



March 25, 2024 SEIC Meeting

Meeting Minutes begin on Page 4

Location: Virtual | All times EDT

Monday, 25 March 2024

SEIC Meeting

- 10:00 AM ET - Call to Order (You will be let into the virtual meeting at exactly 10 AM sharp)
- 11:30 ET - 11:45 ET - Coffee/Tea Break
- 1:00 - 2:00 ET - Lunch Break
- 4:00 PM - Call to Adjourn

ACA Zoom Conference Call Info for SEIC Meeting:

- Join Zoom Meeting:

<https://us06web.zoom.us/j/88562017408?pwd=fAgkDUsgCzYD1OfGdyLlIJ7ysakxu2.1>

Meeting ID: 885 6201 7408

Passcode: 100900

Resources:

- [Parliamentary Procedure](#)
- [Operating Procedures](#)
- [Voting Spreadsheet](#)
- [SEIC Policy Manual](#)

10:00 AM ET - Welcome & Call to Order (Anna Levesque)

- Please add your position on the SEIC Board in your Zoom name
- Two word check-in
- Establish Quorum
- Overview of the Meeting
- Ground Rules
 - Listen with generous intent.
 - Raise your hand to speak.
 - Get to the heart of the matter - there will be time limits for speaking and discussion.
 - Be respectful in speech, body language, listening and thought.
 - Believe others lived experience.
 - We are all human and allowed to make mistakes along this journey. The key is taking responsibility for them and cleaning them up.

Secretary's Report (Kelsey Bracewell)

- Approval of Minutes - [December 2, 2023](#)

ACA Executive Director Report (Beth Spilman) 5 min

Welcoming new Discipline Chairs and new SEIC Board Members (Anna Levesque) 5 min

Discipline Committee Reports and Goals: (Anna Levesque)

5 minutes each, 40 min total

- Introduction to Paddling Committee
- *Canoe Committee*
- River Kayaking Committee
- Coastal Kayaking Committee
- Surf Kayak Committee
- Stand Up Paddleboard Committee
- Rafting Committee
- Packrafting Committee
- Safety & Rescue Committee
- Universal Paddling Committee

SEIC Ex Comm Chair Report (Anna Levesque) 20 min

- Overview of what I've learned in the last 2 years as Chair
- Working toward the same goal - Strategic Plan goals
- Importance of entry level and simplification while maintaining standards and considering who isn't at the table right now.
- Rebooting IPC - arguably the most important Discipline Committee
- Ad Hoc Committee: NASBLA
- Current and future projects
 - Leader Path
 - Cleaning up SEIC policy
 - CMS updates
 - Giving and Receiving Feedback for ITs

10 minute Break

Curriculum Committee Report/Creature Learning (Jon A, Ryan R, Jake T) 30 min

Discussion of Leader Pathway 5 - 10 min

Discussion of rebooting IPC to refine PSF 40 min

Lunch Break 1 p.m.

Discussion & Vote on Motions

Reminders

Discussion Limits - because of new motion submission procedures via CMS and an online comment / review period available on Slack, motion discussion will be limited during formal meetings.

- Voting & Making sure that sheet is pulled up
 - Abstentions are not included in determining the total number of votes cast for or against a motion. They are only counted to ensure the maintenance of quorum.
- Motion Presenter is allowed up to 5 minutes to introduce a motion.
- Comments or concerns are limited to 2 minutes for each attendee (limited to two contributions per motion and not consecutively if others are waiting to share).

Motion #1: [Update Coastal Kayak Sit-On-Top Documents \(CKC\)](#)

Motion #2: [Update General Requirements of ACA Instructor Criteria \(Ryan Rushton\)](#)

Motion #3: [Code of Conduct \(ACA Office\)](#)

SEI Department Report (Kelsey Bracewell) 5 min

RAC Report (John MacDonald) 5 min

Standards Committee Report (Trey Rouss) 5 min

CMS Updates Report (Trey Rouss) 5 min

Old Business: (Anna Levesque)

New Business: (Anna Levesque)

Motion #4: [Name Change L2 and L3 Surf Kayak Classes \(SKC\)](#)

Motion #5: [Including Tandem Kayak L2-L5 River Kayak Skills course and Skills Assessment \(RKC\)](#)

Upcoming Meetings:

- Tues. June 25th - SEIC Meeting 7 PM - 9 PM ET
- Tues. September 24th - SEIC Meeting 7 PM - 9 PM ET
- Mon. December 2nd - SEIC Meeting 10 AM - 4 PM ET - Be prepared to select a new SEIC Executive Committee :)
- Discussion about motion open/close submission dates

Plus/Delta/Dance Move for your experience of the meeting

Adjourn!

