



## BASK | July 2020 Planning Meeting Minutes

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The BASK planning meeting was hosted on Zoom on Wednesday, July 8, 2020. VP Jonathan Luskin called the meeting to order at 7:22 p.m and adjourned at 9:01 p.m.

### I. Roll Call

**Attendees:** Xavier Darzacq, Jonathan Luskin, Steve Goldfinger, Krista Fechner, Joann Johnson, Jennifer Kardos Jean Spurr, Don Fleming, Tim Yarish, Tim Geuy, Gwenn Bezar, David Kroll, Margot Otway, Jim Ham, Lisa Ouellette, Russ Wilson, James Jacobs, Christopher Amy, Ray Landstrom, Brad Curry, Kate Dresher, Dave Littlejohn, Rick Welsh, Frank Zhang

### II. Vote: Approve Previous Planning Meeting Minutes

Minutes for the June 10 planning meeting were approved by voice vote. The minutes are available under *Resources > Planning Meeting Minutes Archive* after logging in to the BASK website.

### III. Introducing Tonight's Agenda

#### IV. President's Report - Xavier Darzacq

##### A. BASK Library

Compliments to the group that reorganized the library!

##### B. Paddling During the Pandemic

BASK never officially shut down or gave the okay for paddles. Posts on Buzz need to respect the shelter-in-place guidelines for the appropriate county. Krista noted that many new members are joining now, recognizing that paddling offers a good socially distanced activity. Not having paddles on the BASK calendar is disorienting. Jennifer Kardos suggested it would be helpful to improve how we integrate new members into the club and involve them in paddles. Several attendees suggested that new members could partner with existing members by inviting people geographically nearby; others can opt whether or not to participate. Since the nature of the club is to have group activities, BASK could redefine a new member paddle as a socially distanced, small group paddle, acknowledging the impact of the pandemic.

##### Action Items:

1. Update the top of the website with a COVID-19 statement about informal vs. club-sponsored paddles during the pandemic. Draft text and share for comment (Gwenn and Steve).
2. Update the new member communication sent by BASK ambassadors to provide guidance on informal, small-group paddles during the pandemic (Krista).

## V. Treasurer Report - Susan Snow

As of today, our accounts totaled \$18,515.

Major expenses since last report:

- Charitable donations: \$3,500
- Website maintenance fees to contractor for the year to date: \$3,500

Major income:

- \$1,000 in membership dues
- Looking at membership year over year as of June 30:
  - Gross proceeds are roughly the same (\$10,295 for 2020 vs. \$10,210 for 2019).
  - Membership is virtually the same with 350 membership transactions to date in 2020 vs. 348 in 2019, for a total membership of about 600.
  - The bulk of our membership dues come in January and February. If there is an impact due to the pandemic, it may not be evident until next year.

Susan noted that it is unlikely that BASK will be able to have a holiday party. Perhaps we can find another good use for the \$2,800 budgeted?

## VI. Member-at-Large Report - Steve Goldfinger

New member paddles are on hold due to the pandemic. Since more paddling time means less time for home kayaking projects, Steve has tapered off the Pandemic Paddling Pause Participatory Project series after posting eight projects.

## VII. Functional Lead/Committee Reports

### A. Safety and Education - Margot Otway & Jenn Fury

No activity except modeling upside down kayaks, and Jenn's osprey camera posts.

### B. Skills Clinic - Russ Wilson, Kathleen Scanlon, Jan Dolzer

No update. (The 2020 Skills Clinic has been cancelled due to the pandemic.)

### C. Website/Database - Krista Fechner

Krista and the contractor are progressing with testing and upgrades, although at a slower pace than previously. Currently they are dealing with the notifications triggered when membership dues are owed. Krista will communicate on Buzz when ready to involve volunteers in website testing.

### D. New Initiatives - Jim Ham

New initiatives are retired for the foreseeable future due to the pandemic.

*E. Librarian - Jim Ham*

Jim volunteered to be the BASK librarian. James Jacobs, a professional librarian, will also help, especially on public outreach. Jim reported that he now has the library. He is looking for an appropriate storage location, and is considering what books are appropriate for the library. Chris Amy, the previous librarian, completed most of the cataloging; Jim is adding the few items not already cataloged. There are missing DVDs. Steve suggested a post on Buzz to help locate the missing items. These could be returned to the library, or be added as part of the distributed library.

*F. Speaker Seeker - Ken Mannshardt/Xavier Darzacq*

Xavier lined up an interesting speaker suggested by Gwenn for next month's General Meeting.

