



## **ACA Board Meeting** **[Video Conference]**

**Wednesday, May 8, 2024**  
**[Draft]**

Due to some previous engagements, David Lumian began the meeting at 8:00 p.m. The published agenda formed the general format for the minutes (Appendix A).

**Attendance.** Attendance was taken from the video logins. **BOD Present:** Hunter Branstetter, Suzanne Britt, Beverly Cosslett, Thom Crockett, Kenny Kasperbauer, Robert Kauffman, Anna Levesque, Zach (Bud) Lokken, Dave Lumian, Risa Shimoda, Andrea White.

**BOD Not Present:** Jack Wallace

**Staff Present:** Beth Spilman

**Other Attendees:**

### **APPROVAL OF THE MINUTES**

A motion was made to approve the April minutes. It was seconded. The motion passed, and the minutes were approved.

### **EXECUTIVE DIRECTOR UPDATE**

Beth provided the following updates. In addition, she provided a report on the new membership database and other activities (Appendix B). She noted that she may not be in attendance at the September meeting. She is expecting to become a grandmother.

**Nominating Committee.** Beth indicated that the board needs to think about forming the nominating committee for the upcoming elections. Dave indicated that he had contacted Beverly to chair the committee. He noted that it typically is a responsibility of the vice president.

**Volunteer Website Page.** Beth indicated that they will have the volunteer page on the website open by the end of this week. We will be able to add volunteer resources after it is up and running. There was a discussion regarding its use and what should be included on the page.

**Team Selection Results.** Beth indicated the team trials were complete and that two more athletes would be selected this following weekend. She noted that we have a good team, and that it is on to Paris.

## **COUNCIL UPDATES:**

**Regional Activity Council (RAC).** Beverly provided a summation of their activities at the Summit, which was recently held in Albuquerque, New Mexico. She noted that they had discussions with NASBLA leaders. Andrea noted that RAC received the leadership award for their standup paddlesport video and the American video award. They started planning for Boating Safety Week last September. Their efforts will come to fruition the week of May 18<sup>th</sup>. She noted the litany of activities which they went through and how the model can be adapted to other states. The group congratulated Andrea and RAC for their efforts on Boating Safety Week.

**Competition Council.** Risa provided an update of the competition committee. Over 15 disciplines are represented as they reconstitute the council. The plan is to have bylaws for each of the disciplines by the end of the year. They are determining when elected positions are up and when they need to have elections for these positions. Risa noted that they sent out a questionnaire addressing airlines transporting boats.

## **COMMITTEE UPDATE:**

**Sugar Island.** Suz noted that she had a surprise meeting with the Jerry and the Sugar Island trustees. They had a lengthy discussion regarding the Schad Foundation and their motivation. One trustee from Canada had some questions regarding their motivation. The trustees are having a meeting in May, so there will be more discussion regarding the Schad Foundation.

**Governance (Policy & Procedures).** Hunter provided a brief update of the committee's activities. They are in the process of recruiting people to serve on the committee.

**NASBLA Educational Offering Working Group.** Robert indicated that he, Brett, Robin, Kelsey and Beth met on the Tuesday prior to the board meeting. They are planning to have a program in place for the NASBLA conference in September. The main topic was the discussion of "Paddlesport Principles" and graphics that related to them. Kelsey had some spare funds that could be applied to the project.

## **NEW BUSINESS**

**ED Review and New Position Sub-Committee** (Appendix C). Robert indicated that they had a draft of the ED Review Process, which they planned to review once again before bringing it forth to the board. The basic process remains as previously described. Second, Beth and Robert are working on drafting performance objectives. Third, the group will work on developing a COO (Chief Operating Officer) job description. The next meeting is scheduled for May 22<sup>nd</sup>.

## **ADJOURNMENT**

A motion was made and seconded to adjourn at 9:05 p.m. The motion passed. The next meeting is scheduled for July 10<sup>th</sup>.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Robert B. Kauffman". The signature is written in a cursive style with a long horizontal flourish at the end.

