



**ACA Board Meeting**  
**[Video Meeting]**

**Tuesday, March 11, 2025**  
**[Approved 4/2/25]**

**WELCOME**

Suzanne opened the meeting at 8:00 p.m. The beginning of the meeting was closed. The agenda is in Appendix A. Suzanne announced that Andrea White has decided to step back and is longer the RAC Chair. Bill Caruso is the new chair. Currently, he works for a law firm and has extensive experience working with the New Jersey General Assembly. He is a distance coastal kayak paddler.

**Attendance.** Attendance was taken from the video logins. **BOD Present:** Suzanne Britt, Bill Caruso, Bev Cosslett, Jonas Ecker, Blake Haxton, Brenda Jin, Robert Kauffman, David Lumian, Ryan Rushton, Aaron Small

**BOD Members Not Present:** Zach (Bud) Lokkken, Risa Shimoda

**Staff Present:** Beth Spilman

**Other Attendees:** na

**Quorum** was obtained.

**CLOSED SESSION**

**Executive Committee Motion.** Suzanne provided a brief update on the personnel issue. She noted that Beth had discussed the situation with a lawyer on behalf of the Association. The lawyer indicated that the actions taken to date were appropriate. The motion made at the March 5<sup>th</sup> ExCom meeting needed to be addressed. It was seconded. In the discussion, Beth noted that the complaint was made by at least three staff members and that the Executive Director was not one of the complaints. The motion passed with Dave abstaining. The meeting was reopened at the end of this segment. There was no one waiting in the waiting room.

**MOTION: Based on the resolution complaint, the new resolution is for no direct contact between the parties mentioned and all ACA staff. Contact with the Executive Director requires a Board of Directors member to be present. Contact is defined as all communication. [8 yes; 0 nays; 1 abstention – Dave]**

## **APPROVAL OF THE MINUTES**

A motion was made to approve both the January and February minutes. Two modifications were made to the February minutes. First was a clarification that Bev's term as Vice President was staggered with her term as a Board member. Her term as Vice President ends in 2025 and her term as a board member ends in 2026. Second, Robert indicated that he would redact a financial figure in the approved version of the Executive Director's report in the minutes.

## **EXECUTIVE DIRECTOR UPDATE**

**COO Search.** They sent out an announcement to the membership in addition to their other sources. They have received several qualified candidates who are located within a sixty mile radius of Fredericksburg. A rubric developed with the assistance of Brenda will be used to evaluate the candidates. Beth is having some difficulty organizing a meeting of the committee to determine where they need to go.

**October Meeting.** We have taken the first steps toward organizing the in person annual meeting at the Whitewater Center in Charlotte. We have given them an RFP and they will be coming back to us with a proposal. In the negotiation phase, the event is moving forward.

**Sport 80 Update.** (Appendix B). Beth provided an update on the Sport 80 installation. She noted that there will be transition issues. It will replace our current membership system, but not replace CMS. One of the main problems will be that members will need to reinstall their passwords and credit cards. She noted several reasons why they chose Sport 80. First, it was a sport related platform. Second, they are continuously improving the platform. Third, they seem to have a really good management culture and are responsive to requests. Fourth, there will be some cost savings.

## **OLD BUSINESS**

**Athletic Advisory Council Charter.** (Appendix C). Jonas presented the proposed AAC. A motion was made and seconded to approve the Charter. There was a brief discussion and the motion passed unanimously.

## **NEW BUSINESS**

**SEIC** (Appendix D & E). Ryan provided the following motions for Board approval. He had slides but due to time constraints went directly to the approval of the motions. The full wording of and support materials for each motion are contained in Appendix D. The motions were seconded and passed as a block, unanimously. Appendix E contains their minutes.

**SEIC Motions:**

- Motion 2025-03-01 Rename Award for Skills Assessment Course
- Motion 2025-03-03 Raft Guide Certification 2 year provisional review edits.
- Motion 2025-03-05 ACA River Kayak Skills Assessment and Guide
- Motion 2025-03-06 Adjust Motion Close Date
- Motion 2025-03-07 Amend SEIC Operating Procedures – Agenda Date
- Motion 2025-03-08 Define “candidate” as used in Chapter 6.2.b of the SEIC Policy Manual
- Motion 2025-03-09 EEC and Code of Conduat as course prerequisites.
- Motion 2025-03-10 Add Demonstrate General Understand of ACA’s EED and Code of Conduct to Certification documents (Instructor, Guide, and Leader programs)
- Motion 2025-03-11 Change Demonstrate general knowledge of ACA’s DEI Initiatives to ACA’s Equity, and Inclusion initiatives.

**Board and Standing Committee Leadership.** Due to time constraints, committee assignments were informally tabled to the next meeting.

**ADJOURNMENT**

A motion was made and seconded to adjourn at 9:33 p.m. The motion passed. The next meeting is scheduled for Tuesday, April 8<sup>th</sup> at 8:00 p.m. ET.

