

19 Wing Comox

5950-1 (19WCYC-Cmdre)

18 December 2024

Distribution List

**MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 19:00 HRS 16 DEC 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
	MWO Frank Duchesneau	Asst Foreshore	Appointed
	Mr. James Hollis	Rear Commodore/Comms	Elected/Appointed
	Ms. Allison Caughey	Asst Comms O	Appointed
	Maj Fahim Awan	Training Officer	Elected
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Mr. Graham Edwards	Paddlesports Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Mr. Ben Douglas	Bar Officer	Appointed
	Lt. Ceilidh Curtis	Bar Officer (designate)	Appointed
Absent:	MCpl Derrick Mondry	Secretary	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
Guests:	nil		

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 indraft, and were endorsed.

4	TREASURER'S REPORT
	<p>Treasurer reviewed the planned budget items with Division Captains.</p> <p><b>[Action: Treasurer to provide a summary of CERs planned vs actual for the FY]</b>  <i>(sent out 19 Dec)</i></p> <p><b>[Action: Treasurer to provide simple summary of Budget for AGM slide, before next Exec meeting (to support AGM – 30d schedule)]</b></p> <p><b>[Action: Treasurer to provide full budget spreadsheet to be made available to membership to support AGM – 30d schedule]</b></p> <p><b>[Treasurer to provide summary of ‘GLs to use’ to all club CC holders in order to clarify their reconciliations and thereby enforce use of less GLs]</b>  <i>(sent out 19 Dec)</i></p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <ol style="list-style-type: none"> <li>(1) No event bookings for remainder of Fiscal Year</li> <li>(2) To avoid potential conflicts, Exec will identify the full year of Exec meetings in Jan and place them in the calendar</li> <li>(3) Water ingress at side door an issue following the doorframe repair. Trouble ticket submitted but as this type of concrete repair will take time, Exec will look at an interim measure to minimize damage</li> <li>(4) Some members proposed a flooring replacement in clubhouse. Executive discussed and did not concur that replacement was necessary, however a professional cleaning of the carpets will be scheduled in due course.</li> </ol>
	<p>b. <u>Communications</u> –</p> <ol style="list-style-type: none"> <li>(1) Allison discussed the need to review and update the Website info prior to translation, before Christmas, to avoid our Webpages being ‘archived’ as they do not comply with PSP policy.  <b>[Action: All Division Captains to review relevant info on Webpage and provide corrections to Allison by Friday 20 December]</b></li> <li>(2) Discussed planned use of Facebook page (vice private Facebook group) as a public-facing resource for non-members</li> <li>(3) Newsletter will remain biweekly; CFMWS newsletter will be used to advertise/update club activities that are of interest to broader community (AGM, BSC, Open House, etc)</li> <li>(4) Photos folder created in Shared Drive - all Exec encouraged to contribute photos that can be used in the Newsletter or on Facebook.</li> <li>(5) Photo of Exec taken for Christmas Newsletter</li> </ol>
	<p>c. <u>Dinghy</u> -</p> <ol style="list-style-type: none"> <li>(1) Nothing to report.</li> <li>(2) Dinghies are being blown over in high winds – Andrew will investigate</li> </ol>

