



ACA Board Meeting
[Video Conference]

Tuesday, January 14, 2025
[Draft]

WELCOME AND APPROVAL OF THE MINUTES

Dave opened the meeting at 8:00 p.m. The agenda is in Appendix A.

Attendance. Attendance was taken from the video logins. **BOD Present:** Susan Britt, Bev Cosslett, Jonas Ecker, Blake Haxton, Brenda Jin, Robert Kauffman, Zach (Bud) Lokken, David Lumian, Ryan Rushton, Risa Shimoda, Aaron Small, Andrea White

BOD Members Not Present: na

Staff Present: Beth Spilman

Other Attendees: na

A motion was made and seconded to approve the December 2024 minutes less Appendix A. It was seconded, and the motion passed. The deleted appendix was considered an internal document. (Secretary's Note: *The change was made, and the minutes were submitted.*)

ELECTIONS

A motion was made to move the elections as an agenda item to the beginning of the agenda. Normally, and in the past, officer elections occurred at the January meeting with the new board members. It was seconded. After a discussion, a roll call vote was taken. The vote was tied. Dave broke the tie with a nay vote. The agenda continued.

MOTION: **Move to move the elections as an agenda item to the beginning of the meeting.**
[Disposition: 5 yes; 6 no]

EXECUTIVE DIRECTOR UPDATES

2024 Impact Report. The staff has assembled the accomplishments of the organization in an impact report.

Sprint Program Manager Job Posting. (Appendix B) The office sent out a job description last week for the sprint program manager. The position is funded by the USOPC. There are several candidates and hopefully, the position will be filled quickly.

Fredericksburg Office. There is a new owner of the office building. They will be doing major renovations and the organization has needed to move to the second floor. The rent may go up as well. At this point, this is informational and there is no need for action.

Current Staff Priorities. Beth indicated that she had developed a document that expressed the roles and responsibilities of the staff and volunteers (Appendix C). The document was shared with Dave and the chairs of the three councils. We will need to discuss the implementation and future of this document later in new business. Second, the staff is working on implementing the Sport 80 program. Brenda offered to help with the testing of Sport 80. Third, the staff is completing their self-evaluations. Fourth, the staff completed an on-boarding process for the new board members (Appendix D).

2025 In-Person Annual Meeting. There was a discussion regarding an in-person annual meeting. The most likely location is Charlotte. In addition, the Swiftwater Rescue (SWR) committee and several other SEIC committees were interested in conferences. They may be interested in doing them together.

OLD BUSINESS

SEIC Motions. (Appendix E) Ryan provided a brief overview of the four SEIC motions needing approval. A motion was made to pass the four motions. It was seconded. The motion passed.

Motion 2024-12-01: **SOT L3 Skills, Skills Assessment and Instructor Criteria**

Motion 2024-12-02: **Leader Path Criteria and Curriculum**

Motion 2024-12-03: **Leader Pathway Implementation - Timeline Flexibility**

Motion 2024-12-04: **UP Endorsement Criteria Documents (UPC)**

COO Search. First, there was a need for the Board to appoint a member to the search/hiring committee. A motion was made to add Brenda as the BOD representative to the search/hiring committee. It was seconded, and the motion passed. Second, there was a discussion regarding posting the position.

NEW BUSINESS

Board Liaison to RAC. The RAC needs a board member appointed as the liaison to RAC. Robert offered to be the liaison. A motion was made that Robert would serve as the board liaison to RAC. It was seconded, and the motion passed.

BOD Officer Elections. There was a discussion regarding the nominations and process for the election of board officers. This was necessary since more than one board member was interested in the presidency. Board members would self-nominate. They would write a self-statement not to

exceed 500 words. The self-statements would be emailed to board members and placed on the Google drive for the next meeting. The motion was seconded, and it passed.

MOTION: It was moved that nominees would write a self-statement not to exceed 500 words on their qualifications, that they submit it before January 21st, and that the summaries would be distributed to the board members. [Disposition: yes: 6; no 4]

2025 BOD Meeting Schedule. Beth provided an overview of the situation regarding board meetings next year, including the difficulty of having in-person meetings with the geographic dispersal of board members. Beth conducted a survey of the board members regarding their availability. Other than Aaron, who was had a conflict on Mondays or Saturdays, weekdays at the 8:00 slot worked for most board members. Andrea noted that RAC met the first Tuesday of the month. It was suggested that the second Tuesday of the month be designated for board meetings. In addition, there was a need to schedule for the entire year.

Beth indicated that February 11th and March 11th were scheduled for the next meeting, beginning at 8:00 p.m. A motion was made to accept these two dates. The motion was seconded, and it passed.

Consent Items: Because of some confusion, consent items were moved from the beginning of the meeting to the end. The executive committee met on December 27th to take care of some unfinished business involving outgoing members of the board. Two items by the committee were addressed. The first item focused on the composition of the COO hiring/search committee and its process. The motions were combined into one motion. The motion was seconded, and it passed. As part of the ED review process, the second item on the executive director's evaluation needed to be approved by the review committee. This was done. The summary needs to go back to the entire board for discussion, approval, and inclusion in the personnel file of the executive director.

