



February OSC Board Meeting, February 3, 2025- SCPD Community Room 5:30-7:30

1. Opening: paddling reflection 1 minute, (Gayle)
2. Agenda review 1 minute (Jenny)
3. Treasurer Report- 45 minutes, (Michele P and Cheryl G) *Type of Action: Inform, Discussion*
 - a. 2025 Budget update and report
 - b. What's been done: new PO box keys, new checks, new credit cards, changed signatures at bank
 - c. What's in progress: 2024 Queen Liliuokalani crew payments (w/Pam M), Assistant Treasurer, 2025 Membership dues (and waiver) note out, updating 2025 budget based on feedback, customized OQB reports (OC1 rack rentals, board views)
 - d. Closing 2024 books once Queen Liliuokalani and shop sales resolved
4. OSC Men's team update- 15 minutes (Jenny) *Type of Action: Inform, Discussion*
 - a. Sharing OSC men's leadership roles will be held by people not in multiple clubs
 - b. Kua Nalu members need permission from Jenny prior to borrowing OSC equipment
5. Coaches Corner- 15 minutes (Sabine) *Type of Action: Inform*
 - a. Overview of men's racing survey results
6. Steering Committee- 10 minutes (Doug) *Type of Action: Inform, Adopt, Discussion*
 - a. [Incident Report Form](#)
 - b. Purpose/goals of steering committee (description below)
7. Annual Club Meeting- 10 minutes (Kim/Carter) *Type of Action: Inform, Discussion*
 - a. Proposed agenda below
8. Social Media Manager Role- 10 minutes (Carter) *Type of Action: Inform, Discussion*
9. Approve January 2025 Minutes *Type of Action: Vote Consent*
10. Equipment update- Sweet Okole and Koholo will be ready to be returned sometime in early to mid-February. Updates will be shared via email. *Type of Action: Information Consent*

11. Rec Update: Rec is running well and currently integrating the 10 new members that have joined since January 1st. *Type of Action: Information Consent*
12. Kudos- if time allows
13. Upcoming dates *Type of Action Inform*
 - a. Performance Optimization in Endurance Sports... Feb 7
 - b. Annual Club meeting - TBD
 - c. March OSC BOD Meeting March 11 (Harbor Room)
 - d. CPR training- TBD
14. Adjourn

Item #6: Steering Committee Goals/Purpose

1. Support implementation of Accredited Steering policy adopted in 2024
2. Create resources primarily for Accredited Steerspersons and Steerspersons In Training that will help minimize risk of injury and damage to property.
 - Establish training curriculum for new SITs and experienced steerers;
 - Publish a calendar of steering training classes for the year;
 - Publish a calendar of planned huli drills for the year;
 - Create a process for endorsing experienced steerspersons for using the double hull and UL's;
 - Restructuring the SIT test so it is more situational or scenario based;
 - Ensuring all necessary information, regarding safely steering a water vessel, is included on the OSC website;
 - Work with the website committee to ensure the new website contains all necessary steering information;
 - Create and/or overseeing the creation of short training videos (2-5 minutes). This includes but may not be limited to:
 - Properly setting the dolly wheels between the iakos before removing the canoe from the parking area;
 - Launching/removing the canoe in/out of the water via the south or north dock;
 - Launching/removing the canoe in/out of the water without the use of a dock;
 - Parking the canoe and setting the dolly wheels under seat 6;
 - Navigating the mouth of the harbor;
 - Navigating the main channel of the harbor;
 - Recovering from a huli in an OC6 Unlimited.
 - Important safety points to know when steering in a regatta or long distance race;
 - Update steering resources as needed;

- Provide curriculum for training ASE's, SAS's, SC, and ASM's. Expanding Roles and Responsibilities.
- Publish a Final Evaluation Checklist for the ASE's.
- Parameters for a person who is learning to steer under the age of 18.
- SC reporting to the Board via consent agenda on a monthly basis and in person quarterly.
- Create a digital incident report form that helps us all learn about how to prevent similar incidents.
- Creating a rubric for tracking a SIT's progress.