	<p>securing them more diligently.</p> <p><u>Non-Dinghy items by Andrew</u></p> <p>(3) Dockside WiFi installed was running but high winds may have moved antenna orientation, to be resolved.</p> <p>(4) Online Forms for BSC application remains open as an item:  <b>[Old Action: Andrew, Allison, Paulette, Robert to get together and test online form and import process to existing database (subset) for BSC]</b></p>
	<p>d. <u>Foreshore</u> –</p> <p>(1) See report in Annex A</p> <p>(2) Executive discussed the proposed options for additional dinghy docks, and <b>endorsed</b> the EZ-Dock option which includes two interim sections to be joined to the two existing 420 Dinghy sections. These are more modular, consistent with docks we have, and can be easily added on by borrowing HMCS QUADRA dock sections or purchasing another pair of sections next FY. The dock configuration was discussed and proposal by Foreshore O was endorsed.</p> <p>(3) Exec discussed provision of Dinghy Spaces:</p> <ul style="list-style-type: none"> <li>i. Members with Berthage are entitled to a designated space on the Dinghy Docks, and will be charged \$50 for the spot in addition to their annual berthage rate.</li> <li>ii. Members with Berthage who do not wish a designated dinghy space are entitled to keep a dinghy on <u>unallocated</u> dinghy dock space on a first-come-first-served basis.</li> <li>iii. Members without Berthage who wish to keep a dinghy on the dock can apply for a designated spot using a berthage application (and the same process) for a \$50 annual fee, or use any unallocated dinghy spaces on a first-come-first-served basis.</li> <li>iv. Use of the docks to access a dinghy, or the foreshore for accessing or storing a dinghy, is always available to members in good standing. Given the limited number of spots available for on-dock storage of dinghies, the above restrictions apply to the dinghy docks. Dinghies are not to be stored on concrete floats unless specifically approved by the Foreshore O. Dinghies stored on the foreshore must be identified with contact info like any other dinghy, be appropriately secured, and be approved by Foreshore O to ensure location is appropriate.</li> <li>v. 'dinghy' is defined as a small vessel used to access a keelboat, not a small vessel used independently for other activities like fishing or recreation.</li> </ul>
	<p>e. <u>Paddlesports</u> –</p> <p>(1) See report in Annex A.</p> <p>(2) <i>[secretarial note: CER for second Surfisks was signed. Provided to Graham for action]</i></p>

	<p>f. <u>Keelboat</u> –</p> <p>(1) See financial notes in Annex A.</p> <p>(2) Exec concurred with assumptions made in the budget estimate provided.</p>
	<p>g. <u>Membership</u> –</p> <p>(1) See Annex A.</p>
	<p>h. <u>Training</u> –</p> <p>(1) See report in Annex A</p>
	<p>i. <u>Bar</u> –</p> <p>(1) No report, and no issues to note</p>
6	OLD BUSINESS
	<p>ByLaw finalization remains outstanding, with the additional task of incorporating Constitution info into ByLaws so that 19 Wing PSP can move to a generic Constitution for all clubs.</p> <p>Post-meeting Exec discussed a ByLaw Committee meeting over the holidays to finalize key changes by consensus as several items require consensus to ensure details that impact berthage are in place and accurate.</p> <p><b>[Action: Matt will coordinate with Marc for a final ByLaws committee review]</b></p>
7	NEW BUSINESS
	<p>AGM date is Wednesday 26 February, 2025, Mess is booked, and AGM materials (ByLaws, Budget) need to be sent out 30 days prior to the meeting (following next Exec meeting)</p>
8	OPEN DISCUSSION
	<p>Nil</p>
9	CLOSING REMARKS
	<p>Commodore thanked everyone for their attendance and continued commitment to the club.</p>
10	NEXT MEETING DATES
	<p>Monday 13 January 2025, 1900</p> <p>Monday 3 February 2025, 1900</p> <p>AGM: Wednesday 26 February 2025, 1800 Bar, 1830 meeting start</p>

11	Adjournment
	Meeting adjourned at 21:15

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F. Bohac  
 LCol  
 Commodore  
 250-218-1973

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**For** D. Mondry  
 Sgt  
 Secretary  
 7992

RECOMMENDED/NOT  
 RECOMMENDED

APPROVED/ NOT APPROVED

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K. Elmore  
 Mgr. FS&R  
 8542

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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  
16 Dec 24  
Annex A – Division Reports

Treasurer Report

Maj Greg Boyd – Treasurer

1. No report

5950-1

16 Dec 24

Annex A – Division Reports

Communications / Rear Commodore Report

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

Communications:

1. No Report

Rear-Commodore:

