

Club SAKE Board Minutes
Meeting Date: November 29, 2009
@ TSNW Office

Present: Dave Mentz, Peyton Gaunt, Anita Steele, Karin Carmignani

Absent: Matthew Goossen, Hai Tran, Gordon Hom

Agenda Topic	Discussion Summary	Action and/or Follow-up	Lead/Assignee	Due Date
1. Approval of Minutes	Review of follow-up items from 10/25/09 Minutes: <ul style="list-style-type: none"> • Invite Samay and Lak to January meeting re: Youth team update/support • Corporate sponsorship program/brochure issue—pending future action (maybe next Board PR person). • Redesign of Club Sake website—need to get that need (need a status update and a deadline for completion). 	Action: Approved		
2. Vision for 2010 Seattle Race and Beyond	Summary: Guest Koichi Kitazumi shared some comments about the 2009 event and what is necessary to make a successful event in the future, including the need for an organization and structure (i.e., some paid staff, not just rely on volunteers) to put on the event, and need broader community ownership, not just Club Sake to put it on. To be successful, need to focus on growing number of teams (100) and more sponsorships (lots of little ones vs. 1-2 major ones).	Action: --- Follow-up: ---		
3. 2010 Waiver/ Membership form (Gordon)	Summary: Gordon explained the revised form and requested Board approval. Discussion: <ul style="list-style-type: none"> • Discussed opt-out issue: decided there should not be an opt-out option—need to be able to communicate directly with members 	Action: Approved revised form with additional edits Follow-up: 1) Make the additional edits and forward to Anita (Club Sake News) and Curtis (post on website), 2) Send reminder to Captains re: new	Gordon Anita	

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3. con't	(within Board rules for communication) <ul style="list-style-type: none"> • Miscellaneous edits: add new team, cell/home phone but don't need address 	Waivers and membership dues are due for 2010		
4. Bylaws and Board Position Descriptions	<p>Summary: As discussed at the previous meeting, need to update the Bylaws to clarify the Board positions and description of specific duties for better role clarity and understanding of what need to be doing. Board members present at the meeting discussed and made suggestions for some redistribution of duties, but since three Board members were absent, will need to get their feedback about any changes to their positions.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Discussed and distinguished level of detail in the Bylaws versus in the “position description,” which is less formal than the Bylaws document • Discussed possible changes to Equipment Manager position to lessen the burden/ amount of work required of that position • Discussed addition of some membership related duties to PR position (Membership/ PR Manager) • Discussed proposal to change VP to President-elect position (1 year as President elect, moving into President position for 1 year) 	<p>Action: ---</p> <p>Follow-up: Update the draft Position Description with the suggested changes and send out again for review and feedback from absent members. Finalize and vote on revisions.</p>	Karin	
5. Plan for January Extended Board Meeting	<p>Summary: Decided not a big enough agenda to have an extended Board meeting in January, but should send e-mail to Captain's to get feedback on some things, including: format for annual meeting (longer potluck social or shorter meeting only), and the idea of VP changing to President-elect position. Will have regular Board meeting on 4th Sunday (January 24).</p>	<p>Action: ---</p> <p>Follow-up: Draft communication to send to Captains; Anita to send out and collect the feedback.</p>	Dave Anita	

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6. Plan for March 2010 Annual Meeting and Election	<p>Summary: Confirm Annual meeting date/time/location—will depend on feedback from Captain’s on which option would likely be most well attended.</p>	<p>Action: ---</p> <p>Follow-up: Dave to draft communication for feedback re: preferred meeting format (per above item), and draft election process timeline.</p>	Dave	
7. Miscellaneous Business/Updates	<ul style="list-style-type: none"> • Proposed rule change re: non-Sake members racing with Sake teams (see Peyton’s e-mail re: suggested language) • What to do with the carabiners (Bill currently has them in home garage and needs Board decision on what to do with them) • 	<p>Action: Board approved rule change</p> <p>Follow-up: Update Rules & Regulations document</p>	Karin	
Next Meeting	No December meeting January 24 th (usual 4 th Sunday)			