



ACA | Canoe - Kayak - SUP - Raft - Rescue

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American Canoe Association Board of Directors

Meeting Minutes

Date: Wednesday, January 20, 2021

Location: Virtual

In Attendance:

Voting Members:

Heather Davis Miller

Scott Mann

Bill Micks

Lily Colby

John Traendly

Sarah Bahn

Brandon Slate

Rainey Hoffman

C.C. Williams

Robin Pope

Non-voting attendees: None

ACA Staff: Beth Spillman

- The meeting was called to order at 8:05 PM by Robin Pope, Board Chair
- A quorum was established with 10 of 12 voting members present.

Robin - A small agenda change has been requested by Sarah Bahn. Is it OK with you all if we move the review of the current financials to the top of the agenda. Unanimous approval of agenda change.

Beth - Review of PowerPoint slides

- Due to agenda change skipped to slide 4
- Slide 4
 - Beth noted that Carrie Schlemmer and Amy Ellis have recently resigned. Amy is taking a break from working for a while, and Carrie is leaving to work with the National Safe Boating Council.
 - Stanton Collins has been highered as the Competition Coordinator.
 - Robin - We will need to discuss replacing Stanton on the BOD.
- Slide 5
 - Beth -
 - At the October 2020 BOD meeting I noted that John Traendly and I had done an extensive review of the Quickbooks accounts in an attempt to clean up our accounting

structure and make things easier to understand. The plan is to basically start from scratch with our accounts. We need to wait until the current financial audit is completed before we implement these changes - likely summer 2021.

- The financial audit is taking about three times longer than we expected. Past accounting practices, our recent leadership changes and COVID-19 have led to the increased timeline. These delays pushed the 2-year audit into a 3-year audit. We anticipate the audit finishing up early February.
 - Currently working on taking the annual budget and making it work on a monthly schedule to account for the seasonal nature of our income and expenses. The USCG grants and high performance training trips are two examples of large, seasonal budget variances we have to account for.
 - The \$115,000 cash on hand is about two month worth of operating expenses.
 - The \$44,000 from the USOPC has some restrictions on it with regard to use on high performance programs.
 - We were notified last week that we received \$91,000 in the second round of PPP loans. There are requirements for this money but we expect to meet these requirements so that this loan converts to a grant.
- Slide 6
 - We have seen a drop in members, mostly significantly in our number of IT & ITEs.
 - John - These numbers sound right based on past renewal and attrition trends. We get a lot of new instructors though schools and summer camps that likely didn't have as many, or any, certified instructors this year due to COVID-19. We need a return to normalcy before these numbers stabilize since we feed the instructor pyramid from the bottom.
 - Robin - 4,000 instructors is twice where we were 5 years ago.
 - Brandon - I think these numbers will stabilize and go back up as many outfitters and camps now have policies and practices to mitigate spread of COVID-19 in place.
 - Beth - One of the key differences in our competition and individual members is how we approach and communicate with these members.
 - Rainey - From a 10,000 ft. view, how are we doing Beth?
 - Beth - We're in good shape, especially since we have gotten the PPP money. We have also dramatically reduced expenses over the last 18 months. The office change and the CMS system have helped us increase efficiency and decrease expenses. We have also gotten more funding from the USOPC this year. We are also getting better at fundraising; I noted a few of the recent donations in the previous slides. Lastly, we've updated our processes for how we communicate with lapsed members in an attempt to retain our recent members.
 - Rainey - Does the 2021 budget represent us hunkering down or putting our foot on the gas for growth?
 - Beth - We're ready to step on the gas!
 - Rainey - How much of the current budget is dedicated to replacing the staff that have recently left.
 - Beth - People leaving has really gotten me to look at their job responsibilities. I am working on streamlining responsibilities of staff to decrease some overlap.
 - Sides 7 & 8
 - Beth provided a general overview of these slides.
 - Appendix Slides
 - Included in the slide deck as a reference for Directors. These were previously sent out and were part of the membership update at the virtual conference in the fall.

Nominations for Board of Directors, Treasurer

- Robin - I'd like to open the floor for nominations for Treasurer. Sarah, would you mind doing a brief introduction for yourself.
- Sarah - Provided brief biography. Would be willing to serve as Treasurer beginning in June or July.
- Robin - I'd like to nominate Lili Colby to fill the role of Treasurer. We can revisit this in the summer if needed. Are there any other nominations for Treasurer.
- No additional nominations were made.
- Robin - With no additional nominations, I'll close the floor to nominations and ask for a vote on Lili filling the role of Treasurer.
- Vote - Lily Colby was approved by unanimous vote. No abstentions or votes against.

Board of Director Committee Assignments

- Robin - I currently have the following people on the draft roster for the Financial & Audit Committee: Lili Colby (Chair), Sarah Bahn, John Traendly, Scott Mann, and Adam Joseph. Motion to approve this slate of committee members.
- Rainey - I'll second this motion.
- Discussion - None
- Vote - Motion was approved by unanimous vote. No abstentions or votes against.

Diversity, Equity, & Inclusion Workgroup Proposal

- Heather - You all received an email with a proposal from the DEI Workgroup from Gerry James. Gerry is currently helping to lead the workgroup and is the ACA State Director for Kentucky.
- Heather provided a general overview of the proposal.
- Beth - The LL Bean grant this year is focused on DEI work. We can explore having the DEI Workgroup help staff identify organizations that are currently working in this area and evaluate their needs for some of the LL Bean grant money.
- After some brief group discussion Robin suggested that everyone take a look at the proposal and provide written comments within the next two weeks. This proposal will be included on the next meeting agenda.

Changes to the Ted Stevens Act and their impact on the ACA

- Robin - At the last meeting we discussed that there have been changes to the Ted Stevens act. These changes will impact our governance. On January 1, 2022 the ACA will look different than it does today in terms of BOD and committee structure. One of the key major changes is that required athlete representation has gone up from 20% to 33.3% of board and committees. Changes will also be required of BOD structure, roles and responsibilities. Rok & Robin will write up a summary of these changes and will distribute these for your review. This will be a large part of the February 28th meeting agenda. I propose that right now we draft a Strategic Planning Committee to assist with this process.
- Beth - We do have about \$5,000 from the USOPC to fund this work.
- Robin - These changes will also require changes to the SEIC bylaws. Key change will likely be that the BOD will no longer have to approve SEIC curriculum changes.
- Beth - The USOPC knows that these are major changes, especially for the small NGBs. There is some support from the larger NGBs to help us navigate implementing the changes.

Motion to Adjourn - John Tranendly

- Brandon - Second
- Vote - Approved by unanimous vote.
- Adjourned at 9:07 PM.

Respectfully submitted,

C.C. Williams
Board Secretary