

19 Wing Comox

5950-1 (19WCYC-Cmdre)

6 Nov 2024

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 19:00 HRS 4 Nov 2024**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	(absent, Commodore acted as scribe)		
Present:	Maj Marc Archambault	Keelboat Capt	Elected
	Maj Greg Boyd	Treasurer	Elected
	Maj Fahim Awan	Training Officer	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Ms. Kelli Ballantyne	Asst Rear Commodore	Appointed
	Ms. Allison Caughey	Asst Comms O	Appointed
	Mr. Graham Edwards	Paddlesports Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Mr. Ben Douglas	Bar Officer	Appointed
Absent:	MWO Frank Duchesneau	Asst Foreshore	Appointed
	MCpl Derrick Mondry	Secretary	Elected
	Mr. James Hollis	Rear Commodore/Comms	Elected/Appointed
Guests:	Mr. David Weaver	Member	

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 19:00 hrs. A quorum was present. Some Division reports were provided as requested in advance via the shared Google Drive. Reports are attached at Annex A of these minutes.
2	ADDITIONAL AGENDA ITEMS
3	APPROVAL OF MINUTES OF PREVIOUS MEETING
	Previous minutes have been circulated and signed by PSP

4	TREASURER'S REPORT
	<p>Treasurer included financial overview in Annex A. No concerns were noted as the club is not significantly deviated from the overall budget, though some clarity will be sought on membership revenues and how tracked with NPF.</p> <p>[Action: Treasurer will work with NPF to decrease and simplify the number of GLs that the club uses, with an aim to have Revenue and Expenses items for each division, as well as a Travel and Misc/Executive items heading into Next FY.]</p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <p>(1) See report in Annex A; Rear Commodore was not present to discuss.</p>
	<p>b. <u>Communications</u> –</p> <p>(1) See report in Annex A.</p> <p>(2) Asst Comms O will work with Keelboat Capt and Training O to update BSC info on website, as per concerns expressed by James in Annex A.</p>
	<p>c. <u>Dinghy</u> -</p> <p>(1) No report provided in advance.</p> <p>(2) Winterization scheduled for 16 Nov. Dinghies to be stored next to clubhouse on existing rack, outdoors but covered.</p> <p>(3) Discussed member's concern about paying the fall membership and rental fee (both should be pro-rated)</p> <p>(4) Fibreglass and Gelcoat work will be contracted; opportunity for learning by doing but Andrew will consider a Tech Night by the contractor as well. Note Keelboat Captain has (or will) establish(ed) a contract for this service for the Keelboat Division.</p> <p>(5) Running rigging replacement will be conducted on dinghies over the winter</p> <p><u>Non-Dinghy items by Andrew</u></p> <p>(6) Andrew will research a web-enabled lockbox/keypress for the club to better control access (allow tracking of individual keys for keelboats and other items that warrant more control.</p> <p>(7) Improved dockside WiFi installed, awaiting testing to confirm.</p> <p>(8) Online Forms for BSC application to be trialed as a 'soft-launch' before attempting same for Membership forms. [Action: Andrew, Allison, Paulette, Robert to get together and test online form and import process to existing database (subset) for BSC]</p>
	<p>d. <u>Foreshore</u> –</p> <p>(1) See report in Annex A</p> <p>(2) Discussed Additional Dinghy Spot plan. Full proposal and options that was prepared by Frank was not included, but since we have an approved CER for Dinghy Dock expansion up to \$10K, Executive</p>

