

**American Canoe Association  
Coastal Kayak Committee**

**Meeting Minutes**

February 20, 2014

Time: 3:00 p.m. – 6:00 p.m. (EST)

**Type of Meeting:** Annual meeting of the ACA Coastal Kayak Committee (CKC)

**Invitees:** All CKC members, at-large as well as affiliates

**Meeting was called to order** by Chair Ed Schiller.

**Roll call** was taken by Secretary John Browning.

Attending the meeting were the following at-large (voting members): Ed Schiller, John Browning, Mike Aronoff, Todd Johnstone-Wright, Ron Smith, Joshua Hall, Dale Williams (on-line), and Ryan Rushton (on-line).

No affiliate members were present.

Others present: Larry Ausley, Chair of the River Kayak Committee and Kelsey Bracewell of the SEI staff was present at the meeting.

**Quorum**—the CKC Charter sets a quorum of 30% (4 voting members). 8 of the 13 voting members were present, thus a quorum was present at 62%.

**Approval of prior meetings minutes**—the last formal meeting of the CKC was held at Folly Beach South Carolina in late October, 2012. Unfortunately, no minutes from that meeting have been located. Thus there were no minutes to approve.

**Subcommittee Reports**—There was one subcommittee formed to report on its actions, Ryan Rushton reported to the CKC that his committee, which had been formed to look at the implementation of the L4 and L5 Trip Leader awards. Ryan stated that the subcommittee transitioned from the implementation of the awards to “is there a market for ‘Guide Certification’”? It was the recommendation of the subcommittee to table both the L4 and L5 Trip Leader award proposals, with an eye toward exploring these as “Guide Certifications”.

The subcommittee also discussed the current Coastal Kayak Day Trip Leading award (skills assessment), and the L3 Coastal Kayak Trip Leading awards that were drafted by Nate Hanson of the subcommittee, and whether the current day trip leading award should become an L2

award under the “oversight” of the Intro to Paddling Committee (IPC). The reasoning for this is two-fold: (a) the remit for the current day trip leading award is essentially at the L2 level; and, (b) the IPC has oversight of L1 and L2 courses across all disciplines.

A discussion took place and the CKC agreed to table both the L3 and L5 trip leader proposals. A discussion was also had about the “line” between an assessment and a certification and the possible legal implications of such a move to certifying someone as a “guide”. The point being that the leap from naming the awards as a trip leader award to a guide award is small; but, the leap from assessment to certification is huge.

It was agreed that this needed further study and that if we decided to have anything prepared for the fall meeting it needed to be finalized not less than 45 days prior to the meeting (that’s when the submission would need to be to the Secretary of the SEIC in-order to be placed on the agenda for the next meeting—this would be approximately July 30th).

**Charter and structure revisions**—John Browning pointed out that there were several “housekeeping” type changes (grammar and punctuation) to the current CKC charter that needed to be looked at, as well as some potential conflict between the duties of the chair and the secretary. It was decided that the entire charter should be reviewed, compared to those of the other disciplines and brought to the fall meeting. **ACTION ITEM: John Browning**

**Election matters**—election of officers—a discussion was held on the need to hold elections for the executive positions of the CKC. The Chair will place a call for nominations, with the objective to hold elections before the end of March. **ACTION ITEM: Ed Schiller**

### **Open issues—old business**

1. Reviewing/revising the current L3 SOT documents—this is still an open item.  
**ACTION ITEM: (a subcommittee to be named by the Chair to accomplish before next meeting)**
2. Motions made to the SEIC by the CKC
  - a. Revision to the L3 Coastal Kayak Skills Assessment--a discussion of the venue lead to a friendly amendment to make the venue the same as that currently in effect for the L3 Coastal Kayak Instructor Criteria (i.e., 2 of the 4 venue conditions rather than 3 of 4).
    - I. (This motion was approved by the SEIC, with a friendly amendment to remove the wilderness first aid recommendation, the ACA office is going to address the first aid issue; and, to move the prerequisite of evidence of at least 3 day trips, a minimum of 10 nautical miles to the assessment overview—11 yes, 1 abstain. It was approved by the Board of Directors.)