Item #7: Annual Club Meeting

Proposed agenda:

1. Welcome
2. BOD introduction and mission/goals (5-10 min)
3. Non-race programs (2 min per program)
4. Racing- Sabine (5-10 min; includes June OSC hosting regatta)
5. Committees and Workgroups (2-5 minutes per committee/group)
6. Safety Section Bruce (15 minutes)
7. Future events
 - a. Race meetings
 - b. BOD meetings
 - c. Pig Run
 - d. OSC hosted regatta
 - e. Shared Adventures



Outrigger Santa Cruz Board of Directors Meeting

February 3rd, 2025, 5:30pm-7:30pm

Board Members in attendance :

Jenny Scala, Kim Chamlin, Michele Pomroy, Samantha Garcia, Sabine Dukes, Phil Crowley, Pam Myers, Eddy O'Conner, Carter Jones, Doug Evers, Mike Glosny, Gayle Bensusan, Kay Miyamoto, Forrest Monroy, Nicholas Carver.

Non-Board Members in attendance:

Colin McGuire, Leslie Eurs, Jackson Rahn, Matt Love, Justin Kiesby, Leisl Ludington, Paul Ludington, Cheryl Golich

Minutes: Meeting begins: 5:30pm

Opening reflection: *"All the canoes have come ashore, hunger for padding has been satisfied for the day"*

Agenda Review: President reviewed plan for meeting including switching the order of agenda items #4 and #5

Treasurer Report: Cheryl G and Michele presented the close of 2024 and a draft budget of 2025

- Michele and Cheryl have been working to switch to QuickBooks online for more access and transparency.
- A special Thank you to Theresa for her years as our Treasurer. She did an exceptional, detail-oriented job.
- Thank you to Rita for heading the OSC store and having impeccable records.
- Finished 2024 with approx. \$8,000 in profit, a new canoe, and a fleet of refurbished canoes.
- Cheryl presented the 2025 draft budget. Explained that items have been recategorized for simplification.
- Opened presentation to questions and items to review or questions

Questions:

*18,000 for equipment did we pay for Kaholo or Sweet Okole yet or is it coming out of the 2025 budget?

(2) boats and ama's \$13,500. Previous BOD approved 2024 budget to have to have money left over.

*Keiki camp are we doing again?

Kay agreed she would like to have the camp this year.

*Question going back to Kaholo and Sweet Okole is the \$5000 deposit included in the \$13,500?

Yes, it is included.

*When jellies want to buy equipment, where does it fall in the budget?

Supplies, need consistence to keep all categories same

*Accounting fees, why reduced?

2 years of taxes were paid on the 2024 budget. 2022 was late and 2023 was invoiced at the same time as 2022.

*Website hosting ? Why drastic reduction?

The category isn't final, and this is a work in progress. It could be hosting or subscription.

*Question on draft, are you summing out income and expenses?

Non-income generating events are netted out. This is for budget simplification. It makes it easy for non-accountants. Details are available. Just simplified.

*Raised issue to talk about the balances in checking and savings no interest bearing?

Moved to the March board meeting for discussion.

*When will the budget be ready?

Early march for consent discussion and presentation in March.

*Regatta, how much outlet of cash will be needed ?



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Need help with research to know how to set a budget. The last regatta we hosted was 2019. Check with Theresa for the previous budget and look into 2019 for guidance.

*Learn to paddle? Will the budget stay the same? Do we need changes in charge or expenses ?

\$250 is plenty. No need to raise fees

*Eddy, are you good with OC1 and OC6 budget?

Yes

*Is the website design budget of \$3000 good ?

It was agreed that it should be plenty

*\$300 for reoccurring hosting enough?

We are on the basis now and may move up to web host management and \$300 should cover it.

*Rent increase in the harbor when do we find out?