Respectfully Submitted,



Robert B. Kauffman  
Secretary

<b>Tentative 2025 BOD Meeting Schedule:</b>	
<del>Tuesday, January 14<sup>th</sup></del>	August (skipped)
<del>Tuesday, February 11<sup>th</sup></del>	Tuesday, September 16 <sup>th</sup>
<del>Tuesday, March 11<sup>th</sup></del>	Thursday-Saturday, October 16 <sup>th</sup> , 17 <sup>th</sup> & 18 <sup>th</sup> & Annual Meeting
Tuesday, April 8 <sup>th</sup>	Wednesday, November 12 <sup>th</sup>
Tuesday, May 6 <sup>th</sup>	Wednesday, December 10 <sup>th</sup>
June (skipped)	
Wednesday, July 9 <sup>th</sup>	

# Appendix A

**American Canoe Association  
Board of Directors Meeting Agenda  
March 11, 2025**

**Approximate Times**

<b>CLOSED SESSION</b>	8:00 - 8:30
<b>WELCOME AND APPROVAL OF MINUTES</b> - Suzanne	8:30 - 8:35
<b>EXECUTIVE DIRECTOR UPDATE</b> - Beth	8:35 - 8:50
<ul style="list-style-type: none"><li>• COO Search</li><li>• 2025 In-Person Annual Meeting</li><li>• Sport 80 Highlights</li></ul>	
<b>OLD BUSINESS:</b>	
<ul style="list-style-type: none"><li>• Approval of Athletes' Council Charter - Jonas</li></ul>	8:50 - 9:00
<b>NEW BUSINESS</b>	
<ul style="list-style-type: none"><li>• SEIC Motions - Ryan</li><li>• Board and Standing Committee Leadership</li></ul>	9:00 - 9:10 9:10 - 9:30

## Appendix B

Sport 80 Overview (sport80.com)

The Sport:80 Platform is a complete sports business management system

Combining powerful CRM and sports business management functionality with a dedicated online member portal, the Sport:80 Platform is everything your sports organization needs. When you use the Sport:80 Platform you can expect increased operational efficiency and revenue generation, richer member engagement, and rock solid compliance.

Build connections throughout your membership and unlock the potential of your data through powerful analytics and reporting.

Sport 80 Core Features

The Sport:80 Platform's core features

Here's why NGOs and sports organizations choose Sport:80

- Membership Management
- Content Management
- Event Registration
- CRM & Contact Management
- Event Management & Reporting
- Member & Workforce
- Sponsorship & Compliance
- Marketing & Communications
- Customer Support Center
- Analytics & Insights
- Donations
- Data Security
- Member Engagement

Why did we pick Sport 80?

- Built for sports organizations
- Continuously innovating and improving the platform based on customer feedback
- Mobile first technology
- Supported by the USOPC - \$20,000 grant in 2024 and \$10,000 annually
- Partnership with eTrainU and other Learning Mgmt Systems
- APIs with the US Center for SafeSport and NCSI
- Registration system that we can offer to third parties – allows registration fees to flow to different bank accounts; YM only allows 1 bank account
- Robust email module will allow more sophisticated email campaigns rather than current "spray and pay" methodology used by YM

Prep Work for Implementation

- Data collection from multiple sources (Smart Waiver, newsletter lists, lapsed members, current members), clean up and de-duping
- Completely reimagined how we handle our eStore [using Shopify](#) with order on-demand for merch and print on-demand for educational materials.
- Implement a new ticketing system (Zen Desk) for customer service requests which we can also use internally for requesting staff time such as website updates
- CMS work for Single Sign On and o

Cost Savings and Revenue Opportunities

- Eliminate Smart Waiver – saving \$3,000 per year
- Eliminate Mail Chimp – saving almost \$5,000 per year
- Can "charge" credit card fees to customers rather than absorb them in the dues amounts
- More effective email campaigns
- Better data – YM does not maintain historical records very accurately, making it difficult to track trends over time.
- Ability to track prospective customers as they move through the join process (sales funnel) so that we can measure the effectiveness of various social media channels such as paid search
- Ultimate goal = replace CMS

Where are we today?

- Clean data and solution for poor historical YM data
- CMS integration nearing completion
- Still working on "integration" with QuickBooks – now that audit is complete, Emma has bandwidth to focus on this
- Still working through some process challenges particularly related to SEIC dues and competition license fees

Challenge: Everyone (Beth, Kelsey, Andy, Michelle and Emma) is busy with their "day jobs" – tough to consistently focus on this initiative ++ Sport 80 has 3 other conversions they are working on

**AMERICAN CANOE ASSOCIATION  
ATHLETE ADVISORY COUNCIL CHARTER (ATH-003)**

The Athlete Council is established pursuant to Article VIII of the By-Laws of the American Canoe Association (the “By-Laws” and “ACA” or “Association”), which requires the Athlete Advisory Council (the “AAC”) to adopt this Charter to establish rules and procedure for the composition, governance, and operation of the AAC in full compliance with applicable USOPC requirements and ACA By-Laws. Except as expressly stated otherwise herein, all capitalized terms used in this Charter shall have the meaning ascribed to them in the By-Laws.

### **1. PURPOSE**

The purpose of the AAC is to support the mission of the ACA and to act as a liaison between the athletes and the Board and the staff of the ACA. Such purpose may include but shall not be limited to: (i) handling and addressing confidential athlete issues; (ii) advising the Board on athlete issues; (iii) acting as a resource for the Board and staff on athlete issues and perspectives; (iv) providing ACA athlete perspectives and issues to the Team USA Athletes’ Commission through Athlete Representatives; and (v) appointing eligible National Governing Body 10 Year and National Governing Body 10 Year Plus Athlete Representatives to committees upon request of The Board in conjunction with the ACA Nominating and Governance Committee. The Board and staff shall be entitled to rely on the recommendations of the AAC on matters directly affecting the interest of Olympic, Paralympic, and International Canoe Federation paddle sport athletes.

