

Annex B  
Meeting minutes

CFB Kingston  
PO Box 1700 Stn Forces  
Kingston ON, K7K 7B4

5590-7 (Wood Hobby Club Secretary)

20 Mar 19

Distribution List

MINUTES OF THE WOOD HOBBY CLUB  
WHC BUILDING - 1830 HRS – 07 MAR 19

Members

See Appendix 1

Absent With Regrets:

See Appendix 1

Absent:

See appendix 1

**DISCUSSION**

**CALL TO ORDER**

1. The meeting was called to order at 1815 07 March 2019. There were 16 members present. All relevant documents and the meeting agenda were sent out via e-mail and posted on the WIIC notice board 14 days prior to this meeting and a quorum was established.

**PREVIOUS MINUTES**

2. Previous Minutes dated 15 Nov 18 were reviewed and accepted as presented.

PASSED  
Unanimous

**REPORTS**

**PRESENTED  
BY/ ACTION BY**

3. Financial Report. N/C The Club is profitable, we have approx. \$15K in the account. Points to the supervisors, do not write

PASSED  
Unanimous

your own receipts, don't skip receipts in the book, clearly print the value on the receipt, and maintain accurate cash counts daily. The Club has a credit card to make purchasing things for the club easier. It will be strictly controlled, as per the by-laws. A policy has been written to exchange time on the time card for purchases up to \$20. Motioned by Dan, seconded by Andre.

4. Equipment Report. New blades will be purchased for the molding machine. There will be a chuck purchased for the lathe; it was not included in the original package. As voted during November meeting. Motion to look into purchasing a bypass switch for the Air compressor and a miter trimmer (\$300). Motioned by Guy, seconded by Brent.

PASSED  
Unanimous

5. Membership Report. Up to 80 members. Allowed to have up to 20% associate. We currently stand at 10%. There is no intent to add any more given the reduction of ordinary members during the annual posting season. Six month membership is now available and will begin 1 April. Annual membership is still Sept to Sept. Motioned by Guy, seconded by Brent.

PASSED  
Unanimous

6. Chief Supervisor Report. The Club now has 24 supervisors, there are up to 50 shifts a months that need to be filled. Supervisors need to average 2 shifts a month to make the club operate. The next maintenance night will be on the 20 March.

### OLD BUSINESS

7. Silent Auction. Surplus and broken equipment was auctioned. The club made \$200. All remaining equipment was written off and disposed of.

8. Compressor Room. The intent is to place some excess equipment into this room, and use it as a better storage solution for material that needs to be more secure with restricted access.

9. Shop Cleanliness. There are now 3 sheds full of "stuff". There will be a spring cleanup, if there is material not stored in locker space it will be removed. There will be plenty of notice given to remove "stuff" and anything not properly stored. After some discussion a deadline of mid-April was decided, notices will be posted.

### NEW BUSINESS

10. Review and vote on the new Constitution, Bylaws and

PASSED

Volunteer Service Agreement. The order of business for meetings will be verified before finalization. There are updates for access, safety, insurance and house rules. The president will review any decisions by the BComd and make any necessary amendments to club documentation which will be marked for easy review by the membership. The volunteer service agreement (VSA) was also presented. The revised Constitution, Bylaws, and VSA that were presented will be forwarded to the MCR and BComd Delegate for approval. Motioned by Dan Jobin, seconded by Doug Braid.

Unanimous

11. Banner Purchase. The new banner was unveiled. It was well received.

12. Spray Booth. Dave presented his idea for a spray booth. After consulting the base environmental officer there appears to be no reason to not have it. Motioned by Francis, seconded by Alex.

PASSED  
Unanimous

13. Supervisor Training. The Club will provide a familiarization training event for first aid and general equipment safety and maintenance by club experts. Motioned by Craig, seconded by Brad.

PASSED  
Unanimous

14. Club Access. A review is underway by the BComd Delegate WRT access to the clubs. We are waiting for the results of that review before amending the policy. Concerns we voiced to the president who is engaged with the BComd Delegate and Community Recreation staff. The president will keep the membership informed of any potential changes.

PASSED  
Unanimous

15. Use of WHC by other organizations. President will look into the requirement for a police check if children are involved. Formalizing the approval process for these types of events will be crafted by the exec committee, taking the use of the club membership into account when agreeing to let others use the facilities. Motioned by Craig, seconded by Dave.