March 25, 2024 SEIC Meeting Minutes
Meeting Recording: <https://youtu.be/cTdGinpauoE>

Voting members in attendance: SEIC Chair Anna Levesque, SEIC Vice Chair Trey Rouss, At-Large Members Mike Aronoff and Stacy Leigh Wildes, IPC Chair Jeff Atkins, RKC Chair Anne Sontheimer, CKC Chair Ryan Rushton, UPC Chair Joe Moore, International Rep Ge Wu, Packrafting Chair Patrick Higgins, RaftC proxy Brent Roth (for Elisha McArthur), SKC Chair Anthea Raymond, SUPC Chair Rachel Nagle, S&RC Chair Tom Burroughs

Guests in attendance: ACA Executive Director Beth Spilman, ACA Board Members Robert Kauffman, Bev Cosslett, and Andrea White, Thomas Molani, Susan Eda, John Browning, Nancy Uschold, Jake Vitak, Jon Axtell, ACA Staff Members MacKenzie Holbrook, Michelle Flynn, Tara Fairty, and Kelsey Bracewell

00:05:16 - Welcome and 2-word introduction and check-in

00:10:43 - Quorum established

00:11:05 - Review of meeting ground rules

00:16:13 - Motion to approve [December 2, 2023 SEIC Meeting Minutes](#)

- Motion passes 14-0-1

00:18:16 - Report from ACA's Executive Director, Beth Spilman

00:26:00 - Special welcome to new SEIC Board Members, review of voting members/roles

00:30:06 - SEIC Discipline Committee Reports, Goals, and Updates

- IPC
- Rafting
- Safety & Rescue
- RKC
- CKC
- Packrafting
- Surf Kayak
- Universal
- Canoeing (Presented by Mike Aronoff in lieu of RCC Chair, RJ Forth)
- SUP

1:00:45 - SEIC Executive Committee Report

- Culture of collaboration
- Center on entry level paddling participants

- Bottom up communication education
- Reference to NASBLA/ANSI
- Discussion about marketing to the public

1:29:19 - 10 Minute Break

1:30:16 - Presentation by Jon Axtell of Creature Learning - Leadership and Guide program pathways

2:14:26 - Conversation about the restructuring of the ACA Introduction to Paddling (IPC) Committee

2:48:53 - Lunch Break

2:48:56 - Welcome back and quick re-cap of leader platform

- Poll concerning the proposed leader pathway:



2:54:36 - **Motion #1: [Update Coastal Kayak Sit-On-Top Documents \(CKC\)](#)** presented by Ryan Rushton

- 3:03:25 - Motion passes unanimously, 16-0-0

3:02:40 - **Motion #2: [Update General Requirements of ACA Instructor Criteria](#)** presented by Ryan Rushton (independent of CKC)

- Motion proposed by Jeff Atkins (IPC Chair), motion required a second - second submitted Anne Sontheimer (RKC Chair)
- Motion moved to the floor, motion passed 10-6-0.

3:18:25 - **Motion #3: [Code of Conduct](#)** (ACA Office)

- [ACA Code of Conduct](#)
- Jeff Atkins moves to present motion, Joe Moore second
- Motion passed 16-0-0

董事会、委员会成员、员工、成员、志愿者和承包商的核心价值和行为准则

(参赛者还应参考《行为守则的运动员附录》)

美国皮划艇协会致力于为我们的员工、会员、运动员、志愿者和其他参与者提供一个安全、互相尊重和受欢迎的环境。我们相信，所有与美国皮划艇协会合作或代表美国皮划艇协会的个人都有责任以尊敬和尊重的态度对待他人。

我们相信，所有人都有权全方位地享受划船这项运动；因此，我们欢迎所有希望参与到这项运动中的人，而且我们绝不会容忍任何人对他进行骚扰、歧视或贬低，无论他们的种族、宗教、国籍、年龄、公民身份、退伍军人身份、婚姻状况、语言、社会状况、心理或身体能力、性偏好或性别认同如何。美国皮划艇协会寻求成为一个认识到我们每个人都有价值的友善社区。

我们的行为准则强调，我们不会容忍违反我们**核心价值观**的行为，即使这种行为不属于非法不当行为或歧视。

组织期望

我们的核心价值观定义了我们组织的期望，并在我们努力实现愿景和完成使命时对我们的行为提供指导。

我们相信，每一位桨板运动参与者都有权自行决定他们想以何种方式参与这种水上运动，无论是把它当作一种有趣的娱乐活动或是渴望成为该项运动的精英运动员；无论如何，我们都被我们的核心价值观紧密地团结在一起。

