

19 Wing Comox

5950-1 (19WCYC-Sect)

30 Oct 2023

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 18:30 HRS 30 Oct 2023**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Sgt Derrick Mondry	Secretary	Elected
Present:	Maj Kevin Stevens	Vice Commodore	Elected
	Maj Ian Golding	Keelboat Captain	Elected
	Capt Fahim Awan	Training Officer	Appointed
	MCpl Shannon Green	Treasurer	Elected
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Mr. Graham Edwards	Kayak Captain	Elected
	Mr. Ben Douglas	Bar Officer	Appointed
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Simone Vauthauer	Points Coordinator	Appointed
Absent:	Mr. Alan Phillips	Foreshore Officer	Elected
	Mr. James Hollis	Rear Commodore/Comms	Elected
Guests:	Maj Marc Archambault		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 18:38 hrs. A quorum was present. Ms Vatheuer joined the meeting to continue discussing volunteer hours tracking and opportunities. Rear Commodore was absent on short notice.
2	ADDITIONAL AGENDA ITEMS
	Commodore reviewed agenda and kicked off the meeting by introducing Maj Marc Archambault (keelboat procurement) and Capt Fahim Awan (New Training Officer).
3	APPROVAL OF MINUTES OF PREVIOUS MEETING

	Previous minutes were accepted with some discussion of wording on volunteer points/hours. No changes were proposed.
4	TREASURER'S REPORT
	<p>Shannon reported \$185K unencumbered cash, with about \$9K in deposits upcoming.</p> <p>(1) Cash register options discussed including Square, Moneris and Chase. Inventory control will be an important consideration, current cash register has wrong date so there is concern over corrupted data. Electronic payments at bar would ultimately reduce work over current cash-based system.</p> <p><i>[Sec Note/Action: Shannon (Treasurer), Andrew (Dinghy Capt), and Ben (Bar O) will pursue implementation of Square as a payment system. Capt Gerry Turmel from the Museum will be engaged as the Museum uses Square, and he is a member of the Yacht Club].</i></p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <p>(1) Rear Commodore was not present but provided a thorough analysis of venue and bar costs for other NPF entities.</p> <p>(2) Extensive discussion of proposed clubhouse rental charges, to align with other NPF entities (Pavilion, Messes, etc). Exec agreed that a nominal charge will be implemented for non-military users, no charge for military users, and a requirement to have a 19WCYC member present and to 'sponsor' any user group. Changes would be presented to membership at AGM.</p>
	<p>b. <u>Communications</u> –</p> <p>(1) Commodore requested that frequent Facebook posts and comments needed to continue to generate continued activity within this community.</p> <p>(2) Newsletter click rate continues to be good, indicating good reach to membership.</p>
	<p>c. <u>Dinghy</u> -</p> <p>(1) Last sailing weekend upcoming, then closing due to cold weather. Boat maintenance ongoing, awaiting parts. Masts will be unstepped in the coming few weeks.</p> <p>(2) Boat covers are not working very well, and replacements will be investigated. Covering boats kept them clean and ready for use but current covers are difficult to install and keep in place and require boom removal.</p>
	<p>d. <u>Foreshore</u> –</p> <p>Alan was absent on TD, updates presented by Commodore.</p> <p>(1) Power splitters available from Alan, several in place on dock.</p>

	<p>(2) Alan communicated expectations of proper boat security, vessel lines, and inspections to ensure boats are securely berthed during winter inclement weather. Winter berthage is not 'tie up and forget'.</p> <p>(3) Dock water is now turned off (with no advance warning from RPOps).</p> <p>(4) 6 member vessels had insurance issues with insufficient coverage identified. These should all be resolved now and will be updated by Foreshore O at the next meeting.</p>
	<p>e. <u>Paddlesports</u> – Graham and Marcel Rivest are working on shelf design for new container, which will free up room in the Paddlesports shed for Dinghy repairs.</p>
	<p>f. <u>Keelboat</u> –</p> <p>(1) Ian is planning to hold regular maintenance meetings to support the current 'team' maintenance construct.</p> <p>(2) Exec discussed structure of Keelboat division, proposing that both Keelboat Capt and Vice Keelboat Capt be filled, and duties for maintenance and rental bookings/scheduling be split to ensure both are sustainable.</p> <p>(3) There was discussion around keelboat maintenance and expectation of volunteerism. All agreed that a condition of the BCC will be to volunteer in maintaining the club keelboats; this will both increase the volunteer base, and enhance what BCC graduates learn (club operation, vessel operation and maintenance). [Action: Trg O to ensure BCC applicants are informed of this expectation, including indicating that those interested in the 2024 BCC can volunteer some time now as club members to secure their spots on the upcoming course]</p> <p>(4) Keelboat engines have been inspected by Salty Dog Marine, Rigging y Blanchard Rigging, and sails by UK Sailmakers in Victoria. <i>Peter Duck</i> needs \$14K - \$20K for midlife upgrades for engine, sails, and rigging. <i>Wildside</i> required maintenance is minor and within Keelboat budget, and vessel is to be listed for sale shortly.</p> <p>(5) Exec endorsed the <i>PD</i> maintenance scope and cost; Commodore will action the CER and budget alignment (See 'New Business' below]</p> <p>(6) As it will be listed for sale, <i>Wildside</i> is available for winter sailing.</p> <p>(7) Both <i>Peter Duck</i> and <i>Against the Wind</i> have their sails off for maintenance over the winter.</p> <p>(8) Ian is planning to step down after the upcoming AGM due to posting</p>
	<p>g. <u>Membership</u> –</p> <p>(1) Paulette reports 439 total members currently, and slow pace for new memberships. See comments under 'New Business' below. [Action: Membership O (supported by Andrew) to investigate whether required info about members can be tracked without a separate database (i.e. using Book King data directly)]</p>
	<p>h. <u>Training</u> –</p> <p>(1) Capt Fahim Awan has been nominated as TrgO and is working with</p>

