



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

**Wednesday, December 10, 2025**  
**[Approved 1/10/26]**

**WELCOME AND APPROVAL OF THE MINUTES**

Suzanne opened the meeting at 8:15 p.m. ET. The agenda is presented in Appendix A. The BOD welcomed the newest BOD member, Simon Norton (Si), to the meeting and BOD. His term does not officially begin until January. Each of the BOD members introduced themselves and a brief summary of their paddlesport involvement.

Suz thanked David Lumian and Blake Haxton, who were leaving the BOD in January, for their service and contributions to the BOD. She noted that they were extremely talented.

A motion was made to approve the November 12<sup>th</sup> minutes. It was seconded. The motion passed, and the minutes were approved.

**Attendance.** Attendance was taken from the video logins.

**BOD Present:** Suzanne Britt, Bill Caruso, Bev Cosslett, Jonas Ecker, Brenda Jin, Robert Kauffman, Zach (Bug) Lokken, Ryan Rushton, Risa Shimoda, Aaron Small

**BOD Members Not Present:** Blake Haxton, David Lumian,

**Staff Present:** Krista Lenzmeier

**Other Attendees:** Simon Norton (Si)

**Quorum** was obtained.

**EXECUTIVE DIRECTOR UPDATE**

**Sport 80 Update.** (Appendix B). Krista provided the executive director's report. Beth was attending a USOPC Foundation meeting, which conflicted with this meeting. Krista focused on providing an update on Sport 80. See Appendix B for her notes.

**BUSINESS**

**January Meeting.** Suz updated the BOD about the January 2026 meeting. It will be in-person in San Diego from Friday, January 9<sup>th</sup> to 11<sup>th</sup> at the Mission Bay Aquatics Center. The meeting will

highlight Jamie Eubanks and RAC. Simon indicated he would be in Australia, but would Zoom into the meeting.

**SEIC Motions.** (Appendix C and Appendix E). SEIC advanced seven motions for the BOD's approval. Ryan provided a brief overview of the seven motions. It was suggested that if there were no further questions, that the motions be passed as one motion. A motion was made to pass all seven motions. It was seconded. The motion passed unanimously.

Motion 2025-12-01 - Create ACA Kayak Fishing Discipline Committee  
Motion 2025-12-02 - Skills Award Requirement for Instructor Course Admission ICW L2-L5  
Motion 2025-12-03 - River Kayak Instructor Level 3 ICW Entry and Updated Level 4 ICW Criteria  
Motion 2025-12-05 - Update the L2 Coastal Sit-On-Top Documents  
Motion 2025-12-07 - Update the L3 Coastal Kayak Sit-On-Top Documents  
Motion 2025-12-09 - Retiring the Day Trip Leader / "Old" Trip Leader Assessment Program  
Motion 2025-12-10 - Update the Instructor Trainer Candidate Evaluation Guide in 2 areas

**Executive Director's Performance Review.** At this time, non-members of the BOD left the meeting (i.e. Krista and Si). The BOD reviewed two documents. The first was a summary of the BOD's review of Beth's self-evaluation of her performance objectives for 2025. The BOD review of her performance objectives occurred on Tuesday, October 15<sup>th</sup> at the in-person BOD meeting in Charlotte, NC. After a brief discussion, a motion was made to accept the BOD's review of Beth's performance objectives. The motion was seconded. It passed unanimously. **[Secretary's Note: The review becomes part of Beth's personnel file. It is not a public document, and it is not included in an appendix.]**

The second document reviewed was the proposed executive director's performance objectives for 2026. The proposed performance objectives were generated at an ExCom meeting on Tuesday, December 9<sup>th</sup>. There was discussion and modifications to the proposed performance objectives. A motion was made to accept the performance subject to revision. It was seconded, and it passed unanimously. **[Secretary's Note: The normal process is for Beth and the BOD to formulate the performance objectives. Since she was not able to attend the meeting, she did not have the opportunity to be part of the process. She will provide her input on the performance objectives. Since the process is incomplete, the performance objectives are not included in the minutes at this time.]**

**2026 Schedule.** (See Schedule at the end of these Minutes or the Agenda). Except for the in-person meetings, Suz indicated that she would like to move the meetings to the second Thursday of the month at 4:30 pm PT (7:30 pm ET). There was a discussion and survey of BOD members regarding the time. The meeting time was moved to 4:00 pm PT or 7:00 pm ET.

Suz indicated that she had a discussion with Pam Dillon regarding a joint in-person meeting in October with the PTC. She noted that if the PTC would meet on October 9<sup>th</sup> to 11<sup>th</sup>, we would have our joint meeting at their location. Otherwise, we would most likely meet in Fredericksburg.

In addition, Suz indicated that she would seek to limit the BOD meetings to one hour. This stimulated a discussion on the use of Slack, which is a forum that enhances communication among board members prior to meetings. Suz indicated that she would make Slack available to the BOD.

## **COUNCIL AND COMMITTEE REPORTS**

**AAC.** (Appendix D). Jonas indicated MacKenzie is ready to send out the election for paracanoe, and he is in the process of finding some athletes to nominate themselves.

**SEIC.** (Appendix E). Other than the motions passed, Ryan indicated that additional SEIC business is noted in the SEIC December minutes.

**RAC.** (Appendix F). Bill noted that planning for Kayaking 101 next year is ahead of schedule. The states are working on implementing the program. Second, they have identified advocacy software and are moving forward regarding its implementation.

**Nominating Committee.** (Appendix G). Bev indicated that the Nominating Committee had two items. First, BOD members will receive a self-assessment of their skills. The purpose of the assessment is to identify the gaps in the skills of the BOD. The self-assessment should be completed by January. Second, the positions of Secretary and Vice President are up for election.

**Grievance Committee.** Suz provided the update. A SafeSport hearing panel has been created, and it is moving forward. She explained the SafeSport grievance process and noted that there was a gap in what we are doing.

**Policy and Stewardship Committee.** (Appendix H). Robin Pope wrote a report updating the activities of the Policy and Stewardship Committee.

## **NEW BUSINESS**

There was no new business.

## **ADJOURNMENT**

A motion was made and seconded to adjourn at 10:11 pm. The motion passed.