### **2. COMPOSITION**

The AAC shall consist of ten (10) Athlete Members, with gender parity, each of whom must qualify as a “10 Year Athlete” as defined in the ACA By-Laws Addendum A, including:

- a) the two Team USA Athletes’ Commission Representatives (Primary and Alternate);
- b) each Board Athlete Representative who qualifies as a “10 Year Athlete” under ACA By-Laws Addendum A;
- c) one female Athlete Member and one male Athlete Member, both of whom are also a “10 Year Athlete” in canoe sprint;
- d) one female Athlete Member and one male Athlete Member, both of whom are also a “10 Year Athlete” in canoe slalom;
- e) one female Athlete Member and one male Athlete Member both of whom are also a “10 Year Athlete” in paracanoe;
- f) the remaining seats shall be filled by at-large Athlete Members who are “10 Year Athletes” of any eligible discipline in accordance with ACA By-Laws Addendum A; and
- g) if a member seat cannot be filled per Section 2(c-e), the remaining seat(s) shall be filled by at-large Athlete Members who are “10 Year Athletes” of any eligible discipline in accordance with ACA By-Laws Addendum A.

### **3. COMPLIANCE**

Prior to and as a prerequisite to appointment or election as an AAC member, each candidate must be in good standing pursuant to Article V, Section 1 of the By-Laws and must (i) be in compliance with the ACA's Background Check Policy; (ii) sign and abide by the ACA's Conflict of Interest form; (iii) sign and abide by the Team USA Athletes' Commission Conflicts of Interest Policy; (iv) abide by the ACA's Code of Conduct and the AAC written Professional Code; (v) not have served a period of ineligibility for a Safe Sport Code violation as defined by the U.S. Center for SafeSport; (vi) not received a suspension or period of ineligibility from USADA in excess of three (3) months; (vii) in the case of Paralympic athletes, not committed a violation of the Athlete Classification Code; and (viii) conduct themselves in accordance with the fiduciary duties to the Athletes of the ACA.

#### **4. GOVERNANCE AND OPERATIONS**

##### **4.1 EXECUTIVE COMMITTEE**

Each calendar year, the AAC members shall appoint an Executive Committee for an annual term, by majority vote of the AAC members, consisting of a Council Chair, Council Vice-Chair and a Council Secretary. Specific stipulations for each position are:

- a) The Council Chair shall be appointed from the pool of Board Athlete Representatives.
- b) The Council Vice-Chair shall serve in the place and stead of the Council Chair when the Council Chair is unavailable and shall assist the Council Chair in guiding the work of the AAC.
- c) The Council Secretary shall record all meeting minutes.

Unless otherwise expressly prohibited by law, the By-Laws, or resolution of the AAC, the Executive Committee shall have all the powers and authority of the AAC during such times that the AAC is not in session. Any motions approved by the Executive Committee must be ratified at the subsequent AAC meeting, or by digital quorum as defined in Section 4.2.

##### **4.2 MEETING OPERATIONS**

The AAC shall convene no less than once per quarter and shall meet more frequently as needed to fulfill its purpose as set forth herein. A majority of the members of the AAC shall constitute a quorum. Minutes shall be kept at all meetings by the Council Secretary, if the Council Secretary is not present a notetaker will be appointed through a majority vote of the AAC. Minutes shall be reviewed and approved by a majority vote of the AAC by vote at the subsequent meeting or asynchronously by digital quorum, and shall be available for review by the Board and public through the AAC page of the ACA website. For the purposes of the AAC, a 'digital quorum' shall be defined as a majority of AAC members casting votes electronically within a designated timeframe, which shall be no less than 48 hours from when the matter is submitted for electronic vote, unless circumstances require a shorter voting period as determined by the AAC Council Chair.

### **4.3 COMMITTEE APPOINTMENTS**

The AAC shall appoint eligible Athlete Representatives to committees upon request of the Board as referenced in Section 4.2 in adherence to the following process; Any member of the AAC, Board, or relevant committee may nominate an eligible athlete for committee membership. Approval of such nominations may be granted by the AAC Council Chair, by a majority vote of the AAC, or a digital quorum of the AAC as defined in Section 4.2. The AAC Council Chair shall maintain records of all committee appointments. All committee appointments must meet the eligibility requirements for the respective committee as defined by the Board and the By-Laws, and shall adhere to the same compliance standards of the AAC as defined in the By-Laws.

### **4.4 TERM**

The term of office on the AAC of each of the Team USA Athletes' Commission Representatives and the Board Athlete Representatives shall coincide with their term of office for their service on the Board as applicable; four (4) years for Team USA Athlete's Commission Representatives and two (2) years for Board Athlete Representatives. The term of office on the AAC of each of the non-Board affiliated AAC members will be two (2) years. Board affiliated AAC members will stand for election on even numbered years while the non-Board affiliated AAC members will stand for election on odd numbered years. If an AAC position is vacated before the end of term, the AAC shall extend a call for nominations from the eligible athlete body to fill the position for the remainder of the term. The newly elected AAC member shall match the eligibility requirements of the vacated seat. Team USA Athlete's Commission Representatives may not serve more than two (2) full terms on the AAC and remaining AAC members may serve no more than five (5) consecutive terms on the AAC.

