

**Club SAKE Board Minutes**  
**Meeting Date: April 24, 2010**  
**@ TSNW Office**  
**1200-1400**

**Present:** Dave Mentz, Dena Singleton, Joan Poochoon, Nara Zitner, Hai Tran, Ilana Trager

**Absent:** Jan Abendroth, Peyton Gaunt

<b>Agenda Topic</b>	<b>Discussion Summary</b>	<b>Action and/or Follow-up</b>	<b>Lead/Assignee</b>	<b>Due Date</b>
1. Approval of Minutes Extended board meeting and Retreat	<p><b>Summary:</b> Minutes from Extended Board meeting will be sent out for approval. Minutes from the Retreat was approved</p> <p><b>Discussion:</b> We need to follow Robert's Rules?</p>	<p><b>Action:</b> Approved</p> <p><b>Follow-up:</b> Ongoing</p>	Joan	On-going
Final Bylaws Revisions	<p><b>Summary:</b> Final revisions completed and posted on the SAKE website</p> <p><b>Discussion:</b> Will need to update as needed</p>	<p><b>Action:</b> Approved for website viewing</p> <p><b>Follow-up:</b> Make final revisions; forward to Curtis to post on website</p>	Joan/Nara	done
Rules and regulations	<p><b>Summary:</b> Completed with additions and revisions</p> <p><b>Discussion:</b></p>	<p><b>Action:</b> Approved for website viewing</p> <p><b>Follow-up:</b> Final revisions sent to Nara/Curtis to post on Website</p>	Joan/Nara	done
Charitable Profile Report update	<p><b>Summary:</b> This is listed on the WA State Charities Program: <a href="http://www.sos.wa.gov/charities/search_details.aspx?chariry_id=27013">http://www.sos.wa.gov/charities/search_details.aspx?chariry_id=27013</a></p> <p><b>Discussion:</b> will need to discuss this with</p>	<p><b>Action:</b></p> <p><b>Follow-up:</b> Treasure Renews Yearly</p>	Joan/Peyton	May 22

	<p>Peyton at the next meeting We are registered, and up for renewal on 11/30/2010.</p> <p>Not sure about sending updated by-laws?</p>			
<b>Agenda Topic</b>	<b>Discussion Summary</b>	<b>Action and/or Follow-up</b>	<b>Lead/Assignee</b>	
2. Review of work plan Insure Board alignment	<p><b>Summary:</b> Majority of time was spent on these items</p> <p><b>Discussion:</b> All board members will be responsible for updating their portion of the work plan. This is on ongoing document that will generate the majority of items that the board will be focusing on over the next season. Items will be closed as they are resolved, but will remain on the plan.</p>	<p><b>Action:</b> Sky Drive was created by Nara to have all the documents available to each member of the board. A place to store working documents etc.</p> <p><b>Follow-up:</b> as needed with each member</p>	Nara/Dena	On-going
3. Upcoming Events a. Windermere Cup	<p><b>Summary:</b> Plans for the race on May 01, Dave will connect with Matthew for final schedule and plan</p> <p><b>Discussion:</b> Need to start planning for Windermere at the end of the season, so that the club has visibility. As of now, there are no mention of and Dragon Boats in the event...we show up and are overlook...we need to let the organizers know that we exist.</p>	<p><b>Action:</b> will finalized plans with the appropriate people involved.</p> <p><b>Follow-up:</b> need to have this on the agenda for September/ October</p>		
b. Picnic	<p><b>Summary:</b> Will need to check with the parks dept to change the dates</p> <p><b>Discussion:</b></p>	<p><b>Action:</b> Dena will contact parks, get a refund and make arrangements to have the picnic at</p>	Dena/Joan	May 22