Respectfully Submitted,



Robert B. Kauffman  
Secretary

**2026 BOD Meeting Schedule:** [Thursday meetings at 7:00 pm ET: 4:00 pm PT]

Friday-Sunday, January 9<sup>th</sup> -11<sup>th</sup>  
Thursday, February 12<sup>th</sup>  
Thursday, March 12<sup>th</sup>  
Thursday, April 9<sup>th</sup>  
Thursday, May 14<sup>th</sup>  
Thursday, June 11<sup>th</sup>  
Thursday, July 9<sup>th</sup>

Thursday, August 13<sup>th</sup>  
Thursday, September 10<sup>th</sup>  
Friday-Saturday, October 9<sup>th</sup> -11<sup>th</sup>  
Annual Meeting:  
Thursday, November 12<sup>th</sup>  
Thursday, December 10<sup>th</sup>



# Appendix A

**American Canoe Association**  
**Board of Directors Meeting Agenda**  
**Wednesday, December 10, 2025**  
**[Video Meeting]**  
**Agenda**

<b>WELCOME AND APPROVAL OF MINUTES</b>	Approximate Times	
<ul style="list-style-type: none"> <li>• Role Call</li> <li>• Approval of November 2025 minutes</li> </ul>	[5 min.]	8:00 pm ET
<b>EXECUTIVE DIRECTOR UPDATE</b>	[10 min.]	8:05
<ul style="list-style-type: none"> <li>• Sport80</li> </ul>		
<b>PRIORITY &amp; ACTION ITEMS</b>		
<ul style="list-style-type: none"> <li>• <b>January Meeting</b> (San Diego; 1/9-11/26): Suz</li> <li>• <b>SEIC Motions Only</b> (Reports not included): Ryan</li> <li style="padding-left: 20px;">Motion 2025-12-01 - Create ACA Kayak Fishing Discipline Committee</li> <li style="padding-left: 20px;">Motion 2025-12-02 - Skills Award Requirement for Instructor Course Admission ICW L2-L5</li> <li style="padding-left: 20px;">Motion 2025-12-03 - River Kayak Instructor Level 3 ICW Entry and Updated Level 4 ICW Criteria</li> <li style="padding-left: 20px;">Motion 2025-12-05 - Update the L2 Coastal Sit-On-Top Documents</li> <li style="padding-left: 20px;">Motion 2025-12-07 - Update the L3 Coastal Kayak Sit-On-Top Documents</li> <li style="padding-left: 20px;">Motion 2025-12-09 - Retiring the Day Trip Leader / "Old" Trip Leader Assessment Program</li> <li style="padding-left: 20px;">Motion 2025-12-10 - Update the Instructor Trainer Candidate Evaluation Guide in 2 areas</li> <li>• <b>Beth's Review:</b> Suz</li> <li>• <b>Beth's 2026 Performance Goals:</b> Suz</li> <li>• <b>2026 Schedule:</b> Suz</li> </ul>	[5 min.] [10 min.]	8:15 8:25
<b>COUNCIL &amp; COMMITTEE REPORTS</b>		
<ul style="list-style-type: none"> <li>• <b>AAC &amp; Paracanoe Athlete Rep Update</b></li> <li>• <b>Nomination Committee:</b> Bev</li> <li style="padding-left: 20px;">BOD Skill Set Survey; Update on Election of VP &amp; Secretary</li> <li>• <b>SEIC:</b> Ryan:</li> <li>• <b>Competition Council</b> - Risa</li> <li>• <b>Regional Activity Council (RAC)</b> - Bill</li> <li>• <b>Athlete Advisory Council (AAC):</b> Jonas</li> <li>• <b>Policy and Stewardship Committee:</b> rbk</li> <li>• <b>Grievance Committee:</b> Suz</li> <li>• <b>Finance Committee:</b> Beth/Brenda</li> </ul>	[5 min.] [5 min.] [4 min.] [4 min.] [4 min.] [1min.] [1 min.] [1 min.] [5 min.]	9:00 9:05 9:10 9:14 9:18 9:22 9:23 9:24 9:25
<b>NEW BUSINESS</b>		
<ul style="list-style-type: none"> <li>• Business from the floor</li> </ul>		9:30
<b>ADJOURNMENT</b>		9:30

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Thursday, September 10<sup>th</sup>  
Friday-Saturday, October 9<sup>th</sup> -11<sup>th</sup>  
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# Appendix B

## SPORT:80 UPDATE

- Went live on Wednesday, November 12
- Activation emails started going out to various groups of people over the next week asking them to create a new password in Sport:80
- Final group (Instructors and Educators) received their email on Monday after CMS and Sport:80 were fully integrated
- Campaign Manager has been set up within Sport:80 to begin using for communication. Staff are learning the features. It will save several thousand dollars vs MailChimp
- Some processes needed some updating once they were moved to the live site. A lot of progress has been made especially because of a lot of work by Kelsey particularly over the last week. There are still items to finalize or make improvements to:
  - Event report form and non-member fees
  - Paying Rush Fees and late fees on insurance requests
  - Incident/Accident Report Form
- ZenDesk
  - Start using at the start of the transition to Sport:80 as our communication method for all customer service
  - Both Sport:80 and non-Sport:80 questions
  - This will help track responses and see trends in questions
  - Median time to first reply is less than 1 hour
  - 50% of tickets have been **solved** in less than 5 hours and 75% are **solved** in less than 24 hours (**solved**, not just responded to)
- Communication will continue with targeted focus on particular groups including the following, but not limited to:
  - Club Admins
  - Lapsed Members
  - Competition Members expiring Jan 1
  - PAC Memberships expiring in February



## SEIC December 2025 Report

- Winter 2025 SEIC Board Meeting & Motions
- Discipline Committee Elections Complete

## Appendix C



## **SEIC Winter Meeting - Successful Motions**

- Motion 1: Creation of ACA Paddlesports Fishing Discipline Committee
- Motion 2: River Kayak - Skills Award prerequisite for L3, L4 & L5 Instructor Certification Courses.
- Motion 3: River Kayak - Must be an L3 Instructor prior to participation in L4 Instructor Certification Courses.
- Motion 5: Coastal Kayak - Update L2 Sit-On-Top Documents
- Motion 7: Coastal Kayak - Update L3 Sit-On-Top Documents
- Motion 9: Leader Pathway - Conclusion of prior leader courses on 12/31/26.
- Motion 10: IT Candidates - Update IT Candidate Eval

# Appendix D

The following AAC report is from an email dated 12/8/25

Hi Robert,

No AAC committee update, however MacKenzie is ready to send out the election for paracanoe, and I'm in the process of finding some athletes to nominate themselves.

