

January 2020 Sail2Change Board Meeting Minutes

Wednesday, 1.8.2020

Board & Staff Next Steps

Administrative and Outreach Staff Duties

- Case For Support
- Dieter Employment Contract
- Budget: Revise Contractor section and Payroll
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Tabled Discussions

- Board Members Duties and Expectations
- Dieters Employment

Board Member Tasks

- Committee Meetings
- Submit Hour Log
- **Mitchell** - Help with wording specific examples of what we do to support youth
- Review and Edit Case for Support by January 22nd

<p>Call Meeting to Order</p> <p>Location: ECO Headquarters 4214 SE 12th Ave Portland, OR 97202</p>	<p>Alex made a motion to call the meeting to order at 6:44pm Lisanne seconded the motion Yes: All No: None Abstain: None The meeting was called to order at 6:44pm</p> <p>Board Attendance Present: Katie Allen, Michael Johnson, Brian Moore, Lisanne Butterfield, Alex Earl On phone call: Dieter Waiblinger Absent: Nichole Watson</p> <p>Guest Attendance: Ashley Barnes, Staff; Michelle Bruncks, Staff; Mitchell Burke, Advisory Board Member; David Boyajian (Potential Board Member)</p>
<p>Introduction of David Boyajin</p>	<p>6:45 pm David Boyajian</p> <ul style="list-style-type: none"> • Maritime Lawyer and lifelong sailor • Worked and volunteered as a sailing instructor and coach • Served several community and adaptive sailing programs, including Shake-A-Leg Newport and the U.S. Blind Sailing Team • Extensive experience working for a non-profit sailing school in Newport, RI, where he serves as an instructor for a program that bused at risk youth from Providence • Intimately familiar with the myriad of insurance and liability issues that Sail2Change should consider and stay informed about

<p>Discuss email from Dieter Board Member Duties and Expectaions</p>	<p>6:52 pm Katie brought up an email Dieter had sent out on January 8, 2020 about improving the board over this new year.</p> <ul style="list-style-type: none"> • Dieter’s idea was to have each board member donates \$50/month as a payment plan. This does not work for everyone. • Board members agreed that everyone should donate some amount of money, even if it is not a large sum, as long as they are contributing in other ways with their time. • It was decided to come up with a new policy for the by-laws to make sure each board member donates a minimum dollar amount each year. Nothing was voted on and will be decided next board metting. • Significant time was used on this topic, so the other points in Dieter’s email were tabled until next board meeting.
<p>Announcements</p>	<p>7:07 pm</p> <ul style="list-style-type: none"> • Katie made an announcement that we are going to switch our email provider over to WIX, the company we have our website through. • Michelle updated everyone that the tentative location for the summer program will be the Rogue River Trail. • Michelle explained we are putting out job ads for wilderness guides. Trade magazines, “Post 58,”and OSU Bend campus Outdoor Recreation Department were offered up for possible places to recruit. The group decided that not each wilderness guide needs to have the full list of outdoor experience if they have significant experience working with underserved youth. • Ashley shared that we are waiting to hear back from several schools about setting up appointment with administrators. • Ashley has been connecting with Facebook groups for guide and student outreach, with an emphasis on connecting with people of color.

<p>Budget & Case for Support</p>	<p>7:20 pm</p> <ul style="list-style-type: none"> • Approving the budget: Cannot be approved until there is an in-depth discussion about Dieter becoming an employee • Action Item: Discuss Dieter’s employment over the next 3 board meetings. Have a final answer by the end of April’s board meeting. Draft a job description, compensation structure. • In the Budget, the contractor services section needs to be reviewed • Policy reviews for insurance. Look at the insurance for subcontractors we are employing, collect copies of insurance policies of subcontractors - Dieter, David • How are volunteers covered with our insurance? Are they guests? What does the Coast Guard say about this? Dieter is going to talk to insurance agents. • Mitchell - Help with wording specific examples of what we do to support youth <p>Notes for Case for Support (Katie)- Add in Long Term Vision and Successes we’ve had so far. Talk about equalizing the playing field “Out of the box education.” Separate Education and Employment. Write about Sail2Change alumni opportunities. Spark a passion for employment in the Marine industry, we create an edge for future applicants and a pool of students to choose from for hiring.</p>
<p>David Boyajin Nominated to Join Board</p>	<p>8:08 pm The group discussed David joining the board. 8:10 pm Motion: Brian nominates David to be a board member Second: Lisanne</p> <ul style="list-style-type: none"> • Vote: <ul style="list-style-type: none"> ○ Yes: All ○ No: None ○ Abstain: None <p>David replied saying he is interested but has to talk it over with his wife about the time commitment, but is very interested in joining us. The topic was tabled until next board meeting.</p>
<p>Motion to Edit Case for Support</p>	<p>8:11pm Motion: Lisanne moves that the board approves the Case for Support edits from board members by January 22nd. Katie will send a second draft out January 15th to be edited by the 22nd. Second: Alex</p> <ul style="list-style-type: none"> • Vote: <ul style="list-style-type: none"> ○ Yes: All ○ No: None ○ Abstain: None
<p>Final Announcements</p>	<p>8:21 pm Volunteer logs were passed out for board members to keep track of their hours. 8:23 pm The group talked about keeping meetings fresh by rotating locations each time. Mitchell is going to see if we can do it Willamette Sailing Club next.</p>

**Meeting Adjourned**

- The meeting was adjourned at 8:26pm