



BBOP Board MEETING MINUTES

Date: February 5, 2023

Time: 5:00 pm

Location: Janice's house and Zoom Video Conf

<https://www-edu.zoom.us/j/3127615206>

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.

Executive Board:		Term:	9-18-22	10-16-22	11-6-22	1-8-23	2-5-23
President	Blanche Bybee	2023/24	✓	✓	✓	✓	✓
Vice President	Regan Levinson	2022/23	✓	✓	✓	✓	✓
Secretary	Janice Lapsansky	2022/23	✓	✓	✓	✓	✓
Treasurer	Sacha Bliese	2023/24	rpt	✓	✓	✓	✓
Comm Director	Gavin McWilliams	2023/24	✓	✓	✓	✓	✓

Appointed Members:

Head Coach	Kelly Abbott	2023/24	exc	✓	✓	✓	✓
Equipment Coord	Ernie MacQuarrie	2022/23	exc	rpt	rpt		exc
Safety Coordinator	Barb Craig	2022/23	✓	✓	rpt		
Racing Coordinators	Lane A. & Denise D.	2022/23					
Membership Coord	Dawn Anderson	2022/23	rpt		rpt	rpt	rpt
TeamSnap Coord	Jessamyn Tuttle	2022/23	rpt			✓	✓
New Paddler Coord	Terry Kaemingk/ Kim Wiley	2022/23	✓			✓	✓
Fundraising Coord	Erin Lapsansky	2023/24					✓
Race Director	Janice Lapsansky	2023/24	✓	✓	✓	✓	✓

(rpt= report; exc=excused)

Guests: Keoni, Angie, Alex

Greetings and check-in. Warm hugs all around. Question about canoe purchase options discussed.

- I. **Call to Order:** Blanche called meeting to order at 17:00
- II. **Review/Approval of Meeting Minutes (1/8/23):** Motion to approve (Blanche), second (Gavin). Motion passes.
- III. **Order of Business (*sequence subject to change*):**
 - A. **Reports of Officers and Coordinators**
 - i. **Safety (Barb):** no report
 - ii. **Treasurer (Sacha):** Report sent via email. Clarified profit/loss; equity reports. Checking currently has \$2500, and \$1240 encumbered for outstanding checks that have not cleared yet (canoe repairs and PNWORCA fees).
 - iii. **Maintenance (Ernie):** Blanche reports that Ernie is out of the country for 6-18 mo. Contingency plan required. Propose to fill-in ad hoc with members who have already expressed interest, coordinated by Blanche.



- iv. **Membership (Dawn/Terry/Jessamyn):** Question about managing bbopmembership@gmail account. Spam/unsolicited marketing emails will be deleted. Will update vaccination recommendations based on Whatcom Co Health Dept with note about discussing requests with program coach. Change practices “plan” to attend to practices “interested” in attending. Discussed and revised questions on 2023 membership enrollment form. Will need to follow-up on information collected re: volunteer opportunities.
- v. **Communications (Gavin):** See New Action items (below)
- vi. **Head Coach (Kelly):** Competitive coaches to meet this upcoming week. PPT to be developed re: expectations and racing for the start of the season membership meeting. Received request from program coaches for consensus on “the stroke” and other coaching priorities.
- vii. **Fundraising (Erin):** Kulshan (Trackside facility) is considering pint-night fundraising event. Raised question re: contacts past and present for advertising events like this. Also request consideration of merchandise sales (e.g. team kits, promotional items). Erin and Gavin will prepare something for next meeting.

B. New Action Item/s

- i. Update [BBOP Board contacts](#) for website – Complete. Gavin will update both the Members Only page and public web page.
- ii. TeamSnap/Membership planning (see Ad Hoc committee report).
 - a. Discussed Organization-level communications. Discussed need for a hierarchy for communications. Consider who receives replies. Agreement that President, VP, Secretary, Membership, Fundraising, Secretary, Communication, Coaches will be added to all teams (Rec+Racing, Keiki, New Paddler) to facilitate appropriate communications.
 - b. **Motion** (Blanche), **second** (Gavin). Approve new definition of family membership as 2 adults and unlimited youth paddlers. **Motion passes.**
 - c. **Motion** (Blanche), **second** (Sacha). Approve Visitor description and fee as proposed by Membership ad hoc Committee. **Motion passes.**
 - d. Membership fee schedule approved during October meeting discussed, including the customary 50% discount applied beginning August 1st. No vote was required to approve this discounted rate as presented in the Ad Hoc committee report dated 1-25-23.



- e. OC2 membership will not be part of this season's registration options.
- f. Interest in organizing Military paddle.
- iii. Set Agenda for March 1st all-club season kick-off meeting, 7pm via Zoom. View the BBOP annual calendar in the Google drive [here](#).
 - a. Welcome and Address
 - b. Membership categories and pricing
 - c. Covid policy
 - d. Season start and practice schedule
 - e. Huli requirement and April Huli drill
 - f. Volunteer opportunities
 - g. Race report and BBOP Classic announcements
 - h. Pre-season maintenance
 - i. Head Coach PPT (Comp), Rec, and Keiki presentations
- iv. Maintenance needs for season; set date for pre-season maintenance and rigging – March 12th (preferred), March 5th (alt). Blanche will check with CBC schedule and communicate date with Gavin for announcement to membership.
- v. Volunteers for COB events (BBOP fundraisers) – contract rec'd for both events (\$500 for ea). Blanche will sign and return to COB.
 - a. Runnin-o-the-green (March 11th) – recruit from comp
 - b. Lake Padden Tri (June 24th) – recruit from rec
- vi. Updated Communication Plan
 - a. Shared feedback from annual survey that will inform CD approach and priorities:
 - i. Reach membership, connecting will all programs of the club
 - ii. Reach communities of Bellingham and PNWORCA
 - iii. Attractive object for sponsorships and partnerships
 - iv. Connect with global paddling programs
 - v. Upcoming events (meaningful season mileposts) to build community within our club
 - vi. Corporate team-building opportunities
 - vii. Bring-a-friend paddles
 - viii. Reported on results of social media posts
 - ix. Trailer video is being worked on
 - x. Possible outsourcing webpage services
- vii. New Budget line item proposed: Gifts of recognition and sympathy. TABLED



viii. Insurance for BBOP Classic will be purchased in February

C. Continuing Action Item/s:

- i. Strategic Planning (Google doc may be found [here.](#)) TABLED. Board members are encouraged to consider and contribute for future discussion.
- ii. Update on Winter Series race, Feb 25th
 - If more paddlers participate in race than anticipated, we will owe more insurance (but we'll make more money)
 - Request for reimbursement (\$334.56) for Team Peter stickers. **Motion** (Blanche), **seconded** (Sacha). **Motion passes.**
 - Request to race OC6 – Kelly will organize crews.

IV. Executive Session:

V. Laulima:

VI. Good of the Order:

VII. Adjournment and Next meeting: Blanche adjourned the meeting at 18:59.

VIII. Next Meeting: March 5, 2023

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.