Best,

Jonas Ecker

# Appendix E

## December 1, 2025 SEIC Meeting Minutes

**Meeting Recording Link:** [https://youtu.be/id03V-\\_Fz9Q](https://youtu.be/id03V-_Fz9Q)

*Please use the time stamps outlined below to navigate the video recording and find the item/discussions you need.*

**Voting members in attendance:** Ryan Rushton, Alan Cammack, Lance Elzie, Anne Sontheimer, Jeff Atkins, John Browning, Patrick Higgins, Rachel Nagle, Tom Burroughs, Stacy Leigh Wildes, Robert Kauffman, Elisha McArthur, Mike Aronoff, Ashley Brown, Anthea Raymond, Ge Wu

**Guests in attendance:** Kelsey Bracewell, Ben Morton, Krista Lenzmeier, Beth Spilman, Suzanne Britt, Wayne Douchkoff, Chuck Earls, Jeff Little, Drew Gregory, Francheska Barreto, Jake Vitak, Trey Moore, Robin Simms, Geoff Luckett, Andrea White, Chad Hoover, John MacDonald, Stanley Esquivel, Kaycee Maas, Jameson Riser, Greg Weiss

2:15 - Thanks to Discipline Committee Chairs for years of service to SEIC

2:40 - Two word check in

13:01 - ACA Staff Presentation (Beth Spilman)

25:50 - ACA Board of Directors Presentation (Suzanne Britt)

29:30 - Discipline Committee Reports

- Canoe Committee - Written report in CMS (submitted by RJ Forth)
- Coastal Kayaking Committee - 30:00 (John Browning)
- Packrafting Committee - 31:09 (Patrick Higgins)
- Rafting Committee - 32:02 (Elisha McArthur)
- River Kayaking Committee - 34:11 (Anne Sontheimer)
- Safety & Rescue Committee - 35:20 (Tom Burroughs)
- Stand Up Paddle Board Committee - 39:26 (Rachel Nagle)

41:30 - Leadership Pathway Updates (Ryan Rushton)

1:01:00 - RAC Update (Andrea White & John MacDonald)

1:02:00 - Motion 0 - Approval of [previous meeting minutes](#)

- Passes 15-0-0

1:06:30 - [Motion 2025-12-01](#) - Create ACA Kayak Fishing Discipline Committee

- Passes 13-2-0

1:37:35 - [Motion 2025-12-02](#) - Skills Award Requirement for Instructor Course Admission  
ICW L2-L5

- 1:42:00 - Friendly amendment proposed by Rachel Nagle and supported by Alan Cammack and Ryan Rushton: have assessment requirement begin at L3 instead of L2
- 1:46:45 - Comment from Elisha McArthur that an across the board skills award requirement (prior to ICWs) will be a detriment to the Rafting Discipline
- 1:49:25 - Anne Sontheimer accepts the friendly amendment. Trey Moore agrees.
- Passes 14-1-0

1:52:30 - [Motion 2025-12-03](#) - River Kayak Instructor Level 3 ICW Entry and Updated Level 4 ICW Criteria

- Passes 14-1-0

2:13:00 - [Motion 2025-12-04](#) - Amend SEIC Policy Manual, Chapter 3.4.C

- 2:16:00 - Ryan Rushton suggests tabling this motion because Leader Trainer updates do not yet exist in the SEIC Policy Manual
- 2:17:00 - John Browning accepts the suggestion to table this motion until a later time when the Leader update process has been better structured and outlined within the SEIC policy

2:17:35 - [Motion 2025-12-05](#) - Update the L2 Coastal Sit-On-Top Documents

- Passes 15-0-0

2:19:30 - [Motion 2025-12-07](#) - Update the L3 Coastal Kayak Sit-On-Top Documents

- Passes 15-0-0

2:20:35 - [Motion 2025-12-08](#) - Adoption of a Standard Teaching Framework for Instructor Development

- 2:35:30 - Stacy agrees to table this motion for further discussion

2:35:45 - [Motion 2025-12-09](#) - Retiring the Day Trip Leader / "Old" Trip Leader Assessment Program

- Passes 15-0-0

2:38:00 - [Motion 2025-12-10](#) - Update the Instructor Trainer Candidate Evaluation Guide in 2 areas

- Passes 14-1-0

2:57:30 - 2026-2027 Discipline Committee Election Results

3:02:30 - Breakout Discussion: Advice for Incoming Committee Members

▼ **Room 1**

- Alan Cammack - SEIC VC
- Anthea Raymond
- Ben Morton
- John Browning
- Krista Lenzmeier
- Mike Aronoff
- Rachel Nagle, SUP Chair

▼ **Room 2**

- Ashley Brown
- Chuck Earls
- Elisha McArthur
- Jeff Little
- Lance Elzie
- Patrick Higgins
- Stacy Wildes

▼ **Room 3**

- Andrea White
- Jeff Atkins - IPC
- RKC Anne Sontheimer
- Robert Kauffman
- Suz Britt
- Tom Burroughs- Safety And Rescue

### 3:07:20 - Group 1 Discussion Summary (Alan Cammack)

- Defining roles and responsibilities (for incoming committee members)
- Idea of commitment and time and planning
- LMS working group
- Leader pathway group / committee formation
- Cross discipline consistency
- SEI resources working document

### 3:10:20 - Group 2 Discussion Summary (Patrick Higgins)

- Committee alignment for procedures and processes
- eLearning modules (about education holistically: learning to learn, learning to teach)
- Professionalism overall
- Marketing and business training
- Advice to incoming members:
  - Read your emails
  - Ask questions
  - Simplify things
  - Follow procedures

### 3:13:45 - Group 3 Discussion Summary (Anne Sontheimer)

- Job descriptions for committee members
- Importance of IPC, requires diverse make up
  - Need to be more proactive in this market space
- Clarify direction for IPC
- Keep momentum for the Guide Pathway
- More collaboration with RAC and Competition
- Smart Start = need to increase awareness and support for the market share

3:19:15 - Elisha McArthur proposes working group to address the goals of [Motion 2025-12-08](#) - Adoption of a Standard Teaching Framework for Instructor Development (which was tabled earlier in the meeting)

- Ryan: suggests waiting to form the working groups until the new committees are seated and the new members are given the opportunity to engage with this goal

Mike Aronoff mentioned John MacDonald's work with coordinating regional events/updates or discipline development events and the need to reinvigorate that discussion/idea

3:23:00 - Ryan Rushton shares upcoming SEIC Meeting dates for 2026

- Spring 2026 - February 28 from 10AM to 4PM Eastern
- Summer 2026 - June 16th from 7PM to 9PM Eastern
- Fall 2026 - September 28th from 7PM to 9PM Eastern
- Winter 2026 - December 5th from 10AM to 4PM Eastern

