



Sammamish Rowing Association
Board of Directors Meeting Minutes
October 19, 2020

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

Meeting called to order via video conference at 7:03 pm.

Dee welcomed and checked in with each attendee.

Dee reviewed the board's definition of success and key priorities for management during a crisis, noting the significant progress made by the club in recent months. He emphasized the continuing need to prepare for curveballs outside our immediate control, referencing a quote in the recent Rowing magazine, "In a crisis we do not rise to the occasion, we sink to the level of our training."

Past Minutes: Motion to approve the September minutes proposed by Yvonne, seconded by Heidi and unanimously approved.

ED Report – Mark

- Step 3 continues in October programming, with 54 masters, 90 juniors and 5 IRC members rowing in singles. Programming now includes Saturdays for both juniors and masters.
- Junior numbers remained steady from September, while masters dropped significantly.
- Mark will distribute a masters survey next week to determine how to structure programming to best serve members and improve numbers.
- Mark thanked Dee and Yulia for their help with the City of Redmond grant application, which yielded \$7500 to be used on expenses not funded by the PPP.
- The online auction of naming rights for 5 singles raised just over \$9k. Simon is in the process of putting names on boats and christening ceremonies will be held in the next few weeks.
- On October 6 Governor Inslee updated guidelines to allow team practices in groups of six. Mark, Liza and Ethan plan to continue moving slowly in the reopening process, and will offer rowing in 2x/2- (for rowers already registered) beginning October 26. Alice asked why our approach is more conservative than the governor's and the programming of other local clubs. Mark responded that taking a slow approach has been beneficial because: (1) we have not needed to roll anything back since reopening; (2) there has been no virus outbreak in the club; and (3) the protocols have worked very well. If the move into 2x/2- next week goes well and county numbers stay low, he plans to continue the reopening expansion.
- The boathouse will close the week of November 23 for Thanksgiving break. Winter programming will begin November 30.
- Heidi reported that the staff survey will be distributed in mid-December after programming has wrapped for the year. She highlighted the importance of regularly seeking staff feedback about not only satisfaction but also topics such as the equipment plan, safety, and where we are as a whole. The end of year survey should be conducted annually.
- Andy asked Mark what is planned for winter session, when we usually anticipate many practices on land during inclement weather. Mark indicated that December may be an IRC month, with a coach on the water during a 2-hour window Monday-Friday so rowers could come to the boathouse as weather permits.
- Susan noted that winter presents an opportunity to start building momentum with training programs and team building even if not tied to revenue. Mark said erg rentals will be accompanied by a training plan.
- Dee noted the many insightful questions about programming raised by the board and commended Mark and the staff for their thorough analysis and sound planning.

Finance Committee—Jennifer

- Jennifer reviewed the highlights of the finance report.
- Financial statements are now presented directly from QuickBooks versus pulling in reports and reformatting them in Excel. Jennifer reviewed a document describing each QuickBooks statement to bring the board up to speed with the new reporting.
- The successful 1x programming has delivered strong revenue numbers this month.
- In spite of many months with little revenue, we are pulling through. The PPP extended the financial runway.
- The Covid forecast now runs through June.
- Yulia confirmed with the insurance broker that the premium can be paid in monthly installments. Mark has reached out to the broker to ask if our premium can be lowered given that half of our facility and equipment are currently unused.
- The 2021 budget draft will be presented at the November board meeting.

Communication Project – Heidi

- Heidi noted that with members back at the boathouse and coaches keeping teams informed, normal communications are picking up and the communication team is no longer needed.
- The communication team will remain on future agendas so it stays visible but no report is expected unless needed.
- Heidi's team will be pulled in to assist with communicating fundraising needs.

Equipment Committee—Scott

- The 2020 equipment plan will be deferred to 2021.
- The committee should update Jennifer and Mark regarding the financial impact of the deferral so it will be reflected in the 2021 budget.
- Dee asked if naming rights secured at the gala are accounted for. Scott will confirm with Elizabeth and ensure all naming rights are recorded before he rolls off the equipment committee.
- Alice asked if there is a plan to trade naming rights for a boat not yet purchased to a boat that has been purchased. Mark indicated there is no plan to trade boats, and confirmed that members will have naming rights when their boat eventually arrives.
- Yvonne asked if our current fleet is adequate to support the eventual expansion into rowing 4x/4+ boats. Mark reported that we have 14 – 4x/4+ and 12 – 2x/2- in our fleet.

Safety Committee—Andy had no safety issues to report.

Development Committee—Nothing reported.

Strategic Planning—Yvonne

- The committee reviewed the 2017 strategic plan and identified the need to update the mission statement, values, goals and SWOT analysis.
- Yvonne walked through a readout of the committee's work to date.
- Alice asked why the committee is changing the mission statement. Yvonne said it is not our mission to be a national role model.
- Dee suggested we plan another committee update at the next board meeting, and recommended scheduling a special meeting in December to review and approve the new strategic plan. Alice advised planning more time to review the proposed plan and process feedback. Dee said the board will discuss this in the November meeting.

Governance Committee—Alice

- Alice has heard from most board members regarding term expirations and committee positions.
- She asked for board nominations by next week. She will contact candidates to recruit and vet.
- The board is seeking diverse representation from all teams, members who will take the responsibility seriously, are willing to invest the time, are thoughtful and dedicated to the club, and possess leadership potential. There is an acute need for finance expertise. Skills in HR, business, management, safety, communication and strategic planning are valuable.
- The bylaws do not address when a slate of candidates should be presented to the general membership but Dee asked that the slate be made available at least one month ahead of the annual meeting.
- Dee asked each board member to provide Alice with two potential candidates and recommended positions by October 26.

2021 Annual Meeting Schedule and Plans—Dee

- The 3rd Monday in January 2021 is MLK day. Dee recommended moving the board meeting to January 25 and scheduling the annual meeting on February 1.
- Paul suggested discussing timing for the 2021 gala and brainstorming how it could work at the next board meeting.

The meeting adjourned at 8:42pm.

Next meeting: November 16 via video conference.

Issued October 21, 2020 by Tanya Bumstead, Secretary of the Board