

**Club SAKE Board Minutes**  
**Meeting Date: May 22, 2010**  
**@ TSNW Office**  
**1630-1800**

**Present:** Dave Mentz, (phone in) Dena Singleton, Joan Poochoon, Hai Tran, Ilana Trager, Peyton Gaunt

**Absent:** Nara Zitner.

**Guess:** Pam Smith-Mentz (phone in) Bette Beck

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
1. Approval of Minutes	<p><b>Summary:</b> Minutes from April meeting were approved.</p> <p><b>Discussion:</b></p>	<p><b>Action:</b> Approved</p> <p><b>Follow-up:</b> Ongoing</p>	Joan	On-going
Treasurer Report	<p><b>Summary:</b> As of 4/30/10: Savings: \$15,000 CD plus \$21,012.69 in two savings accounts, of which Hot and Vintage have \$1,406.01 unspent potential funds. Checking \$2,438.09</p> <p>Compared to last year, membership dues are down slightly because we are at 223 paid members compared to total of 269 by end of last year, but some teams have not forwarded some dues to me yet.</p> <p>March: Renewed our marine boat insurance on our seven boats and filed our 2009 990-EZ federal tax return; and in May filed our WA State Corporate Report which is required annually to maintain our incorporation status.</p>	<p><b>Action:</b></p> <p><b>Follow-up:</b></p>	Peyton	
Charitable Profile Report update	<p><b>Summary:</b> This is listed on the WA State Charities</p>	<p><b>Action:</b></p>	Peyton	<b>Nov 10</b>

	<p>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> Peyton renews yearly Due in November</p>	<b>Follow-up:</b> Treasurer Renews Yearly		
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. See work plan for specific details. <b>Please make updates on the work plan document and send to DAVE by June 18.</b></p>	All Team leaders	On-going
3. Upcoming Events a. Windermere Cup	<p><b>Summary:</b>  Race went well, thanks to the support from all who participated.</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>	Dave/ Dena	Sept
4.. 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>Action:</b> Dave to follow up with Gordon.</p> <p><b>Follow-up:</b></p>	Dave/Gordon	On-going

	<b>Discussion:</b>			
5. TSNW/Celebrating Life	<p><b>Summary:</b> Need to establish a practice schedule for the teams. Hai will coordinate 3 Free practices voted 4-2 \$75.00 after 3 free practices vote 3-2</p> <p><b>Discussion:</b> see details on following write-up Will have a draft on the website 3 practices: 2 in 6/16; 1 in BuK</p>	<p><b>Action:</b> will get more details as events get closer</p> <p><b>Follow-up: at next meeting</b></p>	Dave Dena Bette Pam	June
Next Meeting	Saturday, June 26 noon-2 pm (all other days/times for two weeks prior and at least two weeks after were not good for at least one member)			
Membership/PR Strategy	<p><b>Summary:</b> Ilana presented a number of ideas for Membership/PR. She used the meeting as an opportunity to discuss these ideas with the board prior to forming them into a strategy.</p> <p><b>Discussion:</b> Recommendation from board was to skip the Chinatown festival as it has not produced new members in the past. Another recommendation was to be very choosy about community events...picking those that clearly have the demographic group from which paddlers are drawn.</p>	Action: Working with the committee, Ilana will finalize the Membership/PR strategy.		

## Notes from Seattle Celebrating Life! Dragon Boat Festival

*Thank you for inviting us to attend the SAKE Board meeting on May 22nd.*

*At the meeting, we will offer an update about the festival and our meeting with Seattle Parks this week. In addition, we hope to have the board's decision regarding the requests sent on April 5th and attached below:*

Several Novice Teams have already registered for this year's festival, and, we have already begun to receive inquiries about when information about practice options will be finalized. With many returning teams, they want to get a jump on coordinating possibly practice times with paddlers' vacation plans later this summer. We had hoped to have a plan finalized by May 1 but understand that the board, in the early months of its work together, has had many priorities. Thus, we hope a recap of our requests from last month, with the update below, will provide the information you need to finalize a workable plan with us next Saturday.

Bette has begun working with Hai to develop a practice plan and we have already drafted a web page to allow Novice Teams to easily request their preferences from amongst the choices Hai identifies. Cheri Rutherford, the festival's Team Registration Coordinator, will be our point person working with Hai.

***Our proposals for May 22nd meeting--***

**1) Confirm that Novice Teams will be able to access the BuKs for at least one practice.** Using our experience from last year, we will offer fewer practice options from which to choose. We do not want to conflict with the SAKE practice schedule in any way. And, in concert with Hai, will only offer opportunities to practice on a BuK that do not conflict with SAKE practices (i.e. Friday evenings, Saturday afternoons and Sundays).

**2) Offer Novice Teams three free practices** - We hope to offer the same opportunities to Novice Teams who are coached through SAKE as those coached by Flying Dragons. As above, we will ensure that this additional practice time does not impact any SAKE team.

In addition to these two proposals, we'd like to explore a recruitment strategy to offer Novice Team paddlers an opportunity to attend some special paddling events hosted by SAKE in late July. We think these special paddling events could provide the new Novice Team paddlers with a fun introduction to paddling -- with a chance to get on the water with experienced SAKE paddlers. In addition to getting them excited about their first festival, we might also help a few of them get "hooked" and entice them to consider joining a SAKE team early. Since Pam has volunteered to serve on the Membership Committee, this concept -- if supported -- might be fleshed out with Ilana and that committee.

Thank you so much for your invitation to join the next board meeting!

