**Minutes**

**Southern Maine Sea Kayaking Network**

**Board Meeting**

**Monday, May 18, 2020**

Meeting Participants:

Janet Robinson, President

Chip Woodman, Treasurer

David (Sig) Siegfried

Jenna Ginsberg

Tom Carr

Vytas (Vic) Marciulionis

Greg Fergin, Recording Secretary

The conference call commenced at 7:07 p.m.

1. Welcome
2. Approval of Minutes: Board members unanimously approved the minutes of the March 9 and 16, 2020 board calls.
3. Old Business
   1. Committee Updates
      1. Treasurer report:

Board members reviewed a spreadsheet recounting SMSKN’s income, expenses, and cash balances, and membership over the past 10 years. Chip said that SMSKN’s routine expenses were around $850 a year. Janet observed that if the board decides to purchase liability insurance at approximately $1,000/year, SMSKN could afford it with its current membership dues if membership and other expenses remain at current levels.

* + 1. Skills Committee:

Sig said he had been in touch with Suzanne and Nancy about conducting training. They are willing as long as contact issues are resolved. Janet noted that Portland Paddle is currently grappling with this issue for its training and trips. Tom pointed out that the potential need for rescues is the key issue. Board members discussed how to mitigate this risk, such as by conducting individual stroke and wet exit training in shallow, calm water near shore or at inland lakes or ponds. Sig said he would discuss these issues with the Skills Committee with this guidance.

* 1. PO Box Update: Janet said she had given the P.O. box key to Chip, and he will check for mail periodically.
  2. Membership Enhancement activity status

Janet reported that she had talked to Lee Bumstead about how SMSKN recruited members in the past. Lee mentioned all the activities the Board has discussed in recent meetings: distributing brochures, going to boating events, and handing out cards. Jenna said she had looked at several online business card designers, and found one that will do 1,000 cards for us for $150.

1. Club Procedures for organizing paddling trips

Janet introduced the topic by noting that SMSKN’s current procedure for organizing kayaking trips is to have members be designated by club leaders as organizers before they can post trips on the Meetup website for other members to join. Originally, the club was a “peer-to-peer” group without formal trip organizers. She asked the board to consider whether SMSKN should move toward structured training for trip organizers, set up a trips committee to schedule trips, or adopt other measures to encourage trips while maintaining safety. She noted that some members were reluctant to put themselves forward as trip organizers because of privacy concerns (posting phone numbers, e-mail addresses) and the responsibilities of leading a paddling trip.

Jenna pointed out that in the past all members could post trips, and the club had a trips committee to encourage members to set up trips throughout the paddling season. Tom added that SMSKN had adopted a model of not having formal trip leaders, unlike AMC or the Sierra Club. But when the club began using Meetup to organize membership and activities, the Meetup app required club administrators to designate members as organizers before they could set up trips.

Vic and Tom observed that it would be useful for the club to do an orientation for members so that they know what’s involved in organizing and conducting trips. Tom suggested a Zoom session in which experienced trip organizers describe how to set up a trip, record it and provide a link to it on the SMSKN website along with a checklist of what a trip organizer has to do. Jenna suggested updating SMSKN’s welcome e-mail to include a description of what’s involved in organizing trips.

Janet expressed concern that there be some means of discouraging unsafe trips and unprepared or ill-equipped paddlers from joining trips. Other board members observed that given SMSKN’s “adventure peer” nature there was no way to force members not to post or join a trip, though members could express their concerns and urge other members to act in a safe and prudent way.

Summarizing the discussion, Janet said board members had agreed that every SMSKN member should be allowed to post trips, and that they would be requested to view an orientation video and review an information packet on organizing trips.

1. SMSKN Zoom account

Janet proposed that SMSKN obtain a paid Zoom account at $15/month for board calls and club member meetings. Board members suggested checking to see if any members or cooperating organizations (e.g., MITA) already had Zoom subscriptions. In addition, the club should check out free alternatives such as Google Meet before deciding to pay for a Zoom subscription.

1. Closure and Action Items.
   1. Janet to do a notice to the membership that all members would now be able to organize paddling trips. She will also update the Welcome e-mail to new members to include language on organizing trips.
   2. Tom and Sig to designate all members as organizers through the Meetup app.
   3. Sig to write a checklist for trip organizers to use in planning trips.
   4. Vic to check out Google Meet and other possible alternatives to a Zoom subscription.

The conference call concluded at 8:35 p.m.

Next call: Monday, June 8, 2020