



## BBOP Board Meeting Minutes

February 6, 2022

**Our mission is to promote and perpetuate the sport and culture of outrigger canoe paddling in our community and throughout the Pacific Northwest. Our strength as a club is not only found on the water, but in our community.**

<b>Executive Board:</b>	<b>Meeting Date:</b>	1-2-22	2-6-22	3-6-22			
President	Blanche Bybee	✓	✓				
Vice President	Regan Levinson	✓	✓				
Secretary	Janice Lapsansky	✓	✓				
Treasurer	Sue DeBari	✓	✓				
Communications Director	Caroline Abbott	✓	✓				

### **Appointed Members:**

Head Coach	Kelly Abbott	✓	✓				
Equipment Manager	Ernie MacQuarrie	exc	exc				
Safety Coordinator	Barb Craig	✓	exc				
Racing Coordinators	Lane A. & Denise D.	exc	exc				
Membership Coordinator	vacant						
TeamSnap Coordinator	Paul Reavley	✓	✓				
New Paddler Coordinator	Bobby North	exc	exc				
Fundraising Coordinator	vacant						

**Guests:** none

- I. **Call to Order** Meeting via Zoom conferencing was called to order at 1704 on 6 FEB 2022 by President Blanche Bybee.
  
- II. **Review/approval of past meeting minutes:** January 2, 2020  
**Motion to approve** Caroline Abbott, seconded by Blanche Bybee. **Motion passes.**
  
- III. **Order of Business**
  - A. **Reports of Officers and Coordinators**
    - Safety Coordinator:
      - working on COVID protocol
      - Huli drill April 3<sup>rd</sup> 10:30am at Arne Hanna Aquatic Center
      - Mandatory completion to comply with insurance requirements; Barb will track completion of this requirement



- Equipment Coordinator:
  - replaced/repared canoe carts; more work needed on trailer; paddles sanded and varnished; keiki paddles lubricated; installed solar light in BBOP locker; new seat pads to be installed in canoes; radios checked
  - club maintenance day March 5<sup>th</sup>; VP to help recruit volunteers
  - Check with the Board/Equip Coord before dropping off donations in the BBOP locker
  - Check with the Equip Coord before making any changes to canoes
- Membership Coordinator:
  - TeamSnap coordinator (Paul R.) recruited to help Membership Coordinator
  - Member previously interested is no longer interested in a membership role this season – must recruit ASAP
- Head Coach
  - Assistant coaches recruited; meeting on 13 FEB 2022
  - New approaches and information for competitive teams and website
  - Developing agenda for first club meeting
  - Budget request: hiring Erica Quam to develop coaching skills and activities with Kelly – see Budget discussion, below
- Treasurer’s report: see Budget discussion in Continuing Action items, below
- No other Coordinator reports

**B. Action Item/s (sequence subject to change):**

- Winter paddling procedures **TABLED until August** Board meeting
- Determine important dates for 2022 season calendar
  - Feb 17<sup>th</sup> 7pm BBOP season kick-off meeting via Zoom
  - Coaches, Steerspersons, and Safety meetings in the works
  - Proposed practice days: T/Th/Sat for Competitive crews – Blanche will check with the CBC via Sean
  - Morning practices on weekdays as an option for Rec crews (open to anybody)
  - Old calendar (Google sheets) will be abandoned in favor of new, more detailed calendar developed by Caroline
- Develop ideas to increase volunteerism to support the club – **TABLED**



- 2022 Membership packet may be approved electronically before the next Board meeting.
- Include in future Bylaws revisions: clarifying term lengths and ensuring elections are staggered to maintain some continuity in Board membership

### C. Continuing Action Item/s

- 2022 Budget: (See Appendix A)
  - projected expenses \$17165, projected income \$19320
  - \$23,992.69 balance in capital savings account; \$4880.56 in checking
  - **Motion to approve** Blanche Bybee; seconded Caroline Abbott;  
**motion passes**
- Meeting **norms** discussed and approved (see Appendix B)
  - Publish on each agenda for future Board meetings and at the bottom of published meeting minutes
  - Publish on the website
- Rights and Responsibilities/Code of Conduct
  - **Motion to approve** Sue DeBari- Approve language and include in membership packet; seconded by Blanche Bybee; **motion passes**
- Small boat race (Feb 26th): per Jill, new information about registration available on Monday, Feb 7<sup>th</sup>; still need another safety boat; Pacific Multisports will provide timing chips; PNWORCA will provide hull numbers, as needed
- **Blanche** is convening two new Ad Hoc committees: 1) search for new/used canoe(s) for club, and 2) fundraising committee
  - **Kelly** joins canoe research committee
  - **Janice** will provide past fundraising information
- BBOP Roles and Responsibilities Ad Hoc committee report
  - Suggest remove “recruited from the membership” for appointed positions
  - **Motion to approve:** Janice - The BBOP Board establishes an emergency resolution for the 2022 season allowing appointment of qualified non-members to Coordinator positions (not to include Head Coach). Seconded by Caroline; **motion passes**
  - **Motion to approve:** Blanche- BBOP Board approves the duties and responsibilities that creates a membership team consisting of three positions for the 2022 season.; seconded Sue DeBari; **motion passes**



