



Sammamish Rowing Association  
Board of Directors Meeting Minutes  
September 16, 2020

Board members present	Staff members present
Alice Detwiler	Mark Davis
Andy Lynch	David DeWinter
Bill Spencer	Alec Willett
Dee Walker	Elizabeth Larson
Heidi Kelly	Ethan Currie
Sunrise Swanson Williams	Eliza Dickson
Jennifer Teschke	Yulia Poltorak
Scott Winter	
Susan Cameron	
Tanya Bumstead	
Yvonne Cote	<b>Guests</b>
<b>Board members absent</b>	
Ann Creighton	
John Kelly	
Paul Colvin	

Meeting called to order via video conference at 7:01 pm.

**Welcome** to all attendees.

Dee reviewed the board's definition of success and key priorities for management during a crisis. He referenced Louis Pasteur's philosophy "chance favors only the prepared mind," highlighting the importance of preparation in achieving success.

**Past Minutes: Motion** to approve the July 15 minutes proposed by Bill, seconded by Scott and unanimously approved.

**Motion** to approve the “vote by email process” used to make, second and approve the August 24 motion regarding the change in Bookkeeper responsibilities made by Bill, seconded by Alice and unanimously approved.

Bill will evaluate incorporating the vote by email process into the bylaws. The governance committee will take up this topic at its next meeting.

### **ED Report – Mark**

- Step 3 continued in August programming, with 72 masters, 80 juniors and 20 IRC members rowing in singles.
- Rower numbers have steadily increased in direct correlation with the arrival of new singles.
- Coached programs began in September, with a higher coach-to-sculler ratio to give more of a team feeling, focus on skill building and improve safety.
- With all singles in use, no new IRCs were added in September. Ethan is managing equipment availability for current IRC holders.
- Staff is focused on safety. Simon began lighting the buoys.
- Mark will begin preparing the PPP forgiveness application in October. It is due no later than 10 months from when funds were disbursed (May 1).
- Mark applied for a small business grant from the City of Redmond (maximum value \$10k).
- Water intrusion has damaged the wall above the main entrance door. Simon secured a \$3k estimate to install an awning to prevent future damage. Dee recommended determining whether the leak resulted from a design flaw and suggested Simon investigate before moving forward with repairs that might mask the problem.
- Kermit Anderson donated a rack which will hold 8 singles/doubles in the meadow.
- The Kelly family generously donated two Maas singles, bringing our 1x fleet to 27.
- Marilyn Polis has retired as bookkeeper, and Yulia Poltorak has taken the reins.
- Alec Willett moved into the role of head girls coach. The position of novice girls coach will remain unfilled until we return to “normal” programming.
- Two junior alumnae have been added to assist with junior programs: Megan on the water, and Mia working with coxswains. Liza is proactively promoting coxswain engagement while everyone is rowing singles.
- Once we reach the USRowing guideline of a two-week average daily new case rate less than 50/100k residents, Mark and other local EDs will ask the governor for approval to move into pairs/doubles. With 9 pairs/doubles in our fleet, programming could be greatly expanded.
- The September session was extended one week to compensate for missed days on the water due to smoke.

### **Finance Committee**—Jennifer

- Jennifer reviewed the highlights of the finance report.
- All new singles are paid for and no other boat purchases are planned for this year.
- All refunds have been issued; now we're just working down the credits.
- Marilyn has generously offered to remain available post-retirement to assist with additional training for Yulia.
- Paul will be rolling off the committee and Jennifer has reached the end of her term. Jennifer plans to remain on the finance committee and Paul has identified a potential treasurer for next year.
- Further dock studies have been halted and Mark will follow up on reimbursement for expenses already paid (roughly \$10k).
- Mark anticipates October programming will be similar to September; November and December will likely have less programming as conditions become colder and darker. He and Liza are evaluating November/December options.
- Mark is analyzing additional revenue streams such as online workouts and erg rentals.
- Dee pointed out that the projected cash balance is at risk depending on programming and discussed sharing the financial picture with membership.
- Dee asked if the \$21k insurance line item expense is accurate, and if the sum could be paid quarterly or biannually. Jennifer will investigate.
- The consensus of Paul's Covid-19 sub-committee was that cash numbers continue to be sufficient as currently budgeted for now, but budgeting will be trickier as we move into November/December/January.

**Communication Project** – Heidi had nothing new to report. She will work on getting a handle on finances and how to talk about them.

### **Equipment Committee**—Scott

- Scott will meet with Simon to review the entire equipment plan and evaluate where we are, specifically how the influx of singles impacts the plan. He will present a report next month.
- Dee pointed out that solid knowledge of where we are and where we should be is fundamental to fundraising.
- Reconciliation of the equipment plan should include resolving commitments made for boat naming rights.

**Safety Committee**—Andy had no safety issues to report.

**Development Committee**—Nothing reported.

### Planning—Yvonne

- Over the course of 3 meetings the committee reviewed the existing plan, defined cornerstone values, fleshed out a mission statement and began a SWOT analysis.
- Dee commended the preparation that preceded the meetings.
- Yvonne anticipates the revision process will include board review and feedback before the new strategic plan is finalized and published.

### Governance Committee—Alice

- Alice and Bill met to identify governance needs.
- Board members should promptly respond to Alice's recent email request for information about current and future roles and expiring terms.

### Critical Planning—Dee

#### IRC Program

- With a solid cleaning protocol and equipment tracing system in place, boathouse access for IRC holders can be expanded to include hours when the boathouse is not staffed.
- Unrestricted access will begin as soon as a separate door code is created, likely before October programming begins. Mark will notify current IRC rowers of the expanded access.
- New IRC registration can resume at the same time, as access during non-programming hours will expand equipment availability. Mark will confer with Ethan and Anne to establish IRC pricing and set up registration.
- Coached programs will continue to have priority for equipment.
- Mark will email past IRC holders to promote new sign ups. Dee suggested including time windows showing equipment availability to avoid disappointment.

#### Staff Survey

- Mark will work with Liza and Ethan to begin drafting a staff survey.
- Dee has shared with Mark the successes and shortfalls of the survey conducted 15 months ago.
- Mark will have an update in a few weeks.

#### 2021 Fundraising

- Dee discussed rethinking our approach to fundraising, noting that development will be vital going forward.
- Susan added that we shouldn't depend on one major event a year.
- Dee recommended blending traditional fundraising (the gala, to fund equipment) with big-picture fundraising to provide long-term financial security for SRA. He will connect with Mark and others to explore how to accomplish this.

- Elizabeth is preparing to launch an online auction mini fundraiser featuring naming rights. She warned of donor fatigue with multiple fundraising events.
- Members with fundraising expertise could make a large impact and should be recruited.
- Dee suggested establishing endowment funds for long-term stability. He supports continuing the gala tradition, even if it's different.
- Jennifer noted that this year, in particular, fundraisers should identify where the funds will be spent.

Dee will be asking for help preparing for the 2021 annual meeting. Planning will include when, where and how to conduct the meeting.

Mark is waitlisted for the UW non-profit course, so at present there is no need to move board meetings to Mondays. The original meeting schedule stands.

Dee thanked staff, coaches and board members for attending tonight's meeting, and offered encouragement to those juggling multiple stay-at-home responsibilities.

The meeting adjourned at 8:38pm.

Next meeting: October 21 via video conference. Alice will send a Teams invite.

*Issued September 16, 2020 by Tanya Bumstead, Secretary of the Board*