	<p>endorsed purchasing and refurbishing an appropriate dock to enable 20 (approx.) dinghy spots, including necessary reconfiguration of placement (moorings and chain, if required) [Action: Foreshore].</p> <p>(3) Exec discussed leaving the Work Float generally free of dinghies so it can be used for in-water tasks without needing to move member dinghies.</p> <p>(4) Exec endorsed modification of work float to add an outboard bracket and purchase a small outboard to facilitate moving it without needing a pair of dinghies. [Action Foreshore]</p>
	<p>e. <u>Paddlesports</u> –</p> <p>(1) See report in Annex A.</p> <p>(2) Repair of double kayak about to begin (Marc offered that Gelcoat/Fibreglass contractor also does plastic repair)</p> <p>(3) Gathering of quotes for replacement SUPs underway</p>
	<p>f. <u>Keelboat</u> –</p> <p>(1) See report in Annex A.</p> <p>(2) Item 11 – Asst Comms O will work with Keelboat on requested updates, as Allison just received her webmaster access.</p> <p>(3) Exec discussed and clarified that intent of ‘annual day-rental fee’ is to not offer a daily rate, given that a daily rate of approx. \$100 is almost the same as renting only three individual days.</p> <p>[post-meeting Action: Keelboat Capt and Treasurer to provide comparison of revenue from previous years rental fee structure compared to ‘annual rate only’ structure proposed for next year, for the boats this applies to]</p>
	<p>g. <u>Membership</u> –</p> <p>(1) See Annex A.</p> <p>(2) Paddlesports wanted specific number of paddle members, and info was provided: 60.</p> <p>(3) Exec requested to provide any fields on current membership form they would like to see added. Ideas include</p>
	<p>h. <u>Training</u> –</p> <p>(1) See report in Annex A</p> <p>(2) Tech Nights were discussed – moving them away from always on one day of the week, or offering twice in a week to allow those with commitments to attend (e.g. Wed and Fri after TGIF).</p> <p>(3) Exec endorsed planning for 18 BSC students to shorten course and maximize flexibility. This is the traditional course throughput.</p>
	<p>i. <u>Bar</u> –</p> <p>(1) Ceilidh Curtis is in the process of learning the Bar Officer role, and will be put on the spot when Ben goes on vacation in November</p> <p>(2) New Bar Officer will require an NPF Credit Card. [Action: Commodore to provide NPP CC form to Ceilidh] <i>[completed 6 Nov]</i></p> <p>(3) AED in Clubhouse is expired. Exec to reach out to RPOps to seek replacement for AED with one that will be provided, inspected, and</p>

	maintained by RPOps (19WCYC purchase of AED predated mandate for AEDs in all 19 Wing buildings, supplied by RPOps) [Action: Matt Davidson to contact Charlene as Facilities Manager for PSP]
6	OLD BUSINESS
	Finalization of ByLaw amendments still in the offing...
7	NEW BUSINESS
	Exec settled on AGM date of Wednesday 26 February, 2025. Commodore will submit Mess Use Request for Officers Mess.
8	OPEN DISCUSSION
	Nil
9	CLOSING REMARKS
	Commodore thanked everyone for their attendance and continued commitment to the club.
10	NEXT MEETING DATES
	Monday 9 December 2024, 19:00 Monday 13 January 2025, 1900 Monday 3 February 2025, 1900 AGM: Wednesday 26 February 2025, 1800 Bar, 1830 meeting start

11	Adjournment
	Meeting adjourned at 21:30

F. Bohac
 LCol
 Commodore
 250-218-1973

For D. Mondry
 Sgt
 Secretary
 7992

RECOMMENDED/NOT
 RECOMMENDED

APPROVED/ NOT APPROVED

K. Elmore
 Mgr. FS&R
 8542

A.C. Moorhead
 Snr Mgr. PSP
 8246

Distribution List:

Info:

D/W Commander
 Sr Mgr. PSP
 Recreation Coordinator
 NPF Accounting Manager
 Comms O (for website)

Annex A – Division Reports

(Treasurer / Rear Commodore / Communications / Dinghy / Foreshore / Paddlesports /
 Keelboat / Membership / Training / Bar)

5950-1
6 Nov 2024
Annex A – Division Reports

Treasurer Report

Maj Greg Boyd – Treasurer

Current Assets	\$123K
Other Assets	\$135K
Total Assets	\$260k

Key Points:

Rental revenue much improved over last report
\$10287.74 of annual budgeted \$13260

Services revenue still very low:
\$1875.20 of annual budgeted \$7745

Membership revenue still low:
\$6378.54 of annual budgeted \$14000

Depreciation and Entertainment Expenses still better than budgeted.

Keelboat Maintenance closing on budget:
\$14348.12 of annual budgeted \$17200

No expenses currently over.

Net Income -\$12K

5950-1
6 Nov 2024
Annex A – Division Reports

Communications / Rear Commodore Report

Capt (Ret) James Hollis – Rear Commodore / Communications Officer

Outcan Notification

In France on battlefield tour 7-19 Nov 24 inclusive. Vimy and Ypres (Menin Gate) for 11 Nov services. Will have Internet access and can respond to email requests. Personal mobile number while in France: +33 6 89 63 32 22. I'll be 9 hours ahead.

With last-minute scramble for preparations prior to trip, not attending the 4 November meeting.

Communications:

MailChimp active contacts now 489. Includes segmented tranches of 21-22, 22-23, 23-24 and 24-25 membership years. Once the contacts reach over 500, the next pricing tier for the service jumps an additional \$400 in increased cost per year.

Original plan was to roll-off the earliest year of past members as the contact list increased, with the rationale that someone who hadn't renewed in 3 years is likely a limited future prospect.