3:24:10 - Invitation to give meeting feedback / closing thoughts

3:39:33 - Motion to adjourn by Elisha McArthur and Tom Burroughs, second

# Appendix F

## RAC Meeting Notes December 2, 2025

### Attendees:

Bill Caruso, Chair  
Andrea White, Past Chair & SE Reg Chair  
BG Smith, Affiliate Club Rep  
Bev Cosslett, Secretary  
Barb Carmichael, Midwest Reg Chair  
Moriya Beck, Rocky Mtn Reg Chair  
Movetia Salter, Gulf States Reg Chair  
Ann Barry, NE Reg Chair  
Meredith Waters, DC Director  
John McDonald, SEIC Liaison & Utah State Dir  
Robert Kauffman, Board Liaison  
Risa Shimoda, Competition Council Chair  
Krista Lenzmeier, ACA COO

### Not in Attendance:

Geoff Chambers, Vice Chair  
Jamie Eubanks, Pac West Reg Chair  
Pete Jizba, Heartland Reg Chair  
Stanley Esquivel Mesen, Intl Reg Chair  
Ashley McEwan, East Coast Reg Chair

### Quick recap

The RAC Executive Committee discussed budget allocation for event materials and agreed to prioritize the Cleveland Boat Show while exploring new customization options through a gear shop on the ACA website. The group reviewed event planning processes, including tracking important dates and determining ACA representation at various events, while also approving meeting minutes and discussing the new Sport 80 membership platform. The Regional Activity Council covered progress on kayaking initiatives across multiple states, addressed insurance-related concerns and communication needs, and shared updates on advocacy efforts and competition opportunities.

### Next steps

- [Bev: Create a shared document/form for RAC members and state directors to submit insurance-related questions and topics, and share it with regional chairs and relevant members.](#)
- [All Regional Chairs: Share the insurance questions document/form with state directors to gather feedback and questions about ACA insurance.](#)

- [Ann: Encourage Jerry to add common insurance questions he has fielded to the shared insurance document.](#)
- [Barb: Facilitate communication between Kelly and Bev regarding Cleveland Boat Show swag needs.](#)
- [Bev: Coordinate with Krista and Kelsey to establish a process \(including possible application/agreement and coupon code system\) for state directors to request and receive Event in a Box materials, with a goal to present a proposal by January/February meeting.](#)
- [Moriya: Reach out to new Idaho State Director to discuss ACA representation at North Fork Championship and Locksaw Madness events and inform them about Event in a Box materials.](#)
- [Bill: Respond to EveryAction software renewal thread/email to indicate intent to re-up the subscription for one more year.](#)
- [Bev: Distribute 2025 instructor contest prizes and coordinate with Andrea regarding possible additional prize items.](#)
- [Andrea: Send any available prize items to Bev for potential use in instructor contest.](#)
- [Bev: Work with Moriya to set and distribute 2026 RAC meeting schedule/invitations.](#)
- [Ann: Send a follow-up note to Jeff Oxenford's Boundary Waters contact to encourage establishment of ACA relationship.](#)
- [Bev: Consider highlighting the story of the fishing program/angler discipline on the ACA website, being mindful of how RAC's role is characterized.](#)
- [Bev and Krista \(and/or Kristal\): Organize and/or plan an insurance training session for state directors, and consider recording it for future use.](#)

## Summary

### RAC Budget - Board Approved

Instructor Contest - \$2800  
 Club Express RAC Website: \$2500  
 Every Action Software: \$2000  
 Event-in-a-Box: \$5000

The RAC Executive Committee discussed the allocation of a \$5,000 budget for event materials, with Krista suggesting a simple application process using coupon codes for state directors. They agreed to prioritize the Cleveland Boat Show in January, where Kelly Rudolph leads ACA instructor demonstrations, and decided to reach out to her for immediate needs. The committee

also noted the existence of a new gear shop on the ACA website that offers print-on-demand customization options, replacing the previous e-store.

A form will be created for State Directors to submit for event materials for their state events. The RAC Executive council will review and approve and work with ACA staff/Krista on implementation details.

### **Event Planning and Representation Discussion**

The group discussed event planning and representation, with Ann suggesting a calendar to track important annual events. Bev confirmed they have a calendar on their website and suggested making event submissions part of their form process. Moriya inquired about ACA representation at the North Fork Championship in Idaho, and Bev explained that state directors can decide what materials are needed for their events. The group also discussed RAC Council meetings and the possibility of securing sponsorships for event materials.

### **Meeting Minutes**

RAC approved the September and October-November meeting minutes.

### **Sport 80 Membership Platform Demo**

Krista demonstrated the new Sport 80 membership platform, explaining how members can set up accounts, manage their profiles, and access various membership features. She showed how club super admins can switch between personal and club accounts, and discussed the new Zendesk system for handling customer service inquiries.

### **RAC Elections**

The group then discussed upcoming elections, with Bev presenting the nominees for various positions. She moved to approve Bill, Bev, and Moriya for the officer positions for the 26-27 term, and the motion was seconded. The motion passed, unanimously.

### **Kayaking Initiative Expansion Plans**

The Regional Activity Council discussed several states joining their kayaking initiative, including Alabama, Tennessee, Georgia, New Jersey and South Carolina, with Florida and Wisconsin being potential future additions. Andrea reported progress in establishing year-one implementation plans with ACA instructors and AquaBound employees.

## **ACA Insurance**

Meredith suggested holding training sessions for state directors on ACA insurance, which Bev agreed was a good idea. The group discussed creating a shared document to collect frequently asked questions about insurance. Risa highlighted issues with the website's presentation of ACA insurance information and offered to help reorganize it for clarity. Bill provided updates on advocacy efforts, including plans to potentially renew the EveryAction software subscription.

## **Advocacy**

Bill plans to work with Andrea and Bev on firming up the subscription to Every Action software.

## **Instructor Contest**

Bev reported on distributing prizes for the instructor contest, noting a lack of variety this year.

## **SEIC Fishing Discipline**

Robert and Andrea shared positive news about the passage of a new fishing discipline committee in SEIC, which was largely due to RAC leadership.

## **Competition Council**

Risa concluded by promoting competition opportunities within ACA disciplines.

# Appendix G

## ACA Nominating & Governance Committee Report, December 2025

### Committee Members:

Chair: Bev Cosslett  
SEIC Rep: Stef Stanard, Robin Pope  
Competition Rep: Risa Shimoda, Gus Cook  
RAC Rep: Bill Caruso

**CURRENT Open Board Seat** Paracanoe Athlete Director Blake Haxton is resigning at the end of 2025. Beth and Jonas are charged with establishing a replacement. Plans are to announce and approve the replacement at the December 2025 board meeting.

### **Board Officer Elections to be held in January BOD Meeting**

**Bylaws Article VII Section 3 (E) Term and Term Limitations** - Officers shall be elected by the Board of Directors from within its membership. The term of each office shall be two (2) years. Unless the Board of Directors determines otherwise, the President and Secretary shall be elected after Annual Membership Meetings conducted in even numbered years and the Vice President and Treasurer elected after Annual Membership Meetings occurring in odd numbered years.

