

# MEETING AGENDA – MCSA EXECUTIVE BOARD MEETING

## MEETING INFORMATION

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**Date:** 05/04/2013 **Location:** Wayzata Community S.C.  
Room TBD  
**Time:** 3:28 **Meeting Type:** MCSA Executive Board Meeting  
**Called By:** Tom Sorenson **Facilitator:** Dave Elsmo  
**Timekeeper:** **Minutes By:** Dave Elsmo  
**Attendees:** Dave Elsmo, Nicole Coleman, Andrew Fox, Tom Sorenson, Travis Cottle,  
Andrew Lenzo, Will Cyr, Grant Pollock, Emily Oltrogge

## PREPARATION FOR MEETING

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**Please Read:** *Agenda, Minutes from April 13 meeting*

**Please Bring:** *Agenda, notepad/loose-leaf paper, writing utensil*

## ACTION ITEMS FROM PREVIOUS MEETING

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1. Approval of the April Minutes / Dave Elsmo
  - a. Motion to approve minutes by Dave Elsmo: seconded, passed
2. Committee Reports:
  - a. Treasurer, John Carrol paid dues, Whittenberg Grinnell, Akron, OU and Ohio St. is unpaid.
  - b. Development: recruitment and fundraising email sent out to solicit information for the website.
  - c. Championship committee: Adding a day to COED's and doing semi's before nationals in the finals bracket.
    - i. Will add nationals feel to semi's
    - ii. Saves money
    - iii. NW finals land on that weekend, which makes it a challenge, will look into it.
    - iv. Semi's for team race are NOT recommended
    - v. Needs to look up finals of schools in the MCSA
  - d. MCSA Hall of fame: Mike is no longer the council president, Chelsea is the new president, we will resume conversation with new board member
  - e. First Telltale is done!

## **AGENDA ITEMS**

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1. Championship Bids / Dave Elsmo, Nicole Coleman
  - a. Championship bidding process needs to be formalized
    - i. Online form will be created by commodore
    - ii. Championship bid form contains new policies
    - iii. Andrew Lenzo will contact CMRC and SailSheyboygan to solicit for Fall MR champs and will get to the board with proposed dates
    - iv. Singlehanded bids will be solicited over over listserv by commodore. Two weeks for forms to be handed in, 4 weeks total before announcement of venue.
    - v. Motion to accept attached bid information, second: passed
    - vi. Motion to provide general information will be posted on the website, format of proposal will not be dictated awareness of bid process and example bid will be provided. Seconded: passed
2. Standard Operating Procedures format / Tom Sorenson
  - a. Utilizing MN's SOPs to adapt for MCSA board member SOP's
    - i. Details all position responsibilities, timeline of tasks, collection of contacts
    - ii. Format will be sent out shortly by commodore
    - iii. Board members must continuously adapt and change SOP's year in and year out.
    - iv. SOP's should start at Midwinters
    - v. Motion to make SOP due September 14<sup>th</sup> meeting for review, seconded: Passed
3. Harken Clinic / Dave Elsmo
  - a. Teams will be solicited first come first serve (1 team-4 people-2 boats) towing teams may bring as many as they want.
  - b. 28-29 Harken Clinic
4. Website / Tom Sorenson, Dave Elsmo

## **NEW ACTION ITEMS**

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1. Individual board position SOPs (DUE @ SEPT. 14 MEETING)

2. motion to adjourn, second, passed: 5:07

**OTHER NOTES OR INFORMATION**

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POST MEETING: Website training for those board members who need it.

NEXT MEETING @ WISCO on 09/14/2013 (Fall Fury)