### **4.5 NOMINATIONS**

The AAC shall, in conjunction with the ACA Volunteer Coordinator and ACA Staff, screen all non-Board affiliated AAC members for the AAC prior to an eligible "10 Year Athlete" body vote. As part of such screening procedures, nominations may include: (a) a written statement of intent, which may include a nominee's qualifications and reason for pursuing membership on the AAC; and (b) a brief resume.

### **4.6 MEMBERSHIP STATUS AND REMOVAL**

All members of the AAC must adhere to the requirements stipulated in Section 3, the responsibilities outlined in this here document (ATH-003), and fulfill all responsibilities as AAC members. Failure to adhere to the aforementioned requirements may constitute grounds for removal though the following procedure;

- 1) Removal proceedings may be initiated by written request to the AAC Council Chair from any AAC member or the Board;

- 2) The member in question shall be provided with written notice of the proposed removal and grounds;
- 3) The member in question shall be provided the opportunity to respond the written notice in writing or at the subsequent AAC meeting;
- 4) After review of the relevant material (Section 4.6 (1-3)), a majority vote of the AAC will constitute removal.

Any vacancies created by a removal shall be filled in accordance with Section 4.4. Any removal shall be documented in the meeting minutes and reported to the Board.

## **5. PROFESSIONAL CODE**

The AAC shall draft a Professional Code that will supplement the ACA Athlete Code of Conduct. The purpose of the Professional Code is to hold all national team athletes accountable for their actions as representatives of the United States, both within and outside of competition. The athletes of the ACA are expected to use the code to help each other grow as competitors on all levels as well as ambassadors of their sport and country. The code shall be treated as a living document and can be added to or amended as deemed appropriate by the AAC. Each edition of the Professional Code shall be posted each prior to national team selection each season on the ACA website.

Motion Title \*

Motion Discipline \*

Motion Type \*

## Appendix D

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Update the name of the award received when passing a skills assessment course to a new name voted for by the SEIC Board. The board will vote on the following names that have been submitted by the discipline committees:

1. Skills Proficiency Award. *example - L3 River Kayak Skills Proficiency Award*
2. Skills Award. *example - L4 Coastal Kayak Skills Award*
3. Proficiency Award. *example - L2 Packrafting Proficiency Award.*

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Financial Impacts (to be finalized before SEIC vote)

- The cost to design and update the award that students receive.
- The cost to make any changes to the ACA website.

This motion is limited to the resulting award and does not effect the name of the course. The course name would still remain as "skills assessment" courses as to not affect CMS programming.

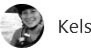
Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

- Introduction to Paddling - L1 Canoe, L1 SUP, L1 Kayak & L1 Pakraft Skills Assessments
- Coastal Kayak L2, L3, L4 and L5 Skills Assessments
- River Kayak L2, L3, L4 and L5 Skills Assessments
- SUP L2, L3, L4 and L5 Skills Assessments
- Canoeing L2, L3, L4 and L5 Skills Assessments
- Rafting L2, L3 L4 and L5 Skills Assessments
- Safety & Rescue L2, L3, L4 and L5 Skills Assessments
- Pakrafting L2, L3 and L4 Skills Assessments
- Surfski L2, L3 and L4 Skills Assessments

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

**Note: There was no motion 2025-03-02.**

# SEIC Spring 2025 SEIC Meeting Meeting - Motion 2025-03-03



Motion Title \* Raft Guide Certification 2 year provisional review edits.

Motion Discipline \* Rafting (RFT) ▼

Motion Type \* Curricula ▼

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

Raft Discipline Committee

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Raft Guide Certification Review and Revision.  
This motion is to review the ACA Raft Guide Certification Exam and it's subsequent revision after it's two year provisional status.

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

The Raft Guide Certification was passed at the spring 2023 SEIC meeting on a two year provisional basis. That two years has come to a conclusion and the Rafting Committee has concluded that Raft Guide Certification Exam, while successful, was indeed in need of some revisions to make it even more functional and valuable. The Rafting committee has updated the Exam Criteria and added an Examiners Guide.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

None

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Office staff time to impliment new documents into the ACA Curriculum portion of the website.

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

The Raft Guide Certification Exam Certification Criteria will need replaced on the curriculum website page. The Raft Guide Certification Examiners Guide will need added to the curriculum website page.

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

The Raft Committee voted all in favor.

## Attachments

Currently Uploaded Files

File	Last Updated	Actions
For SEIC Sumbission - Whitewater Rafting Oar and Paddle Guide Certification Criteria.doc.pdf	02/15/2025	
For SEIC Sumbission Raft Guide Certification Examiner's Guide.pdf	02/15/2025	

This motion was amended to change all mentions of the word "should" to "must," as pertaining to required skills demonstration from candidates.

Note: There was no motion 2025-03-04.

Motion Title \*

Motion Discipline \*

Motion Type \*

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

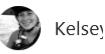
Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

## Attachments

Currently Uploaded Files

File	Last Updated	Actions
ACA River Kayak Skills Assessment and Guide-2.pdf	02/20/2025	

# SEIC Spring 2025 SEIC Meeting Meeting - Motion 2025-03-06



Motion Title \* Adjust Motion Close Date

Motion Discipline \* SEIC Exec Comm

Motion Type \* Curricula

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

SEIC Executive Committee

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Amend SEIC Parliamentary Procedures motion close date to "A motion from a committee made at least fifteen days before a meeting is eligible for a final discussion and vote before new business is considered."