Some suggestion of opening the mailing list to the wide world, including self-subscription by non-members has been made. Such a move would increase costs, and with the limited ability of non-military members to engage with the Club, unsure the rationale.

Much discussion about revamping the Basic Sailing Course, removing the ROC-M and PCOC prerequisites, and making the fee inclusive of post-course keelboat rentals. None of that is reflected on the website or any outward facing information by the Club. Whatever changes planned for the BSC for Spring 2025 need to be finalized very soon so that proper information can be promulgated.

Rear-Commodore:

Pressure Washer

Pressure washer has been delivered. R-Comm presently is safe-keeping. Stunning piece of kit with regards to a robust build and German quality.

With the main-room cupboard project (described below), plan is to have lockable storage for the unit resulting from a modification of the "bin farm" currently in the galley area.

In the interim, if anyone needs the unit for a vessel spray-down or otherwise, please contact.

Note that this unit is specific for non-destructive pressure washing appropriate for finished surfaces including gel coats and acrylic surfaces. Can be used for concrete wash-downs, but

5950-1

6 Nov 2024

Annex A – Division Reports

at its lower operating pressure will be less effective than extreme pressure gas units. With the unit's industrial build, it can run "all day", so concrete can still be cleaned, just at a slower pace than extreme pressure units.

Rear-Clubhouse (Main Room) Cupboard

Dennis Hull and Tony Brett are moving ahead with final drawings. Cost will be materials only. Finish will match the existing bar for consistency. Project has expanded to include modification of the bin farm in the galley to accommodate the new pressure washer and other supplies which would benefit from locked storage.

Clubhouse Major User Booking

RCMP Tactical Team aboard QUADRA recently. Another record evening in bar sales!

Quilters Club using the Clubhouse 2-5 November (you'll see their stuff at the back of the Clubhouse on Monday evening). Christene Evanochko (Club member and bar staffer) organizer for this group.

RCM-SAR planning a pre-Christmas meeting 9 December.

Side door insect remediation

Unforeseen complication of the recent door remediation is water ingress from the access ramp outside. The original construction error of the ramp is complicit. The concrete ramp was poured too tall, which previously allowed water to run into the wood infrastructure under the skid plate on the outside of the building. That previous water damage led to the rotten wood, which became an attractive home to a significant colony of carpenter ants.

The new installation sealed the gap between the landing and the building, which has now meant a buildup of water on the top concrete surface; in a high-wind condition, the water is blowing under the new door into the Clubhouse.

RPOps has been advised of the situation and a trouble ticket has been raised.

5950-1

6 Nov 2024

Annex A – Division Reports

Dinghy Division Report

MCpl Andrew Fraser – Dinghy Captain

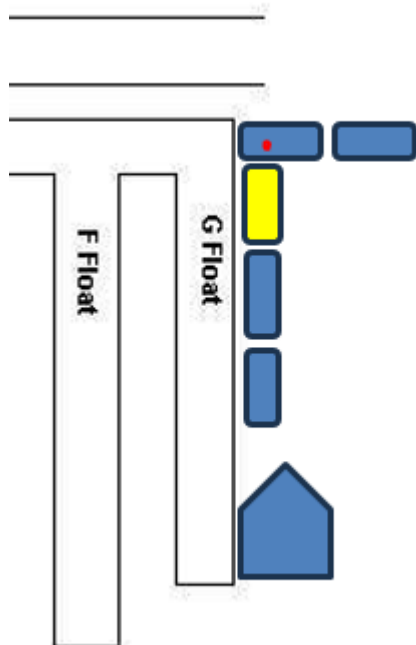
1. (report not provided in advance, see minutes)

Foreshore Report

Alan Phillips - Foreshore Officer

1. Water was shut off (30 Oct);
2. 2 brooms were purchased and put in the dock shed;
3. 18 safety inspections completed. Three remaining (Encounter, Froyja, Summer Dawn) and four not applicable (i.e. Two trimarans No Contest and Little Voices); and
4. Required additional dinghy spots:

Current (17 spots with in/out access):



Notes:

Blue floats: 4 dinghies / float (see red dot below)

Red dot: 2 “unusable” spots (except for longer-term storage)

Yellow float: 3 dinghy spots and 2 sailing dinghy spots (only one is being occupied)

*Mooring float on shore

5950-1

6 Nov 2024

Annex A – Division Reports

Paddlesports Division Report

Graham Edwards – Paddlesports Captain

1. (no report provided in advance)