Consent Item #1:

MOTION: Moved that the following members comprise the COO search/hiring committee: SEIC: Anna, Competition: Risa, RAC: Bev, Athletes: Kenny and Hunter, and BOD: TBD.

MOTION: Moved, along with the approved search/hiring committee, the approval of the hiring/search committee procedures from committee.

Consent Item #2:

MOTION: Moved that the 2024 Executive Director Review Committee complete a performance review of the executive director.

AMENDMENT TO MOTION: The 2024 review committee would perform the ED review.

Council Advisory Policy Committee. (See Appendix C) A motion was made from the floor to create an ad hoc board committee to address the relationship between the Councils and staff. It was seconded. There was a discussion regarding its need and the process of creating board policy. The motion passed. The committee consisted of Robert (Chair), the three council chairs, Bev and Beth. (Secretary's Note: *It was identified that the addition of another athlete member*

was necessary. Risa was the first athlete member. An announcement was posted with the Competition Council. Matt Drayer was identified. Matt and Risa were suggested as athlete representatives to Jonas and the AAC. They were approved. To keep committee membership at six, Beth will serve the board committee as an ex officio member. The committee changes were approved by Dave.)

MOTION: Move to create a BOD committee to address the relationship between the Councils and staff.

ADJOURNMENT

A motion was made and seconded to adjourn at 9:32 p.m. The motion passed. The next meeting is scheduled for Tuesday, February 11th at 8:00 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Robert B. Kauffman". The signature is stylized and cursive.

Robert B. Kauffman
Secretary

Appendix A

American Canoe Association Board of Directors Meeting Agenda

January 14, 2025

Approximate Times

| | |
|--|-------------|
| WELCOME AND APPROVAL OF MINUTES - Dave | 8:00 - 8:10 |
| APPROVAL OF CONSENT AGENDA - Robert | |
| EXECUTIVE DIRECTOR UPDATES - Beth | 8:10 - 8:25 |
| • 2024 Impact Report | |
| • Sprint Program Manager Job Posting | |
| • Council Authority Policy | |
| • Fredericksburg Office | |
| • Current Staff Priorities | |
| • 2025 In-Person Annual Meeting | |
| OLD BUSINESS | |
| • SEIC Motions - Ryan | 8:25 - 8:40 |
| • COO Search | 8:40 - 8:50 |
| NEW BUSINESS | |
| • Board liaison to RAC - Andrea | 8:50 - 9:00 |
| • BOD Officer Elections - Dave | 9:00 - 9:10 |
| • BOD Committee Selection Process - Dave | 9:10 - 9:20 |
| • 2025 BOD Meeting Schedule - Dave | 9:20 - 9:30 |



Appendix B

Sprint Program Manager and National Team Coach

Job Summary

The American Canoe Association (ACA) is seeking a Sprint Program Manager who is responsible for the development, training, and performance of elite-level athletes and coaches in the National canoe/kayak program, with the goal of achieving success in international competitions, including the Olympic Games. This role involves designing training plans and competition schedules, overseeing contract and volunteer coaches and athletes, overseeing sport development initiatives, and providing strategic guidance for the Sprint Community as a whole. The manager will work closely and collaboratively with other competition disciplines and support staff to optimize athletes' physical and mental preparation, ensuring a pathway to Olympic podiums.

Key Responsibilities

1. Athlete Coaching, Development and Training

- Oversee high-performance training programs tailored to the needs of Olympic-level canoe/kayak athletes.
- Oversee regular assessments of athletes' physical, technical, and mental capabilities and work with coaches to adjust training plans accordingly.
- Provide individualized feedback on performance, endurance, technique, and strategy to maximize athletes' potential.

2. Competition Strategy

- Develop quadrennial and annual schedules for team competition participation.
- Seek partnerships and innovation projects with equipment suppliers to ensure athletes have the best equipment possible.
- Analyze technology and performance data to continuously refine techniques and strategies.

3. Team Management and Collaboration

- Work closely with sprint coaches, sports scientists, and other third-party experts to provide a holistic approach to athlete development.
- Foster a positive and motivating team environment, promoting a culture of excellence, sportsmanship, respect, and collaboration across paddlesports.
- Lead regular team meetings and ensure effective communication between athletes and support staff.

4. Program Development and Long-Term Planning

- Contribute to the development of a pipeline for new talent, including athlete and coach recruitment and collaboration with clubs.
- Develop and manage a four-year Olympic training cycle, with clear benchmarks and goals to track progress toward Olympic qualifications and medals.
- Assist in creating a sustainable program that supports the growth of sprint paddlers nationally and promotes diversity in the athlete pool.