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

SEIC Parliamentary Procedure Overview / "To Make a Motion" (page 1) defines the motions close date. The current language is "A motion from a committee made at least five days before a meeting is eligible for a final discussion and vote before new business is considered". Recent changes (2022) have been made to SEIC meeting format which limits the time for discussion of motions. This change has had the positive outcome of more efficient SEIC meetings but requires SEIC Board members to spend more time reviewing and discussing motions prior to SEIC meetings. "Five days before a meeting date" is not sufficient time to review, discuss, and have the motion maker consider and implement any suggested changes.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Committees would need to create motions earlier to guarantee placement on the meeting agenda. Any motions submitted after fifteen days prior to meeting date would be still be considered under new business. This change would not affect motions made by individuals as all motions made by individuals are placed under new business.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

Committees would need to create motions earlier to guarantee placement on the meeting agenda. Any motions submitted after fifteen days prior to meeting date would be still be considered under new business. This change would not affect motions made by individuals as all motions made by individuals are placed under new business.

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Fiscal impact would comprise of ACA staff time to make changes to the documents and webpages below.

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

The following documents would need to be changed:

- SEIC Parliamentary Procedures
- CMS / 2025 Meetings motions close date.

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

This motion is brought forward by SEIC Executive Committee.

# SEIC Spring 2025 SEIC Meeting Meeting - Motion 2025-03-07



Motion Title \*

Amend SEIC Operating Procedures - Agenda Date

Motion Discipline \*

SEIC Exec Comm

Motion Type \*

Policy

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

SEIC Executive Committee

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Amend SEIC Operating Procedures Article VII SEIC Board Meetings, Point 1. - notice and written agenda date - from 30 days prior to meeting date to 10 days prior to meeting date.

If accepted, Article VII, Point 1 (Page 13) would read "The Chair must provide notice and a written agenda to the Secretary for distribution to the SEIC Board members 10 days prior to SEIC Board meetings. Any SEIC member should submit agenda items and reports to the SEIC Chair and Secretary at least 45 days prior to scheduled meetings. Business not on the agenda, may not be acted on until the successive meeting unless agreed to by a 2/3 vote of a quorum".

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

Policy should reflect current practice when allowable and the existing policy does not reflect how business has been conducted since meetings have transitioned from in-person to remote meeting. Notice of meeting dates is now made at the beginning of the year and the written agenda has recently been provided four to five days prior to the meeting date. The written agenda also includes motions that are allowed to be created five days before the meeting date and must be adjusted prior to the meeting.

This change would allow for current practice while allowing a complete agenda to be sent with sufficient time to review.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

None

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

None

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

SEIC Operating Procedures

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

This motion is created by the SEIC Executive Committee

Motion Title \* Define "candidate" as used in Chapter 6.2.b of the SEIC Policy Manual

Motion Discipline \* Coastal Kayak (CK) ▼

Motion Type \* Policy ▼

Person/Entity making recommendation (Individual, Discipline Committee, etc.) \*

Coastal Kayak Committee

Wording of the Motion - Enter the exact wording of the motion being proposed in the text box provided. Unless otherwise amended, this language will be the official language of the motion.

Amend SEIC Policy Manual, Chapter 6 - ACA Course and Workshops, 2. Instructor Development Workshop and Certification Exams,  
(Note: amended language is in bold.)

b. Each IDW or ICE shall have a minimum of three candidates enrolled, to allow practice in class management and to provide adequate exchange of teaching ideas. In IDWs, ICEs, or ICWs with student: instructor ratios lower than 3:1, each IDW, ICE or ICW shall have a minimum of two candidates and a maximum up to the number allowed by student: instructor ratios as stated on the relevant instructor criteria documents. The SEI Department may authorize an exception to allow an IDW, ICE, or ICW to occur with a course minimum of fewer than three participants. **As used herein, "candidate(s)" includes any participant attending to obtain a new certification as detailed in Chapter 2.3.a,g,h, and j.**

Need for Change - Enter a brief statement pertaining to why this motion is necessary in the text box provided. Include any relevant background information.

There needs to be clarity about what constitutes a "candidate" when applied to the course minimum requirement for an IDW, ICE, or ICW. This issue arises from a recent communication that a "candidate" does NOT include upgrading or updating participants when applied to the minimum requirement to conduct an IDW, ICE, or ICW. A participant in an IDW, ICE, or ICW attending to obtain a new certification is a candidate and is to be included in the computation of obtaining the course minimum.

Impact on Other Disciplines - Describe the impact on other disciplines, including curricula documents, in the text box provided. If there is no impact, enter "None".

As this motion is to amend the SEIC Policy Manual, it impacts all disciplines.

Fiscal (Financial) Impact - Describe any fiscal (financial) impact on the ACA in the text box provided. If there is no impact, enter "None".

Staff time to make the change to the SEIC Policy Manual.

Changes - List the documents and/or web pages that will need to be changed to reflect the changes proposed in the motion. If there are no changes, enter "None".

SEIC Policy Manual, Chapter 6.2.b.

Committee/Entity Results - Describe the results of committee votes and summary comments from the committee or entity making the motion. If there were contra positions discussed or held by committee members please provide a summary.

