

**Garrison Petawawa Indoor Rock Climbing Club  
General Meeting  
12 Sept 23, 1800hrs  
Dundonald Hall**

**Members in Attendance:**

Saskia Francis (treasurer)  
Barb Langlois (president)  
Matt Luxton (Vice-president)  
Cynthia Tremblay (Equipment Manager)  
Tamayra Joy (Secretary)  
David Oakes (Equipment Manager)

**Guest(s) in attendance:**

Brendan Cunliffe  
Vivian Cho  
Nick Dufour  
Aidan Rutledge  
Lilly Priebe  
James Carr  
Madeline Mills and family  
Shayne Leamen and Caddi Magistrale  
Janelle Wojtowicz

<b>Item</b>	<b>Discussion</b>	<b>Action By</b>
1.	Call to Order	
	a. Season Opening meeting of the IRCC of Petawawa held at DDH on 12 Sept 23 at 1800hrs.	Info
2.	Opening Remarks	
	a. Recognition to the participants of Family Garrison Day. 80+ kids and our first hosted event! b. Sept 10, 2023 Climbing Wall Instructor (CWI) certifications completed by: Saskia, Barb, Cynthia, Matt, David and Tamayra. c. Recreation complex wall update – new wall construction starts Winter 2024.	Info
3.	Approval of Minutes	
	a. Minutes from prior meeting reviewed and provided by Tamayra Joy	Info
4.	Elections	
	<u>5th executive position (equipment manager)</u> – there were 5 resignations June of 2023 and only 4 added executives.	Info

	a. <b>Action Item:</b> Election of Equipment manager. Tamayra moved to nominate David Oakes as equipment manager. Seconded by Barbara Langlois. Unanimously carried.	Vote
5.	Remarks	
	<u>Year-to-date Financial Overview</u>	Info
	a. \$6,200.00 Budget	
	b. Total Expenses to-date: \$3,350.00 (rounded)	
	c. Future expenditures: \$2,000.00 for casual position + \$1000.00 CWI certification.	
	i. Vote to use unencumbered cash for casual and thus alleviating more cash for this season to fund new equipment and holds.	Vote
	ii. Vote on new Holds/Volumes	
	iii. Results: use unencumbered cash for new equipment \$1000 approved. Use existing budget for casual position.	
	<u>Rental Equipment Cost</u>	Tamayra Joy Vote
	a. <b>Action Item:</b> \$6 - help recoup the costs of equipment.	
	• Agreed to add to drop in fee increase.	
	• Flat fee for members without gear.	
	<u>23/24 Programs</u>	Tamayra Joy
	a. <b>Action Item:</b> FREE Intro to belay and skills tests – part of membership. Open registration on website.	
	b. <b>Action Item:</b> Youth Program, 8 weeks, on Thursday, \$140mbr - \$185(\$45 Delta) non-member, rentals included. Parents MUST be present.	Barbara Langlois
	c. <b>Action Item:</b> Intro to Lead, \$65, 2 sessions, 3 hours per.	Matthew Luxton
	d. <b>Action Item:</b> Competition, prize winner	Cynthia Tremblay
	<u>Frequency of route reset</u>	Info
	a. Will attempt to complete every 2 months as the wall size is reduced to maintain interest from members.	
	<u>New hire update / Volunteers</u>	Info
	a. Direct hiring Janelle.	
	b. Vivian has offered to volunteer casually.	
	c. High school program – no volunteers to run program.	
	d. Any other volunteers? Scouts and cadets are potential pool for volunteer hours and in developing interest in the teen group for competitive climbing. Also interested in the special events (\$200 cost to be confirmed with PSP)	
	i. Contact Shayne Leamen. <a href="mailto:petawawascouting@gmail.com">petawawascouting@gmail.com</a>	
	<u>Operational Logistics</u>	Info
	a. Opening day and hours	
	• Oct 16/23 opening	
	• Hours to remain 6-9 Mon and Wed at DDH	Vote
	b. Planned weekly executive attendance (2 per evening). We agreed to every second week attendance. We will use signup.com for volunteers.	
	c. Open to drop-ins on Monday as well as Wed. Intro to Belay only operates on Wed schedule though.	Info
	d. Registration for <b>Intro to Belay and skills Test</b> . 6:1 adults. Advanced registration available. Inside club hours.	Info

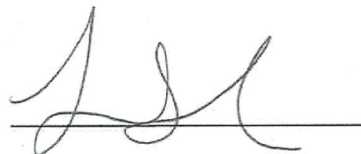
	<p>e. Intake process: registration, greeter (waiver and equipment management), belay training, belay test, free climb.</p> <p><u>Required administration</u></p> <p>a. Liability waiver (completed)</p> <p>b. <b>Action Item:</b> Identification tags (top rope/ lead)</p> <p>b. <b>Action Item:</b> We need a sign with the rules to put up for all climbers.</p> <p><u>Marketing and communications</u></p> <p>a. <b>Action Item:</b> Website / online registration</p> <p>b. <b>Action Item:</b> Email monitoring (FWDed to me) and contact list – created in google contacts (garrison day contacts) + current coms.</p> <p>c. <b>Action Item:</b> Facebook updates (all scheduled for Sept; AGM 24 hour notice and Sept 29 opening soon). Posts should be scheduled the month prior to.</p> <p>d. <b>Action Item:</b> Add executives as facebook admins.</p> <p>e. <b>Action Item:</b> On site signage</p> <p>f. <b>Action Item:</b> Rec Plex Pamphlet / signage</p>	<p>Info</p> <p>Info Barbara Langlois Tamayra Joy</p> <p>Tamayra Joy Tamayra Joy</p> <p>Tamayra Joy</p> <p>Barbara Langlois Tamayra Joy Tamayra Joy</p>
6.	Open Discussion	
	<p><u>Instagram IRCC</u> – not authorized. PSP has an account that we can make posts on.</p> <p><u>Kit Shop</u> – considered setting up a little shop. Due to cash handling implications, decided it might be something to approach CANEX with.</p>	<p>Info</p> <p>Matthew Luxton</p>
7.	Adjournment	
	<p><u>Next meeting date</u> – December 4<sup>th</sup>, 2023</p> <p><u>Meeting concluded</u> at 19:44</p>	<p>Matthew Luxton and Barbara Langlois is back - up.</p>



Barbara Langlois

Club President

Date: 16-10-2023



Tamayra Joy

Club Secretary

Date: 19 SEPT 2023

COMMENTS:



Brendan Cunliffe

Manager Community Recreation

Date: 16 Oct 2023

S.A.B.C. - As of 1 Aug 23, club funds are in a trust account and budget no longer relevant.

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Nathan Lane  
Snr Mgr PSP

APPROVED

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Col J.C. Guiney  
Comd 4 CDSG