



Sammamish Rowing Association  
Board of Directors Meeting Minutes  
March 18, 2020

Board members present	Staff members present
Alice Detwiler	Anne Corley
Andy Lynch	Eliza Dickson
Ann Creighton	Ethan Currie
Bill Spencer	Marilyn Polis
Dee Walker	Mark Davis
Heidi Kelly	
Jennifer Teschke	
Paul Colvin	
Scott Winter	
Sunrise Swanson Williams	
Susan Cameron	<b>Guests</b>
Tanya Bumstead	
Yvonne Cote	
<b>Board members absent</b>	
John Kelly	

Meeting called to order via video conference at 7pm.

**Welcome** to all attendees.

Due to the immediate need to respond to the COVID-19 crisis, on March 14 Mark, Dee, Heidi and Jennifer convened a pre-meeting to prepare an agenda for this board meeting.

The priorities for this board meeting were to identify action items, establish timelines and assign teams. Each team will determine how to accomplish its action items.

On March 19 Dee will send an email to inform all SRA members of the action areas that have been identified and what to expect next. Dee emphasized the need to provide regular, transparent communication with members and for the board to speak with one voice.

**Motion** to approve the previous minutes was proposed by Dee, seconded by Andy and unanimously passed.

Outstanding action items from the February meeting were highlighted:

- Mark and staff should update the org chart
- Governance Committee should review the bylaws and update as needed
- Strategic Planning Committee should recruit a chair and update the strategic plan

## **ED Report**

Mark walked through his report.

- Mark is thankful for SRA's strong, capable staff during this crisis.
- Mark has been conferring with EDs of other rowing organizations. He has a conference call with several PNW clubs scheduled for March 23 to evaluate what other clubs are doing and to share information during this unprecedented season.
- Fees SRA paid for events canceled due to COVID-19 will be refunded or credited for future use.
- The new truck and trailer have arrived safely at the boathouse. Mark commended Simon for completing the truck purchase without requiring funds beyond the \$30k truck reserve.
- Mark met with the City of Redmond regarding the dock. It is likely a new dock will remain the same size as the existing dock, and we should not anticipate a larger dock as a means to resolve congestion issues.
- Approximately \$139k was raised at the gala (including roughly \$10k in matching funds). All donors will receive receipts itemizing donations within the next two weeks. Everyone should be diligent in securing matching gifts.

## **Finance Committee**

Jennifer spoke about the recent priority to recover cash spent on canceled events and estimated eventually \$35-37k will be returned to SRA. While we are in a better cash position than at this time last year, there is an immediate need to develop a financial forecast to maintain short-term and long-term stability.

## **Community Health and Wellness**

- Mark, Heidi, Susan and Yvonne will immediately form a Communication Committee.
- The membership will be updated via a weekly email initiated by this committee. The first communication will be sent March 27. Mark will be the voice of this communication.
- It was noted that coaches have valuable relationships with athletes and their communication is particularly meaningful now. Coaches should reach out to their teams, to individual athletes, even to former rowers.
- Team captains should be recruited to help build community, keep teammates connected and share any specific needs via regular emails.
- Mark should be copied on all of the above communication.

## **Staff Responsibilities, Finances and Support**

- Jennifer and the Finance Committee will immediately focus on defining our position on fee refunds. Anne will forward her draft to Jennifer.

- The board recognized that our coaches and staff are our most valuable resource and it is our priority to retain the high-caliber team we have assembled.
- The Finance Committee will immediately evaluate financial projections related to staff pay and identify the range of SRA's capabilities in the short-term and long-term.
- The Finance Committee will investigate the additional resources available from the Dept. of Labor to support employees impacted by COVID-19.
- Additional members should be recruited to this committee if support or specific expertise is needed.

### **Facility and Equipment**

- Mark will pay bills and manage registration.
- Mark will maintain the facility and manage equipment maintenance.

There was discussion about identifying trigger points for responding to ongoing crisis updates from various federal, state and county agencies. For example, if schools reopen on April 27, how will SRA respond? Recommendations from these agencies should be synthesized to inform our decisions.

**Other committees:** No updates were presented as the board prioritized responding to the COVID-19 crisis.

### **To be reviewed at the next board meeting:**

- The email draft proposed by the Communication Committee in preparation for its distribution on March 27
- The Finance Committee's proposal for fee refunds and staff pay

The board thanked Alice and Bill for arranging the online meeting. All members should drop a note to Alice expressing what went well and what we can improve. It is likely there will be more video conferencing in the near future as we maintain social distancing.

All members should email their cell numbers to Tanya to facilitate communication. She will add a phone contact list in the SRA Drive. She will also add a folder for COVID-19.

**Next ONLINE board meeting:** March 25 at 7pm. Alice will send a Teams invite.

Meeting adjourned at 8:55pm.

*Issued on March 25, 2020 by Tanya Bumstead, Secretary of the Board.*