1. No Report

5950-1

16 Dec 24

Annex A – Division Reports

Dinghy Division Report

MCpl Andrew Fraser – Dinghy Captain

1. No report



5950-1

16 Dec 24

Annex A – Division Reports

### Foreshore Report

Alan Phillips - Foreshore Officer

MWO Francois Duchesneau – Asst Foreshore Officer

1. Outboard mount for mooring float purchased (expected by Dec 17th)
2. Inquiry sent Dec 5th regarding Cadets Programme Summer 2025 (i.e. returning?, club boats on J Float?, EZ dock sections being disposed/divested?)
3. Safety inspections, one remaining...
4. No vacancy for additional boats unless  $\leq 24'$  or Hawk is hauled out
5. Fire hall conducted Fire Extinguisher inspection on the docks. All were missing and fingers were pointed...
6. Club mooring balls shot? If so, they will be marked U/S and approval to buy new rigging is needed.
7. Dinghy decals only given to keelboat owners with approved berthage. Dinghy without decals are tolerated on the docks for now until space becomes an issue again. Need by-laws to provide direction/policy.
8. Additional dinghy docks (provided SEPCOR)

5950-1

16 Dec 24

Annex A – Division Reports

Paddlesports Division Report

Graham Edwards – Paddlesports Captain

1. Repairs made to damaged kayaks. Ongoing upgrades/repairs to deck rigging on other kayaks.
2. CERs submitted for 2x SUPs (approved) and 1 Surfski (awaiting approval). All items in stock at local vendors.
3. Padlock replaced on Kayak container, key on equipment signout book.
4. Next round of safety training for the club will be in Feb. 19 MSS will be doing kayak pool training 24-28 Feb.

5950-1  
16 Dec 24  
Annex A – Division Reports

### Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

#### Budget planning:

Capital expenses: nothing specific expected for keelboats  
Operating budget: \$10 000 should be enough, so long as members start replacing what they break/lose.

#### Small Boats

Revenue:

18 BSC students:  $522 \times 18 = \$9400$   
Another 15 “club” members:  $15 \times 285 = \$4300$

Operating costs:

BSC tests, books, fuel, etc. approx. \$2500  
annual estimated operating cost: \$5500  
(Haul out & Sail Maint every 2 years, Annual engine maint, Misc repairs)

Basically, with the BSC students and the 15 members, we will have more small boat revenue than any of the previous 5 years.

#### Pacific Green

Revenue:

High season: \$315 with dinghy and GST  
Rental days:  $45 \times \$275$  (avg high/low season rev): \$7900  
Advanced course revenue:  $9 \times \$237.50 = \$2100$

Operating costs:

Annual maint: est \$5500  
(Haul out & Sail Maint every 2 years, Annual engine maint, Misc repairs)

Basically, the keelboat division should be more sustainable due to:

- Better use of the smaller boats (some years they were getting less than 20 rentals due to favoring PD, at the cost of significant wear and tear during day sails)
- Less breakages of all boats
- Advanced course for using the big boat
- Mandating student experience prior to moving up to larger boat (similar to CYA intermediate cruising course requirements)
- Mandatory Annual check out on all boats for all instructors and renters (easier to do now with the club structure on the small boat)
- Improved vessel manuals and checklists
- Creation of a maintenance plan and implementation of maintenance logs

5950-1

16 Dec 24

Annex A – Division Reports

Most of the issues I saw last summer was with people that would go out just once... ie: I can't start engine? Why is the radio not working? The club structure and mandatory spring check out will avoid most of these issues.... Basically boating is not like renting a car. For inexperienced boaters, you can't do it once a year without a refresher and be adapt.

Membership Report

Paulette Hendry – Membership Officer

1. There was one added regular member to our list this past month.
2. I have 386 members: 42 Associates, 3 Honorary, 23 Ordinary and the rest are Regulars.
3. Haven't heard from Andrew regarding new membership form!
4. As for the budget, let's assume that half of our members are the paying members, the remainder being family. Half of 42 would be +/- \$2000 for Associates, half of 23 would be + or - \$880 and half of 312 Regular members would be + or - \$11, 700. \$14,580 would be approximately what we would bring in. So, Greg's estimate of \$13, 000 is reasonable.

5950-1

16 Dec 24

Annex A – Division Reports

Training Division Report

Maj Fahim Awan - Training Officer

1. 52 Applications sent out to candidates. Candidates obtaining PCOC and ROC-M.
2. First round of candidate interviews beginning this Wednesday.
3. BCC manuals ordered from SailingBC however they may be delayed by the Canada Post strike.
4. Ian Dennis has committed to testing next year, will be drafting his contract this month.