### **Officer Role Descriptions per bylaws Article VII, Section 3, B & D:**

- (B) Vice President - The Vice President shall perform the duties of the President in the President's absence, and in the event of the death, resignation or removal of the President, the Vice President shall assume the unexpired term of the President.
- (D) Secretary: The Secretary shall record the minutes of all Annual Membership Meetings and any special meetings of the Members, and meetings of the Board of Directors and its Executive Committee. The Secretary shall oversee the conduct of all elections within the Association.

### **2026 Board Elections**

Board Seats Expiring at the end of 2026:

Board Seat	Board Member Name	Current Term
Elite Slalom Athlete Director	Zack Lokken	2025-2026
Elite Paracanoe Athlete Director	Blake Haxton (resigning end of 2025)	2025-2026
At-Large Athlete Director	Aaron Small	2025-2026
Independent	Robert Kauffman	2025-2026
At-Large	Bev Cosslett	2025-2026
At-Large	Brenda Jin	2025-2026

ACA Council Seats:

Hunter Brandstetter & Jerry Dunne have reviewed the ACA Bylaws Article VII, Section 2 G, in terms of how to interpret: "The SEIC Director, the Competition Council Director, the Regional Activity Council

Director, the Affiliated Organizations Director, and one or two AtLarge Directors shall stand for election in odd numbered years.” *The conclusion is that SEIC and Competition Council need to correct their election schedule to comply with the bylaws and conduct their elections for Council Chairs in the odd numbered years, in order to serve their 2 year term for the following 2 years.*

<b>Council Seat</b>	<b>Board Member Name</b>	<b>Current Term</b>
Safety Education & Instruction Council	Ryan Rushton	2025-2026
Competition Council	Risa Shimoda	2025-2026
Regional Activity Council	Bill Caruso	2026-2027

**2026 Board member Recruitment Plan:**

- Develop and distribute survey to assess gaps in skillsets in order to build set of priorities for 2026 recruitment
  - Board member Skillset Survey Link:
    - <https://docs.google.com/forms/d/e/1FAIpQLSeQrfPolTy6N83n63txDIXexwFrZASKjclS4fnVjJ5LLHXj7g/viewform?usp=dialog>
- 2026 Board Members to complete the self assessment skillset survey in December 2025 before the January board meeting.
- Request staff support for board member marketing/recruitment strategy

**Create Election Process Policy**, per request from Suzanne Britt, board president

- Requirements for election procedures
- Reporting of preliminary results to the Secretary each week during the election window
- Minimum duration for member voting period on board seats
- Method and frequency of election notifications to membership
- Adding the Secretary as a member of the Nominating committee (per bylaws oversight responsibilities)

**Election guidelines procedure documentation for each Council:**

- Length of voting period
- Responsible party/parties for conducting the vote
- Communication and notification methods
- Eligibility criteria for voters

# Appendix H

## ACA Public Policy Committee Report

### Work to Date

The ACA's Public Policy Committee was formed to create policy positions that would guide staff and membership when they engage with policymakers. The statements developed now appear on the ACA's website at <https://americancanoe.org/policy/policy-perspectives/>. ACA's Board has not approved these policy statements. Now, several years later, with the benefit of hindsight, it may be appropriate to revisit these positions, simplify them, and more clearly state them.

After developing three policy positions, the Public Policy Committee focused on developing Smart Start for Safe Paddling. Smart Start meets ANSI criteria for paddlesports knowledge. It also reflects ACA's 145 years of experience and the accumulated wisdom of more than 50,000 ACA-certified instructors. Furthermore, it explicitly incorporates lessons from boating accident and fatality reports. ***As such, Smart Start for Safe Paddling is an evidence-based, expert-consensus-driven course. To my knowledge, it is the only boating safety course of its kind.***

Smart Start includes:

- A free online course,
- A 10-slide PowerPoint presentation,
- A student handbook,
- A student workbook with questions and answers based on the handbook,
- A facilitator's guide that offers suggestions for how to teach Smart Start, and
- An on-water course outline.

In addition, work is underway to create an hour-long PowerPoint presentation with instructor notes and an in-depth instructor guide that provides details beyond those covered in the student handbook. Smart Start for Safe Paddling authors were recently honored by the ACA and awarded ACA's President's Award.

Organizations, including Scouting America and the USCG Auxiliary, have expressed interest in using Smart Start. The Auxiliary hopes to co-brand Smart Start and use it as their primary paddlesports education course. Chris Wilson, the Auxiliary Assistant National Commodore for Recreational Boating Safety, has written a letter to the ACA asking that the final Smart Start resources be completed so that the Auxiliary can begin using the product.

The ACA has embraced Smart Start. ACA's Safety Education and Instruction Council recently approved motions that adopt Smart Start as the resource for the Paddlesport

Safety Facilitator (PSF) program (ACA's on-shore entry-level paddling program) and rebranded PSF as Smart Start for Safe Paddling.

## **Tasks to be Completed**

### ***Summary***

1. Approve public policy statements
2. Complete Smart Start resources.

### ***Details***

#### **Policy**

ACA's public policy positions are well-thought-out and explained in detail. However, we need short, simple, easy-to-remember policy statements, approved by ACA's Board, that clearly state our beliefs. Possible statements include:

- ACA requires life jacket wear for all ACA-sponsored on-water events, including classes, recreational and stewardship programs, and races. Wearing a life jacket is a simple and effective way to reduce the risk of paddling deaths.
- ACA supports paddlesports education. We offer free online educational material and low-cost printed educational resources. We support high-quality on-water paddlesports education. Completing a paddling class is a simple and effective way to reduce the risk of paddling deaths.
- ACA supports user-pay, user-benefit programs when the user group has input into how fees are collected and used, and when the cost of user fees does not create a barrier to participation.
- ACA opposes fees to use public waterways if paddlers have no input into how those fees are collected and used.

These statements clearly present ACA's positions while allowing flexibility when responding to the actions of other organizations. Once approved, these statements and their supporting explanations will guide ACA's members when they interact with policy-making entities.

#### **Smart Start for Safe Paddling**

Smart Start is a tremendous resource for paddlesports education. It provides a common base of instruction and a resource for topics instructors need but might rarely see. For example, river paddling instructors may never see a buoy but can use Smart Start as a resource that describes the meaning of red, green, yellow, and white Aids to Navigation.

