

19 Wing Comox

5950-1 (19WCYC-Vice-Comdre)

11 Apr 22

Distribution List

MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 1600 HRS 6 APR 2022

Chair: LCol Fil Bohac Commodore Elected  
Secretary: Capt John Cloke Vice-Commodore Elected

Present:

Maj Kevin Stevens	Dinghy Captain	Elected
MCpl Shannon Green	Treasurer	Elected
James Hollis	Rear Commodore/ Comms O	Elected Appointed
Tim Williams	Membership Officer	Elected
Marcel Rivest	Training Officer	Elected
Ben Douglas	Bar Manager	Appointed
Steve Bunyan	Asst Bar Manager	Appointed

Absent:

Maj Brent Banadyga	Foreshore Officer	Elected
MCpl Derrick Mondry	Secretary	Elected
Roch Massicotte	Keelboat Captain	Elected
Graham Edwards	Paddle Sports Captain	Elected

Introductory Remarks:

The meeting was called to order at 1607 hrs. A quorum was present.

ITEM	DISCUSSION	ACTION BY	STATUS
1	INTRODUCTORY REMARKS		
	The meeting's agenda was reviewed. The Commodore spoke about aim to populate the agenda with more specific discussion points. Additional agenda items were considered.	Commodore	
2	TREASURER'S REPORT		
	NPF Report not received yet. No concerns.	Treasurer	

3	DIVISION REPORTS		
	<p>a. <u>Communications</u> –</p> <p>a. See Annex A.</p>	Rear Commodore	
	<p>b. <u>Dinghy Sailboat</u> -</p> <p>a. Working on getting ready for spring ramp up for sailing. Searching for volunteers – Tim to help provide a list of names once he has the new database developed.</p> <p>b. Will move old dock shed outside of the Clubhouse to use for BBQ storage.</p> <p>c. Discussed dingy long term plans – building a sense of sailing community.</p>	Dinghy Captain	
	<p>c. <u>Foreshore</u> –</p> <p>a. Foreshore Absent. No report sent.</p> <p>b. Carried forward previous discussions about adding additional dock space (extension). Needs to be coordinated with RPOps/Marine Section. Kevin will determine when the harbor is to be dredged out next and discussed working towards a work order to add an additional pylon to secure additional dock space. Kevin, Marcel to action and include Brett.</p>	Foreshore	
	<p>d. <u>Paddle Sports</u> –</p> <p>a. Paddle Sports Captain absent, content emailed for discussion.</p> <p>b. Still in need of a an assistant or event coordinator</p> <p>c. Pool sessions are starting on 6 Apr 22</p> <p>d. Received 2x inflatable SUPs</p> <p>e. Looking to dispose 1x solid SUP (old)</p> <p>f. Ongoing replacement of paddles/PFDs etc</p>	Paddle Sports Captain	
	<p>e. <u>Keelboat</u> –</p> <p>a. Keelboat Capt absent. Report submitted via email.</p> <p>b. Cmdre in favour of students cleaning boats after each use.</p> <p>c. Some discussion about fueling during courses – no action required.</p>	Keelboat Captain	