**Action Item:** Xavier requested speaker suggestions.

*G. Environment - Ellen Simms*

No report

*H. Membership - Penny Wells*

No report

*I. BASK Ambassadors - Krista Fechner*

No update

**Action Item:** Contact Krista if you would like to be an ambassador.

*J. Newsletter - Jonathan for Nancy Ceridwyn*

- Information for the next newsletter is due on Tuesday, July 28.
- This would be a good time to announce decisions on Mendocino.
- Thanks to everyone who submitted to the last newsletter. Nancy is getting good feedback on the newsletter.

**Action Items:** 1) Send items for the newsletter to [newsletter@BASK.org](mailto:newsletter@BASK.org) or to Nancy directly. 2) Steve suggested including information for new members about paddles during the pandemic (see topic IV. B. above).

*K. Surge Scholarship - Laura Zulliger*

No report; pandemic hold

*L. Food Maven - Spencer Greene*

No report

## VIII. Discussion Topics

### A. Legal status for BASK - Jonathan, Tim Yarish, Xavier

Jonathan presented talking points to inform a future decision on nonprofit status for BASK.

- BASK currently has no legal structure; it is just a partnership. In 2003, BASK was set up as a 501(c)(7) Social Club, as agreed at a Planning Meeting. There was a vote to dissolve the just-established classification at the next Planning Meeting. At the time, Casey Walker noted the “added a layer of bureaucratic paperwork.” Meeting notes indicate regret that the 501(c)(7) was set up without peer approval; there was no vote by the general membership.
- When establishing the 501(c)(7), the club was assigned a Federal Tax ID. This was used for the BASK bank account, although the Tax ID probably is no longer valid.
- WSK (Western Sea Kayakers) is a 501(c)(7). The WSK secretary does the paperwork. The WSK structure, with long-time office holders, may make this easier. However, the BASK treasurer would have the necessary data.
- Establishing a 501(c)(7) is free. Organizations self-proclaim tax-exempt status; there is no application. The classification is easy to maintain, although filing deadlines need to be met.
- For a comparison of 501(c)(3) and 501(c)(7) classifications, see: <https://homeschoolcpa.com/compare-501c3-charity-to-501c7-social-club>

Benefits of changing status to 501(c)(7):

1. Federal tax reporting. Our income is unaccounted for; it is under the radar of the IRS. If we hire, say, an instructor, and they earn more than \$600/year, we would need to file a 1099. If our bank account earns interest over \$10 or there is a transaction over \$10K, the bank would notify the IRS. Jim noted that the current checking account is not interest-bearing.
2. Liability. BASK has ACA insurance. Although ACA says the organization has to be a nonprofit, ACA means “non-profit oriented” so our insurance is not threatened. Two sets of lawyers have looked at liability; the biggest issue would be attorney fees if someone threatens to sue us.
3. Access to facilities. With 501(c)(7) tax-exempt status, the club becomes eligible for free classrooms for clinics. Only nonprofits can request rooms at UC Berkeley and other public schools.
4. Permits. When reserving sites like Tomales Bay or Horseshoe Cove, club officers feel awkward filling out forms without having a legal status, although there is room for interpretation.
5. Grant funding. If the club changes in the future, perhaps reacting to social engagement by getting a trailer with kayaks for inner city kids or providing storage (e.g., at the Berkeley Marina), the club would have the option to seek grant funding. In addition, BASK could benefit from the nonprofit “halo” effect when asking for favors.

Potential issues with changing status to a 501(c)(7):

1. Distaste for additional paperwork. Concern has been expressed that a certified accountant would be needed for the paperwork. For a 501(c)(7) Social Club, this does not seem necessary; the forms are straightforward, but need to be completed on time. As ACA coordinator, Margot noted that she completes the paperwork for ACA membership and insurance coverage in a timely way.
2. Club philosophy. Unlike the 501(c)(7) Social Club, a 501(c)(3) Charity is more complex to create and maintain with support for tax-free donations and fundraisers. BASK income is primarily from membership and club activities like the Skills Clinic. Is this really a philosophical issue, not about the paperwork?
3. Lack of continuity in officers. To ensure that the limited paperwork is completed in a timely manner, the club needs the smooth transition of club officers, supported by clear documentation.

Next steps: Consult membership using SurveyMonkey, the newsletter, and/or Buzz. Present pros and cons, and ask members about their concerns.

