

Club SAKE Board Minutes
Meeting Date: November 23, 2008
Location: Gordon's's (4007 146th Ave SE, Bellevue)

Present: Matthew Goossen, Curtis Lu, Eric Broberg, Gordon Hom, Bill Traub, Karin Carmignani

Absent: Anita Steele

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
1. Approval of Minutes	<ul style="list-style-type: none"> • 9/28/08 (resend) and 10/26/08 	Action: Approved		
2. Clarification of Board Officer Roles and Communication Standards/Expectations	<p>As a result of a recent misunderstanding and miscommunication, Board members were asked to review the Bylaws regarding the specific duties for each of the Board positions, and to remember to be respectful in giving feedback to each other if have an issue or concern about how duties are, or are not, being performed.</p> <p>The Board also discussed communication standards/expectations, including:</p> <ul style="list-style-type: none"> ➤ Consider the tone of the communication you're sending ➤ Consider whether it's more appropriate to follow-up with the individual vs. the whole Board. ➤ Consider if "reply all" is appropriate ➤ Be clear when making a request and the timeframe you need a reply. If you don't receive needed reply, can escalate as appropriate. ➤ Do involve whole in communications as appropriate 	<p>Action: --</p> <p>Follow-up: Add Bylaws document to the Club Sake website</p>	Curtis	
3. Follow-up: Volunteer Bill and Company Matching Funds	The Board continued the discussion of the Company Matching Funds issue (how much goes to a team vs. the Club) and how to handle volunteer hours for team coaches (i.e., Dena S.	Action: Board decision— Matching Funds go to the Club (??)		

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3. con't	<p>Request for money to go to Vintage). The Board reviewed the Club Sake Non-Profit Handbook, which addresses Board members and Team Captains, but not coaches—personal donations can be directed to a team, but company matching dollars go to the Club, since that money helps fund the Club that everyone benefits from and is used to help keep costs down for everyone.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Question: add coaches and specific number of hours to the Handbook? Decision: keep the Bill as it is. If question comes up about coaching hours, will do our best to verify (is honor system of coach to accurately report hours) • We (Board Secretary) need to keep a log (sign in sheets) and track volunteer hours for need-based Club projects/volunteer requests (like boat repair work party) 	<p>Follow-up:</p> <ol style="list-style-type: none"> 1. Send copy of “Club Sake Non-Profit Handbook” to Board. 2. Draft an e-mail for Anita to send to Captains to remind how matching funds are allocated. 3. Communicate the Club’s process/policy to Dena Singleton <p>*Confirm/clarify terminology and policy at next meeting</p>	<p>Eric</p> <p>Eric</p> <p>Matthew</p>	
4. Follow-up: Treasurer’s Report on 2008 Budget Status (Eric)	<p>Eric provided an update on the budget status (budget handout), noting that we’re reasonably on budget, with some +/- in some accounts. He also noted that we’re down on membership (last year 300, this year 240), but the Matching Funds offset it (and need to get back to the roster verification).</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Gordon commented that the PR money will be spent in the next couple of months to have the sandwich boards made (Fast Signs). • Bill commented we won’t be buying the boat covers after all (will use less expensive safe pump system). • Suggestion to set a rental rate for the trailer (future agenda item) 	<p>Action: Motion and Board approval to create another budget account line for hosting</p> <p>Follow-up:</p>		

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4. con't	<ul style="list-style-type: none"> The possible leasing of space for the boat repair (estimated \$400/mo) is a special expense so will have a Board vote 			
5. Follow-up: Report on Sake 1 Repairs and Winter Plan for Other Boats (Bill)	Bill gave an update on the Sake 1 repair situation, noting that some warehouse space may come available at \$400/month—might need the space a couple of months to get the repairs to Sake 1 and the Purple boat, as well as pull out two boats for antifouling paint. He also noted that instead of purchasing the boat covers, will use part of the \$1,000 repair fund for a pump solution. He will keep the Board updated via e-mail his spending for repairs.	<p>Action: ---</p> <p>Follow-up: Update on boat repair progress</p>	Bill	
6. Review of 2008 Board Workplan for Items to Complete by Year-end/Early 2009 (before March election)	Each Board member provided a status update on their area of the 2008 Sake Board Workplan.	<p>Action: ---</p> <p>Follow-up: Each member to continue to complete pending items</p>	All	
7. Confirm Schedule of Remaining Board Meetings	Discussed timing/rescheduling of remaining meetings to allow planning for the March 3 Annual meeting and elections.	<p>Action: Changed meeting dates to January 11 (at Curtis' house) and February 8 (go out to dinner for departing Board members?)</p> <p>Follow-up: Plan for Annual meeting and elections at January meeting.</p>		
8. Other Business	<ul style="list-style-type: none"> Matthew discussed his idea for an inter-squad event between March-April as a kick-off to the season. 	<p>Follow-up: Clarify the detail and logistics of in being an event (internal vs. external event).</p>	Mathew	
	<ul style="list-style-type: none"> Outgoing Board members need to write up a transition document for the next person. 	<p>Follow-up: Write transition</p>	Bill, Eric, Curtis	
Next Meeting	Sunday, January 11, 6:00 p.m. at Curtis' house			

Adjourned: 8:55 p.m.