- **Membership Coordinator:** primarily responsible for returning paddler registrations and waivers; tracks payments
  - Remove publicizing events
- **New Paddler Coordinator:** emails from new paddlers; Demo day registrations and waivers
- **Team Management Software Coordinator (TeamSnap):** configures software for registration and payment, educates members and admins, and troubleshoots software problems
- **Motion: Motion to approve:** Janice- Accept the duties and responsibilities presented by the Ad Hoc committee with amendments (summarized below); seconded by Blanche; **motion passes.**
  - Add to President duties and responsibilities amending signature authority at the bank in January
  - Add to Secretary duties and responsibilities developing and collecting the results of surveys and electronic ballots, at the direction of the Board.
  - No recommended changes to other duties and responsibilities

**IV. Executive Session**

- N/A

**V. Laulima:** Please recognize the losses that our members have suffered over the past several months. Blanche will oversee scheduling a memorial paddle.

**VI. Good of the Order:**

- N/A

**VII. Adjournment and next meeting:**

Meeting adjourned at 18:52.

Next meeting: March 6, 2022 at 5pm.

**Appendix:** BBOP Board Meeting Norms

Respectfully submitted: Janice Lapsansky, BBOP Secretary, 06 FEB 2022



Appendix A: 2022 BBOP Annual Budget

	<u>JANUARY 2022</u>	<u>DECEMBER 2022</u>
<u>BANK ACCOUNT VALUES</u>	<u>TRANSFERRED</u>	-
	<u>\$7500 FROM</u>	
	<u>CHECKING TO</u>	
	<u>CAPITAL 12/31</u>	
	Capital account	-
	<u>(1/1/22) \$23,992.69</u>	
	Checking Account	-
	<u>(1/1/22) \$6268.39</u>	
	<u>(working budget)</u>	
<b><u>BBOP BUDGET</u></b>	-	-
	<b><u>2022 Budget</u></b>	<b><u>2022 Actual</u></b>
<b><u>Budgeted INCOME:</u></b>	-	-
<b><u>Membership</u></b>	-	-
<u>Membership (all categories)</u>	<u>\$13,500.00</u>	-
<u>OC2 Membership</u>	-	-
<b><u>BBOP Race Income (for taxes: all considered fundraising)</u></b>	-	-
<u>Race Income (BBOP Classic) Race fees</u>	<u>\$3,000.00</u>	-
-	-	-
<u>Race Income (BBOP Classic) Fundraising</u>	<u>\$300.00</u>	-
<b><u>Everything else (raffle, food, beer garden, KitePaddleSurf vendor fee)</u></b>	-	-
<u>Race Donations (BBOP Classic)</u>	-	-
<b><u>Winter Race Income</u></b>	<u>\$900.00</u>	-
-	-	-
<b><u>Donations</u></b>	-	-
<u>Donations (city of Bellingham):</u>	-	-
<u>Running of green</u>	<u>\$500.00</u>	-
<u>Lake Padden Tri</u>	<u>\$500.00</u>	-
<u>Donations (miscellaneous, Amazon smile)</u>	<u>\$100.00</u>	-
-	-	-
<u>Donations - earmarked for keiki</u>	-	-
<b><u>Fundraising: Club</u></b>	-	-
<u>Sponsorship &amp; other</u>	<u>\$500.00</u>	-
<b><u>Interest (from WECU)</u></b>	-	-
<u>Interest: accounts</u>	<u>\$20.00</u>	-
<b><u>Total Income</u></b>	<b><u>\$19,320.00</u></b>	<b><u>\$0.00</u></b>



