**Minutes**

**Southern Maine Sea Kayaking Network**

**Board Meeting**

**Monday, July 13 , 2020**

Members Participating:

Janet Robinson, President

Chip Woodman, Treasurer

David Siegfried (Sig)

Jenna Ginsberg

Mike Duffy

Tom Carr

Greg Fergin, Recording Secretary

The conference call commenced at 7:05 p.m.

1. Welcome
2. Approval of Minutes: The Board unanimously approved the minutes of the June 8, 2020 board call.
3. Old Business
   1. Committee Updates
      1. Skills Committee: Sig noted that the committee had organized a paddling skills session on July 15 at Willard Beach, with 10 members signed up and two on the waitlist. The Board confirmed its decision to keep the maximum number of participants in SMSKN paddling events at 10.
      2. Treasurer: Chip noted that the number of memberships was relatively low for the second quarter of the year compared to previous years. However, expenses for the year to date had been quite low, so SMSKN’s financial position for the year and overall is good. Janet noted that three new members joined recently.
   2. Membership Enhancement activity status
      1. Business card design: Sig reported that he had had 500 SMSKN business cards printed. Janet suggested that he mail 5 cards to each board member. Sig said he would also give cards to Board members attending the July 15 skills session. Chip will provide a hard copy list of SMSKN addresses to Sig.
      2. Flyer distribution: Janet reported she had mailed copies of SMSKN flyers to Board members to distribute to the paddling outlets at which they had committed to place flyers.
      3. Webpage: Janet said she would update the SMSKN web page by changing “Statement of Understanding” to “Participant Agreement,” and would upload the new Group Participant Agreement so it can be used by trip organizers.
4. Proposal for Insurance Decision

Recalling the Board’s extensive discussion of whether or not to get liability insurance for SMSKN, Janet proposed that the Board decide not to get insurance. Given the current lower level of activity and and size of the organization, and the protections in Maine law for non-profit organizations against liability lawsuits, she believed it is not needed at this time. If the situation changes, the Board could look at again. Jenna agreed, suggested that if SMSKN is ever sued, we could seek crowdfunding to pay legal defense expenses. Chip wondered whether if trip organizers would be protected under the state law. Janet noted that volunteers for non-profits are protected under the law.

After discussion, Janet moved that the Board decide not to buy liability insurance at this time. The Board approved the motion without objection.

1. Participant Agreement Documentation

Janet pointed out that currently most participants don’t bring a signed Participant Agreement to SMSKN paddling sessions. And unlike MITA, we don’t have a database linked to our Meetup page that would allow SMSKN to have participants sign the agreement online when they sign up for an event. At one point, SMSKN had members sign an individual agreement on paper when they came to a SMSKN meeting, and the Board would keep signed agreements on file so that members did not have to sign one for each paddling event. But at present our only meetings are paddling events, so that system has fallen by the wayside. It would be good to develop an easy way for members to sign the Participant Agreement digitally, and for the Board to have a file of signed agreements online.

Jenna suggested that SMSKN get a subscription to Docusign or some other digital signature app, then use it to e-mail the membership an electronic copy of the agreement for them to sign digitally. SMSKN could keep the agreements on file, in the app and/or in a Google Drive or other storage app. Janet pointed out that our Meetup account does not provide access to members’ e-mail addresses unless we upgrade to Meetup Pro, though it is possible to send messages to members through our existing Meetup account. New members could receive the agreement through the welcome message when they join the SMSKN Meetup group.

In the meantime, trip organizers should get members to sign paper Participant Agreements, either individually or by putting their signature on a group agreement.

Sig volunteered to research digital signature programs in order to move away from a paper system. Tom volunteered to set up a file in Google Sheets to retain the signed members’ Participant Agreements.

1. Organizer Designation Implementation

Janet reported that process approved during the June Board call to designate SMSKN members as paddle trip organizers hadn’t gotten off the ground yet because of the limitations of Meetup for communicating with members. Once we have a digital signature process in place, we can send out an explanation to members of what they need to do in order to be designated as Organizers, and they can complete and return their agreement to the Requirements for Organizers in order to receive the designation. In the meantime, Janet said she had updated the User Guidelines item on the SMSKN website for trip planners’ use.

1. Closure and Action Items.

Business Cards: Sig to distribute to Board members by mail or in person.

Website: Janet to update the SMSKN web page by changing “Statement of Understanding” to “Participant Agreement,” and upload the new Group Participant Agreement.

Participant Agreement Digital Signature: Sig to research digital signature apps. Tom to set up Google Sheets archive for signed member agreements.

Next call: To be determined. Janet said she would be traveling during the normal time for the August and September Board calls, and suggested that any matters needing the Board’s attention during this time be addressed through ad hoc consultations rather than a formal Board conference call.

The conference call concluded at 8:15 p.m.