



**American Canoe Association Board
of Directors Meeting Minutes
Thursday, July 9, 2026
[Video Meeting]
[Approved 8/13/26]**

WELCOME AND APPROVAL OF MINUTES

Suz opened the meeting at 8:43 pm. Roll was taken. Quorum was not obtained. The group had a general discussion until 8:25, when Risa joined the meeting by phone. Quorum was obtained at that time. The agenda is in Appendix A.

Attendance. Attendance was taken from the video logins.

BOD Present: Suzanne Britt, Bill Caruso, Robert Kauffman, Simon Norton (Si), Ryan Rushton, Sef Stannard, Risa Shimoda (8:25 pm)¹

BOD Members Not Present:² Bev Cosslett, Jonas Ecker, Jillian Elwart, Zach (Bug) Lokken, Aaron Small

Staff Present: No staff were present.

Other Attendees:

Quorum was obtained intermittently after 8:25 pm.

COMMITTEES & BUSINESS

Minutes. A motion was made to accept the June minutes. It was seconded, and the motion passed.

SEIC Update & Motions. (Appendix B) Ryan presented an overview of the SEIC motions. A motion was made to approve the two SEIC motions together. It was seconded, and the motion passed unanimously.

MOTION 2026-06-01: Clarify SEIC Parliamentary Procedures

MOTION 2026-06-02: IT: Instructor Candidate Ratios for River

¹ Risa was driving in her vehicle. She joined the group at 8:25 pm. There was intermittent reception. She confirmed her affirmative vote on the two SEIC motions with a text message of her vote to the Pro Tem Secretary.

² Since the athletes were at a competition event, their absence was excused.

Kayak

Instructor Insurance. Suz and Robert indicated that during the SEIC meeting the problem was brought forward that instructors teaching outside the country were not covered by the ACA insurance. Reinforcing the need, as many as 15% of the courses are taught outside the country. The request has been passed on to Beth. Finding a solution may take time.

Ad hoc USOPC Policy Committee & Motions. Stef provided an update on the committee's review of the USOPC-related policies. Three policies were advanced to the BOD for approval. Although a motion was made to approve the policies, seconded, and passed, it was discovered that there was no longer a quorum and the motions did not pass. They will be addressed again at the August meeting. [**Secretary's Note:** *Since the three policies were not passed by the BOD, they are not included in an appendix.*]

MOTION: 003-Rev-2-Whistleblowing....

MOTION: ACA GrievancePolicy (GOV-13)....

MOTION: ACA Event Sanctioning Criteria....

Policy Committee. Bill provided an update on the activities of the policy committee. He indicated that with the loss of Brett, Robin was the de facto chair of the committee. There were a series of proposals in the pipeline. The mandatory lifejacket is the easiest proposal to bring forward. They may be ready for the August or September meetings.

Nominating Committee. Suz provided a summary of the nominating committee. Since Bev had family issues to address, Suz would continue as the chair of the committee. There were 11 nominations for BOD positions. The candidates are in the process of being interviewed. They have a meeting next week and are preparing to use ElectionBuddy. Not all candidates will be recommended for the slate of candidates. They should have their recommendations for the August meeting.

ADJOURNMENT

Since the time was after 9:00 pm and since quorum was in question, Suz suggested that we adjourn. There was no new business. The following agenda items will be postponed to the next meeting: Ethic and Grievance Committee update, Finance Committee update, and President's Update.

A motion was made and seconded to adjourn at 9:12 pm. The motion passed.

Respectfully Submitted,



Robert B. Kauffman Treasurer, Pro tem Secretary

2026 BOD Meeting Schedule: [Thursday meetings at 7:30 pm ET: 4:30 pm PT]	
Thursday, January 10 th -11 th Thursday, February 12 th Thursday, March 12 th Thursday, April 9 th Thursday, May 14 th Thursday, June 11 th Thursday, July 9 th	Thursday, August 13 th Thursday, September 10 th Friday-Saturday, October 9 th -11 th Annual Meeting: TBD Thursday, November 12 th Thursday, December 10 th



Appendix A

American Canoe Association Board of Directors Meeting Agenda Thursday, July 9, 2026 [Video Meeting] Agenda

WELCOME AND APPROVAL OF MINUTES

Approximate Times

- Open meeting at 7:30 pm ET; 4:30 pm PT
- Role Call
- Approval of June 2026 minutes [5 min.] 7:30 pm ET