	<p>f. <u>Membership</u> –</p> <ul style="list-style-type: none"> <li>a. See Annex B.</li> <li>b. Discussed current process of existing members filling out a fresh membership report/waiver each year. Will move towards a process of verifying existing members' info each year in March so that they will simply have to confirm info and pay to renew.</li> </ul>	<p>Membership Officer</p>	
	<p>g. <u>Rear Commodore</u> –</p> <ul style="list-style-type: none"> <li>a. See Annex C.</li> <li>b. Date correction from report: 15 May for BCC clubhouse use and same day for RCMSR Grad ceremony.</li> <li>c. Some activities in various stages of approval. Reminder to ensure perspective groups using the clubhouse follow the booking process and are not soft booked. Bookings should only be confirmed by the Rear Cmdre. This ensures appropriate approvals are in place and that there are no booking conflicts.</li> </ul>	<p>Rear Commodore</p>	
	<p>h. <u>Training</u> –</p> <ul style="list-style-type: none"> <li>a. BCC training is progressing. Some groups are doing a lot of trg and one group has not sailed yet (has been addressed).</li> <li>b. Sailing Evaluator (Ian) needs to be complete in May this year so there is pressure for groups to progress.</li> <li>c. Discussed training with dingy and SUPs. No immediate requirement, will discuss further with Paddlesports Capt.</li> <li>d. Discussed ROC (M) training. Planning to conduct this year.</li> <li>e. Discussed potential option of training students who would be crew qualified vice skipper qualified. Will explore further.</li> <li>f.</li> </ul>	<p>Trg Officer</p>	
	<p>i. <u>Bar</u> –</p> <ul style="list-style-type: none"> <li>a. Yearend stock taking complete. Done with Natasha Neave, A/Rec Coord</li> <li>b. Ben away 1 May to 6 Jun 22. Steve will take over the Bar O position. Bar will be fully stocked up prior to departure.</li> <li>c. Anticipating \$1000 from RCMP event and \$300-500 per night (coming twice). Some other upcoming events too.</li> </ul>	<p>Bar Manager</p>	

4	OLD BUSINESS		
	<ul style="list-style-type: none"> <li>a. <u>Open House</u> – confirmed date of 29 May 22. Looking for coordinator. Cmdre to action.</li> <li>b. <u>Reciprocals Survey</u> – no progress, next Mtg</li> <li>c. <u>AGM Financials</u> – as of a few days ago, they are with the D/WComd for signature. CERs have been approved but the whole package has not been approved.</li> <li>d. <u>Clubhouse Storage</u> – discussed earlier. Progressing</li> <li>e. <u>AED Batteries / Maintenance</u> – no concerns. Paddles and batteries expire in a few year.</li> </ul>	<p>Cmdre</p> <p>Vice-Commodore</p> <p>Dingy Captain</p>	
5	NEW BUSINESS		
	<ul style="list-style-type: none"> <li>a. <u>Mooring Balls</u> – discussed adding another mooring ball in the harbor either off the main docs or at a secondary location such as Henry Bay. Roch will provide discussion points prior to next meeting for decision.</li> </ul>	Cmdre	
6	OPEN DISCUSSION		
	Nil.		
7	CLOSING REMARKS		
	<ul style="list-style-type: none"> <li>a. Invitation received for Maple Bay Yacht Club event on 7 May 22. Cmdre to look for a delegate via email. (email sent 6 Apr)</li> </ul>		
8	NEXT MEETING		
	4 May 22 at 1600 hrs		

9	ADJOURNMENT		
	Meeting adjourned at 1735 hrs.		

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J. Cloke  
 Capt  
 Recording Secretary  
 250-818-9364

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F. Bohac  
 LCol  
 Commodore  
 250-218-1973

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

Enclosures:

- Meeting Agenda – 6 Apr 22

Distribution List:

Action  
 Rec Coordinator

Info:  
 DWComd  
 Sr Mgr. PSP  
 NPF Accounting Manager  
 Comms O for Website



## **Annex A – Communications & Webmaster Report**

1. Facebook Page: I explored the 19WCYC Facebook page. Significant proliferation of malicious website links (scam vendors). Unwise to drive traffic to this site until/unless cleaned up, posting-restricted, and regularly monitored.

I believe that Roch has admin access to the FB page. I can assist as a co-admin if given the access. Recommended action for access is to make the Facebook page member-only for rights of posting. That will mean that a member will have-to ask and be approved by one of the admins. For that to work, a current membership list will need to be available in-order to verify bona fides of requesting individuals.

2. Online booking system for embed into CAF Connection or FB pages: No update. Requires volunteer expertise above my level and time avails. Many commercial solutions available, however, the Club is constrained from expending NPF on IT equipment or software without a significant approval process.