享受：我们划船是因为它很有趣。我们制定计划、提供指导、推出一系列训练营、活动和比赛，是为了给所有人提供有趣、满意和有益的体验。

安全：当我们安全健康时，划船才是有趣的。我们制定工具、计划、政策和程序，以确保安全是我们所有成员和其他桨板运动参与者的头等大事。

包容：桨板运动家庭欢迎每个人。我们提倡诚实、友爱和富有体育精神的文化和氛围，以丰富个人生活，并帮助所有参与者释放出全部潜力。我们意在维护一个互相尊重、公平和友善的环境，并接受不同背景、不同经历和不同观点的价值。

团队合作：我们无法独自完成任务。我们与志愿者和合作伙伴组织共同努力。我们与美国海岸警卫队、美国奥林匹克和残奥委员会、国际皮划艇联合会、户外联盟和其他合作伙伴一起，将整个桨板运动社区联系在一起。

卓越：我们致力于在个人、团队和组织层面追求卓越。我们努力为我们的会员和划船社区提供最好的服务。我们对如何有效地实现这一目标负责。

除此之外，我们：

- 尊重其他人，包括美国皮划艇协会的成员、队友、教练、运动员、官员、观众、志愿者、赞助商和工作人员，不考虑种族、宗教、国籍、年龄、公民身份、退伍军人身份、婚姻状况、语言、社会状况、心理或身体能力、性偏好或性别认同。
- 不会参与与美国皮划艇协会的事件或活动相关的任何形式的歧视性、言语、身体或性骚扰/虐待、欺诈、偷窃、欺骗或不诚实行为。
- 不会当面、以电子方式或通过社交网络（如Facebook、Twitter、Instagram或网站）等渠道对其他成员、队友、教练、运动员、官员、观众、赞助商、志愿者、

Scroll to the bottom to accept.

Nuestros valores fundamentales y nuestro código de conducta para el consejo de administración, los miembros de los comités, el personal, los miembros, los voluntarios y los contratistas

(Los participantes en competiciones también deben consultar el [Apéndice para deportistas del Código de Conducta](#))

La American Canoe Association se compromete a proporcionar un entorno seguro, respetuoso y acogedor para nuestros empleados, miembros, atletas, voluntarios y otros participantes. Creemos que es responsabilidad de todos los que trabajan con la ACA, o la representan, tratar a los demás con dignidad y respeto.

Creemos que todas las personas tienen derecho a disfrutar de todos los aspectos del remo; por lo tanto, damos la bienvenida a todos los que deseen participar y no toleraremos el acoso, la discriminación o la disminución de ninguna persona, independientemente de su raza, religión, origen nacional, edad, estado civil, condición de veterano, idioma, condición social, capacidad mental o física, preferencia sexual o identidad de género. La ACA pretende ser una comunidad que reconoce que cada uno de nosotros tiene algo valioso que aportar.

Nuestro Código de Conducta subraya que no toleraremos comportamientos que vulneren nuestros **valores fundamentales**, aunque no lleguen a constituir una conducta ilícita o discriminatoria.

Expectativas de la organización

Nuestros valores fundamentales definen nuestras expectativas organizativas y guían nuestros comportamientos mientras trabajamos para hacer realidad nuestra visión y cumplir nuestra misión.

Creemos que todos los participantes en deportes de remo tienen derecho a definir su camino en el agua, desde actividades recreativas divertidas hasta actividades atléticas de élite; sin embargo, nos unen estos valores fundamentales.

Disfrute: Remamos porque es divertido. Desarrollamos programas, capacitaciones, campos de entrenamiento, eventos y competiciones que proporcionan una experiencia divertida, satisfactoria y gratificante para todos.

Seguridad: Remar es divertido cuando estamos seguros y sanos. Creamos herramientas, programas, políticas y procedimientos para garantizar que la seguridad sea una prioridad absoluta para todos nuestros miembros y otros participantes en deportes de remo.

Inclusión: Todo el mundo es bienvenido a la familia del remo. Promovemos una cultura y una atmósfera de honestidad, camaradería y deportividad para enriquecer las vidas y sacar todo el potencial de todos los participantes. Mantenemos un entorno de respeto, justicia y amabilidad y aceptamos el valor de los diversos orígenes, experiencias y perspectivas.

Trabajo en equipo: No podemos cumplir nuestra misión solos. Trabajamos en colaboración con nuestros voluntarios y organizaciones asociadas. Fomentamos las conexiones en toda la comunidad de deportes de remo y con la Guardia Costera de Estados Unidos, el Comité Olímpico y Paralímpico de Estados Unidos, la

Scroll to the bottom to accept.

Code of Conduct Language: English ▼

Our Core Values and Code of Conduct for the Board of Directors, Committee Members, Staff, Volunteers and Contractors

(Competition Participants should also refer to the [Athlete Addendum to the Code of Conduct](#))

The American Canoe Association is committed to providing a safe, respectful, and welcoming environment for our employees, members, athletes, volunteers, and other participants. We believe it is the responsibility of all those who work with or represent the ACA to treat others with dignity and respect.