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For other organizations, Smart Start is even more valuable. Smart Start shows what the ACA believes should be taught to entry-level paddlers. When organizations use Smart Start, they can take advantage of ACA's knowledge, skills, and experience, while using an evidence-based, expert-consensus curriculum. However, to use Smart Start, outside agencies will need a "script" that ensures their instructors accurately present ACA's content. Therefore, completing Smart Start instructor resources, including a long course PowerPoint with instructor notes, is essential. Completing it in early 2026, well before the start of the 2026 paddling instruction season, is ideal.

Chris Wilson, the Auxiliary Assistant National Commodore for Recreational Boating Safety, has written a letter to the ACA asking that the final Smart Start resources be completed so that the Auxiliary can begin using the product. Once approved, Smart Start can be submitted to the Auxiliary, approved as an Auxiliary class created by the ACA, and used by thousands of Auxiliary boating safety instructors. This will dramatically expand ACA's reach into the entry-level paddling community – at no cost to the ACA.

Please feel free to contact me with questions or concerns.

Very Respectfully,

Robin Pope

11/17/2025

## **SPORT:80 UPDATE**

- Went live on Wednesday, November 12
- Activation emails started going out to various groups of people over the next week asking them to create a new password in Sport:80
- Final group (Instructors and Educators) received their email on Monday after CMS and Sport:80 were fully integrated
- Campaign Manager has been set up within Sport:80 to begin using for communication. Staff are learning the features. It will save several thousand dollars vs MailChimp
- Some processes needed some updating once they were moved to the live site. A lot of progress has been made especially because of a lot of work by Kelsey particularly over the last week. There are still items to finalize or make improvements to:
  - Event report form and non-member fees
  - Paying Rush Fees and late fees on insurance requests
  - Incident/Accident Report Form
- ZenDesk
  - Start using at the start of the transition to Sport:80 as our communication method for all customer service
  - Both Sport:80 and non-Sport:80 questions
  - This will help track responses and see trends in questions
  - Median time to first reply is less than 1 hour
  - 50% of tickets have been **solved** in less than 5 hours and 75% are **solved** in less than 24 hours (**solved**, not just responded to)
- Communication will continue with targeted focus on particular groups including the following, but not limited to:
  - Club Admins
  - Lapsed Members
  - Competition Members expiring Jan 1
  - PAC Memberships expiring in February



## **SEIC December 2025 Report**

- Winter 2025 SEIC Board Meeting & Motions
- Discipline Committee Elections Complete



## **SEIC Winter Meeting - Successful Motions**

- Motion 1: Creation of ACA Paddlesports Fishing Discipline Committee
- Motion 2: River Kayak - Skills Award prerequisite for L3, L4 & L5 Instructor Certification Courses.
- Motion 3: River Kayak - Must be an L3 Instructor prior to participation in L4 Instructor Certification Courses.
- Motion 5: Coastal Kayak - Update L2 Sit-On-Top Documents
- Motion 7: Coastal Kayak - Update L3 Sit-On-Top Documents
- Motion 9: Leader Pathway - Conclusion of prior leader courses on 12/31/26.
- Motion 10: IT Candidates - Update IT Candidate Eval

The following AAC report is from an email dated 12/8/25

Hi Robert,

No AAC committee update, however MacKenzie is ready to send out the election for paracanoe, and I'm in the process of finding some athletes to nominate themselves.

Best,

Jonas Ecker

## **December 1, 2025 SEIC Meeting Minutes**

**Meeting Recording Link:** [https://youtu.be/id03V-\\_Fz9Q](https://youtu.be/id03V-_Fz9Q)

*Please use the time stamps outlined below to navigate the video recording and find the item/discussions you need.*

**Voting members in attendance:** Ryan Rushton, Alan Cammack, Lance Elzie, Anne Sontheimer, Jeff Atkins, John Browning, Patrick Higgins, Rachel Nagle, Tom Burroughs, Stacy Leigh Wildes, Robert Kauffman, Elisha McArthur, Mike Aronoff, Ashley Brown, Anthea Raymond, Ge Wu

**Guests in attendance:** Kelsey Bracewell, Ben Morton, Krista Lenzmeier, Beth Spilman, Suzanne Britt, Wayne Douchkoff, Chuck Earls, Jeff Little, Drew Gregory, Francheska Barreto, Jake Vitak, Trey Moore, Robin Simms, Geoff Luckett, Andrea White, Chad Hoover, John MacDonald, Stanley Esquivel, Kaycee Maas, Jameson Riser, Greg Weiss

2:15 - Thanks to Discipline Committee Chairs for years of service to SEIC

2:40 - Two word check in

13:01 - ACA Staff Presentation (Beth Spilman)

25:50 - ACA Board of Directors Presentation (Suzanne Britt)

29:30 - Discipline Committee Reports

- Canoe Committee - Written report in CMS (submitted by RJ Forth)
- Coastal Kayaking Committee - 30:00 (John Browning)
- Packrafting Committee - 31:09 (Patrick Higgins)
- Rafting Committee - 32:02 (Elisha McArthur)
- River Kayaking Committee - 34:11 (Anne Sontheimer)
- Safety & Rescue Committee - 35:20 (Tom Burroughs)
- Stand Up Paddle Board Committee - 39:26 (Rachel Nagle)

41:30 - Leadership Pathway Updates (Ryan Rushton)

1:01:00 - RAC Update (Andrea White & John MacDonald)

1:02:00 - Motion 0 - Approval of [previous meeting minutes](#)

- Passes 15-0-0

1:06:30 - [Motion 2025-12-01](#) - Create ACA Kayak Fishing Discipline Committee

- Passes 13-2-0

1:37:35 - [Motion 2025-12-02](#) - Skills Award Requirement for Instructor Course Admission  
ICW L2-L5

- 1:42:00 - Friendly amendment proposed by Rachel Nagle and supported by Alan Cammack and Ryan Rushton: have assessment requirement begin at L3 instead of L2
- 1:46:45 - Comment from Elisha McArthur that an across the board skills award requirement (prior to ICWs) will be a detriment to the Rafting Discipline
- 1:49:25 - Anne Sontheimer accepts the friendly amendment. Trey Moore agrees.
- Passes 14-1-0

1:52:30 - [Motion 2025-12-03](#) - River Kayak Instructor Level 3 ICW Entry and Updated Level 4 ICW Criteria

- Passes 14-1-0

2:13:00 - [Motion 2025-12-04](#) - Amend SEIC Policy Manual, Chapter 3.4.C

- 2:16:00 - Ryan Rushton suggests tabling this motion because Leader Trainer updates do not yet exist in the SEIC Policy Manual
- 2:17:00 - John Browning accepts the suggestion to table this motion until a later time when the Leader update process has been better structured and outlined within the SEIC policy