5. Administrative and Compliance Responsibilities

- Ensure compliance with national and international regulations, including anti-doping policies and SafeSport guidelines.
- Maintain accurate records of athletes' progress, training schedules, and competition results.
- Work with the finance department to manage budgets, equipment, and travel logistics.
- Seek additional sources of revenue to support team initiatives and organizational health

Qualifications

- **Experience:**
 - Minimum of 5 years of coaching experience at the elite or Olympic level, with a proven record of success in competitive canoe/kayak events.
 - Experience with periodization and advanced training techniques specific to canoe/kayak.
- **Education/Certification:**
 - Bachelor's degree in sports science, physical education, or a related field preferred.
- **Skills and Competencies:**
 - Deep knowledge of canoe/kayak technique, training methodologies, and competitive strategy.
 - Ability to inspire and motivate elite athletes, with strong interpersonal and communication skills.
 - Proficiency with performance analysis software and other relevant tools for tracking progress and evaluating competition performance.

Working Conditions

- Requires travel for training camps, competitions, and development events.

- Must be able to work irregular hours, including early mornings, evenings, weekends, and holidays, based on training and competition schedules.
 - Schedule, hours and compensation are negotiable.
-

Application Process

Interested candidates should submit a resume, cover letter, and a portfolio of previous coaching/athletic results or certifications by [Application Deadline]. Applications may be sent to [Contact Information].

Appendix C

American Canoe Association

Council Authority Policy

The American Canoe Association is a 501(c)3 non-profit organization that serves the broader paddling public by providing educational programs, supporting stewardship initiatives that affect paddlers, and offering competition opportunities to athletes of all abilities. To achieve these objectives, ACA employs a professional staff and utilizes many volunteers.

Organizationally, ACA is guided by a volunteer Board of Directors which is composed of 3 National Activity Council Chairs, 4 At-Large Members, 1 Independent Director, and 4 Athlete Representatives. The three councils recognized by the ACA bylaws are the Safety, Education, and Instruction Council, the Regional Activity Council, and the Competition Council. Councils are led by volunteers and are composed of committees – which are also volunteer-run and led. This Council Authority Policy defines the roles and responsibilities of the Councils and their committees in contrast with the roles and responsibilities of ACA’s professional staff. This policy does not replace council-specific policies. Instead, it clarifies the relationship between the Councils and staff, including the ACA Executive Director.

The primary role of any organization’s Board of Directors’ is to provide high-level oversight and strategic guidance to an organization, ensuring it operates effectively, lawfully, and in the best interests of stakeholders by approving major decisions, reviewing financial performance, and appointing key leadership like the CEO, while maintaining independence from day-to-day management operations.¹ More specifically, according to ACA’s bylaws, “The Board of Directors shall focus on long-term objectives and impacts rather than on day-to-day management.” The Board makes collective decisions that typically are passed on through the Board Chair to the Executive Director. The Executive Director then implements these decisions while maintaining compliance with applicable laws, regulations, and organizational policies. Individual Board members generally have no authority of their own; the Board’s authority is collective, not individual. As a result, ACA’s staff, led by ACA’s Executive Director, hold final decision-making authority over the topics below:

- ACA staff selection, compensation, work assignment priorities, and management within the limits established by ACA’s budget. Board members must coordinate requests for staff assistance through the Board and the Executive Director.
- Compliance with all applicable ACA staff policies, regulations, and third-party requirements.
- All accounting and financial management, including collection and disbursement of funds. To avoid the appearance of excess benefits for individual Board members and thereby to comply with non-profit regulations established by the IRS, individual Board members may never independently disburse funds without Board approval.” (e.g., [Intermediate Sanctions](#))
- Interactions with third parties and organizational partners including but not limited to the US Olympic & Paralympic Committee, the US Coast Guard, National Association of Boating Law Administrators (NASBLA), the International Canoe Federation, the US Center for SafeSport, Outdoor Alliance (OA), and OA member organizations. ACA members (particularly those holding an ACA leadership position) affiliated with these and similar organizations must never suggest they officially represent the ACA unless approved to do so by ACA’s Board and Executive Director.
- Final approval of Selection Criteria for all US national teams and the management of team trials

- Elections – including requests for nominations, announcement of an election slate, distribution of ballots, and collection of votes – for the Board of Directors, the Councils, all council committees, and State Directors.
- Communication with ACA’s membership (or any subset) via official announcements
- Registration for ACA-coordinated events
- Public policy positions and statements
- Insurance, including collection of insurance fees and issuance of insurance riders
- Legal issues

The general responsibilities of each council are described below.

Competition Council

The Competition Council is an advisory group to the Board of Directors and the ACA staff which meets several times per calendar year. This council is made up of volunteers who possess broad experience in the various disciplines of paddling and who are passionate about the sport. The Council Chair is elected bi-annually by the Competition Committees and leads the Competition Council. All current ACA competition members are de facto members of the council.