## Some background for the new board members that we highlighted in our January update--

### Seattle Celebrating Life! Dragon Boat Festival

Saturday, Sept. 4, 2010

Stan Sayres Park

[www.seattledragonboatfestival.org](http://www.seattledragonboatfestival.org)

- **Festival includes Rec Division and Novice Division.** Rec Division includes categories for Mixed, Mixed Seniors, Women, Youth (13-18 years) and Women Survivors. Novice Division includes categories for Corporate-Sponsored teams, Health Care-Sponsored teams and Community teams.
- **Change to Novice Division:** As noted in January, we made these changes after consulting 7 SAKE members who have coached or sponsored novice teams for several years: **1)** Novice teams may consist of up to 20 members, but only 16 will paddle in each race. This change will enhance recruitment and increase safety on the BuKs. **2)** Only two experienced paddlers may be included on the roster. **3)** Coaches, with many volunteering year-after-year from SAKE, will train a caller from those on the team roster. These latter two changes will minimize the impact on SAKE teams that want to support a novice team and also compete in the Rec Division.
- **Several improvements** are underway, based upon feedback we sought from last year's participants, PDDBA and others: 1) Stan Sayres offers good viewing, calmer water conditions and permanent docks. 2) We are seeking RFPs for technical support, including race course set-up, officiating and marshaling.

## Additional updates--

- **Technical Support** - We are reviewing proposals for technical support and will be able to offer an update on who we have selected later this month.
- **Food Vendors** - We are partnering with Hungry Paddler to manage 3-4 food booths at the festival. They are donating a portion of the proceeds to TSNW. Hungry Hungry Paddler is a small business started by Troy Nishiskawa (a founding SAKE member and member of SSPO) and Minnie Fontenelle (member of Hot SAKE and SSPO).
- **Leadership roles filled** - We are excited that several of our leadership roles are filled. Many long-time supporters of TSNW, who are also SAKE members, have stepped up to make this year's festival a success, including Koichi Kitazumi, Hai Tran, Mika Imori, Cheri Rutherford, Lesley Blythe, Judy Leede, Curtis Lu, Anne Chinn, Mary-K McCoy, Marti Williamson and Eric Broberg.
- **Partnership with Flying Dragons** - Under Lee Bjorkland's leadership, many members of Flying Dragons have volunteered to recruit and sponsor four novice teams. They see this as an exciting opportunity to recruit new members.
- **Partnership with TDBA** - TSNW is working with TDBA to form a new survivor team in Tacoma. Our relationship will be similar to that with SAKE, giving us an opportunity to support survivors in the Tacoma area. TDBA and TSNW have already

begun some recruitment efforts in Tacoma; nearly 40 survivors have responded thus far. TDBA is planning to launch this team into competition at the Seattle Festival.

- **Tracking Festival Members Who Have Joined SAKE** - SAKE volunteers have played a critical role in supporting novice teams in the past. Thus, we have begun to create historical records to track novice team members who have later joined SAKE. Although we have not finished this work, and realize it will be incomplete for the early years of the festival, so far we have identified *at least 34* paddlers who were introduced to dragon boating through a novice team and subsequently joined SAKE. Last year, we invited novice participants to identify their interest in learning more and over 40 novice paddlers were sent information about two SAKE recruitment paddles. With some new board members involved in membership and PR, we'd be happy to explore new ways of working with you on this.
- **Festival Web Site Has Potential to Generate New Members** - Our new web site [www.seattledragonboatfestival.org](http://www.seattledragonboatfestival.org) has many new features. One feature is to offer paddlers who are not connected with a team to be linked with one. Thus far, two experienced paddlers have contacted us about being linked to a team. We are referring them to Ilana and also Flying Dragons to find out more about joining a local club.

## Requests--

1. **Develop Plan for Scheduling Practices/Tillers for Novice Teams during late July/August** - Hai has volunteered to coordinate our practice schedules for the SAKE boats and identify SAKE tillers to assist. We'll work with Hai to develop a plan that focuses on those days/times when SAKE boats are more available.
2. **Use SAKE's BuKs for the Festival** - Are the two BuKs available to rent for the Seattle Festival? If so, we need them delivered to the festival site on Friday, Sept. 3rd by 7p.m.; they will be ready for the return trip back to the SAKE dock after the race concludes at about 5:30p.m. on Saturday. What is the daily rental rate for the two BuKs, PFDs and paddles for one day? If you'd like, we can seek a volunteer from SAKE to coordinate details of the boats' transport between Hai or Tavo and the Race Coordinator.
3. **Confirm How Novice Teams Can Access BuKs** - Flying Dragons is offering the novice teams they sponsor three free practices in the BuKs. Historically, SAKE has offered two free practices. We'd like to be able to offer novice teams that are sponsored by SAKE three free practices as well, with at least one of the free practices in the BuKs. Although we know most teams will only take advantage of two practices, some will choose to have a third. Plus, since not all team members have been able to make both practices in the past, offering three may give the novice team a greater chance of getting everyone together for at least one practice.

We appreciate the past support of Club SAKE, and dozens of members who have contributed to the success of this event in so many ways, over the past six years. With the new SAKE Board recently initiated, we welcome an opportunity to meet with you, share any additional history about this event that is helpful, and ensure that TSNW's partnership with SAKE continues along a path that is mutually beneficial.

Let me know if you have questions or you'd like to us to join a future board meeting.

Thank you,

*Pam Smith Mentz, Bette Beck and Denise Johnson*  
***Chairs, 2010 Seattle Celebrating Life! Dragon Boat Festival***