This motion is unanimously approved by the CKC. There were 12 of 14 voting members who voted in the affirmative and two voting members who did not register a vote. Some members expressed that this should also apply to "updating Instructors" who attend the entire IDW, ICE, or ICW.

This motion was amended to also include updating instructors as part of the definition of "candidate."

4:06:44 - Motion from Elisha McArthur: Add “Understands and acts in accordance with ACA’s code of conduct” to course prerequisites for all ACA courses and curriculum documents.

- 4:07:40 - Ryan Rushton seconds the motion
- **Motion 2025-03-09**
  - EEC and Code of Conduct as course prereqs
  - For instructors: Demonstrates general knowledge of EEC, Code of Conduct, and E&A initiatives in general requirements section (why do we have these, where did they come from, what’s the need for these)
    - 13 “yes” votes for inclusion of the above statement
    - 13 “yes” votes to match ACA website wording
- 4:10:00 - Motion passes 14-0-1
  - Comment from Elisha McArthur: I would agree to having the language in the documents match the language on the website of “Equity and Access”

**4:16:40 - Motion 2025-03-10:** Add Demonstrate General Understand of ACA’s EEC and Code of Conduct to Certification documents (Instructor, Guide, and Leader programs)

- Proposed by Ryan Rushton
- Second by John Browning and Robin Pope
- 4:22:18 - Motion passes 12-1-1

**4:22:27 - Motion 2025-03-11:** Change Demonstrate general knowledge of ACA’s DEI Initiatives to ACA’s Equity, and Inclusion initiatives

- Proposed by Ryan Rushton
- Elisha McArthur and Stacy Leagh-Wildes second
- 4:26:45 - Motion passes 15-0-0

## March 1, 2025 SEIC Meeting Minutes

**Meeting Recording:** <https://youtu.be/vDP3D2Ljwul>

**Voting Members in Attendance:** Ryan Rushton, Jule Harle, Lance Elzie, Alan Cammack, Elisha McArthur, Rachel Nagle, Mike Aronoff, Jeff Atkins, David Hughes, Wayne Douchkoff (proxy for Joe Moore), Robin Pope, John Browning, Anne Sontheimer, Stacy Leagh-Wildes, RJ Forth, Anthea Raymond, Patrick Higgins

**Voting Members Not Present (Submitted Votes 2/28/2025):** Tom Burroughs, Ge Wu, Ashley Brown

**Guests in Attendance:** Tom Dardis (USCG), Robert Kauffman (BoD), Suzanne Britt (BoD), John MacDonald (RAC), Marcos Garcia Norris (AXON)

**Staff in Attendance:** Beth Spilman (ACA ED), Tara Fairty, Kelsey Bracewell

0:0:22 - Quorum established

0:08:53 - Review of meeting ground rules

0:10:51 - ACA Executive Director Update (Beth Spilman)

0:29:00 - ACA Board President Update (Suzanne Britt)

0:35:45 - Discipline Committee Reports

- 0:35:55 - Intro to Paddling (Jeff Atkins)
- 0:39:04 - Canoe (Kelsey Bracewell for RJ Forth)
- 0:40:15 - Coastal Kayak (John Browning)
- 0:44:43 - Packrafting (Patrick Higgins)
- 0:45:25 - Rafting (Elisha McArthur)
- 0:46:15 - River Kayak (Anne Sontheimer)
- 0:49:48 - Safety and Rescue (Robin Pope for Tom Burroughs)
- 0:51:22 - SUP (Rachel Nagle)
- 0:53:09 - Surf Kayak (Anthea Raymond)
- 0:57:11 - Universal Paddling (John Browning for Joe Moore)

1:03:48 - Note About Life Jacket / Level 50 Devices Wearage Requirements - Tom Dardis, USCG

1:05:48 - Note about the Competition Council & Rafting - Suzanne Britt

1:10:20 - SEI Department Report (Kelsey Bracewell)

1:18:30 - SEIC Curriculum Committee Report - Leadership Pathway Update (Ryan Rushton)

1:28:55 - Regional Activity Council (RAC) Update (John MacDonald)

1:33:07 - Break

**1:35:00 - Motion 2025-03-01 - Rename Award for Skills Assessment Courses**

- 1:45:30 - Friendly amendment to not select the name today (1:47:20)
- 1:50:00 - Motion passes unanimously 20-0-0 as amended

**1:50:20 - Motion 2025-03-03 - Raft Guide Certification 2 Year Provisional Review Edits**

- 1:54:10 - Friendly amendment proposed to amend two words "should" to "must." Also, housekeeping note to remove ampersands and other acronyms for clarity and greater ease in translation
- 1:58:12 - Second friendly amendment proposal by John Browning
- 2:01:00 - Suggestion by Alan Cammack
- 2:01:50 - Suggestion by Stacy Leigh-Wildes
- 2:02:47 - Friendly amendment accepted
- 2:04:06 - Motion passes unanimously 20-0-0 as amended

**2:04:55 - Motion 2025-03-05 - ACA River Kayak Skills Assessment and Guide**

- 2:14:10 - Discussion about "critical" items per level
- 2:23:31 - Motion passes 20-0-0

