



Sammamish Rowing Association
Board of Directors Meeting Minutes
July 15, 2020

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

Meeting called to order via video conference at 7:02 pm.

Welcome to all attendees.

Dee reviewed the board's definition of success and key priorities for managing during the crisis. Mark was quoted in the recent issue of *Rowing News* magazine, reflecting well on his leadership and SRA's reputation.

Past Minutes: Motion to approve the June 17 minutes proposed by Alice, seconded by Heidi and unanimously approved.

ED Report – Mark

- Step 3 began July 6 with coached sessions. Between masters, juniors, IRC and private boat owners, there have been an average of 70 singles scullers on the water on Mondays and Wednesdays.
- Registration for Step 3 reached capacity in just over one day. While the response is exciting, it is frustrating to be unable to meet membership demand.
- The arrival of the new singles will boost programming capacity. The two Hudsons will ship July 24; two Maas will arrive late July and two more late August. Mark noted he has never seen such fast turn around on boat orders and credited the work of the equipment committee in formalizing the equipment plan and building manufacturer relationships.
- There is no specific language in state regulations regarding what size boats can be rowed during the phased reopening. Mark is collaborating with coaches statewide and the NW Rowing Council to draft a letter requesting approval for rowing 2-/2+. They will wait until Covid numbers improve before making the request.
- 20 ergs have been rented and there are 25 left in the building.
- Marilyn Polis is stepping down as bookkeeper. She has been extraordinarily helpful during the ED transition and will be missed.
- Registration for the August session will open the week of July 20. It will be similar to July programming but with more boats.
- Coaches will meet next week to plan fall programming, which will likely still be in singles.
- Mark was asked about adding a 7-9am session on Tuesday/Thursday. This time was reserved for IRC members to preserve the value of their IRC membership. Mark was also asked if weekends could be added to the schedule; this is a possibility if there is demand and staff availability.
- Paul's July/August revenue report and projections will offer additional data points to inform future programming models.

Finance Committee—Jennifer

- Jennifer reviewed the highlights of the finance report.
- Jennifer recommended planning recognition for Marilyn as she steps down as bookkeeper.
- At the end of the year Paul will roll off the board and Jennifer's term as treasurer will expire.
- Planning for the 2021 budget should begin now. Working remotely, losing key finance committee members and forecasting the uncertainties of revenue if we remain in singles are all factors that point to the need to begin budgeting early.
- Dee asked for clarification about the \$40k variance in revenue from projections. Jennifer will clarify with Marilyn to be sure that the revenue the PPP team anticipated is accurate.

EIDL Update – Mark

- SRA was awarded a \$10k "grant" as part of the EIDL. This amount goes against the PPP forgiveness amount so it is a wash. The funds are in the same separate account as the PPP funds.
- The EIDL loan that was offered will not be accepted as it is not needed.

Mark had been enrolled in a non-profit management course at GWU. UW offers a three-quarter non-profit management certificate program where he can finish this training. It runs September 2020 to June 2021 and meets on Wednesday evenings, which conflicts with scheduled board meetings. All board members are available to change board meetings from Wednesdays to Mondays to enable Mark to attend the meetings. Beginning in October, board meetings will be held the third Monday of the month. Tanya will work with Mark to update the calendar and website in September once the class is confirmed. Dee suggested SRA consider including the \$4k tuition in the budget.

Covid-driven Forecast—Paul

- Actual revenue was below projected by \$3k in June and \$14k in July, trending to about \$50k under by year end.
- Reported revenue is somewhat delayed by processing through Active. Sometimes revenue comes in the month after registration, making it difficult to compare to financial projections.
- Because we run on a cash basis, there will be better data to analyze in September and projections can be refined. This will help inform how to structure future programming.
- Mark noted that each single generates \$2k/month so revenue will improve as new boats arrive.

Communication Project – Susan reported that with programs now running there is less need to send supplemental communication to members. The team has shifted focus to assisting Mark with sending out updates and serving as a resource for his publishing needs.

Equipment Committee—Scott

- Scott asked Mark if he'd received any member feedback regarding revisions to the equipment plan, specifically not purchasing eights now, and no member concerns have been voiced.
- Dee commended the committee's work in proactively building relationships with Hudson and Maas, noting that they're proving especially valuable now.
- Scott said Hudson's customer service was a deciding factor when they evaluated manufacturers. Super-quick delivery of the new singles confirms it.

Safety Committee—Andy had no safety issues to report.

Development Committee—John had nothing new to report.

Strategic Planning—Dee

- Yvonne will chair the committee and will be available to ramp up the committee in a few weeks. Ann and Susan will serve as members.

- Board members should consider what non-board members could serve on the committee and should assist with recruiting.
- Sunrise will assist with recruiting and with getting the committee started.
- Yvonne highlighted the need to have a junior parent on the committee. Heidi will assist with recommendations.
- Dee will connect with Yvonne to share additional thoughts.

Governance Committee--Alice

- Key board members will be rolling off the board next year. Paul has reached his term limit and Jennifer's term as treasurer will expire, although she will remain on the board for one year to assist with the transition.
- Bill has offered to serve on the committee.
- All board members should be prepared to support Alice in identifying and vetting committee members.
- The finance committee has the most acute need for members with specialized skills.

Staff Survey—Dee

- A staff survey was conducted 15 months ago.
- The survey was to be conducted again this spring. We should get back on track and run the survey by September, as staff has been dramatically impacted the last several months and we need their feedback.
- Members should contact Dee with ideas about what to survey and how.

The meeting adjourned at 7:55pm.

Next meeting: September 16 via video conference. Alice will send a Teams invite.

Issued July 16, 2020 by Tanya Bumstead, Secretary of the Board