#### Action Items:

- Ask Susan for our Federal Tax ID # (Jonathan).
- Write up benefits and issues / pros and cons regarding 501(c)(7) classification (Jonathan).
- As a future topic, consider overlapping officer tenures for smooth transition.
- Update and archive transition information for all club officers - President, Vice President, Treasurer, Secretary, Member-At-Large (need volunteer).
- Consider whether membership dues are too high since this is driving a surplus - although this does support website updates and grants/contributions to other organizations.

#### B. Trip Waiver Signatures - Krista Fechner

The attendees discussed methods to reduce handling of common items during the pandemic, specifically the waiver signed for each trip. BASK members sign a waiver when joining/renewing their membership, and also sign an activity/trip waiver for each paddle. The activity waiver, prepared by a lawyer, requires signatures in ink. Although electronic signatures are widely accepted and are used with BASK's membership application waiver, there are technical challenges with solutions like DocuSign.

For comparison, everyone in WSK joins the ACA; the club uses ACA waivers in addition to a WSK waiver. ACA allows a waiver that applies to the whole year; the BASK waiver used by trip initiators is quite different. After the trip, the signed BASK Activity Waiver (both sides) is sent to the Member-at-Large.

Many organizations are moving to reservations for activities. BASK could look at paddles in a similar way; the trip initiator could require completion of a trip waiver ahead of time. A photo could be taken of both sides of the signed waiver with a cell phone, and sent to

the trip initiator. Alternatively, participants could be instructed by the trip initiator to bring their own signed copy, or the initiator could bring waivers and a bucket of pens. For a long-term solution, BASK could investigate whether the current waiver could be revised to apply for a whole year, coupled with a resource for trip initiators to confirm that signed waivers are on file for each participant.

#### Action Items:

- Define a short-term, low-tech solution for waivers as part of a COVID-19 plan, and communicate the approach to members. This could be satisfied by using separate activity waivers and a bucket of pens at the launch site, or by requiring that photos of signed forms be submitted via cell phone before a paddle.
- Promote a low-tech solution through Buzz and the BASK website.
- Find a volunteer to define a viable long-term solution, possibly updating the BASK Activity Waiver to apply to the whole year.

#### C. *BASK Outreach and Social Responsibility - Kate Dresher*

Kate and David Kroll reported that a group met and enthusiastically brainstormed potential club actions, including partnering with organizations as a resource or for financial support, encouraging youth, decreasing barriers that impact access to paddling, and ensuring that the BASK website reflects inclusivity. With so much information and so much to discuss, Kate felt the need for a purpose statement defining the aims of the group and of the club. Actions and how we do them would then flow from this stated purpose.

The group felt an urgency to add a statement about BASK's inclusiveness on the website, and also to review the club's presentation on the website, Facebook page, and even in the Bylaws. Dave noted that Keith reached out and received feedback that the website does not give the feeling of inclusivity. There were strong feelings in the group that revisions need to be thoughtful and in line with the club's overall aim. At the same time, the group wants to avoid white urgency which may perpetuate systemic racism. Self-awareness is a big issue; the group debated whether BASK is inclusive.

Next steps include to:

- Establish a purpose statement; this will inform website updates and lead to additional actions addressing social responsibility and outreach.
- Contact other organizations and individuals for feedback.
- Review how the club is presented on the website and Facebook.

The next meeting is scheduled for the week of July 12. The group will report back at the next General Meeting or Planning Meeting.

#### D. *Different Days for Planning and General Meetings*

Moving to different days of the week for the Planning Meeting and the General Meeting would help avoid excluding people with conflicts on Wednesdays from attending both

meetings. Previously, Planning Meetings were on Tuesday or the weekend. The weekend meetings often included a paddle and potluck, avoided weekday traffic (pre-pandemic), and had better attendance.

**Action Item:** Jonathan will reschedule the Planning Meeting dates. Planning meetings will likely be scheduled on Tuesday.

*E. Bird Rock Birds - Gwenn Bezard, James Jacobs*

Gwenn asked whether we can still comment on the Bird Rock closure since it seems the rules are too broad, and the change impacts BASK club members. James Jacobs and Gwenn chatted backchannel during the meeting, and posted comments on Buzz July 9 (see <http://lists.bask.org/private.cgi/buzz-bask.org/2020-July/019484.html>).

**IX. Discussion Topics Deferred to Next Meeting**

*A. Marketing Video for BASK - Jonathan, Nathan*

- Audience
- Message

*B. Expert Webinars - Henry Sweat, Pauline Disch*

*C. (2 Mendo | ! 2 Mendo) - Jonathan, Ken Mannshardt*

*D. San Pablo Yacht Harbor Campout?*

Thanks were given to Jonathan for a great job as VP. The meeting adjourned at 9:01 p.m.