



Sammamish Rowing Association
Board of Directors Meeting Minutes
April 29, 2020
Special Meeting

Board members present	Staff members present
Alice Detwiler	Mark Davis
Andy Lynch	
Ann Creighton	
Dee Walker	
Jennifer Teschke	
Paul Colvin	
Scott Winter	
Sunrise Swanson Williams	
Susan Cameron	
Tanya Bumstead	
Yvonne Cote	Guests
Board members absent	
John Kelly	
Heidi Kelly	
Bill Spencer	

Meeting called to order via video conference at 7:11pm.

Member Check-In – Dee

- Dee posed two questions for each board member to consider while managing through this pandemic:
 - o What does success look like?
 - o What are the top three priorities for achieving success?
- Each member responded to the questions and provided input describing successful management outcomes and priorities for achieving them.
- Common themes centered on health and safety, and retaining coaches, cash and customers.
- Tanya will compile an abstract of the responses.
- Members who prepared written comments should email them to Tanya.

Past Minutes: The date on the previous minutes should be corrected to April 15. Subject to this amendment, **Motion** to approve the previous minutes proposed by Scott, seconded by Alice and unanimously approved.

Communications Project—Susan, Ann and Yvonne

- Dee noted that success includes keeping members engaged and the communication committee has excelled in that mission.
- With the extended shutdown, there is limited novel content to report. The weekly email will move to a bi-weekly format.
- Mark will supplant the communication with a bi-weekly email update from the ED (alternating weeks with the communication committee's email in order to maintain weekly engagement).
- Any relevant updates regarding reopening status or clarification about how government regulations impact our operations should be sent immediately and not held for inclusion in a regularly scheduled email.

ED Report – Mark

- No update regarding the PPP and EIDL loan applications.
- He has responded to members' questions about staff furloughs.
- Dee raised the need to communicate with members about the club's financial status. The board discussed the scope and timing for this message. Mark will write this communication and include an update about how often the board has been meeting and the work underway.

Finance Forecasts – Jennifer

- Jennifer presented an updated estimated cash flows report, showing ending cash based on the shutdown continuing through December 2020 and May 2021.
- To date \$38k in refunds has been processed.
- The middle school season has been canceled. Anne is contacting these families regarding refunds/credits to a future program.
- \$55k in credits is still pending. Potential refunds are still looming (\$24k for May and \$26k for June).
- The committee's immediate focus is ensuring financial viability.

Reopening Plan Project Status – Mark

- Mark has been communicating with EDs at Pocock, LWRC, Green Lake and Mt. Baker.
 - o Green Lake has tentatively slated summer programs for team boats (8+s) to start June 22.
 - o Starting May 5, Pocock and LWRC will allow use of private singles (and doubles for family members). An online reservation system will limit numbers at the boathouse and dock. Both clubs have many more private boatowners than SRA (100-125 private boats at each).

- Our facility is part of Marymoor Park and is governed by King County, therefore not included in the governor's May 5 opening of boat ramps.
 - o Mark asked Marymoor Park about their reopening plan and they do not yet have a plan.
- Reopening might look like the reverse of closing (the last to row were privates; the first to row might be privates, and then IRC singles).
- Mark has consulted Simon about what singles are available and their condition. He will ask Hudson, Maas and Pocock what options we have for adding to our 1x fleet. He will also ask Hudson what cleaners are safe to use on our boats.
- Ethan is evaluating whether our current system for signing out small boats can be repurposed to serve expanded reopening needs. Susan noted that a record of equipment use would enable illness tracing if needed.
- Susan suggested offering 1x sessions to add revenue and employ staff. Sessions could be organized by ability to include beginner through experienced scullers.
- Mark will ask our insurance company about reopening risks.
- Andy asked why private boats had to be relocated outside if owners wanted to use them during the last phase of closing the boathouse. Mark explained that limiting boathouse access was to protect staff, who were still coming in to work. This same protocol will apply as we reopen.
- Dee will recruit help for Mark to generate a plan to address access, safety and finances.
 - o Dee suggested Mark send an email to members advising that the board is working on a reopening plan.
 - o The board will determine the financial components and the numbers allowed at the boathouse.
 - o Mark, Liza and Ethan will develop a housekeeping protocol for equipment and the facility and present to the board for review.
 - o The board should approve the complete reopening plan.
 - o Mark will share the reopening plan draft with board members by May 11 for review in advance of the May 13 board meeting.

Each board member was asked to contribute 3 suggestions or resources to include in preparing the reopening plan. Tanya will collate the suggestions by tomorrow for Mark's review.

Next meeting: May 13 via video conference. Alice will send a Teams invite. The only agenda item planned is reviewing the reopening plan. It will be determined then whether to postpone the next regular board meeting or conduct the meeting on May 20 as scheduled.

Meeting adjourned at 8:35pm.

Issued April 29, 2020 by Tanya Bumstead, Secretary of the Board