There is always an increase, usually 3%. Michele received the invoice with no change in January. Checking with harbor to verify 2025 if rent increase is coming. Eddy attended a meeting at the harbor. The harbor is seeing an insurance increase, so we should budget for an increase.

General budget comments:

- Insurance for this year already paid Dec –Nov, no increase this year but a potential in 2026
- Trailer modification – canoes stick out far. Need to budget for lights and safety items – recommend \$800-\$1000 - 2-4 feet require flags and 4-8 feet require lighting.
- Fundraising – floated for last year – scholarship – wanted modifications for trailer – fundraising –
 - Justin offered to fund a scholarship – especially for the junior to fund travel races
 - Lighted boat parade – sales from previous year at parade go towards budget.
- There is an inventory of goods for the lighted boat parade.
- Changes to Junior program – fundraising to assist with travel races. Can this be added to the program.
- The Treasurer explained club items status : laptop damage, mailbox in shed being replaced.
- The treasurer listed her committee volunteers: Cheryl G, Pam M , Kathy Crowley, Mina, and Cheryl C.
- Zettle is for the OSC store and Rec drop ins. It's a point-of-sale device. It's an easy way to take payments regularly and can run reports. Trying to reduce cash collection.
- After email about club dues. The Treasurer received a question on family dues. Need to add to the website to add \$50 for your child under 18. No discount for family members over 18.
- Justin suggested background checks and “safe sport class.” Add to March agenda.
- Can we put family dues on drop down? It creates more chaos. Website will have rates when we can edit.
- New billing for OC1 racks will invoice in next 2 weeks using QuickBooks will update.
- Need deadline on dues in emails. We've done that in the past.
- Payment plans if needed will be 3 months max. 71 of 200+ have paid without questioning fee raises.
- Treasurer is still working on access to TeamSnap. If dues not paid by April 1st you lose access to sign up.
- All the Liliuokalani crew payments have been paid. We can close out that race.



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Coaches Corner-

Quick overview of men's survey results

Top 5 Races men want to train for : Rig Run, Catalina, Queens race, Na Pali, and Tahoe.

5 top needs and wants: Improve technique and skill – promote competitive racing interest in the team – Kapuna crews are just as important – Positive team culture and environment – Ego free environment with room for paddlers wanting to get in shape.

How can we improve for 2025: Strong leadership and transparency - Define goals and expectations - Accountability - Inclusivity with novice and blending experienced paddlers with new paddlers

Most important to you in the men's team: Consistency - Drama free environment -Reset from prior conflicts and tensions move forward -Team with women and co-ed races- Positive Community-Improvement and fitness.

Asked for recommendations for leadership roles: If we are, ok? Can we talk about it here. It was approved

Announcements of Men's coaches:

Colin – Men's Head Coach, Justin – Asst. Coach, Paul – Asst. Coach, Carter Asst. Coach, Marty – Asst. Coach

Sabine's comments:

- Women coaches will be a resource to the new men's coaching team
- The men's meeting will be scheduled soon.
- Email announcements for all of OSC regarding new Men coaches will be sent soon

On Women's side:

Coaches – Sabine, Rachel M, Theresa, Yoko Race coordinator – Gayle Travel Race Coordinator - TBD
Kim asked to step down from the coaching staff. Leisl added as a coach with a focus on strength training.

Comments:

- No budget needed for outsourcing – Clinics will have a fee to paddlers
- Colin is working on getting access to a coach's boat to follow canoes or coaching and videoing.
- Coaches will follow prep for 5 races expressed in survey while assisting with personal race goals

OSC Men's team Update – Clarification :

- Leadership roles will be held by people not in multiple clubs
- Kua Nalu needs permission to borrow OSC equipment. Jenny to be notified prior to using our equipment.

Questions:

*How is that working with Canoe scheduling?

We are not loaning the canoes. Just our wheels

*Can we clarify the statement regarding leadership and multiple clubs?

Discussion followed and agreed on this verbiage:

“ Coaching leadership roles should not be held by members paying dues and racing in multiple clubs”

*Are you allowed to race in multiple clubs ?