The Council’s primary role is to organize regular meetings to bring together all the competition committees to share best practices, communicate common issues to ACA staff, and leverage synergies among the individual discipline committees.

Competition Committees

- Develop/refine discipline-specific racing rules
- Draft team selection criteria
- Train officials and nominate International Technical Officials (ITOs) for international and national events
- Support ACA staff in the development and implementation of organizational structures, logistics, venues, and deadlines for events such as team trials and national championships.
- Support ACA’s professional staff in fundraising efforts for discipline-specific events/teams
- Propose communication/messaging to ACA competition members

Staff Support for Competition Committees

- Provide an official repository for committee documentation
- Manage committee elections
- Fiscal management of committee/team funds
- ACA website maintenance and updates of competition-related content
- Uniform ordering, embellishment, and shipping
- Facilitation of Zoom meetings/accounts and other technology which supports the committees

Current staff liaisons to the Competition Council are Jed Hinkley and Steve Kelly with assistance from Michelle Flynn.

Safety Education and Instruction Council (SEIC)

The SEIC is an advisory group to the Board of Directors of the ACA and meets several times per calendar year. This council is made up of volunteers who possess broad experience in the various disciplines of paddling and who are passionate about the sport. All current ACA instructors are de facto members of the council.

The Council is coordinated by an Executive Committee which has 4 positions: Chair, Vice Chair, Secretary, and one At Large member.

The Executive Committee also serves as the SEIC Standards Committee. The Standards Committee hears requests for exceptions to policy, approves appointment of Instructor Trainers, and hears challenges and grievances. The Council and its discipline committees are responsible for curriculum development and implementation of ACA programs.

Safety, Education, and Instruction Discipline Committees

- Curriculum development and documentation
- Implementation of ACA standards and programs in support of the Safety Education and Instruction Council

Staff Support for SEIC Committees

- SEIC Council meeting documentation and distribution
- Curriculum documentation alignment
- Website maintenance
- Event support including event registrations
- Course Management System (CMS) administration, maintenance, and reporting

Current staff liaisons to the SEIC are Kelsey Bracewell and Tara Fairty.

Regional Activity Council (RAC)

The Regional Activity Council (RAC) serves as an advisory council to the Board of Directors by providing a voice for ACA members through their Regional Chairs, State Directors, State Councils, and Paddle America Club members.

The RAC represents ACA's grassroots membership and helps to promote and support the various areas of ACA's mission: safety, education and instruction, competition, stewardship and public policy, diversity, equity and inclusion, and recreation. The RAC seeks to enhance communication and volunteer activities that benefit the mission and values of the ACA. In addition, this National Activity Council allows ACA leaders to mentor up-and-coming paddlesports leaders in activities related to community building, public policy and stewardship, and regional partnerships.

Regional Chairs are responsible for:

- Serving as a key liaison between state and local paddlesports leaders and ACA National Staff
- Mentoring State Directors and state-level volunteers to be effective when serving paddlers

State Directors are responsible for:

- Developing a diverse State Council to advance the ACA mission in the state/region
- Promoting competition, training, stewardship, and other community-based paddlesports events
 - Helping paddlers find local instruction or connect with regional instructor certification opportunities
 - Where applicable, leading or supporting ACA’s National Safe Boating Week initiative, Kayaking 101
- Build support groups for paddler advocacy initiatives promulgated by ACA’s Board and professional staff
- Facilitate communication and engagement among statewide paddling stakeholders.
- Subject to oversight by ACA staff, advocate for paddling community interests with policymakers and media.
- Serve as a focal leader to represent paddlers to come together on public policy issues.
- Promote paddler stewardship opportunities.
- Foster partnerships with governmental agencies and environmental organizations in your state/region.
- Subject to oversight by ACA staff, represent state paddling interests to ACA regional and national leaders.
- Participate in ACA regional meetings to contribute to broader initiatives.

Staff Support

- Event logistics assistance, including event registration
- State Director elections
- Website maintenance
- Communications to ACA members
- Fiscal management of all RAC-related funds

Current staff liaisons to the Regional Activity Council are MacKenzie Holbrook and Kaycee Maas.

Staff – Volunteer Interaction

Interactions among ACA’s professional staff and volunteer members shall at all times follow ACA’s Code of Conduct, ACA’s Governance Policy ENC-001 (Ethics and Conduct), and SafeSport regulations and requirements. Failure to follow these policies may result in disciplinary action as described in ACA’s Code of Conduct, Grievance Policy, and SEIC Policy Manual.

Inappropriate volunteer interactions with staff AND inappropriate or dissatisfactory interactions between staff and volunteers should be immediately reported in writing to the ACA Executive Director who shall seek a satisfactory resolution in a timely manner.