#1 NOTE: VULNERABLE Sector checks will be required

#2 OUTREACH PROGRAM  
AS PER BCOMD'S  
direction

### DISCUSSION/POINTS FROM THE FLOOR

### ACTION

16. The Spring Fair has a mother's day theme this year. There are a few projects to be raffled off. A cutting board and two Adirondack chairs using wood in the clubs stock.

17. CAF connection website needs updating. The contact information is limited.

President

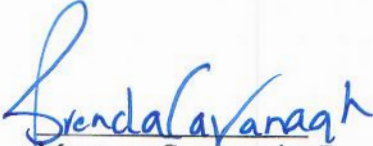
### ADJOURNMENT

18. There being no more business to discuss the meeting was adjourned at 1925. The next meeting will be in the fall 2019, TBD.


ADJOURNED



Club President  
Capt Dave Poss

  
Manager Community Recreation  
Brenda Cavanagh

Recommend/Not recommend



BComd Delegate  
Maj. V. Larosee

Approved/Not approved

Appendix 1 to Annex B – Meeting Minutes

1. Members' Attendance Record

Present	Last Name	First Name	Member Type
	Anderson	Mark	Regular
	Beaudro	John	Associate
X	Barnes	Brian	Regular
	Bertin	Yvon	Regular
	Blanchet	Jean	Regular
X	Braid	Doug	Regular
	Chercuitte	Denis	Regular
	Chung	Kristan	Regular
X	Clouston	James	Regular
	Clow	Stuart Cameron	Regular
	Cote	Nicolas	Regular
X	Coupland	William (bill)	Regular
	Coveney	Dan	Regular
	Covert	Dan	Regular
	Delaney	Richard	Ordinary
	Dopking	Scott	Regular
	Downs	John	Regular
	Drouin	Bobby	Regular
X	Fadus	Alejandro	Regular
	Farrell	Michael	Associate
	Fletcher	Ryan	Regular
X	Flood	Craig	Regular
	Gagnon	Sylvain	Regular
X	Gauthier	Andre	Regular
X	Gill	Francis	Regular
	Glackin	Brian	Regular
	Glackin	Lillin	Regular
	Gorman	Dale	Regular
	Grandy	Robert	Regular
X	Gwalchmai	Brad	Regular
	Henault	Paul	Regular
	Izatt	Edward	Regular
	Izatt	Wesley	Regular
X	Jobin	Daniel	Regular
	Kirkland	David	Regular
X	Lahaie	Guy	Regular
	Lavallee	Pierre	Regular
	Leslie	James	Regular

X	Logan	Mark	Regular
	Lublink	Patrick	Regular
	Mcelvaine	Christ	Associate
X	Mills	Brent	Regular
	Mullin	Nicholas	Regular
	Murray	Edward	Regular
	Mutch	Graham	Associate
	Park	Dean	Regular
X	Park	Jean	Regular
	Pilon	Luc	Regular
	Portman	Robert	Regular
X	Poss	Dave	Regular
	Rogers	Peter	Regular
	Sevigny	Nicolas	Regular
	Shust	Brendan	Regular
	St-aubin	Jean	Regular
	Sweeney	Leonard (len)	Regular
	Tang	Wen	Ordinary
	Telfer	Ryan	Regular
	Wiseman	Edward	Regular
	Wlasichuck	Ray	Regular
	Albers	Zach	Regular
	Ash	Dan	Regular
	Bacheilder	Ron	Regular
	Bedard	Roger	Regular
	Brerube	Ken-alexandre	Regular
	Charboneau	Daneil	Regular
	Chretien	Don	Regular
	Clare	Sean	Regular
	Hibbs	Josh	Regular
	Macfie	Blair	Regular
	MacIennan	Colin	Regular
	Macneil	Ron	associate
	MacQuarrie	Don	Regular
	Mckinnon	Daniel	Regular
	Mitchell	Benjamin	Regular
X	Morrison	Benjamin	Regular
	Oliver	Elizabeth	Regular
	Sergent	Janean	associate
	Seville	Nancy	Ordinary
	Sun	Jiajun	Regular
	VanSmeerdyk	Steven	Regular