



**ACA Virtual BOD Meeting
Thursday, February 12, 2026**

Meeting Start time: 7:30 PM ET

Attendance

- **BOD Members Present:** Suzanne Britt (President & meeting host), Bev Cosslett, Jonas Ecker, Robert Kauffman, Si Norton, Ryan Rushton, Risa Shimoda, Aaron Small, Stef Stannard
- **BOD Members Not Present:** Zach “Bug” Lokken
- **Staff Present:** Beth Spilman, Krista Lenzmeier
- **Quorum** confirmed

Approval of Meeting Minutes

The Board unanimously approved the January 10–11, 2026 in-person Board meeting minutes.

Theme

The primary focus of the February meeting was ACA financial reporting. The Board also reaffirmed its goal to complete monthly meetings within a one-hour timeframe.

Finance Committee Report

Robert referenced the Finance Committee meeting minutes in the February shared folder. Two motions resulted from the committee meeting:

- A motion to establish an Ad Hoc Marketing Committee was deferred to later in the meeting.
- The Board unanimously approved a motion to adopt the proposed financial reporting schedule as outlined in Appendix A.

The Finance Committee also discussed the potential for a future membership fee increase and the exploration of a family membership option.

Suzanne reported the recruitment of Jesse Lischuk as an athlete representative to the Finance Committee (10+ year sprint athlete; less than 10 years in marathon). Jonas confirmed that the AAC formally approved Jesse Lischuk as an athlete representative to the Finance Committee.

Properties Committee Report

Robert reported that Camp Sebago has fully recovered from the weather microburst two years ago and is fully operational.

Sugar Island has experienced increased usage and will require funding to repair a contaminated water well. Preliminary estimates indicate potential costs of approximately \$20,000; alternative solutions are under investigation that may be significantly less costly. Robert is working to secure support for the development of a strategic master plan for Sugar Island. Sugar Island represents approximately 70–75% of ACA's fixed assets and is a member benefit.

Financial Report Review from Beth

Beth reviewed several types of financial reports and described an interactive reporting process to “peel back the layers,” given the complexity of the topic and limited agenda time. Beth offered to arrange a separate meeting for Board members who wish to review financial reporting in greater detail.

U.S. Olympic & Paralympic Endowment Funds:

- **Long term Endowment Fund:** Independent organization managing investments for the USOPC. ACA investments with this endowment originated in 1984.
- **Havens Leadership Long Term Fund:** Endowment gift to ACA from the Havens family, invested conservatively.
- **Short Term Operating Reserve Fund:** Liquid funds set aside for emergencies. This fund is invested conservatively and has a consistent positive return.

Balance Sheet:

The Balance Sheet reflects ACA's assets and liabilities. ACA has relatively few liabilities and strong asset holdings, primarily in real estate and cash. The elimination of the eStore and the transition to print/purchase-on-demand significantly reduced inventory risk.

Revenue and Expense Trends:

Revenue is seasonal, increasing from May through July and declining beginning in August. General membership dues renew on a rolling basis. Competition memberships expire December 31; club memberships expire January 31. Expenses are also seasonal, increasing during the competition season (March through August).

Cash Flow:

Cash flow is influenced by seasonal revenue and expenses. Quarterly payments from the USOPC affect monthly cash flow visibility.

Staff reported significant work underway to transition to a new QuickBooks company file, which is expected to improve and simplify operational accounting.

Beth noted that the absence of U.S. Coast Guard grant funding this year has not significantly impacted ACA due to strong financial discipline in prior years.

Executive Director Report

- The 2026 Objectives Monthly Update Report is available in the shared folder.
- A staff responsibility matrix has been created to align staff with performance objectives.
- Staff are completing 2025 performance evaluations and establishing 2026 objectives.

Sport80 Implementation:

Staff reported challenges with implementation and anticipates improved functionality and operational efficiency following full implementation.

- Slalom Trial registration launch is underway.
- Zendesk is being used for member and system inquiries; staff will track response time and accuracy.

A 2026 Marketing Communications Calendar is available in the shared folder. The staff contact for this calendar is Kaycee Maas.

ACA will assist the U.S. Coast Guard by sharing mailing list access to support paddlesport usage data collection.