	<p>outgoing TrgO and his deputy.</p> <p>(2) Spring 2024 BCC was advertised on BBS and received 84 responses. Info session will be held 8 Nov and again in Dec. Prospective members will be interviewed. [See action in 5.f.3]</p> <p>(3) Course kickoff meeting 23 March, classroom sessions 4 and 15 May. 1 April course start with testing in June.</p> <p>(4) ROC(M) (VHF Course) being conducted by CPS on Nov 25 for \$120 per student and another will be conducted in December, date TBC. A ROC(M) virtual option may be available through CPS</p> <p>(5) Fahim has arranged with Ian Dennis to conduct Sail Canada BCC testing (updated contract will be required), and Marco Coda is also interested.</p> <p>(6) There was some discussion on ensuring that 19WCYC training takes into consideration specific boat system use that supports cruising, not just sailing skills (battery, water management, holding tank and head use, setting up a vessel for overnight). The value of adding an overnight trip to the BCC was considered to better prepare students for renting a vessel after the course.</p> <p>[Action: Trg O to consider this proposal along with feedback from recent courses to amend the BCC as required]</p>
	<p>i. <u>Bar</u> –</p> <p>(1) Cash register has date issue and suspected corrupted data which has led to the consideration of other options (see ‘Treasurer’ section)</p> <p>(2) Bar Prices will be aligned with cost increases and the few ‘low margin’ products will be increased to ensure they are providing an acceptable profit.</p> <p>[Action: Bar O to update prices as required]</p>
6	<p>OLD BUSINESS</p>
	<p>Continued discussions with Simone and the other Exec on volunteer hours, points, and expectations. Last Exec meeting minutes included a request for the group to consider volunteer opportunities within their respective divisions that can be identified, advertised, scheduled, and tracked.</p> <p>Requiring a minimum number of points – in excess of what a member would have simply by being a member - in order to apply for Berthage was endorsed and will be proposed at AGM.</p> <p>Simone has offered to take the lead on proposing changes to the constitution and coordinating the volunteer opportunities list.</p> <p>[Action: All exec to create list of volunteer roles and activities, and review Constitution/Bylaws regarding volunteer points to expand volunteer commitments beyond those applying for berthage.</p> <p>All exec to provide info by email to Simone (points.co-ord@19wcyc.com) NLT 27 Nov 23, one week in advance of the next Exec meeting.]</p>

7	NEW BUSINESS
	<p>Keelboat Capt will be stepping down after the AGM; Treasurer will most likely be stepping down due to posting. The Commodore has asked other executive members to indicate if they will be stepping down to allow succession planning.</p> <p>Commodore and Treasurer reported that they met with Kevin Elmore (Manager FS&R) and Candice Livingston (Rec Coord) on 27 Oct to complete the annual club audit, and discuss concerns. Kevin agreed to investigate centralization of payment, waivers, and membership forms at the Rec Centre, and look into using Book King to satisfy the data collection requirements of the Club member database.</p> <p>Budget changes were also discussed to enable CER to be submitted for Peter Duck winter maintenance/overhaul. <i>[Sec note: CER was submitted on 1 Nov by Commodore]</i></p>
8	OPEN DISCUSSION
	Nil

9	CLOSING REMARKS
	Commodore thanked executive for their participation and excellent discussion.
10	NEXT MEETING DATE
	Monday, 4 Dec 23 @18:30
11	Adjournment
	Meeting adjourned at 20:30

F. Bohac
 LCol
 Commodore
 250-218-1973

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)