Sabine answered “Yes.” We have members who race and belong to multiple clubs. We are only limiting Coaching leadership roles. Multiple clubs could affect your race placement. Due to their splitting their time with other clubs.



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Steering Committee Incident Report Form: [Link to Incident Report](#)

Tim Herring, President of NCOCA clarified previous insurer had a requirement of an Incident report. Not currently required for NCOCA. OSC steering committee has digitized our incident report form. (See Link above)

Comments:

- Bruce, our safety officer, Jenny and the safety committee currently are receiving the digital report.
- Information provided on the form is confidential. Access eventually will be Jenny and safety committee.
- Form too long. A shorter form will encourage use
- HIPAA protected items asked on form causing us to be required to follow encryption compliance.

Summary – Doug will bring these concerns to the attention of the steering committee.

Steering committee goals/purpose:

The committee met and came up with goals and purpose:

- Support implementation of Accredited Steering policy adopted in 2024.
- Create resources primarily for Accredited Steerspersons and Steerspersons In
- Training will help minimize the risk of injury and damage to property.

See list below:

- Establish training curriculum for new SITs and experienced steerers.
- Publish a calendar of steering training classes for the year.
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- Create a process for endorsing experienced steerspersons for using the double hull and UL's.
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- Create a digital incident report form that helps us all learn about how to prevent similar incidents.
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Questions and Comments:

*Do we have access to who the steers people in training are?

Yes, Pam will give a quarterly presentation and monthly consent agenda items. Mentors and accredited steersperson and evaluators will have a curriculum to help get steer people accredited.

*What are the definitions of the abbreviations in the list?

ASE – Accredited Steersperson Evaluator **SAS** – Supervising Accredited Steersperson **SC**- Steerspersons Coordinator **ASM**- Accredited Steersperson Mentor **SIT**- Steersperson in training

Annual Club Meeting-

*Biggest question : Do we combine safety and annual club meetings?

One meeting was decided. We have coaches' meetings coming too.

*How much time should we dedicate to the Safety section?

Bruce will be given 45min for safety at the Annual Club Meeting.

Date suggested for Annual Club Meeting - March 6th Thursday – Police department room

Proposed draft agenda for Annual Club Meeting :

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Social Media Manager Role- Pushed to March Agenda- Quick comment – ask everyone to put their pictures on TeamSnap to build community.

Consent Vote :

- Approve January 2025 Minutes. Type of Action: Consent Vote
- Equipment update:- Sweet Okole and Koholo will be returned early to mid-February. Updates will be shared via email. Type of Action: Information Consent
- Rec Update: Rec is running well. 10 new members that have joined since January 1st. Type of Action: Information Consent

***Mike – Moves to approve consent agenda *Eddy – Seconds *All in favor-all board members**

***Not in favor-none *Abstain – none**



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Kudos:

- Thank you to Cheryl G and Michele for their great presentation on the Treasury Report.
- Thank you to the 88 people who have already completed their 2025 waivers.
- Recognized Jenny for time dedicated to the role of OSC President.
- Recognized Samantha for the great minutes and again Michele and Cheryl G for the budget report.

Information on Upcoming Dates:

- All things Paddling/Steering -Performance Optimization in Endurance Sports: Feb 7th, 5:30pm - 8pm SCPD
- Annual Club meeting – Thursday March 6th
- March OSC BOD Meeting March 11 (Harbor Room)
- CPR training- TBD – Tai to provide contact information.

Final Comments or Questions:

- Add events to website Calendar. It's a work in progress due to website issues.
- TeamSnap might have ability to move events to calendar – will investigate when redoing website.
- Board members are not required to RSVP to TeamSnap. Helpful if you do reply “NO” or “Via Zoom.”
-

***Carter – Moves to adjourn the meeting**

***Eddy – Seconds**

***All in favor-all board members**

***Not in favor-none**

***Abstain – none**

Meeting Adjourns at 7:28pm