

**Club SAKE Board Minutes**  
**Meeting Date: April 27, 2009**  
**@ Mosaic Cafe**

**Present:** Matthew Goossen, Dave Mentz, Peyton Gaunt, Hai Tran, Gordon Hom, Anita Steele, Karin Carmignani  
**Absent:** ---

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
1. Approval of Minutes	<ul style="list-style-type: none"> <li>The 3/15/09 Minutes were reviewed, including status of follow-up items.</li> </ul>	<p><b>Action: Approved</b></p> <p><b>Remaining Follow-up:</b></p> <ul style="list-style-type: none"> <li>Decision re: Club phone/ voice-mail option</li> <li>Decide picnic date/location and send communication to Club/put on website calendar (Anita)</li> <li>Next meeting – May 17 *make it an Extended Board mtg (agenda: Club Workplan and Volunteers/ Cmtes; explain Non-Profit Handbook changes; Safety Rules (proposed changes?) *need location for about 21 people</li> </ul>	<p>Anita</p> <p>Dave</p> <p>Dave Karin</p>	
2. 2009 Membership Update (Anita)	<p><b>Summary:</b> Anita updated on the current membership number—183—and the informal survey of team captains about the members who haven't returned from 2008. Several captains commented that some of their members have said they'll be returning, but haven't shown up yet.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Increasing membership is a focus area for 2009—need PR tools (i.e., Club Sake brochure, the signboards, etc) and strategies that help teams with their recruiting efforts.</li> </ul>	<p><b>Action:</b> ---</p> <p><b>Follow-up:</b> Periodic reports on membership numbers</p>	<p>Anita</p>	

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3. 2009 Budget Update (Peyton)	<p><b>Summary:</b> Peyton provided a Treasurer’s Report (see Finance workplan) of the activities he’s completed so far, and highlighted the 2009 budget document, noting that membership dues are down at this point (\$19K vs. \$25K last year), but donations are up. He also noted that last year was the first year we spent more than we took in (due to boat purchase), but that we still have a large reserve. This year he expects the largest expenses to be for equipment and maintenance, PR, and possible purchase of 1-2 new boats.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• How much money needed for PR—Anita and Gordon to work together re: graphic requirements for current brochure vs. having to do a whole new brochure (expensive).</li> <li>• Equipment (paddles/lifejackets)—what Club provides vs. new members encouraged to purchase their own paddle at a discount. Potential Merchandise Cmte to help Mika?</li> </ul>	<p><b>Action:</b> ---</p> <p><b>Follow-up:</b> Refine budget with additional information from Hai and Gordon</p> <p>Club Sake brochure</p>	<p>Peyton</p> <p>Gordon/Anita</p>	
<b>4. ACTION ITEMS:</b>				
Request: Appreciation gift for Lorna for trailer storage (Karin)	<p><b>Summary:</b> Karin noted that Lorna has stored the boat trailer, and boats at times, over the past several years, so Sake should do some sort of appreciation gift. The proposed gift would be re-gravelling her driveway—the Club would purchase a truckload of gravel and/or provide a volunteer work party to spread the gravel for her. Cost of gravel: approx. \$315-\$400.</p> <p><b>Motion:</b> Board authorizes Bill Traub to purchase gravel (less than \$500) for Lorna and coordinate volunteers to spread the gravel.</p>	<p><b>Action:</b> Approved</p> <p><b>Follow-up:</b> Order the gravel and coordinate volunteer work party</p>	<p>Bill Traub (Karin)</p>	

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<p>Request: Celebrating Life! Request to keep the revenue from fees paid by CL! Teams for extra practices (Dave)</p>	<p><b>Summary:</b> Dave briefly explained TSNW's request to receive all of the proceeds from the extra practices that some teams purchase over and above the two practices provided. Although Club Sake received the money in the past for providing the boats/tillers/callers, because of the bad economy TSNW is suffering and is looking for extra revenue. The options are: 1) keep as is (100% to Club Sake), 2) change to 100% to TSNW, or 3) Sake to share some percentage with TSNW.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• While the relationship with TSNW is important and the Club wants to continue to support them, since they are receiving significant money from Water's Edge (beer garden proceeds, etc) and Water's Edge is making a profit (increased race fees even for CL! Teams), Club Sake should at least get something.</li> </ul> <p><b>Motion:</b> Donate <u>one-half</u> of the proceeds received by Club Sake from purchase of extra CL! practices to TSNW.</p>	<p><b>Action:</b> Approved (5 yes votes; Dave and Peyton abstained due to wives' relationship with TSNW)</p>	<p>Peyton</p>	
<p>Proposal to form a Safety Committee (Peyton)</p>	<p><b>Summary:</b> Peyton explained his proposal to charge a Safety Committee to review the safety rules and steersperson manual and propose any changes/revision, and to determine a recommendation for establishing a position of Safety Manager or Master Steersperson.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Concern re: lowering safety standards to be more convenient for teams vs. being safe in all conditions, not just good conditions.</li> <li>• Board needs to approve any recommenda-</li> </ul>	<p><b>Action:</b> Approved</p> <p><b>Follow-Up:</b> Safety Committee to forward recommendations to the Board for final approval.</p>	<p>Peyton</p>	