2:17:35 - [Motion 2025-12-05](#) - Update the L2 Coastal Sit-On-Top Documents

- Passes 15-0-0

2:19:30 - [Motion 2025-12-07](#) - Update the L3 Coastal Kayak Sit-On-Top Documents

- Passes 15-0-0

2:20:35 - [Motion 2025-12-08](#) - Adoption of a Standard Teaching Framework for Instructor Development

- 2:35:30 - Stacy agrees to table this motion for further discussion

2:35:45 - [Motion 2025-12-09](#) - Retiring the Day Trip Leader / "Old" Trip Leader Assessment Program

- Passes 15-0-0

2:38:00 - [Motion 2025-12-10](#) - Update the Instructor Trainer Candidate Evaluation Guide in 2 areas

- Passes 14-1-0

2:57:30 - 2026-2027 Discipline Committee Election Results

3:02:30 - Breakout Discussion: Advice for Incoming Committee Members

▼ **Room 1**

- Alan Cammack - SEIC VC
- Anthea Raymond
- Ben Morton
- John Browning
- Krista Lenzmeier
- Mike Aronoff
- Rachel Nagle, SUP Chair

▼ **Room 2**

- Ashley Brown
- Chuck Earls
- Elisha McArthur
- Jeff Little
- Lance Elzie
- Patrick Higgins
- Stacy Wildes

▼ **Room 3**

- Andrea White
- Jeff Atkins - IPC
- RKC Anne Sontheimer
- Robert Kauffman
- Suz Britt
- Tom Burroughs- Safety And Rescue

### 3:07:20 - Group 1 Discussion Summary (Alan Cammack)

- Defining roles and responsibilities (for incoming committee members)
- Idea of commitment and time and planning
- LMS working group
- Leader pathway group / committee formation
- Cross discipline consistency
- SEI resources working document

### 3:10:20 - Group 2 Discussion Summary (Patrick Higgins)

- Committee alignment for procedures and processes
- eLearning modules (about education holistically: learning to learn, learning to teach)
- Professionalism overall
- Marketing and business training
- Advice to incoming members:
  - Read your emails
  - Ask questions
  - Simplify things
  - Follow procedures

### 3:13:45 - Group 3 Discussion Summary (Anne Sontheimer)

- Job descriptions for committee members
- Importance of IPC, requires diverse make up
  - Need to be more proactive in this market space
- Clarify direction for IPC
- Keep momentum for the Guide Pathway
- More collaboration with RAC and Competition
- Smart Start = need to increase awareness and support for the market share

3:19:15 - Elisha McArthur proposes working group to address the goals of [Motion 2025-12-08](#) - Adoption of a Standard Teaching Framework for Instructor Development (which was tabled earlier in the meeting)

- Ryan: suggests waiting to form the working groups until the new committees are seated and the new members are given the opportunity to engage with this goal

Mike Aronoff mentioned John MacDonald's work with coordinating regional events/updates or discipline development events and the need to reinvigorate that discussion/idea

3:23:00 - Ryan Rushton shares upcoming SEIC Meeting dates for 2026

- Spring 2026 - February 28 from 10AM to 4PM Eastern
- Summer 2026 - June 16th from 7PM to 9PM Eastern
- Fall 2026 - September 28th from 7PM to 9PM Eastern
- Winter 2026 - December 5th from 10AM to 4PM Eastern

3:24:10 - Invitation to give meeting feedback / closing thoughts

3:39:33 - Motion to adjourn by Elisha McArthur and Tom Burroughs, second

## **RAC Meeting Notes December 2, 2025**

### **Attendees:**

Bill Caruso, Chair  
Andrea White, Past Chair & SE Reg Chair  
BG Smith, Affiliate Club Rep  
Bev Cosslett, Secretary  
Barb Carmichael, Midwest Reg Chair  
Moriya Beck, Rocky Mtn Reg Chair  
Movetia Salter, Gulf States Reg Chair  
Ann Barry, NE Reg Chair  
Meredith Waters, DC Director  
John McDonald, SEIC Liaison & Utah State Dir  
Robert Kauffman, Board Liaison  
Risa Shimoda, Competition Council Chair  
Krista Lenzmeier, ACA COO

### Not in Attendance:

Geoff Chambers, Vice Chair  
Jamie Eubanks, Pac West Reg Chair  
Pete Jizba, Heartland Reg Chair  
Stanley Esquivel Mesen, Intl Reg Chair  
Ashley McEwan, East Coast Reg Chair

### **Quick recap**

The RAC Executive Committee discussed budget allocation for event materials and agreed to prioritize the Cleveland Boat Show while exploring new customization options through a gear shop on the ACA website. The group reviewed event planning processes, including tracking important dates and determining ACA representation at various events, while also approving meeting minutes and discussing the new Sport 80 membership platform. The Regional Activity Council covered progress on kayaking initiatives across multiple states, addressed insurance-related concerns and communication needs, and shared updates on advocacy efforts and competition opportunities.

### **Next steps**

- [Bev: Create a shared document/form for RAC members and state directors to submit insurance-related questions and topics, and share it with regional chairs and relevant members.](#)
- [All Regional Chairs: Share the insurance questions document/form with state directors to gather feedback and questions about ACA insurance.](#)

- [Ann: Encourage Jerry to add common insurance questions he has fielded to the shared insurance document.](#)
- [Barb: Facilitate communication between Kelly and Bev regarding Cleveland Boat Show swag needs.](#)
- [Bev: Coordinate with Krista and Kelsey to establish a process \(including possible application/agreement and coupon code system\) for state directors to request and receive Event in a Box materials, with a goal to present a proposal by January/February meeting.](#)
- [Moriya: Reach out to new Idaho State Director to discuss ACA representation at North Fork Championship and Locksaw Madness events and inform them about Event in a Box materials.](#)
- [Bill: Respond to EveryAction software renewal thread/email to indicate intent to re-up the subscription for one more year.](#)
- [Bev: Distribute 2025 instructor contest prizes and coordinate with Andrea regarding possible additional prize items.](#)
- [Andrea: Send any available prize items to Bev for potential use in instructor contest.](#)
- [Bev: Work with Moriya to set and distribute 2026 RAC meeting schedule/invitations.](#)
- [Ann: Send a follow-up note to Jeff Oxenford's Boundary Waters contact to encourage establishment of ACA relationship.](#)
- [Bev: Consider highlighting the story of the fishing program/angler discipline on the ACA website, being mindful of how RAC's role is characterized.](#)
- [Bev and Krista \(and/or Kristal\): Organize and/or plan an insurance training session for state directors, and consider recording it for future use.](#)

## Summary

### RAC Budget - Board Approved

Instructor Contest - \$2800  
 Club Express RAC Website: \$2500  
 Every Action Software: \$2000  
 Event-in-a-Box: \$5000

The RAC Executive Committee discussed the allocation of a \$5,000 budget for event materials, with Krista suggesting a simple application process using coupon codes for state directors. They agreed to prioritize the Cleveland Boat Show in January, where Kelly Rudolph leads ACA instructor demonstrations, and decided to reach out to her for immediate needs. The committee

also noted the existence of a new gear shop on the ACA website that offers print-on-demand customization options, replacing the previous e-store.

