

19 Wing Comox

5950-1 (19WCYC-Cmdre)

15 Jan 2025

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 19:00 HRS 13 JAN 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Sgt Derrick Mondry	Secretary	Elected
Present:	Maj Marc Archambault	Keelboat Capt	Elected
	Maj Greg Boyd	Treasurer	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Kelli Ballantyne	Asst Rear Commodore	Appointed
	Ms. Allison Caughey	Asst Comms O	Appointed
	Mr. Ben Douglas	Bar Officer	Appointed
	Mr. James Hollis	Rear Commodore/Comms	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
Absent:	Maj Fahim Awan	Training Officer	Elected
	MWO Frank Duchesneau	Asst Foreshore	Appointed
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Mr. Graham Edwards	Kayak Captain	Elected
Guests:	nil		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 19:00 hrs. A quorum was present. Some Division reports were provided as requested in advance via the shared Google Drive. Reports are attached at Annex A of these minutes.
2	ADDITIONAL AGENDA ITEMS
	AGM Prep: Proxies need to be sent out to membership. Executive openings need to be advertised. (Commodore & Secretary)
3	APPROVAL OF MINUTES OF PREVIOUS MEETING
	Previous minutes have been circulated in draft and were endorsed and have

	<p>been signed. Action Items were reviewed and all were closed.</p>
4	TREASURER'S REPORT
	<p>Treasurer provided confirmation of products closed in Ais, and will provide updated slide info for AGM (updated full budget, Business plan already provided). Unencumbered cash discussed and agreed.</p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> – (1) Nil in Annex A (2) Wood procured for new storage unit construction well under budget, work to begin shortly</p>
	<p>b. <u>Communications</u> – (1) Nil in Annex A (2) Exec openings post AGM need advertisement.</p>
	<p>c. <u>Dinghy</u> - (1) No report, Andrew absent but responded to Q's via text.</p>
	<p>d. <u>Foreshore</u> – (1) See Annex A. (2) Foreshore O confirmed he will secure the necessary forms to pay for dock supplier well in advance of delivery from Treasurer. (3) Exec confirmed current reciprocal arrangement to continue. [Action: Foreshore O to gather reciprocals data for club members using available reciprocals (from receiving Marinas) to allow assessment of value for money] [Action: Exec to review updated Berthage Application Form before next meeting to allow it to be finalized in spring]</p>
	<p>e. <u>Paddlesports</u> – (1) See Annex A. (2) Assistant Paddlesports Captain to be advertised/solicited in continued effort to fill. [Action: Registration of two club-owned trailers to be investigated with 8 Wing yacht club and PSP/Deputy WComd (Marc, Commodore)]</p>
	<p>f. <u>Keelboat</u> – (1) See Annex A. (2) Exec agreed to the existing outboard to be used for [Action: Need new product in Square set up for FY25/26 for Annual Keelboat Rental fee (Andrew or ??)]</p>
	<p>g. <u>Membership</u> – (1) See Annex A. (2) Discussed plan for Open Action Item on use of form for BSC application</p>

	and Membership Application. Will leave as-is for now. [Action: Membership O to confirm number of paid memberships (vice total members) to confirm from budget perspective with Treasurer]
	h. <u>Training</u> – (1) See Annex A.
	i. <u>Bar</u> – (1) Annex A. (2) Ben is going to purchase and install replacement pads and battery for our clubhouse AED. POC with company provided by Commodore.
6	OLD BUSINESS
	See Annex A for division reports. Action Items available at https://docs.google.com/spreadsheets/d/1hYoStCSeHIsObr1KcozBT2k49JiJneFR7DI21pfmft0/edit?usp=drive_link
7	NEW BUSINESS
	Vehicle decals will align with Dinghy decals for colour and design – James will lead creation again.
8	OPEN DISCUSSION
	Nil
9	CLOSING REMARKS
	Nil
10	NEXT MEETING DATES
	3 Feb 25 @ 19:00, AGM Feb 26 2025, 3 Mar 25 @ 19:00, Proposed: 7 Apr 2025, 5 May 2025, 2 Jun 2025, 7 Jul 2025, 4 Aug 2025, 8 Sep 2025, 6 Oct 2025, 3 Nov 2025, 1 Dec 2025.

11	Adjournment
	Meeting adjourned at 20:10

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/WComd

Sr Mgr. PSP

Recreation Coordinator

NPF Accounting Manager

Comms O (for website)

Annex A – Division Reports

(Rear Commodore / Communications / Dinghy / Foreshore / Paddlesports / Keelboat /
 Membership / Training / Bar)

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Annex A – Division Reports

Treasurer Report

Maj Greg Boyd – Treasurer

1. Budget, GL summary, and Budget Summary for AGM provided to Commodore
2. Unencumbered Cash expected to be above \$50K on 1 April when currently open CERs are finalized (PG, Hawk, docks, kayaks, SUPs)

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Annex A – Division Reports

Rear Commodore Report

Capt (Ret) James Hollis – Rear Commodore

1. Not provided in advance

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Annex A – Division Reports

Communications Report:

Ms Allison Caughey, Communications O

1. Not provided in advance

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Annex A – Division Reports

Dinghy Division Report

MCpl Andrew Fraser – Dinghy Captain

1. NSTR

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Annex A – Division Reports

Foreshore Report

Alan Phillips - Foreshore Officer

MWO Francois Duchesneau - Asst-Foreshore Officer

1. Thanks to Tom Letsinger, the outboard mount has been installed on the mooring float. Next step is to install the 6 H.P. motor and test it out;
2. EZ Docks will be delivered during the supplier's next trip to the Island. Payment (\$8,158.00 before tax) will be due 30 day post-delivery;
3. Safety inspection of boats confirmed to be at the discretion of the Foreshore Committee.
4. New Berthage/Assigned Docking Spot Request form attached for review/approval [*sent to Exec SEPCOR after meeting*].
5. Reciprocal with CVYC, are we continuing with this for 2025?
6. Club mooring balls to be repaired/upgraded by end May, 2025.