3. Advertising: We have no budget for external advertising, although we are enjoying pre-eminent exposure through our Sail Canada listing (as the 19 Wing Yacht Club, we are at the top of the national roster for sailing clubs, and waaaay above the CFSA in Esquimalt). Recommend that we lean on the Totem Times for coverage if/when we have the Open House.

4. Email update: Service seems to be working well. Caution about sending-out bulk emails from the DWAN to any user who is being forwarded to a gmail account as it seems that through the act of going DWAN-EasyDNS-Gmail, the filtering that gmail uses may reject it as spam. Individual emails sent from the DWAN to another @19wcyc.com address which forwards to a gmail account might be ok, however, untested. For those who are being forwarded from the @19wcyc.com domain server, adding your Yacht Club address to your safe-senders list should help as well.

## **Annex B – Membership Report**

### 1. Membership status:

Current membership payments: 148 (as shown on the PSP receipts, includes spouse/dependents)

Current completed memberships (waiver, forms and payment): 103

Base access list updated as of April 5, 2022

### 2. All members with outstanding forms have been contacted via email, twice.

All members with completed membership have been notified via email.

Starting the week of April 18, 2022 I will start phoning members with outstanding forms.

Issuing new membership cards (leaving them at the bar in the club house) for the TGIF on April 15<sup>th</sup>.

Creation of new database in process, only critical data to generate access list has been entered.

### 3. Comments/Questions:

-Why do we need to have our members submit a new application each year if their information has not changed?

-Could we just send the member(s) a summary of the data we have and ask for a form if there are changes?

-Can we have the waivers setup to span multiple years so that they are not needed every year?

-The current system should work better next year now that old forms and email addresses have been purged from the system.

-PSP did not email a receipt for some members who paid with cash (just a register receipt).

### 4. Proposed Workflow for 2023:

Email member with existing database information early March, 2023. If there are changes to their information enter it in the database. After receiving their a copy of their receipt from PSP mark them as paid and print a new membership card (bulk print via laser).



## Annex C – Rear Commodore

1. Booking Requests: In-addition to regular TGIF’s, the following bookings have been made or requested:

- a. Saturday 10 May 1000-1500 hrs BCC classroom training;
- b. Saturday 10 May 1600 – 2300 hrs RCM-SAR Graduation Celebration
- c. Wednesday 18 May 1800-2100 hrs – BCC Exam night
- d. Friday 27 May 0800 – 1530 hrs – Soldier-On event
- e. Friday 27 May 1600 - ?? (Tentative) – Invitational
- f. Saturday 28 May 1000 – ?? (Tentative) – Open House
- g. Friday 3 Jun 1100 – 1500 hrs (Tentative) – 21 CFHS Function
- h. Thursday 16 Jun – Initial Enquiry – 407 Sqn Function

There have been anecdotal reports of groups inbound for Exercises at QUADRA that may request the Yacht Club (RCMP, 39 CER). All Exec are cautioned not to take any verbal requests or make commitments for use of the Club. We have a booking process, and in the contrary, anarchy.

2. TGIFs: I will lay-in an enhanced “bar snack” inventory for the next few TGIF’s. Due to time pressures I am unable to act as primary host for a larger food-inclusive event until end-April at the earliest.

3. Replacement Barbeque: Waiting on CER approval. Note: in-advance of purchasing a highly-desirable new unit, the issue of on-deck storage has to be solved. If we park a \$4,000 barbeque on the patio, a possibility that it could disappear in short order.

Some discussion of re-purposing the Jetty storage unit when that gets replaced with a larger one. Another option would be to construct (or purchase) a mini garden shed. First option is dependent on getting the larger unit sited on the Jetty and the second option would rely on the goodwill and time of one of the Club’s skilled carpenters, or vote on spending authority to buy something new. In any event, the issue of storage has to be solved in-advance of obtaining the new unit.

4. Clubhouse backroom re-cap for storage: Marcel has suggested that he would be willing to do some construction. Waiting on plans and a shopping list for supplies. With the atrocious cost for lumber these days, project will be several hundred dollars.

5. AED Verification: AED in the Clubhouse is current and has batteries/pads valid to 2025.