A form will be created for State Directors to submit for event materials for their state events. The RAC Executive council will review and approve and work with ACA staff/Krista on implementation details.

### **Event Planning and Representation Discussion**

The group discussed event planning and representation, with Ann suggesting a calendar to track important annual events. Bev confirmed they have a calendar on their website and suggested making event submissions part of their form process. Moriya inquired about ACA representation at the North Fork Championship in Idaho, and Bev explained that state directors can decide what materials are needed for their events. The group also discussed RAC Council meetings and the possibility of securing sponsorships for event materials.

### **Meeting Minutes**

RAC approved the September and October-November meeting minutes.

### **Sport 80 Membership Platform Demo**

Krista demonstrated the new Sport 80 membership platform, explaining how members can set up accounts, manage their profiles, and access various membership features. She showed how club super admins can switch between personal and club accounts, and discussed the new Zendesk system for handling customer service inquiries.

### **RAC Elections**

The group then discussed upcoming elections, with Bev presenting the nominees for various positions. She moved to approve Bill, Bev, and Moriya for the officer positions for the 26-27 term, and the motion was seconded. The motion passed, unanimously.

### **Kayaking Initiative Expansion Plans**

The Regional Activity Council discussed several states joining their kayaking initiative, including Alabama, Tennessee, Georgia, New Jersey and South Carolina, with Florida and Wisconsin being potential future additions. Andrea reported progress in establishing year-one implementation plans with ACA instructors and AquaBound employees.

## **ACA Insurance**

Meredith suggested holding training sessions for state directors on ACA insurance, which Bev agreed was a good idea. The group discussed creating a shared document to collect frequently asked questions about insurance. Risa highlighted issues with the website's presentation of ACA insurance information and offered to help reorganize it for clarity. Bill provided updates on advocacy efforts, including plans to potentially renew the EveryAction software subscription.

## **Advocacy**

Bill plans to work with Andrea and Bev on firming up the subscription to Every Action software.

## **Instructor Contest**

Bev reported on distributing prizes for the instructor contest, noting a lack of variety this year.

## **SEIC Fishing Discipline**

Robert and Andrea shared positive news about the passage of a new fishing discipline committee in SEIC, which was largely due to RAC leadership.

## **Competition Council**

Risa concluded by promoting competition opportunities within ACA disciplines.

# ACA Nominating & Governance Committee Report, December 2025

## Committee Members:

Chair: Bev Cosslett  
SEIC Rep: Stef Stanard, Robin Pope  
Competition Rep: Risa Shimoda, Gus Cook  
RAC Rep: Bill Caruso

**CURRENT Open Board Seat** Paracanoe Athlete Director Blake Haxton is resigning at the end of 2025. Beth and Jonas are charged with establishing a replacement. Plans are to announce and approve the replacement at the December 2025 board meeting.

## **Board Officer Elections to be held in January BOD Meeting**

**Bylaws Article VII Section 3 (E) Term and Term Limitations** - Officers shall be elected by the Board of Directors from within its membership. The term of each office shall be two (2) years. Unless the Board of Directors determines otherwise, the President and Secretary shall be elected after Annual Membership Meetings conducted in even numbered years and the Vice President and Treasurer elected after Annual Membership Meetings occurring in odd numbered years.

## **Officer Role Descriptions per bylaws Article VII, Section 3, B & D:**

- (B) Vice President - The Vice President shall perform the duties of the President in the President's absence, and in the event of the death, resignation or removal of the President, the Vice President shall assume the unexpired term of the President.
- (D) Secretary: The Secretary shall record the minutes of all Annual Membership Meetings and any special meetings of the Members, and meetings of the Board of Directors and its Executive Committee. The Secretary shall oversee the conduct of all elections within the Association.

## **2026 Board Elections**

Board Seats Expiring at the end of 2026:

Board Seat	Board Member Name	Current Term
Elite Slalom Athlete Director	Zack Lokken	2025-2026
Elite Paracanoe Athlete Director	Blake Haxton (resigning end of 2025)	2025-2026
At-Large Athlete Director	Aaron Small	2025-2026
Independent	Robert Kauffman	2025-2026
At-Large	Bev Cosslett	2025-2026
At-Large	Brenda Jin	2025-2026

ACA Council Seats:

Hunter Brandstetter & Jerry Dunne have reviewed the ACA Bylaws Article VII, Section 2 G, in terms of how to interpret: "The SEIC Director, the Competition Council Director, the Regional Activity Council

Director, the Affiliated Organizations Director, and one or two AtLarge Directors shall stand for election in odd numbered years.” *The conclusion is that SEIC and Competition Council need to correct their election schedule to comply with the bylaws and conduct their elections for Council Chairs in the odd numbered years, in order to serve their 2 year term for the following 2 years.*

<b>Council Seat</b>	<b>Board Member Name</b>	<b>Current Term</b>
Safety Education & Instruction Council	Ryan Rushton	2025-2026
Competition Council	Risa Shimoda	2025-2026
Regional Activity Council	Bill Caruso	2026-2027

**2026 Board member Recruitment Plan:**

- Develop and distribute survey to assess gaps in skillsets in order to build set of priorities for 2026 recruitment
  - Board member Skillset Survey Link:  
<https://docs.google.com/forms/d/e/1FAIpQLSeQrfPolTy6N83n63txDIXexwFrZASKjclS4fnVjJ5LLHXj7g/viewform?usp=dialog>
- 2026 Board Members to complete the self assessment skillset survey in December 2025 before the January board meeting.
- Request staff support for board member marketing/recruitment strategy

**Create Election Process Policy**, per request from Suzanne Britt, board president

- Requirements for election procedures
- Reporting of preliminary results to the Secretary each week during the election window
- Minimum duration for member voting period on board seats
- Method and frequency of election notifications to membership
- Adding the Secretary as a member of the Nominating committee (per bylaws oversight responsibilities)

**Election guidelines procedure documentation for each Council:**

- Length of voting period
- Responsible party/parties for conducting the vote
- Communication and notification methods
- Eligibility criteria for voters

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Very Respectfully,

Robin Pope

11/17/2025