**2:04::55 - Motion 2025-03-06 - Adjust Motion Close Date**

- Motion passes 19-0-01

**2:25:30 - Motion 2025-03-07 - Amend SEIC Operating Procedures - Agenda Date**

- 2:27:02 - Comment from Elisha McArthur
- 2:27:14 - Suggestion of 14 days, Stacy Leigh-Wildes
- 2:28:14 - Ryan accepts friendly amendment of 10 days
- 2:31:44 - Comment from Robert Kauffman
- 2:36:26 - Motion Passes 19-0-1 as amended

**2:36:50 - Motion 2025-03-08 - Define "candidate" as used in Chapter 6.2.b of the SEIC Policy Manual**

- 2:41:43 - Question from Alan Cammack
- 2:43:22 - Note from Ryan about "Maximum number of instructor candidates"
- 2:47:55 - Note from Ryan, "This motion opens up the current policy"
  - Rachel Nagle: "Along with Jeff, I am interpreting this as more restrictive"
- 2:51:15 - Rachel Nagle suggests including updating instructors
- 2:53:29 - Jeff Atkins proposes friendly amendment adding updating instructors as a candidate for the purpose of this motion

- Mike Aronoff mentioned that he always requires his updaters to attend the full course
- 2:56:23 - John accepts the friendly amendment
- 2:57:16 - Motion passes 19-1-0 as amended

2:57:46 - Lunch Break

2:58:00 - New Business - ITC Evaluation Forms

3:00:35 - Introduce Jule Harle as chair of Instructional Committee

- Creation of working group (no motion is needed, per SEIC operating procedures) to develop multi-discipline ITC eval
- Interested ITEs from this meeting place their name in the chat to indicate their interest
  - ITEs interested: Mike Aronoff, John Browning, Jeff Atkins, Robin Pope, Anne Sontheimer
  - Suggested contributors: Marcel Bieg (ITE from Rafting), Trey Moore (IT from RK)
  - ITs interested: Patrick Higgins
- Discipline chairs can also designate an ITE from their discipline (does not have to be on a committee)

3:06:16 - Introduction to breakout room discussion topic #1: eLearning modules

- 3 break out rooms created (15 minutes):
  - Group 1: Jeff Atkins, John Browning, Mike Aronoff, Patrick Higgins, Ryan Rushton, Wayne Douchkoff
  - Group 2: Alan Cammack, Elisha McArthur, David Hughes, Robin Pope, Suzanne Britt (Jule did not join)
  - Group 3: Anne Sontheimer, Lance Elzie, Rachel Nagle, Robert Kauffman, Stacy Leigh-Wildes
- Group 1: about the ACA (History and Benefits), Legal Liability, Risk Management, how to acquire insurance, teaching & learning theory, CMS - how to report courses, how to report and assessment, EEC, Equity and Inclusion initiatives, define “interpersonal skills,” Nows - Notes by Patrick Higgins
- Group 2: ACA overview, CMS, Teaching fundamentals, injury prevention, heuristics, legal aspects of paddling. Discussed that discipline specific information was a bigger lift and would come later. Also discussed pre- vs. post course assessment - Notes by Robin Pope
- Group 3: ACA overview, insurance, CMS, leadership styles, learning styles, barriers to learning, skills/critical eye development, skills assessment, higher levels of navigation and tides (scenarios that are not always available in every venue), module format (mix and match), homework assignments - Notes by Rachel Nagle

3:16:00 - “On a scale from 1 to 3, how important is this?”

- 10 people typed “3” in the chat
- “Don’t let perfection get in the way of progress” - Patrick Higgins
- Comment from Lance Elzie - this helps with consistency of content delivery and professional

legitimacy, and risk management

- Comment from Elisha McArthur: aside from standardization, this helps with tone: “I can’t tell you how many ITs have said, “Here comes the boring part about the history of the ACA...”
- Comment from Robin Pope: This can be a way to address issues that the standards committee regularly encounters
- Comment from Robert Kauffman: AI will impact what we are doing here. My experience with NOLS, WEA, Outward Bound..we need to shorten our courses to make them more appealing - we need economize our programs, and the use of online programs really supplements what can be done in-person
- Comment from Stacy Leigh-Wildes: I create eLearnings for a living, and I am passionate about them. This gives an opportunity for us to control the “Face” of the ACA that we want to put forward. These can also be member benefits - -to get high quality content out beyond our “elite.”
- Comment from Alan Cammack: How much of this is text, versus videos. We need to bring someone in to make quality videos and presentations
- Comment from Jeff Atkins: Stay away from overly technical and theoretical content - if CMS changes in the near future, we don’t want our content to become obsolete
- Comment from Suzanne Britt: The ACA goes through their budgeting process in September and October. I suggest making a workgroup to lay out a plan, which “buckets” of information to determine next steps, flesh out ideas, and estimate numbers.