The ACA home office will relocate from downtown Fredericksburg to an office park location.

Paralympic Athlete BOD Member Recruitment

Aaron reports that we have two potential candidates who will be nominated. Election planning is underway.

Council Motions

The Board unanimously approved recent council elections for the SEI and Competition Councils. Details are available in the shared folder.

Ethics Committee

The Board unanimously approved Stef Stannard as Chair of the Ethics Committee. The Ethics Committee will include the same members as the Grievance Committee. Stef requested access to any existing ethics policy documentation, to be provided by Beth Spilman.

AdHoc Fundraising Committee

Staff reported that other operational priorities have limited fundraising focus. There is a specific need within the competition program to raise funds to support the development and sustainability of high-performance programs.

AdHoc Marketing Committee

Risa Shimoda expressed interest in leading the Ad Hoc Marketing Committee. The Board may recruit support from individuals outside the Board. The committee's focus will be to develop a strategic marketing plan addressing:

- The value of ACA membership

- Expansion to recreational paddlers in addition to high-performance paddlesport participants
- Stewardship and advocacy to increase ACA membership

Risa will develop proposed structures for the Fundraising and Marketing Committees and present recommendations to the Board. The composition of these committees have been tabled for further discussion.

Upcoming Meetings

- The October in-person Board meeting will be held in Charlotte, October 9–11, 2026.
- The March Board meeting theme will be Advocacy.

Adjournment

The Board unanimously approved a motion to adjourn at 8:42 PM ET.

2026 BOD Meeting Schedule: [Thursday meetings at 7:30PM ET]

| | |
|--|---|
| <ul style="list-style-type: none"> ❖ Thursday, January 10th - 11th ❖ Thursday, February 12th ❖ Thursday, March 12th ❖ Thursday, April 9th ❖ Thursday, May 14th ❖ Thursday, June 11th | <ul style="list-style-type: none"> ❖ Thursday, July 9th ❖ Thursday, August 13th ❖ Thursday, September 10th ❖ Friday-Saturday, October 9th -11th ❖ Annual Meeting: TBD ❖ Thursday, November 12th ❖ Thursday, December 10th |
|--|---|

Appendix A: Financial Reporting Schedule

Title: Proposed Financial Schedule and Reports to the ACA BOD

Purpose: In order to facilitate the BOD's oversight function, it is important to present the organization's fiscal information in an easily understandable format that facilitates the BOD to make good decisions.

BOD REPORTS

I. New BOD Member Onboarding [January Meeting]

- A. Theme: Provide an overview of the organization's financial situation for new BOD members.
- B. Overview of revenue sources including membership, grants, USOPC, USCG, donations, flow through, etc.
- C. Overview of expenses
- D. Overview of restricted and unrestricted funds
- E. Overview of cash flow
- F. Overview of insurance

II. Monthly Reports

- A. Revenue & Expense Items for Month p Budget, Actual & Variance
- B. Revenue & Expense Items for Year-to-Date p Budget, Actual & Variance

III. Quarterly Reports

- A. Revenue & Expense Items for Month p Budget, Actual & Variance
- B. Revenue & Expense Items for Year-to-Date p Budget, Actual & Variance
- C. Balance Sheet for Year-to-Date p Budget, Actual & Variance
- D. Membership x Membership Categories for Year-to-Date [Note: Since March is normally the high mark, April will be considered as the beginning month.]
- E. Optional: Membership x Membership Categories compared to previous year quarterly
- F. Written report summarizing and/or explaining data and fiscal situation

IV. Yearly Report

- A. Revenue & Expense Items for Month p Budget, Actual & Variance
- B. Revenue & Expense Items for Year-to-Date p Budget, Actual & Variance
- C. Balance Sheet for Year-to-Date p Budget, Actual & Variance
- D. Cash flow statement
- E. Membership x Membership Categories for Year-to-Date plus the same data for the last five years [Note: This can be built year by year rather than all at once. However, the trend line is important information. Since March is normally the high mark, April will be considered as the beginning month.]
- F. Explanation of audit report
- G. Explanation of 990 [Note: February 15th or October 15th]
- H. Insurance breakout by revenue/expenses and types
- I. Written report summarizing and/or explaining data and fiscal situation