

Garrison Petawawa Indoor Rock Climbing Club
Annual General Meeting
 12 Jun 23, 1800 hrs
 Recreation Complex

Members in attendance:

Chair: Saskia Francis, Treasurer (Regular member)
 Timothy Yorke, Equipment Manager (Regular member)
 Matt Luxton (Regular member)
 Cynthia Tremblay (Regular member)
 Tamayra Joy (Ordinary member)

Guest in attendance:

Brendan Cunliffe, Com Rec Manager

Item	Discussion	Action By
1.	Call to Order	
	a. The Annual General Meeting (AGM) of the Indoor Rock Climbing Club of Petawawa was held at the South Side Community Centre on 12 Jun 23 at 1800hrs.	Info
2.	Approval of Minutes	
	a. Minutes from the prior IRCC executive meeting were requested from Vivian Cho and Bailey Hartnell but not provided in time for the AGM.	Treas
3.	Opening Remarks	
	a. Saskia welcomed everyone and gave some history of the club and a recap of the year: <ul style="list-style-type: none"> i. Has been in operation over 25 years. ii. Is 100% volunteer-run. iii. Maintains a steady membership of approximately 100 climbers. iv. Wall inspection conducted in 2018 and determined that wood framing needs to be replaced with metal framing with sufficient room behind to allow for proper inspection. This applies to the Rec Plex wall and the slab walls at DDH. v. The Rec Plex wall was disassembled in March 2023 due to the inspection concerns and to allow for gym floor replacement. RP Ops is working to contract out the building of a new wall. vi. The transition of training nights to DDH has been difficult due to the limited floor space and with only one wall set for young climbers. The front desk was not prepared for drop-in fees and does not take credit card so many new members have had to go to Rec Plex to pay - some nights the Rec Plex was closed. DDH continues to take HST out of the \$10 fee instead of charging it 	Info

	<p>on top of the fee, despite a request to correct this error.</p> <ul style="list-style-type: none"> vii. Club operations largely ceased during the pandemic and required processes such as sign-ins were not well maintained. They were largely reinstated in the past year, but when training nights were moved to DDH, they were dropped again. viii. A new PSP Manual was released in 2017. The club became aware in 2019 and did a gap analysis to ensure club by-laws were consistent with the new policy. These were approved at the 2020 AGM but were lost in the approval process and so were re-approved and re-submitted at the 2022 AGM. ix. The new PSP policy manual imposes a requirement for a designated wall supervisor and Climbing Wall Association instructor certification (CWI) for all instructors and wall supervisors. In fall 2019, the club brought an instructor from the Gagetown climbing program to provide CWI training. Cost was \$2,000 for travel and \$60 per member. Approximately 25 members took part and, outside of club executive, only about three actually put in volunteer hours. This instructor is no longer available to provide training and all members are now expired from the three-year certification. Only Tim Yorke and Vivian Cho were able to certify in 2022 due to the cost and scheduling of the CWI training (during work hours) and they are not available to volunteer in 2023/24. x. At the start of the season, CWI expired executives conducted training but only Vivian and Tim signed off on belay tests. This was not sustainable and so expired executives started signing off on tests. The club operated safely through the year, as it did for over 25 years before this requirement. xi. It should also be noted that there was difficulty in getting vulnerable sector check forms from Rec staff which also impeded volunteer recruitment. 	<p>Pres</p> <p>Rec Coord</p>
<p>4.</p>	<p>Elections</p>	
	<ul style="list-style-type: none"> a. Executive Resignations <ul style="list-style-type: none"> i. All positions are for a two-year term and were newly elected at the 2022 AGM. Resignations have been submitted for the following positions: <ol style="list-style-type: none"> 1. President: Vivian Cho (not able to maintain this workload and may be moving out of area) 2. Vice-President: Erin Edwards (moving out of area) 3. Secretary: John Siery (health issues) 4. Equipment Manager: Mark Crinnion (new employment hours) 5. Equipment Manager: Tim Yorke (deployment) b. Election of President <ul style="list-style-type: none"> i. Nominated: Barbara Langlois ii. Motion: Saskia Francis iii. Second: Tim Yorke 	<p>Info</p>

	<ul style="list-style-type: none"> iv. Vote: All in favour, none opposed v. Barbara elected as President (Regular member) <p>c. Election of Vice-President</p> <ul style="list-style-type: none"> i. Nominated: Matt Luxton ii. Motion: Tamayra Joy iii. Second: Tim Yorke iv. Vote: All in favour, none opposed v. Matt elected as Vice-President (Regular member) <p>d. Election of Secretary</p> <ul style="list-style-type: none"> i. Nominated: Tamayra Joy ii. Motion: Saskia Francis iii. Second: Matt Luxton iv. Vote: All in favour, none opposed v. Tamara elected as Secretary (Ordinary member) <p>e. Election of Equipment Manager</p> <ul style="list-style-type: none"> i. Nominated: Cynthia Tremblay ii. Motion: Tamayra Joy iii. Second: Tim Yorke iv. Vote: All in favour, none opposed v. Cynthia elected as Equipment Manager (Regular member) 	
5.	New business	
	<p>a. Financials</p> <ul style="list-style-type: none"> i. Saskia distributed the club financial statements and current pricing list to all present. ii. Unencumbered cash is \$37,536 at 31 May 23. iii. Budget is \$6,200 for FY 23-24 (ending 31 Mar 24). iv. Revenues were \$5,925 for FY 22-23 with a net income of \$891. v. A large equipment purchase was made in the fall of 2022; it should be another five years before another such cash outflow is required, per Tim. vi. Revenues for FY 23-24 are \$137 with no expenses to date. vii. Pricing was increased in 2019 to raise funds for a new wall; however, it was subsequently determined that this is a public responsibility. Public funds were earmarked for a new wall in FY 20-21 and FY 21-22 but due to the pandemic and the need to wait for the gym floor replacement, a new wall was not procured. Although club rates may be below market value, it was recommended that the club hold off on price increases since we may struggle to bring in younger climbers to the DDH wall (more intimidating) and we are offering less in this year than in the prior year due to losing the Rec Plex wall. viii. Tamayra would like to run some new one-time events to bring in additional revenue. It was mentioned that we support the Com Rec summer camp program with no revenue to the club and should not compete with this program. Brendan offered to advertise events through his new monthly e-mail newsletter which currently has 4200 recipients with 50% engagement. 	<p>Info</p> <p>Secr</p>