Robert B. Kauffman  
Secretary

# Appendix A

## American Canoe Association Board of Directors Meeting Agenda

May 8, 2024

**Welcome, Approval of Minutes and Chair Update:** Dave  
USOPC Board Span Training

approximately  
8:00 - 8:10

### OLD BUSINESS

**Executive Director Update:** Beth

8:10 - 8:20

- Office happenings
- February BOD meeting follow up items
- Nominating Committee
- Volunteer page on website
- Team Selection results

### Council Updates:

Regional Activity Council - Andrea and Bev

8:20 - 8:40

- IBWSS
- Safe Boating Week

Competition Council - Risa

8:40 - 8:50

**Committee Updates:** (5 minutes each)

*In the interest of time, we will rotate committee updates at different meetings.*

- Sugar Island - Suz
- Governance (Policies & Procedures) - Hunter
- NASBLA Educational Offering Working Group - Robert

8:50 - 8:55

8:55 - 9:00

9:00 - 9:05

### NEW BUSINESS

9:05 - 9:15

- Executive Director Performance Review Process

# Appendix B

## Transition of Membership Database from Your Membership to Sport 80

### Status Report

Beth Spilman

May 6, 2024

#### Update for May 6 BOD Meeting

Kelsey, Jonny Turner (from Sport 80) and I have completed the 8 scoping calls and the preliminary draft of the high level requirements is awaiting a detailed review by Kelsey and me. After we have reviewed and provided feedback, we will begin working with the implementation team to work on more specific requirements. Every time we meet with Jonny, we get more excited about the opportunities the system will provide to improve efficiency.

As a side note, I have asked Andrea and Robert to draft business requirements for an [organizational membership type](#) that could be used for state and governmental agencies, USCG Auxiliary, Boy Scouts, etc. Both have provided helpful feedback.

I am starting a running list of decisions that we will need to ponder before finalize the system:

- Should we use the system transition as an opportunity to raise dues?
- Should we change Competition members back to an annual renewal anniversary date vs. our current approach of having all Comp members renew on 1/1/xx? I wasn't around when we made the decision to handle Comp members differently than other members, but it seems to cause problems when converting individual to competition.

#### Update for April 16 BOD Meeting

On April 4, Beth and Kelsey met with S:80 project manager to begin scoping the transition. Since then, we have had 3 additional meetings to specifically discuss membership, event sanctioning and insurance, and event registration.

We are shooting for a "go live" date in October, but will have a better handle on the transition timeframe when we finish up with the remaining scoping meetings in mid-April.

We are super excited about the possibilities for more member-friendly processes, more efficient use of staff time, and better marketing capabilities.

A few features that we are excited about:

- The opportunity to create a new membership type to accommodate partner organizations like government agencies and USCG Aux, Boy & Girl Scouts, etc.

- S:80 currently has the capability to allow affiliated organizations and clubs to use its registration system and direct the funds collected from the customer directly to the organization.
- Features that will allow us to more fully “automate” many of our insurance processes - making them more efficient and less resource intensive.

# Appendix C

## **Executive Director Review and Job Description Committee Report**

The following is a committee report of its May 8, 2024 Zoom meeting. In attendance were Robert Kauffman, Anna Levesque, Hunter Branstetter, and Beth Spilman. The following report to the board of that meeting.

### **Review of the Performance Objective Review Process.**

- The group reviewed the draft with its comments and synthesized a working document.
- The document will be cleaned up, reviewed at the committee's next meeting and a draft will be presented to the board as an informational document at the next meeting.

### **Performance Objectives.**

- Beth and Robert will work on a preliminary draft and report back to the committee.

### **Job Description.**

- The group had a discussion of succession planning for the ED position in terms of the job description.
- Recognizing its impact on the ED's job description, the group decided to emphasize the COO position and develop that position. It was suggested to start with a standardized job description and edit it with applicable portions from the draft of the previous job description.
- Robert will create a draft for the committee's review and editing.

### **Next Meeting.**

- The next meeting is on May 22<sup>nd</sup> at 1:00 p.m.