Footnote 1: based on google search “primary role of Board of Directors”



Appendix D

**Thank you from the ACA!
We are deeply grateful
for the time, energy, and
passion you invest in our
mission. Your support
truly makes a difference,
and we look forward to
continuing this journey
together.**





Overview of Onboarding Training

- ACA's mission, values, and strategic goals
- Role and responsibilities of board members
- USOPC Compliance
- Strategic and financial oversight
- Overview of ACA bylaws
- Schedule of upcoming board meetings
- Website Tour



ACA Community Guidelines

Enjoyment: We encourage lively discussion and the posing of difficult questions

Safety: Practice respectful speech (no insults, threats or absolute statements)

Inclusion: Respect and value all peoples perspectives

Teamwork: Practice active listening, encourage contributions, and avoid interruptions

Excellence: Treat each other with patience and compassion

Board of Directors Composition

At-large Directors

Suzanne Britt
Beverly Cosslett
Brenda Jin
Dave Lumian

Independent Directors

Robert Kauffman

Competition Council

Risa Shimoda

Regional Activity Council

Andrea White

Safety, Education, and Instruction Council

Ryan Rushton

Athlete Directors

USOPC Athlete Representative
and Sprint- Jonas Ecker
Slalom- Zach Lokken
Para- Blake Haxton
At-large- Aaron Small

Staff Introduction

Beth Spilman
Executive Director

Kesey Bracewell
Director of Education,
Insurance, and Membership

Emma Walther
Finance Director

Kaycee Maas
Communications Manager

Michelle Flynn
Membership Coordinator

Kristal Pastell
Insurance Coordinator

MacKenzie Holbrook
Volunteer Coordinator

Andreea Ghizila
Athlete Safety and
Compliance Manager

Tara Fairty
Learning Design Manager

Brett Mayer
Director of Stewardship
and Public Policy

Competition Staff:

Steve Kelly
Manager High Performance
and Competition

Jed Hinkley
Competition Director

Org Chart - Activity Councils and Committees

ACA Board of Directors

ACA Staff

Competition Council

Risa Shimoda, Chair

12 Competition Committees
by Discipline

Regional Activity Council

Andrea White, Chair

RAC Regional and
State Directors

Safety Education and

Instruction Council

Ryan Rushton, Chair

15 SEIC Committees
by Discipline

*The Chairs of the three activity councils are appointed to the Board virtue of their office



ACA Mission

We build inclusive paddling communities, support excellence, and foster safety and stewardship through paddlesports education, competition, and recreation.

ACA Vision

To engage millions of paddlers with safe and healthy opportunities for challenge, learning, service and enjoyment.

ACA Core Values

Every paddler has the right to define their path on the water, from close-to-home recreation to remote exploration, and from entry-level to high-performance activities. To that end, we share these core values:

Enjoyment

Safety

Inclusion

Teamwork

Excellence

Board of Directors Roles and Responsibilities

GOVERNANCE IS THE PROCESS OF PROVIDING LEADERSHIP BY SETTING ORGANIZATIONAL DIRECTION; CREATING POLICY AND MAKING STRATEGIC DECISIONS; MONITORING ORGANIZATIONAL PERFORMANCE; AND, ENSURING OVERALL ACCOUNTABILITY AND TRANSPARENCY FOR THE COMMON GOOD OF THE ORGANIZATION

Photo Credit: USA Triathlon Board Presentation

The 3 Core Legal Duties

Duty of Care

Participate and communicate effectively to fulfill your role to the highest standard.

Duty of Loyalty

Prioritize the overall well-being and success of the organization, above any individual personal interests.

Duty of Obedience

Adhere to all organizational rules and regulations as outlined in the governing documents.

