



ACA Board Meeting
[Video Meeting]

Wednesday, April 2, 2025
[Approved 5/6/25]

WELCOME AND APPROVAL OF THE MINUTES

Attendance. Attendance was taken from the video logins. **BOD Present:** Suzanne Britt, Bill Caruso, Bev Cosslett, Jonas Ecker, Blake Haxton, Brenda Jin, Robert Kauffman, Zach (Bud) Lokken, Risa Shimoda, Aaron Small

BOD Members Not Present: David Lumian (excused), Ryan Rushton

Staff Present: Beth Spilman

Other Attendees: Jed Hinkley

Quorum was obtained.

Suzanne opened the meeting at 8:00 p.m. ET. The agenda is in Appendix A. A motion was made to approve the three minutes: March 2025, September 2024, and October 16, 2024. The motion was seconded, and it passed. Brenda abstained on the motion, noting that she was not on the board in September or October 2024.

EXECUTIVE DIRECTOR UPDATE

COO Position. Beth provided an update on the COO search. The committee has narrowed the selection process down to the final three candidates. Risa, Brenda, and Bev have interviewed the candidates. The group needs to narrow the selection process down to the finalist.

Sport 80 Update. First, they worked on the quick books component. Second, the vendor was working with another client in the final stages of their implementation and could not spend a lot of time with the staff. Third, they need to focus on the implementation plan.

Outdoor Alliance. Beth noted that the Outdoor Alliance met for two days in DC and that they met the Secretary of Interior and the Director of Land Management.

145 Year Celebration. The contract with the Whitewater Center is in process and moving forward. The celebration will be in October.

Membership Survey. Consisting of 23 questions, the membership survey uses Survey Monkey. It is being reviewed by the BOD and is nearing readiness to be distributed.

National Safe Boating Week. The ACA staff has worked with volunteers from several states on Kayaking 101 and will possibly include North Carolina, Virginia, and New Jersey. Several other states will have similar programs without ACA connection.

BUSINESS OVERVIEWS

ACA Finances. (Document Not Included in Minutes) Beth noted that we got a clean audit by the auditors, which is the important thing. Beth went over the balance sheet and the nonprofit equivalent of the income statement. The organization is liquid and in good shape.

Competition Council. Risa provided an overview of the Competition Council. She noted three things. First, she asked, “What is the ‘hook’ for joining the ACA?” This relates to organizing and conducting competition events. Second, they are working on their Operating Procedures. Third, they are developing a database for competition, which will contain competitors, sponsors, etc.

Regional Activity Council (RAC). Using a power point, Bill presented the organization chart and indicated the current activities of RAC. He talked about the State Directors and their role as ambassadors. They are working toward integrating and collaborating their efforts.

Olympics and Para-Olympics. Jed is the competition director, and he works primarily with sprint and slalom. He indicated that Steve was transitioning out of the organization. Jed will be taking over some of his responsibilities, including para. He presented an organizational chart and indicated who was doing what.

NEW BUSINESS

Board and Standing Committee Leadership. (Appendix B) Suzanne presented the preliminary committee assignments. There were still a few people she needed to contact. The committee assignments should be completed by the next meeting.

Business from the Floor. There was no new business.

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 8th at 8:00 p.m. ET.

Respectfully Submitted,



Robert B. Kauffman
Secretary

Tentative 2025 BOD Meeting Schedule:

Tuesday, January 14th Tuesday, February 11th Tuesday, March 11th Tuesday, April 8 th Tuesday, May 6 th June (skipped) Wednesday, July 9 th	August (skipped) Tuesday, September 16 th Thursday-Saturday, October 16 th , 17 th & 18 th & Annual Meeting Wednesday, November 12 th Wednesday, December 10 th
---	--



Appendix A

American Canoe Association Board of Directors Meeting Agenda [Video Meeting]

Wednesday, April 2, 2025
[Draft]

	Appropriate Time
WELCOME AND APPROVAL OF MINUTES	8:00 – 8:10
<ul style="list-style-type: none">• March 2025 minutes• September 2024 minutes• October 16, 2024 minutes	
EXECUTIVE DIRECTOR UPDATE	8:10 – 8:20
<ul style="list-style-type: none">• COO Position• Sport 80 Update• National Safe Boating Week	
BUSINESS OVERVIEWS	
<ul style="list-style-type: none">• ACA Finances- Beth	8:20 - 8:35
<ul style="list-style-type: none">• Competition Council - Risa	8:35 - 8:45
<ul style="list-style-type: none">• Regional Activity Council - Bill	8:45 - 8:55
<ul style="list-style-type: none">• Safety Education and Instruction Council - Ryan	8:55 - 9:05
<ul style="list-style-type: none">• Olympic and Para High Performance - Jed	9:05 - 9:15
NEW BUSINESS	
<ul style="list-style-type: none">• Board and Standing Committee Leadership - Suzanne• Business from the floor	9:15 - 9:30
ADJOURNMENT	

Note: The May meeting will focus on the strategic plan and financial.