We believe that all people are entitled to enjoy all aspects of paddling; therefore, we welcome all who wish to participate and will not tolerate harassment, discrimination, or diminution of any individual, regardless of their race, religion, national origin, age, civil status, veteran status, marital status, language, social condition, mental or physical ability, sexual preference, or gender identity. The ACA seeks to be a community that recognizes that we each have something valuable to contribute.

Our Code of Conduct emphasizes that we will not tolerate behavior that violates our core values even if this behavior falls short of unlawful misconduct or discrimination.

[Organizational Expectations](#)

Our Core Values define our organizational expectations and guide our behaviors as we work to realize our vision and accomplish our mission.

We believe every paddlesport participant has a right to define their path on the water, from fun recreational activities to elite athletic pursuits; however, we are united by these core values.

Enjoyment: *We paddle because it is fun.* We develop programs, instruction, training camps, events, and competitions that provide a fun, satisfying, and rewarding experience for all.

Safety: *Paddling is fun when we're safe and healthy.* We create tools, programs, policies, and procedures to ensure that safety is a top priority for all our members and other paddlesport participants.

Inclusion: *Everyone is welcome in the paddling family.* We promote a culture and atmosphere of honesty, camaraderie, and sportsmanship to enrich lives and unleash the full potential of all participants. We maintain an environment of respect, fairness, and kindness and embrace the value of diverse backgrounds, experiences, and perspectives.

Teamwork: *We cannot achieve our mission alone.* We work collaboratively with our volunteers and partner organizations. We nurture connections throughout the paddlesport community and with the US Coast Guard, the US Olympic & Paralympic Committee, the International Canoe Federation, the Outdoor Alliance, and other partners.

Scroll to the bottom to accept.

3:22:35 - [SEI Dept Report](#) (Kelsey Bracewell, ACA Staff)

3:31:15 - RAC Report (Andrea White, RAC Chair)

3:36:40 - Standards Committee Report (Trey Rouss, SEIC Vice Chair)

- IT update requirements
- IT journey/application process
- ITE application process

3:45:20 - CMS Updates Report (Trey Rouss, SEIC Vice Chair)

- Candidate evaluation simplification feedback
- Course authoring tool update from John T. received 3/25/2024 - program projected to be available in August
- Dashboard idea - checking in on other work that's being done throughout SEIC

3:53:53 - New Business: (Anna Levesque)

3:54:07 - Motion #4: [Name Change L2 and L3 Surf Kayak Classes](#) (Anthea Raymond, SKC Chair)

- Friendly amendment proposed by Kelsey Bracewell: extend the name changes proposed by this motion to include the assessment and instructor criteria documents - accepted.

- Friendly amendment proposed by Kelsey Bracewell: instead of “Level 2: Introduction to Kayak Surfing,” choose title, “Level 2: Essentials of Surf Kayaking.” This removes the “SOT” title that exists in the course title now, and stays in alignment with other ACA Level 2 curriculum - accepted. Level 3: Surf Kayak title approved.
- Friendly amendment proposed by Ge Wu (International Rep) concerning L2 course, edit “Who can teach” to include L2 (not simply L3) - accepted.
- 4:09:00 - Motion withdrawn

4:10:15 - Motion #5: [Including Tandem Kayak L2-L5 River Kayak Skills course and Skills Assessment](#)
(Anne Sontheimer, RKC)

- Motion withdrawn

4:12:10 - Open for discussions concerning New Business

- Ryan Rushton - Motion #7: “Change the naming of a successful result on a Skills Assessment or Trip Leader Assessment to “Award.”
- CMS certificate “fields” merge = incurs cost and time for CMS programming
- Comment from Jeff Atkins - wait until leader pathway is more concrete before making these changes
- Comment from Brent Roth - also has implications for the S&R community, need for expiration dates
- 4:19:02 - Motion withdrawn

4:19:40 - Open for discussions concerning New Business

- Trey Rouss - “Instructor Requirements” section of instructor criteria (reference CKC Motion #2), some disciplines will need to change their documents to ensure this section is present
- Note that motions are submitted and discussion should happen on slack prior to the meeting
- Motion #2 stands as submitted and voted upon earlier in the meeting

Upcoming Meeting Dates Review

- Tues. June 25th - SEIC Meeting 7 PM - 9 PM ET
- Tues. September 24th - SEIC Meeting 7 PM - 9 PM ET
- Mon. December 2nd - SEIC Meeting 10 AM - 4 PM ET

04:37:30 - Plus / Delta Dance Move

4:57:30 - Meeting Adjourned