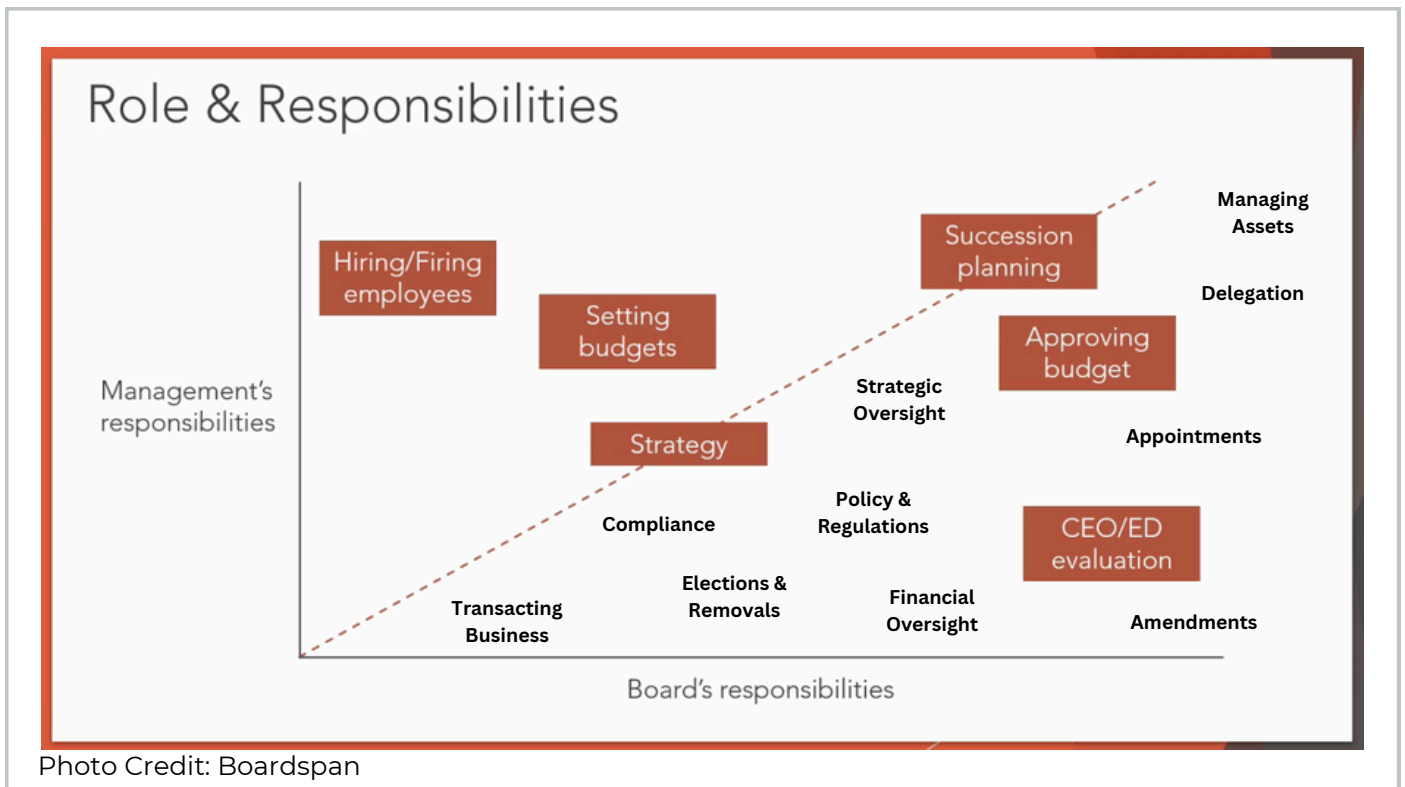


Key Characteristics of a High Functioning Board

1. Focus on shared ideas, mission and vision

2. Model the behavior and values that you expect the organization to uphold

3. Collaboration, the organization comes first, the board should speak with one voice and act collectively



Transacting business: They have the authority to enter into contracts and agreements on behalf of the Association.

Managing assets: They oversee all assets, finances, and properties of the Association.

Strategic oversight: They review and approve the Association's strategic plan and annual budget.

Financial oversight: They monitor the financial activities, approve financial statements, and select auditors.

Compliance: Ensure safety rules, policies, and procedures comply with USOPC and U.S. Center for SafeSport requirements.

Policy and regulations: They establish policies, procedures, and other governing rules for the Association.

Amendments: They propose changes to the Articles of Incorporation and Bylaws.

Appointments: They appoint delegates, representatives, and select the Executive Director, approving their compensation and performance.

Delegation: They may delegate certain tasks to individuals or committees, but retain ultimate oversight.

Elections and removals: They elect officers and can remove individuals from positions for cause, following a hearing process.

Board Committees

(As outlined in ACA bylaws)

Executive Committee

Finance Committee

Audit Committee

Non-Board Committees

(As outlined in ACA bylaws)

Property Management Sub
Committee

Nominating and Governance
Committee

Ethics Committee

Grievance Committee

Article VIII in the ACA bylaws:

Board Committees:

Composed of members from the Board of Directors.

Have the authority to act on behalf of the Board when it's not in session, though their decisions must be ratified by the Board later.

Examples: Executive Committee, Finance Committee, Audit Committee.

Non-Board Committees:

Composed of individuals who do not need to be Board members.

Serve purely in an advisory role, offering recommendations to the Board and officers without the power to make decisions.

Examples: Property Management Subcommittee, Nominating and Governance Committee, Grievance Committee.

Committees with a direct impact on athletes or athlete representation are required to 33 1/3 include athletes

