**DRAFT Seattle Canoe & Kayak Club Board Meeting Minutes**

**July 28, 2020**

President Steve Wort called the virtual Board meeting to order at 7:09 pm. In attendance were: Eli Holmes, Gerrie Hashisaki, Steve Wort, Cynthia Cozza, Justine Barton, Tracy Landboe, Tami Oki and David Jennings.

Minutes for February and June 2020 Board meetings were reviewed, discussed briefly and approved.

**Finance** (Gerrie). In March the ARC Board cut key personnel to .75 pay x 6 months., which included daycare and preschool directors and asst. directors, enrichment program administrators, and ARC admin staff. ARC did receive a PPP which covered pay through June 12th. ARC is moving from an advisory council budget process to an organizational focused process per the ARC Operations team, i.e. the 2020 advisory council budgets will no longer be used by ARC. Continued payroll costs without revenue does not apply to SCKC, and we should continue to receive our individual financial reports, but they will be delayed -- Gerrie had not yet received June financials by our meeting date. The Total Fund Balance is $29, 407. We gave prorated refunds to members (approx. $3800), which will be reflected in a decrease in the TFB in June or July. Insurance is due in July, though Jason is working towards a different arrangement, which might decrease that payment.

**Fund Balance Going Forward**. Gerrie sent out an email to the Board on 7/21 that outlined her calculations for the remainder of the year, and proposed the Board consider moving some funds to the new boathouse account. The following is from that email and discussion by the Board.

In the last recession ARC rebalanced the advisory councils’ funds, taking 30% of many of the larger funds. Gerrie suggested the Board consider putting some SCKC funds now into the new boathouse fund, to ensure we keep our obligations to that effort. Gerrie stated that we have upcoming audit and insurance fees in July of $570 and $3,812. Office and fundraising fees are about $350. Any other expenses are usually related to regattas and coaching costs for the Frostbite Camp, which are zero this year.

The total expenses for the remainder of the year are $4,732 or $789/month. If we estimate the total refunds for the year at $3825 and take it from the TFB , this would leave us with a TFB of $24,109. This is less than we probably have, as we gave partial refunds. If we allow, $800/month for expenses for the rest of the year or $4800, this leaves a TFB of $19,309 at the end of the year. In a worse case scenario, we might have another year of no programs, the expenses for a whole year would probably be the same or say $5000 for inflation. We could put $10,000 in the boathouse fund and leave a TFB of $10,850, which would cover us for another year and still leave us funds for the trailer box repair, the container alterations, and start up costs in 2022.

6 month projection:

TFB (May) $29,407

-Refunds (July) 3825

TFB (July) 25,582

-Fixed Fees 4,800 ($789/month ($800)x 6 in 2020, $5000 in 2021)

TFB (Dec) 20,782

Boathouse 10,000

TFB (Dec) 10,850

A discussion ensued about anticipated costs. Dave commented that there must be enough in the TFB for unanticipated costs such as the container buildout, the boathouse buildout once the new building is completed, and for starting up programming again. An option for two phased $5000 payments to the new boathouse fund, once more is known about budget for the container buildout, was put forward. There was discussion about using the money versus stockpiling money for the future and how we fund our programs.

**Approval/Movement of $10,000 to New Boathouse Fund**. After the above discussions, it was proposed and seconded that $10,000 be moved from the SCKC ARC fund to the SCKC portion of the new Boathouse fund. Six voted for and one opposed.

**Fundraising for the New Boathouse**. Dave asked for clarification on the SCKC obligation to the new boathouse campaign. $200,000 was the original suggested figure/goal for SCKC, though there is no obligation to do that. Tracy went over the plan for fundraising efforts in September (to launch September 9th) to support the new boathouse – these were in the works in March and were derailed by the pandemic. We are going ahead with a two-week, online effort to current and alum members, to raise $50,000 – “the Eric Hughes Challenge”. Tami is working on finalizing the contact list. Jill is designing the club’s boathouse campaign page to have a kayak focus, and wording and links that are appropriate to our current and past membership.

**Summer Happenings Email to Membership and Alums**. The Board discussed this idea and suggested that a brief summer update go out in August to stay in touch with our community.

**Restarting and Funding Our Programs – A Retreat**. It was suggested that we take some time in October/November, which will not be as busy, to have a specific detailed discussion on how our programs are funded and how to restart our program when we have the go-ahead to do so.

**Green Lake Small Craft Center Report** (Tami). All permits are now in hand, with ground-breaking likely end of September.

The refund should have been $116 returned to members.

“Mission-essential functions” only are ongoing with work at shelters, boats ramps, child care centers. All grounds crews are working at 50% because there have been no seasonal hires.

In terms of clearing the old boathouse, all private boats and gear are out, all photos, etc. have been removed and packed away ready for container storage (yay Tami!).

Once containers have been procured and brought onsite, volunteers will be needed to build racks and move boats and equipment. This will require a Covid plan. Issues around using volunteers will be discussed with Jason at our next meeting.

Jason has been trying to promote programs, but nothing is planned for August, and likely nothing for the fall.

An Epic Legacy M is for sale at the club. Rivertown will buy Orions and Hawks in reasonable shape. There have not been recreational kayak classes (sea kayaks) in a long time and they are heavy.

No conversations/decisions made yet on selling/culling boats before we make the move to containers for storage. Eli, Steve and Jason will work on this month.

It was determined that an August meeting is needed. **Next meeting Tuesday, August 18th at 7:00 pm.**

No further business. The meeting was adjourned at 8:25 pm.