



ACA Virtual BOD Meeting
Thursday, May 14, 2026

Meeting Start time: 7:30 PM ET

Attendance

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

Call to Order & Roll Call

The meeting was called to order. A quorum was established with seven board members present. Bill Caruso arrived at 7:45pm, making the quorum eight.

Approval of Previous Meeting Minutes

- The April draft meeting minutes were presented for approval.
- Vote: Approved (6 in favor, 1 abstention)

Financial Report (Quarterly Review)

- The Finance Committee reviewed financials and confirmed alignment with staff analysis.
- Overall Status: Organization remains in strong financial condition; not in a deficit or crisis position.

Key Highlights:

- **Revenue:**
 - Temporary dip due to Sport:80 transition has largely recovered.
 - Revenue now tracking close to prior year levels.
 - Membership numbers and organizational memberships are trending upward.
- **Expenses:**
 - Tracking on or slightly below budget.
 - Anticipated short-term savings due to staff vacancy.
- **Cash & Investments:**
 - Strong cash position; no liquidity concerns.
 - Endowment performing positively (~\$10K gain on \$300K investment).

- Additional \$32K donation received (partially allocated per donor request).
- **Seasonality:**
 - Revenue is highly seasonal (peaks in spring/summer and quarterly USOPC payments).
 - Expenses remain relatively consistent year-round.
- **Other Notes:**
 - IRS refund received via Employee Retention Tax Credit (with interest).
 - Division accounts (e.g., Atlantic Division, Sebago) hold significant idle funds; future discussion recommended regarding investment strategy.

Membership & Program Updates

- Membership growth is exceeding projections (>5% increase).
- Increased engagement efforts (email campaigns, instructor outreach) are showing strong results.
- Leader/Guide certifications are trending ahead of prior year.
- Ongoing initiatives:
 - Summer Solstice event planning
 - “Paddle with a Pro” campaign
 - Smart Start program expansion, including bulk orders and curriculum development

Learning Management System (LMS)

- Tentative selection: EtrainU
- Cost negotiated down significantly (~\$7,500).
- Current focus: ensuring usability and adoption by instructors before implementation.
- Future phase to include competition/coaching applications.

Fundraising & Development

- Participation planned in external fundraising training (Outward Bound program).
- Continued exploration of fundraising opportunities and donor engagement.

Audit & Compliance

- Draft audit received; no major issues identified.
- Awaiting clarification on minor recommendations.
- Ongoing compliance efforts with SafeSport and USOPC requirements.
- Board approval required for ~9–10 updated policies (process TBD).

Governance & Board Responsibilities

- Emphasis placed on timely completion of required board trainings and compliance documentation.

- Noted importance of compliance in maintaining USOPC funding and organizational standing.

Property & Asset Discussion

- Fredericksburg property remains unsold; prior approval for sale confirmed (2019).
- Finance/Properties Committee to evaluate next steps and develop a strategy.

Other Business

- ACA has been recognized internationally as a model organization for canoe sport governance.
- Potential for expanded international collaboration discussed.

Property Discussion – West Grand Lake

- A preliminary report on the West Grand Lake property was presented for initial review.
- The property was noted to have strong potential, particularly as a base location for tripping programs.
- Key consideration identified: long-term sustainability, including funding mechanisms such as an endowment.
- Multiple outstanding questions remain, including ownership timing, transfer conditions, and ongoing financial obligations.
- Board Consensus: No objections were raised to continuing evaluation.
- The matter will be referred to the Properties Committee for further analysis and development of a formal proposal, including a sustainability plan.
- The Committee is expected to return with recommendations following additional due diligence.

Executive Session – June 7

- A closed board meeting was proposed for June 7 at approximately 6:00 PM (ET).
- Purpose:
 - Receive and discuss observations from staff interviews conducted by Cy.
 - Provide an opportunity for board-level discussion and alignment.
- One board member noted a scheduling conflict; follow-up will be conducted to ensure appropriate communication of outcomes.
- General agreement to proceed with scheduling.

Staffing Transition Update

- Update provided regarding Krista's departure:
 - Transition date: end of May.
 - Interim coverage:
 - Select responsibilities reassigned to Mackenzie.

- Remaining duties to be absorbed by existing staff and leadership.
- Capacity concerns were acknowledged given current staff workload.

Meeting adjourned at 9:30 PM ET