USOPC Compliance



NGB REQUIREMENTS

Effective Governance

Athlete Representation

Fair and Transparent Team Selection

Grievance Procedures and Arbitration

Diverse and Inclusive

Athlete Safety

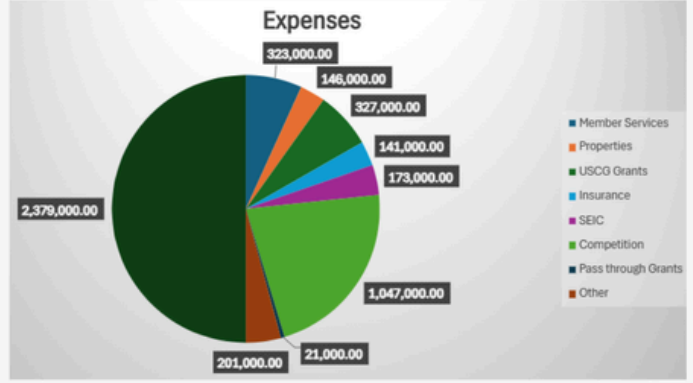
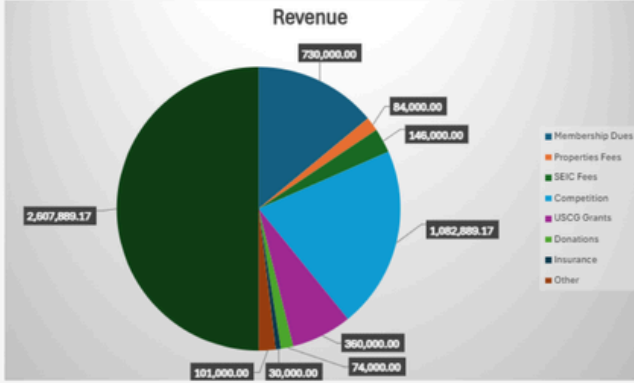
Monitored by USOPC

Monitored by U.S. Center for SafeSport

Article X in the ACA bylaws: NATIONAL GOVERNING BODY OBLIGATIONS AND COMPLIANCE WITH THE TED STEVENS OLYMPIC AND AMATEUR SPORTS ACT: This section outlines the Association's obligations to maintain recognition as an NGB, including governance, athlete support, event sanctioning, and cooperation with the USOPC. Compliance with the Sports Act and USOPC Bylaws is required. Key responsibilities include promoting paddle sports, minimizing scheduling conflicts, ensuring a safe, abuse-free environment, and providing equitable support for women and individuals with disabilities. The Association must have autonomous governance, fair athlete selection criteria, and grievance procedures, while also adhering to policies on reporting abuse and prohibiting assistance to those involved in misconduct. Representation on the USOPC Athletes' Advisory Council and National Governing Bodies' Council, as well as trademark cooperation with the USOPC, is mandatory.

Financials

ACA BY THE NUMBERS (2024 UNAUDITED)





2025 Strategic Goals

- Hire additional staff including office staff (COO) and coaches/competition staff.
- Roll out SEIC's Leader Pathways project
- Organize 2 or 3 Leadership, Exploration, and Development (LEAD) events
- Launch robust sprint and slalom grassroots development efforts
- Support RAC initiatives including the Instructor Contest, Every Action software, and Club Express

Total investment = approximately \$400,000



Board of Director Requirements

- **Conflict of Interest Form**
- **Code of Conduct Form**
- **Background Check**
- **Safesport Training**
- **USOPC Board Member Training**

Board Meeting Schedule 2025

1st Board Meeting of 2025:

**Tuesday, January 14
8 PM EST, 5 PM PST**

The meeting schedule moving forward will be a discussion item at the upcoming board meeting.





Questions?

Let's take a quick tour of the website....



December 2, 2024 SEIC Meeting Minutes

Meeting Recording:

Part 1 - <https://youtu.be/HOJtzaAc8HI>

Part 2 - <https://youtu.be/V1II5H2wokE>

SEIC Board Members in attendance: Anna Levesque, Trey Rouss, Elisha McArthur, Anne Sontehimer, Tom Burroughs, Mike Aronoff, Ashley Brown, Stacy Leigh Wildes, David Hughes, Jeff Atkins, Patrick Higgins, Rachel Nagle, RJ Forth, Ryan Rushton, Anthea Raymond, Ge Wu, Robin Pope, Nancy Uschold (for Joe Moore)

Guests in attendance: Robert Kauffman, Alan Cammack, Jule Harle, Beth Spilman, John MacDonald, Lance Elzie, Tom Dardis, Raphael Kuner, Wayne Douchkoff, Kelsey Bracewell, Andrea White, John Browning, Tara Fairty, Jon Axtell

08:05:00 - Establish Quorum (Kelsey Bracewell)

09:18:20 - Meeting Ground Rules Review (Anna Levesque)

12:06:00 - ACA Executive Director Report (Beth Spilman)

17:19:10 - Board Update (Anna)

18:56:07 - SEI Department Report (Kelsey Bracewell)

34:53:00 - Discipline Chair Reports

- Ryan Rushton for CKC
- Anne Sontheimer for RKC
- Rachel Nagle for SUPC
- RJ Forth for CC
- Jeff Atkins for IPC
- Patrick Higgins for PRC
- Anthea Raymond for SKC
- Tom Burroughs for SRC
- Elisha McArthur for RaftC
- John MacDonald (for Joe Moore) for UPC

51:53:50 - RAC Update (John MacDonald)

- Regional update events - comment by Trey Rouss

57:44:26 - Old Business: Motion 2024-09-04 (UP) - Implementation Cost / Timeline / Options (Kelsey)