3:25:30 - Introduction to breakout room discussion topic #2: “Code of Conduct” & “Equity & Access Initiatives” on SEIC Documents

“What’s going on in Washington”

Seeking feedback to take back to the board of directors

3:30:35 - Open breakout rooms (20 minutes)

- Three groups created:
  - Group 1: Elisha McArthur, Mike Aronoff, Rachel Nagle, Robin Pope, Stacy Leigh-Wildes (Jule did not join)
  - Group 2: Alan Cammack, Anne Sontheimer, John Browning, Lance Elzie, Wayne Douchkoff
  - Group 3: David Hughes, Jeff Atkins, Robert Kauffman, Ryan Rushton, Suzanne Britt

3:31:15 - Welcome back from break out rooms

- Group 1: We should stick to our principles. Diversity, Equity, and Inclusion are part of our bylaws, and we want to serve all padders, not just the white men. We would propose a motion to ensure that acknowledgement of the ACA code of conduct is included on the prerequisites on all curriculum documentation (where EEC is shared). We need to maintain our integrity. Notes by Robin Pope.
- Group 2: We are in line with group 1. We want members to sign the code of conduct when joining and each year when you renew (in case the code of conduct changes). There may be a need to break out a thesaurus and place some words that are not highlighted as charged words (such as DEI). If we weave this into everything that we are, we don’t have to set aside different statements. I.e., we don’t need separate DEI statements, etc - we have one statement about who we are that encapsulates all of this. This could be part of the eLearning content, so it is fresh per each group that you work with. Perhaps condense it so it is a more compact and easy to read document.

- We echo the other groups too - we want the prerequisites for each discipline to be consistent. We also think this could be a great eLearning topic.

3:45:37 - Comment from Elisha McArthur: I had to re-read the code of conduct, this is not an easily accessible document and I often forget it. Seeing it more often (in the context of course requirements), will help engrain the content.

3:47:00 - Comment from Rachel Nagle: Suggest making the code of conduct into an infographic.

3:55:13 - Comment from Stacy Leigh-Wildes: we need exact wording for the documents.

- Course prerequisites: EEC, Code of Conduct
- Need to check all links (especially the EEC link in rafting)
- Acknowledgement of personal compliance with the ACA code of conduct

3:57:34 - Comment from Robin Pope: Draft motion proposal: Participants in ACA programs will agree to follow ACA's code of conduct. A statement to this effect will be placed as part of the course prerequisites, along with a link to the code of conduct.

3:58: 07 - Comment from John Browning: "Understands and acts in accordance with ACA's code of conduct"

4:00:00 - Comment from Ryan: now we'll have three statements: EEC, Code of Conduct, and E&A statements.

4:00:52 - Comment from Robin Pope - EEC and Code of conduct should be included in all courses, including skills courses and assessments. Alan Cammack agreed.

4:06:44 - Motion from Elisha McArthur: Add "Understands and acts in accordance with ACA's code of conduct" to course prerequisites for all ACA courses and curriculum documents.

- 4:07:40 - Ryan Rushton seconds the motion
- **Motion 2025-03-09**
  - EEC and Code of Conduct as course prereqs
  - For instructors: Demonstrates general knowledge of EEC, Code of Conduct, and E&A initiatives in general requirements section (why do we have these, where did they come from, what's the need for these)
    - 13 "yes" votes for inclusion of the above statement
    - 13 "yes" votes to match ACA website wording
- 4:10:00 - Motion passes 14-0-1
  - Comment from Elisha McArthur: I would agree to having the language in the documents match the language on the website of "Equity and Access"

**4:16:40 - Motion 2025-03-10:** Add Demonstrate General Understand of ACA's EEC and Code of Conduct to Certification documents (Instructor, Guide, and Leader programs)

- Proposed by Ryan Rushton
- Second by John Browning and Robin Pope
- 4:22:18 - Motion passes 12-1-1

**4:22:27 - Motion 2025-03-11:** Change Demonstrate general knowledge of ACA's DEI Initiatives to ACA's

#### Equity, and Inclusion initiatives

- Proposed by Ryan Rushton
- Elisha McArthur and Stacy Leigh-Wildes second
- 4:26:45 - Motion passes 15-0-0

#### 4:27:20 - Wrapping up the meeting

- Elisha: Strong work, getting things done!
- Alan: Dancing isn't my strong suit. I appreciate the staying-on-task-ness of this group!
- Mike: I think that this was a well conducted meeting overall, but I did feel rushed to vote on motions that had multiple friendly amendments
- Wayne: Ditto to Alan
- Stacy: "Check Mark" dance move!
- John B: Excellent meeting, I like the check mark! We stayed on task and got a lot done today!
- Robert: Good meeting, I liked the twist of break out rooms - very effective and worked well!
- Suzanne: I think you are rockstars! You'd put marathoners to shame! I am super proud; you are reinforcing what the ACA stands for. Super happy! Thanks for inviting me!
- Patrick: My dance move is, "I'm going skiing!" I'm going to take ideas from the discipline committee reports to my committee to expand - I appreciate the work going forward!
- Anne: Kudos to Ryan for running the meeting, Suz - it was so great for you to be here. "Raise the roof" dance move! Stay strong out there everyone, it's uplifting to be a part of this team.
- Robin: Very nicely done meeting, Ryan! Didn't seem like your first meeting.
- Rachel: I appreciated the breakout groups and I look forward to the eLearning content development. I also felt like Mike - felt rushed voting at the end for the add-on items.
- Jeff: Appreciate the fact that we accomplished so much today! I look forward to the next one, and send people to IPC!
- David: Great job, Ryan! I enjoyed our break out sessions.
- Lance: 6 hours?! Thanks to everyone for helping it not feel like 6 hours.
- Anthea: I am relieved the dance is now optional. Let's keep moving!

#### Note About Upcoming SEIC Meetings

- Summer 2025 - June 17th @ 7PM Eastern
- Fall 2025 - September 29th @ 7PM Eastern
- Winter 2025 - December 1st @ 10AM Eastern

#### **4:35:35 - Motion to Adjourn.**