COMMITTEES & BUSINESS

- SEIC Update & Approval of Motions - Ryan/Kelsey [10 min.] 7:35
MOTION 2026-06-01: Clarify SEIC Parliamentary Procedures
MOTION 2026-06-02: IT : Instructor Candidate Ratios for River Kayak
- Ad hoc USOPC Policy Committee & Motions - Stef [10 min.] 7:45
MOTION: 003-Rev-2-Whistleblowing....
MOTION: ACA GrievancePolicy (GOV-13)....
MOTION: ACA Event Sanctioning Criteria....
- Nominating Committee update - Suz [5 min.] 7:50
- Policy Committee update - Bill [5 min.] 7:55
- Ethic and Grievance Committee update - Stef [5 min.] 8:00
- Finance Committee update - rbk [10 min.] 8.10
Membership & Properties
- President's Update - Suz [10 min.] 8:20

NEW BUSINESS

ADJOURNMENT

8:30

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Appendix B

June 16, 2026 SEIC Meeting Minutes

Video Link: <https://youtu.be/krGTcSVBOAM>

Please use the time stamps outlined below to navigate the video recording and find the items/discussions you would like to review.

Voting Members in Attendance: Jess Lewis, Mike Aronoff, Susan Eda, Jim Coffey, John Browning, Patrick Frehner, Rachel Nagle, Trey Moore and Kyle Thomas (proxy for Anne Sontheimer), Robert Kauffman, Robin Pope, Francheska Hebden (proxy for Geoff Lockett), Melinda Moree, Tommy Gram, Jeff Atkins, Alan Cammack

Guests in Attendance: Suz Britt, Jeff Oxenford, Wayne Douchkoff, Kelsey Bracewell

0:00 - Meeting Called To Order

0:12 - Committee Reports

- John Browning for CKC and UPC (Goal Setting)
- Robin Pope for IPC (L1 Venue Clarifications and Water Based First Aid and CPR)
- Jim Coffey for SWR (Drowning Prevention & Resuscitation, Higgins & Langley Award for program development)
- Susan Eda for CC (Curriculum Clean Up, L3 Canoe Touring program development)
- Melinda Moree for SKC (Additional resources for SK instructors)
- Rachel Nagle for SUPC (Assessor Guide, Paddle with a Pro)
- Jess Lewis for Rafting Committee
- Trey Moore for RKC (Motion on the agenda, assessor's guide, advocate for future students)
- Patrick Frehner for PackRafting (touring curriculum, potential for L5 curriculum)
- Francheska Hebden for Fishing (Marketing and exposure work, Paddle with a Pro)

0:29 - Address from Board President, Suz Britt

- Competition program update
- ACA strategic plan committee

SEI Department Report - [Activated v. Pending Awards in CMS](#) Since February 2026 SEIC Meeting

0:41 - Comment from Jim Coffey - potential to add SEIC Dues and course evaluation to "Member Documents" box within the CMS?

0:45 - Comment from Kyle Thomas - to increase engagement and dues retention with instructors, offer a 4 year membership purchase option

0:47 - Comment from John Browning - need to develop leader pathway course evaluation forms because right now the CMS only has instructor certification course evaluations available

0:48 - Comment from Jess Lewis - ACA needs to provide additional support for non-English speakers, and wants to form a brainstorming group. Jim Coffey suggested the idea of buying 3 years of membership at once and getting the 4th free (while the instructors are enthusiastic). Suz Britt pitched the idea of purchasing a lifetime membership rather than earning it outright (50 years).

1:01 - Quorum established prior to beginning motion review and voting

01:04 - [Motion 2026-06-01](#): Clarify SEIC Parliamentary Procedures
Motion approved 12-0-2

01:07 - [Motion 2026-06-02](#): IT : Instructor Candidate Ratios for River Kayak Certification and Endorsements

- [Presentation slides from Kyle Thomas](#)
- Amended to the following: L2, L3: 1:6/2:10, L4: 1:5/2:10, L5: 1:4/2:6, Endorsement: 1:6/2:10
- Motion Passes 13-1-0

01:43 - Discussion about support gaps in the ACA education and instruction program

1. Communications and connectivity between committees and their certified instructors
2. Member retention rates for international members
3. ACA insurance procedures and coverage questions

01:53 - Closing remarks

02:13 - Motion to Adjourn

Next SEIC Meeting Dates

- Fall 2026 - September 28th from 7PM to 9PM Eastern
- Winter 2026 - December 5th from 10AM to 4PM Eastern