**Minutes**

**Southern Maine Sea Kayaking Network**

**Board Meeting**

**Monday, November 9, 2020**

Members Participating:

Janet Robinson, President

Chip Woodman, Treasurer

David Siegfried (Sig)

Jenna Ginsberg

Vytas Marciulionis

Greg Fergin

The call commenced at 7:09 p.m.

1. Welcome
2. Approval of Minutes: Board members unanimously approved the minutes of the October 12 Board call as amended (correcting the spelling of John Huth’s name).
3. Old Business
	1. Committee Updates
		1. Skills Committee: Sig reviewed the summer’s skill sessions, noting that the session in July and two sessions in September were well attended.
	2. Financial: Chip reported that SMSKN currently holds $5,476 in our checking account and $13,259 in CDs. This quarter SMSKN added only three memberships. It appears that COVID-19 has been a deterrent. Vytas said a member had reported to him a problem renewing membership. Janet pointed out that Meetup was no longer using WePay as its payment service under Meetup, and would start using Stripe as of November 11. Jenna commented that Stripe would be the best option for processing payments on our web page if we decide to go that route.
	3. Monthly Meetings
		1. Zoom Pro Annual: As promised, Janet purchased a Zoom Pro subscription for SMSKN to use for our online monthly membership meetings and Board calls.
		2. December membership meeting: Janet said we still need a program for a membership Zoom meeting in December. She said she would check with Tom to see if he had been able to line anyone up to do a session on winter paddling. Greg said that if Tom wasn’t able to come up with an expert, he (Greg) would be happy to contribute comments to a panel discussion with others on the topic, based on his experience, but he certainly wasn’t an expert. Janet said that if Tom hadn’t found anyone, she would ask a local guide to lead the session, and that Greg could work with that person.
		3. Future meetings: Jenna said she had asked Freya Hoffmeister to make a presentation in March, but she declined, saying she didn’t want to do a virtual (Zoom) session. Janet suggested that Jenna ask Justine Curgenven if she would do a presentation then. (Note: Jenna reported after the meeting that Justine had said yes.) Sig said he was willing to organize one of the sessions and asked for suggestions for a program. Greg suggested a session on how to buy a used kayak and used kayak equipment. Janet said this would make sense in the spring as paddlers look toward the summer paddling season.
4. New Business
	1. Pool sessions: Janet pointed out that a couple of kayaking clubs are planning pool training session, as is MASKGI. She noted that CDC has said it is safe, as long as participants stay six feet apart and wear masks when not in the pool. We would need to set a limit on the number of participants in order to make sure the minimum distance between participants is maintained. Janet asked for Board members to organize SMSKN pool sessions in February and March; Vytas and Greg volunteered to do so. Janet said she would reach out to Kyle Martin, who is running MASKGI’s pool session, so that we could coordinate with them. She said she is also in touch with Colleen Page at Riverton Pool.
	2. Participant Agreement on webpage: update and proposal: Janet reviewed last month’s discussion of using a signature app to allow members to digitally sign the Participant Agreement liability waiver. That approach seemed unavoidably complicated, so Janet and Vytas talked to MOAC about their process using their website for joining and signing a liability waiver. That also seems fairly cumbersome. So Janet talked to Kathy at Greenlight about updating the SMSKN web page to include a digital signature capability with the Gravity Forms app. It would cost $160 for the website update, and $60 a year for the license. Members would still join SMSKN, pay dues, and register for events through the SMSKN Meetup page. Sig asked if digitally signed forms would have the same legal validity as physically signed forms. Jenna said they would be valid as long as there is a proviso that signers agree to electronic signatures, which could be inserted in the web page through a plug-in. Janet recommended that we proceed with the Greenlight proposal, and Board members agreed.
	3. Updated Guidelines for Organizers / Guidelines for Participants: Janet reported that she had updated guidance on the SMSKN website for trip organizers and paddlers participating in SMSKN trips. She also wrote new text for the “About” section of the website, replacing language that merely duplicated the Home page. She asked Board members to review these texts and give her feedback.
5. Closure and Action Items

Janet to check with Tom Carr about a presenter for a December membership Zoom meeting on winter paddling, and contact possible presenters if Tom hasn’t already done so. Greg to coordinate with the presenter to organize the session.

Jenna to work with Justine Curgenven on her March Zoom presentation.

Janet to contact Kyle Martin to coordinate with MASKGI on February and March pool sessions. Vytas and Greg to follow up on organizing these sessions.

Janet to give Greenlight the go-ahead for updating the SMSKN website with a digital signature capability for our Participant Agreement.

Board members to give Janet feedback on new website language for trip organizer and trip participant responsibilities, and revised language for the “About” section.

The Board call concluded at 7:58 p.m.

Next call: Monday, December 14, 2020