	<p>Tyler remains on the executive and is happy to assist with group events.</p> <p>ix. The fall guide was also discussed and Brendan provided a cut-off of Jul 11th for submitting content. Spring guide deadline is Nov/Dec, Redbook done in May. He also suggested mailchimp as a means to reach members. One can send five messages a month to a max of 50 people for free. Saskia recommended also maintaining the facebook group since we are grandfathered under the new social media rules and it has proved a valuable resource for communicating with members and potential members.</p> <p>b. Hiring casual staff</p> <p>i. Due to the scheduling challenges and high cost of CWI training, the executive has not been able to qualify new volunteers. As a result, running the club for 3.5 hours twice per week has fallen on the four to five active club executive. With the requirement of a wall supervisor and shortage of trained volunteers, the executive is not able to hand off duties in order to climb. Accordingly, the active executive were rarely able to climb in the year. Most were burnt out by the end of the season and this prompted the resignation of the president.</p> <p>ii. With the last CWI training, the club covered the training costs for approximately 25 members but only a handful actually volunteered. With the higher costs we are now facing, we need more assurances that the volunteers we train will give their time to the club.</p> <p>iii. Hiring casual staff is one means to secure commitment. Bailey had provided an estimated wage rate of \$18.50/hour in advance of the meeting. After discussion on the cost, sustainability and the impact on recruiting volunteers, a motion was put forward by Saskia to hire one casual staff member for Wednesday training nights for a trial period in FY 23-24. Maximum cost of \$2,000 for wages and \$1,000 for CWI training, to be funded out of unencumbered cash, if necessary. Executives may not apply. Tim seconded, motion was approved.</p> <p>c. Pricing review</p> <p>i. Due to the reduction in climbing facilities being offered, it was decided that there would be negative optics to a price increase in FY 23-24. If a new wall is erected, or if the paid wall attendant position trial is a success and continued into the new year, then a review of pricing should be undertaken.</p> <p>d. Club operating hours</p> <p>i. New executive expressed interest in expanding wall hours. Due to burnout of executives in FY 22-23, the experienced executive advised against committing to extra hours. Instead, it was recommended that we continue the practice of offering ad-hoc climbing sessions when volunteers are available and willing to host them. It was decided that club hours would remain the same, and that any changes could be an operational decision of the executive during executive meetings.</p>	<p>Secr</p> <p>Info</p> <p>Pres</p> <p>Info</p> <p>Info</p>
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	<ul style="list-style-type: none"> ii. Proposed events include a six-week course for kids and a course on lead climbing. e. Transition of training nights to DDH <ul style="list-style-type: none"> i. As discussed in opening remarks, some required processes have been dropped such as sign-ins. It was recommended that the executive find ways to re-establish these processes with the new DDH setup. 	Treas, Secr Pres
6.	Old business	
	<ul style="list-style-type: none"> a. Update on wall project <ul style="list-style-type: none"> i. In March 2023, the executive asked Barb Langlois to act as leader on the wall project since the executive were at capacity with running the club. She was to provide regular updates to her executive liaison and ensure major decisions were brought to the executive for discussion. As the new club President, Barb will continue to manage this project. ii. Design submitted by Barb to help with the specs was shown. iii. To be determined if Rec Plex wall is structurally sound to hold the climbing wall. Once determined, package will push to DCC and they should then approve it for tender. iv. Expected completion in FY 24-25, but we will actively follow up to try to achieve completion in FY 22-23. b. Belay age <ul style="list-style-type: none"> i. Executive has been trying to reduce the belay age to 14 but have been unable to confirm that these minutes were signed by BComd. The signed minutes have now been received so the belay age can be reduced for the FY 23-24 operating season. These individuals should be assessed for maturity in understanding the risks and respecting the safety rules. 	Pres Info
7.	Adjournment	
	Meeting was adjourned at 1945 hrs.	Info



Saskia Francis
Treasurer, Acting Club President

16 Jul 2023

Date



Bailey Hartnell
Community Recreation Coordinator

July 17, 2023

Date



Brendan Cunliffe
Manager Community Recreation

July 18 2023

Date

RECOMMENDED / NOT RECOMMENDED

Some minor issues we are working through.



Nathan Lane
Senior Manager, PSP

19 Jul 23

Date

APPROVED / NOT APPROVED

Col J. C. Guiney
Comd 4 CDSG

Date