<u>Budgeted EXPENSES:</u>		<u>2022 Budget</u>	<u>2022 Actual</u>
<b><u>Race Expenses</u></b>		-	-
<b><u>BBOP-Race: Expenses</u></b>		<u>\$1,500.00</u>	-
<u>City of Bellingham: Venue and equipment rental</u>		-	-
<u>Food, liquor license, beer mug engraving, prizes, etc.</u>		-	-
<u>PNWORCA: Race host fee (paid at the same time as annual dues; split transaction in WaveApps)</u>		<u>\$100.00</u>	<u>\$100.00</u>
<u>PNW-ORCA Long Distance race fee (\$5/racer)</u>		-	-
<u>Event Insurance: Race (PaddleSports Risk Management; includes \$25 PNWORCA, \$25 COB, and \$25 CBC, as co-insured)</u>		<u>\$650.00</u>	-
-		-	-
<b><u>Winter Race Expenses</u></b>		-	-
<u>port of Bellingham</u>		<u>\$150.00</u>	<u>\$150.00</u>
<u>race host fee (PNWORCA)</u>		<u>\$50.00</u>	<u>\$50.00</u>
<u>insurance</u>		<u>\$280.00</u>	<u>\$279.45</u>
<u>donation of 50% of proceeds</u>		<u>\$300.00</u>	-
<b><u>Canoe Storage - CBC</u></b>		-	-
<u>Canoe moorage (CBC - annual) payments: March/June/Sept/Dec of \$775 each payment</u>		<u>\$3,100.00</u>	-
<b><u>Club Insurance</u></b>		-	-
<u>Club Insurance: Annual Liability Insurance (PaddleSports Risk Management; includes \$25 CBC as co-insured)</u>		<u>\$585.00</u>	<u>\$584.78</u>
-		<u>class II, ~100 members</u>	-
<u>Directors &amp; Officers Insurance (PaddleSports Risk Management)</u>		<u>\$1,000.00</u>	-
-		-	-
<b><u>Coach account</u></b>		-	-
<u>Coach expenses</u>		<u>\$750.00</u>	-
<u>Clinic expenses</u>		<u>\$1,000.00</u>	-
<b><u>Communications &amp; Meetings</u></b>		-	-
<u>Communication/promotionals (Recreation NW table, etc.)</u>		<u>\$300.00</u>	-
-		-	-
<u>Team Snap</u>		<u>\$350.00</u>	<u>\$349.00</u>
<u>Website - annual fee</u>		<u>\$500.00</u>	-



+social media boost		\$100.00	-
<u>Voting software</u>		\$20.00	-
<a href="http://bbop.us">Go Daddy: bbop.us domain (pay in August)</a>		\$45.00	-
-		-	-
-		-	-
<b><u>Building Membership</u></b>		-	-
<u>food for demo days, copies, postage</u>		\$95.00	-
-		-	-
<b><u>Keiki Program</u></b>		(earmarked donations \$1000- \$405)	-
<u>Keiki Program</u>		\$595.00	-
<b><u>Equipment</u></b>		-	-
<u>Paddles, carts, PFDs, etc.</u>		\$1,260.00	-
<u>(including PPE)</u>		(see Ernie's requests)	-
<b><u>Maintenance:</u></b>		-	-
<u>Equipment coordinator requests</u>		\$460.00	-
<u>Addition maintenance</u>		\$540.00	-
-		(see Ernie's requests)	-
-		-	-
-		-	-
<u>Emergency repair budget</u>		\$2,200.00	-
<b><u>Meeting travel:</u></b>		-	-
<u>Reimbursement: gas/meetings</u>		\$100.00	-
<u>(anticipating 4x meetings/year)</u>		-	-
-		-	-
<b><u>PNW-ORCA Annual Dues</u></b>		-	-
<u>PNWORCA annual member dues</u>		\$125.00	\$125.00
-		(race host fees in separate category)	-
-		-	-
<b><u>Scholarship:</u></b>		-	-
<u>Scholarship: 1 adult/1 keiki</u>		\$250.00	-
<b><u>Safety &amp; Safety Equipment</u></b>		-	-
<u>Safety Equipment (general)</u>		\$300.00	-
<u>Arne Hanna huli drill</u>		\$230.00	-
-		-	-
<b><u>Office Supplies</u></b>		-	-
<u>Office Supplies/copying&amp;printing/postage</u>		\$30.00	\$24.60



<b><u>Trailer - registration/tabs</u></b>		-	
<u>vehicle tabs (due end of year)</u>		<u>\$50.00</u>	-
		-	-
<b><u>Total Expenses:</u></b>		<b><u>\$17,015.00</u></b>	
<b><u>Net income (income - expenses):</u></b>		<b><u>\$2,305.00</u></b>	
<b><u>CAPITAL SAVINGS INCOME TRANSFER PLAN: ANY AMOUNT IN CHECKING OVER \$6000</u></b>			

Appendix B: BBOP Board Meeting Norms

General Interactions:

- Presume positive intentions from all board members (everyone is working for the best interests of the club and its members).
- We are all here because we love the club.
- Exchange information and ideas in a productive and open way without judgement or presumption.
- Approach all issues as a cohesive team.
- Diverse perspectives yield the best results.
- Listen actively to understand from elected and appointed board members equally.
- Listen without judgement.

Respect people's time:

- Respect other board members' time when not in a meeting and try to keep emails from getting out of control.
- Come prepared to meetings by reviewing appropriate documents and considering agenda items.

Differences of opinion will occur:

- Listen to understand.
- Speak your ideas even if uncomfortable. If there are disagreements, make sure criticism is of ideas, not of person.
- Rather than "agree to disagree" talk out the differing view points, find common ground.
- Be open to the idea that a consensus decision might be better than the one you had on your own.