5950-1

6 Nov 2024

Annex A – Division Reports

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

1. Service contracts now in place for haul-out / bottom work, mechanical and electrical maintenance and repairs. Next up is upholstery and canvas work. Each contract is taking about 4 weeks from initiation to supplier creation and being ready to submit invoices for payment.
2. ATW came back from Ocean Pacific with fresh bottom paint. Started deck repairs (pushpit, anchor locker) and electrical repairs. Outboard removed for service (no service history available for the engine).
3. Hawk: repairs to the standing rigging is progressing. Decision was made to keep the dented mast and impose a wind limit on the vessel, then order a new mast fall 2025 when they become available. Awaiting trailer purchase for further work (install depth/speed, reinstall DC electrical (battery, charger)).
4. Pacific Green: resealing leaking hatches and windows. New oven installed. Windlass, chain, rope and anchor procured and ready to rebuild the windlass mounting plate. Lining up dockside work schedule to identify a window for haul-out (bottom paint, prop re-pitch and reseal the shaft log (estimate 7-10 days on the hard)). Engine tune-up completed, no significant issues observed by the mechanic other than excessive prop pitch. Operating manual and checklists drafted, tested and being revised to support 1st advanced course in March. Awaiting parts order (3+ weeks) from Parker Marine which are required prior to haul-out. Repairs and refurbishments currently estimated at \$20-\$25 000.
5. Advanced cruising course (intro to cruising and boat systems). 1st serial booked for March with “field trial”, 3 students identified with varied background to gauge the course content and sequence.
6. Keelboat rental policy (previously in the bylaws, removed March 2023) being re-written. Will re-introduce the renter annual form and annual vessel famil (including for instructors). This will also include BSC student sailing experience required prior to progressing to the advanced course (case by case exceptions for those who have prior sailing experience as skipper in command). Plan to be ready Feb 2025.
7. At my request, Graham E. dove both club moorings. One is built with a relatively small block (est 2500 lbs) and usable (western most), the other (eastern most) needs significant work to be usable (rope too long, unknown chain length). Ideally remediated ASAP in case we are asked again to move the club boats off J float. Suggest keeping an electronic log/history of inspection of the moorings for future reference. The new barge worked very well.
8. All boats were thoroughly cleaned and winterized via work party in October. We'll remove sails if we get another dry weather window to avoid wind damage and for inspection in case refurbishment is required.

5950-1

6 Nov 2024

Annex A – Division Reports

9. Peter Duck disposal: listed on Facebook Marketplace. No interest from club members received. One viewing last month and several interested messages. Another viewing is expected this week.
10. Hawk / ATW: Goal is to have both boats ready for 1 March for instructor refresher and training on Hawk.
11. How do I get edit access to the website to update the keelboat pages?
12. Two new MOB poles were procured for the training boats. As they are somewhat susceptible to damage (UV, physical), they will be installed only for the course and tests then stowed. 3 poles were rendered unusable last year at a cost of \$300 each.

5950-1

6 Nov 2024

Annex A – Division Reports

Membership Report

Paulette Hendry – Membership Officer

1. There has been no change in membership since last meeting:
 - a. 380 members (42 Associates, 3 Honorary, 23 Ordinary and the rest Regular)
2. Andrew, Fil and Allison met to discuss what they could change to make membership forms easier to fill out. Andrew, explained that PSP's Book King does not have the capability to do what they would like. He has spent a good deal of his time developing what we have now. This year, as far as we, Andrew and I, were concerned was the easiest it has been but we know there is some tweaking to do. Andrew is looking into it.
 - a. **If any of the Exec would like to see information columns added or deleted to support their work, now would be the time to let us know.**
 - b. Reviewing membership forms before giving them the OK to go pay is imperative since some people do make mistakes filling in the forms. Especially when it comes to what category they should join. We can't rely on PSP to monitor the accuracy of members joining. So, a review is always necessary.

5950-1

6 Nov 2024

Annex A – Division Reports

Training Division Report

Maj Fahim Awan - Training Officer

1. BSC 2025 has been announced - \$550 – includes day sailing rentals through the summer/fall upon course completion.
2. Proposed dates:
 - a. Information sessions to occur on 13 and 27 Nov.
 - b. Interviews to Occur in Dec/Jan
 - c. Application deadline 21 Feb
 - d. Tuition forfeit 01 Mar
 - e. Course on water 01 Apr – 15 June
 - f. Groundschool 10 May, written exam 14 May
3. Meet and greet 15 March and instructor standards/on water training 15 and 22 March
4. Instructors are being finalized – proposal that instructors without their own boat be afforded free rental privileges as they are not volunteering for berthage points.
5. Tech nights continuing (15-20 attendees) with another planned for Nov, Dec and then a Coastal Nav series in the new year.
6. Do we want to limit the BSC to 18 students or the traditional 24?