Paddlesports Division Report

Graham Edwards – Paddlesports Captain

1. CERs for SUPs (2) and Surfski (1) have been approved. For the Surfski, I have asked Kevin at Surfside to provide an invoice directly to Greg for an EFT. For the SUPs I need someone to call in with a credit card *[Marc]* to Vikki at Comox Valley Kayaks. (I will have already picked them up)
2. Next up will be disposing of the 2 inflatable SUPs that no longer hold air. I will also be disposing of the 2 kayaks that received no bids last year.
3. Repairs to solid SUPS and kayaks have been completed. Fleet is ready for the season.
4. Training sessions will begin in Feb dates TBD (CommsO mention in the next newsletter for people to contact me)
5. Kayak trailer needs to be registered under 19Wing (currently still in my name, and insurance is due) *[Open AI]*
6. CommsO please include On-water safety blurb for Snow to Surf on every other comms.
7. I need an assistant to help organize paddling events, outing and trips, maintenance. *[Will advertise / solicit]*

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

1. Pacific Green: repairs are progressing. Will be in Campbell River for bottom work 17-28 Feb. (tracking well)
 - a. Operating manual 85% complete
 - b. Checklists 85 % complete
2. Hawk: awaiting haul out for bottom work and mast repairs (URGENT!) (could require limiting BSC to 15-18 Students unless work completed by end of Feb).
 - a. Need trailer registered to base ASAP [*investigating, AI*]
 - b. Haul out and bring to club for hull work (OPI: Paul / Graham)
 - c. Bring mast to Blanchard rigging
 - d. Measure, order and install new engine bracket
 - e. Install new engine
 - f. Install depth/speed instruments
 - g. Install battery
 - h. Develop checklists
3. ATW: Pending electrical panel install and engine overhaul... (tracking well)
4. Working on check-out process for Pacific Green
5. Advanced Course: Lesson plans complete. Ground school content and presentation complete. Quiz Complete.
 - a. Tentative dates for ground school and on-water courses scheduled
6. March priorities:
 - a. Check all safety equipment
 - b. Test sail all boats
 - c. Dock side refresher for all BSC instructors (OPI keelboat C)
 - d. On-water check out for Hawk for all BSC instructors (OPI keelboat C)
 - e. On-water refresher for BSC instructors (OPI Training O)
7. Keelboat rental policy doc updated and will be published early Feb
8. New day sailer club info almost ready and expected to be published early Feb
 - a. We need a product setup in Square, but with revenue deferred to 2025?? (\$300 inc. GST)
9. Negotiated free access to AquaMap for BSC instructors and students
 - a. Student: access for duration of the course (up to 24 licenses)
 - b. Instructors: most likely for the year (up to 8 licenses)
10. Awaiting contracts for:
 - a. Sail maintenance
 - b. Canvass maintenance
 - c. Gelcoat and fiberglass repairs
11. Expand keelboat team
 - a. Will meet with interested members shortly to expand the keelboat team and better divide the management and supervisory tasks
 - i. Maintenance manager for each boat
 - ii. Duty bosun for Day Sailers
 - iii. Duty bosun for Pacific Green

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Annex A – Division Reports

- iv. Advanced Sailing course ground school and on-water instructors
- v. Advanced Sailing course coordinator

New business:

Was there a decision on which outboard will be used for the barge? (use existing one or purchase new?) Need to know if RIB (for Pacific Green) will be equipped for 3hp or 8hp this summer. *[Yes, outboard selected]*

Membership Report

Paulette Hendry – Membership Officer

1. No new members have joined since December. I have had one enquiry and waiting to see what his decision will be.
2. 386 members, 42 Associates, 3 Honorary, 23 Ordinary and the rest are Regulars.
3. Waiting to hear from Andrew on how we will proceed with a new program starting the new season in April. *[Will remain an open action – either use existing PDF form process, or move to form if resources (time) allow]*

Training Division Report

Maj Fahim Awan - Training Officer

1. 2nd round of interviews done - so far we have about 14 applicants including ordinary and associate (sign up will open to ordinary and associates 1 Feb, just regular members are currently paying for the course.)
2. ROC-M in house session slated for 25/26 Jan at the clubhouse - expecting the last batch of students once that is complete. 3rd round of interviews to follow.
3. we currently have 5 confirmed on water instructors and 2/3 spares. We lost one due to upcoming surgery so are looking for 1-2 more on water instructors if they can be found. Callout to all keelboat owners coming.
4. Ian is confirmed for testing.
5. Planning 18 students for now with possibility of 21 but dependent on instructors and boats.
6. I am off to Japan end-Jan for a course for 3 weeks and then I am likely being deployed/posted late July for just over a year. I will run this years course but likely will not be able to do the 2026 course. I am hoping to be back after that for the 2027 season this will need to hand over the course for 2026 to someone. If we can find someone to shadow that would be great. Possibly Ryan Verma?