- b. Revision to the L3 Coastal Kayak Instructor Criteria—after a brief discussion there were no friendly amendments made.
- II. (This motion was approved by the SEIC, with a friendly amendment to remove the wilderness first aid recommendation, ACA office to address—8 yes, 3 no. It was denied by the Board of Directors.)
- c. L4 Coastal Kayak Open Water Trip Leader Assessment—upon the recommendation of the subcommittee this motion was tabled.
  - d. L4 Coastal Kayak Open Water Instructor Criteria—after a brief discussion there was a friendly amendment made to remove the prerequisite of having completed the Level 4 Trip Leader award, since this has been tabled.
- III. (This motion was approved by the SEIC, with a friendly amendment to remove the wilderness first aid recommendation, ACA office to address—8 yes, 2 no, 2 abstain. It was denied by the Board of Directors, with the direction to the SEIC to facilitate a discussion with all disciplines to look at similar prerequisites for L4 by the fall meeting.)
- e. L5 Coastal Kayak Advanced Open Water Trip Leader Assessment—upon the recommendation of the subcommittee this motion was tabled.
  - f. L5 Coastal Kayak Advanced Open Water Instructor Criteria—there were some additional “housekeeping” changes added upon discussion. A friendly amendment was made to remove the prerequisite of the completion of the L5 trip leader since this was tabled.
- IV. (This motion was approved by the SEIC, with a friendly amendment to remove the wilderness first aid recommendation, ACA office to address—11 yes, 1 abstain. It was denied by the Board of Directors.)

3. Motions made by the Executive Committee of the SEIC

- a. Propose addition to SEIC Policy Manual (Revised 9.29.2013) Page 13, CHAPTER 6, B, addition of paragraph 4 as follows:
  - V. Instructor Trainers may only combine IDW, ICE and ICWs as follows Level 1 and 2, Level 3 and 4 with Level 5 being a standalone IDW/ICE. Instructor Trainers many request a waiver from the SEIC to combine levels in a different fashion under special circumstances. Instructor Trainers many request a waiver from the SEIC to combine levels in a different fashion under special circumstances.

VI. After a brief discussion, the CKC decided, on a voice vote, to support this motion.

- b. Propose revising SEIC Policy Manual (Revised 9.29.2013) Page 13, CHAPTER 6, B, paragraph 3 as follows:

Instructor Trainers may offer stand-alone IDWs or ICEs at all levels. IT's also may offer instructor certification workshops (ICWs) where IDWs and ICEs are combined at levels 1 and 2 (L1-L2). For levels 3 and 4 (L3-L4), ICWs are not allowed, and IDWs and ICEs must be separated by a minimum of 14 days.

After a brief discussion, the CKC decided, on a voice vote, to support this motion.

- c. Propose addition to SEIC Policy Manual (Revised 9.29.2013) Page 3, CHAPTER 2, Section C "Instructor Certification Process" as follows:

Successfully complete an ACA Skills Assessment Course and obtain official documentation from the National Office in the discipline and at the level you intend to be trained prior to attending an IDW or ICW. Candidates may also use skills credentials from another agency (BCU, Paddle Canada, etc.) in lieu of an ACA Skills Assessment to fulfill this requirement; in this case the SEI Department should be contacted to determine equivalency.

Example: Prior to attending a Level 3 River Canoeing IDW a candidate must successfully complete a Level 3: River Canoeing Skills Assessment and obtain official documentation from the ACA National Office.

After a brief discussion, the CKC decided, on a voice vote, to support this motion.

(All three motions by the SEIC Executive Committee were withdrawn after discussion at the SEIC meeting.)

## **New business**

1. **Trip Leader "awards"**: assessments, certifications or endorsements?—no further discussion was held on this at this time, as it was discussed during the subcommittee's report.
2. **Committee membership**—a discussion was held on how to get new "blood" onto the committee. Ed Schiller said that he'd like to see a turn-over in the committee to infuse some new blood into the CKC. Ed stated that he'd like to see approximately 50 percent biannual turnover. No decision/consensus was achieved.

3. **Communications**--how do we more effectively communicate amongst ourselves (the committee), and our constituents?—a brief discussion ensued with no clear decision being made. It was brought up that the 2015 fall meeting will be for ITs and ITEs, and that we need to get the word out to get as many of them to attend as possible.
4. **Where do we go from here?**—this item was not discussed.

**Adjournment**—the meeting was adjourned at 6:00 P.M.

Respectfully submitted:

John Browning

ACA Coastal Kayak Committee Secretary