- History comment by Nancy
- Inclusivity comment by Stacy
- Organizational benefit comment by Trey
- Budget request process comment by Anna

1:12:25 - 10 Minute Break

New Business:

1:12:36 - Motion 2024-12-00: [Approve September 24, 2024 Meeting Minutes](#) (Kelsey)

1:18:11 - Motion 2024-12-01: [SOT L3 Skills, Skills Assessment and Instructor Criteria](#) (Anne S. for RKC)

- Clarification comment by Anna
- Criteria comment and friendly amendment (regarding self-rescue in current) proposed by Trey: "Ability to effectively self rescue while remaining available to your team."
- Question by RJ Forth
- Follow up comment by Robin
- Comment by Stacy
- Reply to RJ by Trey
- Comment by Mike about SOT vs sit-inside certified instructors
- Comment about inflatables/IKs/duckies by Stacy and Anne
- Comment about staying relevant and observant of the marketplace (vs obsolete) by Anna
- Revised friendly amendment proposed by Anna: "Ability to effectively self rescue in venue."

1:34:12 - Motion 2024-12-02: [Leader Path Criteria and Curriculum](#) (Trey Rouss)

- Research about term "Guide"
<https://docs.google.com/document/d/1loSkcXHlkZ7gxRJKoIv3GHKRstGyfdKI-jNk3uHiT8g/edit?tab=t.0>
- From Chat GPT when asked what the difference between a trip leader and guide is. This is what it says "Think of a **trip leader** as the captain of a ship and a **trip guide** as the first mate or tour guide. The leader manages the trip's overall success, while the guide focuses on making the journey enjoyable and educational for participants."
- Leader pathway implementation plan:
https://docs.google.com/presentation/d/1t5CCzneDrq6ZDqfGw-md5_RJWkkC6A2WSr0aNwd5SXA/edit?usp=drive_link

2:29:33 - Motion 2024-12-03: [Leader Pathway Implementation - Timeline Flexibility](#) (Trey Rouss)

- Target date: 6/1/2025

- Friendly amendment: “We will form a sub-committee on Dec 2nd, to provide alternative suggestions for the naming of the Leader and Guide track, suggestions can be submitted until December 9th, the SEIC Board will vote on the name on December 16th - December 20th.”

2:43:37 - Lunch Break

2:43:50: Motion 2024-12-04: [UP Endorsement Criteria Documents](#) (UPC)

2:47:29: Motion 2024-12-05: Motion to create sub-committee to provide alternative suggestions for the naming of the Leader and Guide track

- First by Jeff Atkins
- Second by Mike Aronoff
- Members: Stacy, Mike, Ryan, Elisha, Ashley
 - Chair: Elisha
- 17 votes to approve the committee members

Discussions

- **2:52:30** - Conversation regarding ability and standards
 - Question from Stacy: “How do we avoid ableism and still have a standard?”
 - Comment by Mike
 - Comments from Nancy, Jeff, Stacy, Ashley, Ryan, Trey, Andrea,
 - Emeritus motion from 2023:
 - <https://cms.americancanoe.org/SEIC-Motions/SEIC-Meeting--Summer-2023>
 - Needs implementation plan
 - Comment from Tom Dardis (USCG) - need hard line for performance requirements or people will drown/die
 - Athlete / coach example by Ryan
 - Separation of teaching versus paddling idea - Elisha
 - Take on project of implementing emeritus program: Robin, Mike, Ashley
 - Comment from Kelsey: this program stalled in the past due to lack of implementation specifics. Are all expired certs automatically considered emeritus? Must people apply? Are certs maintained for X number of years counted as emeritus? What is the purpose of being emeritus? What are emeritus instructors authorized to do?
 - Liability, risk management, insurance coverage
 - Comment from Robert K.: In academia, an emeritus professor meets the following criteria 1) academic rank of Associate or Full Professor, 2) be retired from the institution, 3) 10 years of experience, and 4) nominated and voted by their department. Hence, the criteria are there is a rank (e.g. IT or ITE), 2) no longer instructing, 3) Choose a length of teaching, and 4) a nomination and vote by some group.
- **3:29:50** - Gratitude and recap of outgoing SEIC Executive Committee Officers

- Accomplishments of the current executive committee
- Representation to the ACA Board, funding requests
- Thanks from Robin, Robert, and Kelsey
- **3:40:49** - Welcome and intro of incoming SEIC Executive Committee Officers
 - Introduction and acknowledgement from Ryan Rushton, incoming SEIC Chair
 - Introduction and excitement from Jule Harle, incoming Vice Chair
 - Introduction from Lance Elzie, incoming SEIC Secretary
 - Introduction and thanks from Alan Cammack, incoming SEIC At-Large
- **3:50:10** - New SEIC Chair (Ryan Rushton) will select 2025 SEIC Meeting Dates
- **3:53:49** - Delta/Plus/Dance Move :)

4:10:51 - Motion to Adjourn

- Motion: Mike
- Second: Elisha