	Need to consider conflicts with other activities that the club members are sponsoring. Have the picnic in conjunction with another scheduled activity to get max participation and visibility. Luther Burbanks Park is the venue.	this venue. <b>Follow-up:</b> At the next meeting. Pending discussion with Parks, date will be determine based on the outcome of this discussion		
4. Committee Formation	<b>PLEASE SEE WORK PLAN FOR Details</b>			
Equipment	<b>Summary:</b>  <b>Discussion:</b>	<b>Action:</b> ---  <b>Follow-up:</b> ---	Hai Tran	
Social Events/activities	<b>Summary:</b>  <b>Discussion:</b>	<b>Action:</b>  <b>Follow-up:</b>	Dena Singleton	
Membership/PR	<b>Summary:</b>  <b>Discussion:</b>	<b>Action:</b>  <b>Follow-up:</b>	Ilana Trager	
Paddling Events	<b>Summary:</b>  <b>Discussion:</b>	<b>Action:</b>  <b>Follow-up:</b>	TBD	
Web Technology	<b>Summary:</b>  <b>Discussion:</b>	<b>Action:</b>  <b>Follow-up:</b>	Nara Zitner	
5. Meeting with Flying Dragons	<b>Summary:</b> (Dena Can you add this information)  <b>Discussion:</b>	<b>Action:</b>  <b>Follow-up:</b>	Dave/Dena	
6. BuK Usage and related safety requirements/	<b>Summary:</b> All Teams have to do Huli Drills in order to	<b>Action:</b>	Hai/Jan	May

Huli Drills	<p>take the boat out. All Med bags have been updated. BuK and 6/16 have separate items. BuK has radio in case of emergency. Need to secure med bags to safety rope. There are attached Carabineers at the front of the boat.</p> <p><b>Discussion:</b> One Team took the BuK out today (4/23) questionable about this considering the wind and safety issue. Check list should be job of Safety Officer</p>	<b>Follow-up:</b> Jan will be a the next meeting		22
7. Input from Long Term Planning	<p><b>Summary:</b> Develop appropriate long range plan to ensure continuity and direction for the board/club</p> <p><b>Discussion:</b></p>	<p><b>Action:</b></p> <p><b>Follow-up:</b></p>	Dave	Over the next 3-4 mths
8. Youth Team	<p><b>Summary:</b> Ensure the success and growth of the youth team. Work actively with team captains and adult leaders to ensure support and resources are made available</p> <p><b>Discussion:</b> Recruited four coaches/steerspersons to help the team (Dina Stark, Koichi Kitazuma, Peyton Gaunt, Clyde Ishii). Two youths were selected as captains. More work needs to be done with basic organization and use of resources</p>	<p><b>Action:</b></p> <p><b>Follow-up:</b></p>	Dave	

9. Communications	<p><b>Summary:</b>  a. Develop and distribute regular news letters to the captains (currently every two week) and to the membership at large (currently once a month)  b. Create a club-wide newsletter that is more engaging  c. Work with board, captains and membership at large to submit content for newsletter(s) so that communications are more club-wide oriented and celebrate the achievements of individual teams and club initiatives  d. Work with club at large to discover potential outlets outside of newsletter and website communications and broaden visibility into Club's activities  e. Work with board and other committees to develop promotional/marketing collateral for various initiatives  f. Work with board to create better methods for internal communication, document sharing, etc</p> <p><b>Discussion:</b></p>	<p><b>Action:</b>  News letter will be sent out by Sunday...</p> <p><b>Follow-up:</b></p>	Nara	On-going
9. Merchandise	<p><b>Summary:</b>  Gordon has lots energy around this. Need to set up a virtual vendor and insure information is not contractual (because of our status, need to be in compliance)</p> <p><b>Discussion:</b></p>	<p><b>Action:</b> Gordon will not be at the next meeting. Need to connect with them outside of the meeting and bring a report to the board meeting.</p> <p><b>Follow-up:</b></p>	Dave/Gordon	May 22
10. TSNW/Celebrating Life	<p><b>Summary:</b>  Need to have them at an upcoming meeting</p> <p><b>Discussion:</b></p>	<p><b>Action:</b> will contact TSNW for more information and planning</p> <p><b>Follow-up:</b></p>	Dave/Dena	May 22
Next Meeting	May 22 @ TSNW 12-1400			