Type	Committee	Members	Formed
Board Ad Hoc	Council Advisory Policy Committee	Robert Kaufman Risa Shimoda Andrea White Ryan Rushton Bev Cosslett Matt Dryer Beth Spilman	1/14/2025 BOD Competition Council/Athlete Rep RAC SEIC RAC Athlete Rep ex-officio
Board Ad Hoc	COO Search Committee	Beth Spilman Anna Levesque Risa Shimoda Bev Cosslett Hunter Branstetter Kenny Kasperbauer Brenda Jin	##### Staff SEIC Competition Council RAC Athlete Rep Athlete Rep BOD assigned
Board Ad Hoc	NASBLA Ad Hoc Committee	Brett Mayer Jeff Atkins Jake Vitak Brian McGorry Bill Caruso Robert Kaufman Robin Pope	4/16/2024 Staff SEIC SEIC RAC RAC BOD appointment BOD appointment
Board Ad Hoc	ED Review and New Position Sub- Committee	Robert Kaufman Beth Spilman Hunter Branstetter Anna Levesque	2/4/2024 BOD Secretary Staff Athlete Rep (BOD at-large member in 2024) SEIC
Board Ad Hoc	Governance (Policy & Procedures)	Hunter Branstetter Brenda Jin [Redacted] [Redacted] [Redacted]	2/4/2024 Cmttee Chair Athlete Rep BOD Appt ?? ?? ??

ACA BOD
Committees Associated with the Board of Directors
as of **5/4/2025 10:44**

Type	Committee	Members	Formed
Board Standing	Executive Committee	Suzanne Britt Bev Cosslett Robert Kaufman Brenda Jin Jonas Ecker Blake Haxton	2/18/2025
Board Standing	Finance Committee	Brenda Jin Suzanne Britt Risa Shimoda Blake Haxton Jerry Dunne Riaz Shaikh Beth Spilman Emma Walther	2/1/2025
Board Standing	Audit Committee	Brenda Jin Suzanne Britt Risa Shimoda Blake Haxton Jerry Dunne Riaz Shaikh Beth Spilman Emma Walther	2/1/2025
NonBoard Standing	Property Management Subcommittee	Jerry Dunne	Atlantic Division/Sebago/BOD Pres Appointment BOD Pres Appointment Sugar Island Trustee Rep ? Fredricksburg Land rep ?
NonBoard Standing	Nominating and Governance Committee	Bev Cosslett	3/11/2025
			BOD VP / BOD President Appointment RAC (PAC & State Director Rep) SEIC - possibly Robin SEIC

ACA BOD
Committees Associated with the Board of Directors
as of **5/4/2025 10:44**

Type	Committee	Members	Formed
		Athlete Rep Athlete Rep	
NonBoard Standing	Ethics Committee.		
		Chair Position Voted by BOD 1 other Position voted on by BOD Athlete Rep	
NonBoard Standing	Grievance Committee		3/11/2025
		Hunter Branstetter Jerry Dunne Suzanne Britt	BOD Appointment / Athlete Rep BOD Appointment / Athlete Rep BOD President
			need to be replaced
National Activity Councils	Safety Safety, Education and Instruction Council (SEIC)		
		Robin Pope	BOD President Appointment to SEIC
National Activity Councils	Competition Council (CC)		
			BOD President Appointment to CC
National Activity Councils	Regional Activity Council (RAC)		
		Bev Cosslett	BOD rep would be ex-offio
National Activity Councils	Athlete Advisory Council		1/1/2025
		Jonas Ecker Casey Aaron Small Blake Haxton Zak Lokken	Team USA Athlete Commission Primary Rep (10 yr) Team USA Athlete Commission Alternative Rep (10 yr) BOD at-Large Athlete Rep (10 yr) BOD Paracanoe Athlete Rep (10 yr) BOD Slalom Athlete Rep (10 yr)
			?
			?
			?
			?
			?