubbles" are required, such that when crews are established, paddlers stay within their assigned crew to limit potential exposure to other club members. Take responsibility for yourself and your crew. Paddlers should continue paddling with the same crew members and not switch crews.~~
6. 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.
7. Paddling activities will be time staggered between crews to avoid large gatherings, and crews must remain physically separated.
8. Masks are required when in the launch area, on the harbor dock, canoe site, shed.
9. 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.
10. 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.
11. The OSC shed will be unavailable for storage of any personal items.
12. Paddlers should follow proper hygiene protocols, including washing hands or using hand sanitizer before and after participating.
13. All touch points should be disinfected before each use, including yakos, manus, seats, gunnels, bailers, and other similar items. ~~Leave canoes uncovered.~~
14. All members participating must have paid dues, signed the NCOCA waiver.
15. ~~Steers People must only use canoes that have not been signed out in the past 24 hours.~~



March 1, 2021

To: OSC Board of Directors

Re: Team Snap Communication App

Background:

OSC has primarily used lists that are managed through our Web site (Word press) for email communication. The lists are no longer able to be managed through Word Press so we have made the decision to move on to another tool that we have already been using, Team Snap.

Overview:

Most of us on the board have used Team Snap as part of Race Practices and Races. However, others in the club have not, mainly recreational paddlers, so we will need to inform the whole club of the change and have a good plan for adoption by those not on the platform currently.

Plan of Action:

First step is to communicate to the club the change and for those not familiar with the platform to provide a brief introduction.

What is team snap? Team Snap is a Club and Team Management tool currently used by the club for scheduling race practices. It has the ability to...

- Effect Communication (email by group or list or message)
- Schedule paddles
- Schedule Events
- Availability of paddlers
- Maintain Rosters of team members
- Create assignments
- Track Payments for races etc..

How do I access it? Phone App or through your browser.

Do I need to sign up? Yes if you want to paddle and send communication club wide.

The time line should be to have this rolling by end of March.

Once the transition is complete we will stop using the OC 6 sign up sheets and use team snap to sign out canoes for all programs.

I would propose that all steers people have access to create events in Team Snap.



Additional actions:

We will still have a need to send out news letters or bigger communications that maybe are not suited just to send on Team Snap. I propose that we take our current list and put that into Mail Chimp. We have a free account and have used it for some News Letters in the past.

*Football, Soccer, Baseball, Cheerleading, and other Outdoor Sport Competitions
May Resume with Modifications in Counties with Case Rates at
or Below 14 per 100,000 (includes Santa Cruz as of 2/24/21)*

Currently 27 Counties Have a Case Rate at or Below 14 per 100,000

SACRAMENTO – The California Department of Public Health (CDPH) today released [updated guidance for youth and recreational adult sports](#). The guidance applies to all organized youth and adult sports, including school and community-sponsored programs, and privately organized clubs and leagues. CDPH's guidance is aimed at giving communities guidelines on how to safely remain physically active while reducing transmission in their communities. Under the updated guidance, which takes effect on February 26, 2021, outdoor high-contact and moderate-contact sport competitions may resume in the Red (Substantial) tier and the Purple (Widespread) tier, with modifications, including testing requirements for certain outdoor high contact sports.

"Youth sports are important to our children's physical and mental health, and our public health approach has worked to balance those benefits against COVID-19 risks," said Dr. Tomás Aragón, CDPH Director and State Public Health Officer. "With case rates and hospitalizations declining across California, we are allowing outdoor competition to resume, with modifications and steps to reduce risk, in counties where case rates are lower."

Under the updated guidance, outdoor high-contact sports can be played in counties in the Purple or Red tier with a case rate at or below 14 per 100,000. As of February 19, 2021, those counties include: Alameda, Amador, Butte, Calaveras, Del Norte, El Dorado, Humboldt, Imperial, Lassen, Marin, Mariposa, Modoc, Napa, Nevada, Placer, Plumas, San Francisco, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Sierra, Siskiyou, Sonoma, Trinity, Tuolumne, and Yolo. Weekly testing will be required for football, rugby and water polo participants age 13 and over in counties with a case rate between 7 and 14 per 100,000. Weekly testing, either antigen or PCR, is required for all participants and coaches in these sports, with results made available within 24 hours of competition. Football, rugby and water polo are high-contact sports that are likely to be played unmasked, with close, face-to-face contact exceeding 15 minutes.

Outdoor moderate-contact sports, such as baseball, cheerleading and softball, can be played in these counties without the testing requirement.

Due to the nature and risk of transmission while participating in these sports, teams must provide information regarding risk to all parents/guardians of minors participating, and each parent shall sign an informed consent indicating their understanding and acknowledgement of the risks.

Any teams playing in a less restrictive sports tier are strongly encouraged to follow the steps outlined in the [guidance](#) to reduce risk of COVID-19 transmission. This includes wearing face

coverings, practicing physical distancing, and appropriate hand hygiene and equipment sanitation.

Youth and adult sports include varied activities that have different levels of risk for transmission of COVID-19 depending on the physical contact between players. Outdoor activities that allow for consistent wearing of face coverings and physical distancing are lower risk than indoor activities that involve close contact between participants and high exertion that increases spread of exhaled particles.

For more information on examples of sports with different levels of contact and risk by tier view the [updated guidance](#).

Local health officers may implement more stringent rules tailored to local conditions and should be consulted to confirm if there are any local stricter variations.

For more information and resources on what individuals can do to prevent the spread of COVID-19, visit www.covid19.ca.gov.

January/February Equipment 2021

OC6

Sub Total	\$0.00
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OC1/2

Rudder,detents,bungee	Huki	\$246.42
leashes x 2	Huki	\$80.74

Sub Total	\$327.16
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Safety/Radio

Sub Total	\$0.00
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Dolly Wheels

Sub Total	\$0.00
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Trailer

Sub Total	\$0.00
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Website

email list domain renew	EMWD	\$19.50	
email lists 1/21 to 4/21	EMWD	\$81.00	
			\$100.50

Total		\$427.66	
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Closed tickets

- [8106](#) Blue Huki bungy replace
- [8102](#) Blue Huki broken rudder
- [8138](#) Red OC1 crack on iako socket
- [8144](#) Red OC1 ama chips
- [8154](#) Main shed Oc1/2 iako storage
- [8159](#) Extra leashes for main shed OC1/2
- [8167](#) Move blue OC1 to main site