

# Capital Outrigger

## Board of Director Meeting Minutes

December 13, 2023



### CALL TO ORDER

BOD and Representative Attendees: Claire LeFlore, Gale Lee, Bob Glynn, Dale Hoffman-Floerke, Jack Otley, Ahna Yap, Diane Hill, River Braun, Erin Davis, and Rick LeFlore

### APPROVAL OF MINUTES

The November 14, 2023 meeting minutes were read and approved with no changes.

### REPORTS

1. Treasurer's Report:

- Balance of \$3,960.21
- Club membership renewal and payment is linked through club's web site and uses Zeffy. Donations, fundraising ie: ticket sales, and raffles should be through same portal.

2. Membership and Coomittes:

- Discussed needing to send out membership renewal reminders including River to send out through Google groups message.
- Encoragement for more full year membership for additional practices so more members can participate in Saturday morning practices.
- Concerns over sharing personal infoamtion ie: DOB; only names will be shared with active members.
- Committees sign ups during November All Members Meeting was discussed; some committees need additonal volunteers.

3. Racing Report:

- Regatta: Discussed plans for regatta and coordination with Aquatic Center. Permitted food trucks may be an at the event. Vendors could donate 15-20% sales to Capital Outrigger. Aquatice Center to handle porta-potties for the event with costs being covered by NCOCA.
- Clarification is needed for race fee split between NCOCA and host club.

4. Boat Maintenance Report:

- Seating capacity is limited to 18 paddlers during boat maintenance and seating is in order of sign up.
- The club is interested in purchasing another boat and will ask for donations toward the purchase. Claire reached out to Billy Whitford for boat availability.
- OC2 discussion and need for qualifying paddlers by outlining protocol. Ahna will compile list of interested paddlers and circulate to coaches for approval. Paddlers must be active members and take Aquatic Center radio when on the water.
- Waterways certificate: Rick and Rob are pursuing certificate by taking an online Boating Water Safety Course. Process involves approval by the Aquatic Center dockmaster.

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### TOPICS AND HIGHLIGHTS

#### 1. Fundraising

- Slack will be used as the communications tool for fundraising events. Ahna will be in charge of Slack.
- Fundraising event for June 22nd is confirmed with need for detailed plans and activities. Opportunity for selling T-shirts and other merch.
- Regatta Raffle and silent auction – Raffles on state property would be onerous due to compliance with DOJ guidelines. Other options include selling donated items (silent auctions), and T-shirt sales in addition to food truck proceeds.
- Merchandise could expand to more than T-shirts
- Need to verify with race rules if sponsor names can be placed on boats

#### 2. Donations

- Members agreed to make a request for donations and to share via various social media.
- Ahna is the primary contact for coordinating donations and sending receipts.
- Members agree to create a specific package for outreach and donations, with a separate web page for each type of donation.
- There are concerns about the amount of information on the donation page. Donation categories will be consolidated to three categories instead of multiple levels.

#### 3. Web Site, Social Media and TeamSnap

- River created an email account ([capitaloutrigger@gmail.com](mailto:capitaloutrigger@gmail.com)) for club-related online assets and recommended board members and asset purchasers have access.
- River presented the new features of the platform, including communications, file sharing, and integration of the TeamSnap calendar with the Capital Outriggers calendar. He explained the process of membership signups and the payment options available.
- TeamSnap is being used for sign up practice. Ahna is the “owner” for our club with Rob and River as managers.
- The participants discuss the chat functionality, including the ability to add people to a chat, the notification system, and the convenience of using chat instead of frequently logging in to check for messages.

#### 4. E-mail Communication

- Discussed using e-mail as the main way for outsiders to contact the club and the need for a separate email address for that purpose.
- The participants explain what Slack is and how it facilitates communication between people in large groups. Slack will be provided to board members with emphasis on the importance of avoiding passwords through email.

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### 5. T-Shirt and Logo

- Changes to the logo design including Ohana Kai lettering more prominent, and the wave design, etc.
- Graphic designer is making modifications; discussed options for logo redesign since it can be inexpensive and can easily be done by overseas.
- New T-shirts are being considered for upcoming race season.
- Concerns over delay in receiving T-shirts after being ordered.
- There is interest in finding a new vendor and ordering in bulk to get better rates and to sell more broadly

### 6. Integration of Hawaiian Culture

- Club members desire to incorporate more Hawaiian culture (spirit) in its practices, possibility of offering classes or other activities.

### **Next Meeting and Adjournment**

Next meeting January 16, 2024 – Board of Directors’s meeting, Aquatic Center