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	<ul style="list-style-type: none"> <li>tions made by the committee.</li> </ul> <p><b>Motion:</b> To charge a Safety Committee to review draft Safety and Steersperson Manual and make recommendations for possible rule changes for Board approval.</p>			
Proposed revisions to Non-Profit Handbook (Peyton)	<p><b>Summary:</b> Peyton provided background on the issues related to his proposed changes to the Non-Profit Handbook, including IRS requirements and some decisions the Board will need to make regarding allocation of various types of donations between the Club and Teams to balance the interests of the Club, which pays the most of the expenses for the teams (boats, equipment, moorage, insurance, maintenance, etc), with the interests of the teams who bring in donations for their team. Peyton also noted he talked to several Club members who receive donations to get their feedback on a fair allocation process.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Decision made to allow teams to direct donations to their team at 25% “taxation” rate or 50% maximum to team for Matching Funds, and default is 100% to Club if not specified request for allocation to team.</li> </ul> <p><b>Motion:</b> To accept the proposed revisions to the Handbook, including additional revisions from meeting; post on website</p>	<p><b>Action:</b> Preliminary approval of the revisions, but requested a final review/approval after Peyton makes the suggested changes before document is published on website.</p> <p><b>Follow-up:</b> Peyton to make final revisions; Board to approve final document; post on website.</p>	Peyton	
Proposal to retire the Volunteer Bill (Dave)	<p><b>Summary:</b> Dave explained the reasons for his proposal to retire the Volunteer Bill, noting that while the intent of the Volunteer Bill is still valid, since the tracking of volunteers hours was never actually used for decisions concerning practice times or any other purpose visible to</p>	<p><b>Action:</b> Approved</p> <p><b>Follow-up:</b> Consider a new version of the Volunteer Bill if it looks like one is needed.</p>	Dave	

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	<p>the Club, it is not currently serving a useful purpose. Therefore, the current version should be retired and perhaps revisited and rewritten at a later date.</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Continue to address the intention behind the Volunteer Bill by looking for new ways to engage members in volunteering in a variety of capacities (e.g. work on a committee) per the 2009 Workplans.</li> </ul> <p><b>Motion:</b> To retire the current Volunteer Bill; may consider a new version in the future.</p>			
<b>5. BOARD WORK:</b>				
Draft 2009 Workplans (per Board Retreat)	<p><b>Summary:</b> Brief review of the draft workplans that were developed by each area from the priorities identified at the Board Retreat. Workplans submitted: Board Work (Karin), Member Involvement (Dave), Social (Dave), Equipment (Hai), PR (Gordon), and Finance (Peyton).</p>	<p><b>Follow-up:</b></p> <ol style="list-style-type: none"> <li>1) Need Communications workplan</li> <li>2) Combine the workplans into single document</li> <li>3) Review/discuss at Extended Board meeting</li> </ol>	<p>Anita Karin</p> <p>Dave</p>	
Windermere Race	<ul style="list-style-type: none"> <li>Need more paddlers; need two Sake boats (will need to adjust Saturday practices)</li> </ul>			
New Issues	<ul style="list-style-type: none"> <li>Violation of Safety Rules (specifically, 10 paddler minimum to take boat out)—a Club Member reported a couple instances of teams taking a boat out with less than the 10 paddler minimum stated in the Club Rules &amp; Regulations (including an instance involving the Club President, Vice President, and Secretary, with the President giving the OK to violate the rule) and recommended that the Board take disciplinary action for those who are violating the rules, even after the reminder of the rules from the Equipment Manager in a Club SAKE News bulletin.</li> </ul>	<p><b>Action:</b> None</p> <p><b>Follow-up:</b> Send another reminder in Club Sake News</p>		
Next Meeting	<b>May 17 *Extended Board (Location TBD)</b>			