

19 Wing Comox

5950-1 (19WCYC-Secretary)

02 Mar 2026

Distribution List

MINUTES OF THE 19 WING COMOX YACHT CLUB
EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE, 1900 HRS 02 MAR 2026

Present	Name	Position	
	LCol Fil Bohac	Commodore (Chair)	Elected
X	Mr. Paul Atterton	Secretary	Elected
X	LCol Genevieve Vallieres	Vice-Commodore	Elected
X	Maj. Greg Boyd	Treasurer	Elected
	Mr. James Hollis	Rear-Commodore	Elected
	Mr. Graham Edwards	Captain - Paddlesports	Elected
X	Mr. Francois Duchesneau	Captain - Keelboat Deputy Foreshore Officer	Appointed
	M. Jonathan Jutuea-Berlinquette	Captain - Dinghy	Appointed
X	Mr. Alan Philips	Foreshore Officer	Elected
X	Ms. Paulette Hendry	Membership Officer	Elected
X	Ms. Christie Kiers	Assistant Comm O	Appointed
	Capt Ceilidh Curtis	Bar Officer	Appointed
X	Maj. Marc Archambault	Training Officer (Keelboat)	Appointed
X	Mr. Robert Thompson	Assistant Training Officer	Appointed
	Mr. John Dekkers	Assistant Keelboat Captain	Appointed
	WO Jerome Bourget	Assistant Paddlesports Captain	Appointed
	Vacant	Assistant Dinghy Captain	Appointed
X	Ms. Kelli Ballantyne	Assistant Rear Commodore	Appointed
X	WO Matt Davidson	Volunteer Coordinator	Appointed
(Guest)	Simone Vatheuer	Member	
(Guest)	Dave Weaver	Member	

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 1905 hrs. A quorum was present.

	Reports in Annex A were provided in advance and discussed. Relevant discussions are in the body of the minutes.
2	ADDITIONAL AGENDA ITEMS
	Nil
3	REVIEW OF MINUTES and ACTION ITEMS
	Minutes of the 02 Feb 26 meeting were provided in advance of the meeting and endorsed with no changes.
4	TREASURER'S REPORT
	No report Greg reported small changes from previous meeting. Budget to be presented on Mar 23 at 19 Wing Budget Mtg. Vice Commodore will likely be at meeting and represent the club.
5	DIVISION REPORTS
	a. <u>Rear Commodore (absent)</u> No report
	b. <u>Communications (Christie)</u> No report Next newsletter to come out on Wednesday, Mar 4
	c. <u>Dinghy (absent)</u> No report
	d. <u>Foreshore (Allan/Francois)</u> See Annex A Clarification: Applicants in the 4th draw, i.e. members who have not completed 35 hours of volunteer work in the past year for berthage (both keelboat and/or tender) will pay double the standard rates. The process for applying for a tender space only (those keeping keelboats on a mooring ball and this wishing a tender spot only) will be the same as for Berthage. [ACTION: Proposal to be brought forward by Alan and Francois to consider tender dock extension]

	<p>e. <u>Paddlesports (absent)</u> Nothing additional to report</p>
	<p>f. <u>Keelboat</u> See Annex A</p> <p><u>Training Officer (Marc)</u></p> <p>Focus is preparation for upcoming sailing season Instructor training, first aid coordination and training through St. Johns First Aid – ETA start Mar 27 Compliance with Transport Canada requirements, recent change requiring Vessel Licensing Requirements slowing process down. TC has paused all sailing school application pending changes in regulations. TC exemption requested ETA 4 weeks Mar 27 – Instructor training commences Course materials ETA 1-2 weeks Two types of training progression – 1st crew, 2nd skipper – subject to meeting crew standards. Estimated fees are \$100 for books and \$350 to \$400 for training. 2 people under 1 membership would get a 50% discount on the rental rate. Possible advanced offshore style training but would require club acquiring life raft. There are students who paid for training in the 2024 and 2025 season who were not able to complete their training.</p> <p><i>Recommendation that affected students be offered a choice of a full refund now, or carry forward paid fees into the new program with priority placement and recognized as having paid the new fees in full.</i></p> <p>[ACTION – Rob to advise all 2024 and 2025 students of this option to have a full refund now or defer instruction to 2026 season at no fee increase]</p> <p><u>Assistant training officer (Robert)</u></p> <p>Communication strategy – providing a high level as accurate as possible without over committing details, including course structure and general timelines, collecting expressions of interest – through ongoing newsletter and website updates</p>
	<p>g. <u>Membership (Paulette)</u> No report</p> <p>Paulette announced that both renewals and new member applications will now be fully online forms available in English and French. There is no need to repeat historical information; simply name the primary</p>

	<p>voting member, family members, and indicate Paddlesports, dinghy, and berthage requests. The plan is for online renewal to begin in mid-March. There was discussion about which fiscal year the revenue should be recorded in, and Paulette suggested it could be accounted for in the next fiscal year. [ACTION: Treasurer to clarify earliest payments can be received]</p> <p>Two new associate members were proposed: Philip Douglas (nominated by Ben Douglas, Regular Member - Lifetime) and Roberty Johnson (nominated by Marc Archambault, Regular Member). CARRIED [ACTION: Membership to update register and obtain contact information for new members from sponsors.]</p> <p>It was clarified that there will be no change in membership dues for the coming membership year (2026/2027).</p>
	<p>h. <u>Volunteer Coordinator (Matt)</u> No report</p> <p>Noted there were issues with hyperlinks on the club's main website pages. Clarified they were intentionally disabled to avoid email harvesting. For mail outs, Matt will use Mailchimp—refer to Christie for details. Consult the privacy policy regarding disclosing member details to others.</p>
6	<p>OLD BUSINESS</p>
7	<p>NEW BUSINESS</p>
	<p>AGM Review Commodore expressed disappointment in number of attendees over previous years and asked for possible improvements:</p> <p>Additional reminder emails Alternative timing, say a fall AGM Incentives (discounts as in previous years, door prizes and swag) Limited virtual attend for those unable to attend in person</p> <p>[Action: Commodore will investigate any limits or issues on the AGM changes proposed above, with PSP]</p> <p>Term limits for executive was brought up to Commodore and AGM and no changes were considered at this time. The need to recruit sufficiently experienced CAF members to senior exec positions was discussed.</p> <p>BSC Discussion (review of plans, advertising) – See Keelboat (Marc/Robert)</p>

8	OPEN DISCUSSION
	<p>Events and member engagement</p> <p>Marine Swap Meet was proposed by Simone and enthusiastically endorsed. Exec agreed to a date and rough plan in order to allow for advertising to begin. Saturday – May 9 Time – approximately 0900 to 1300 Open to 19WCYC members and other local sailing clubs – Christie to make invitation Marine equipment only Pre-registration and logistics (table, location to be coordinated) [ACTION – James to add to calendar. Simone will be POC for gathering info on interested sellers.]</p> <p>[Action: Commodore to seek input from PSP on using the FS&R parking lot or the Arena parking lot, and requesting support from the Wing for Tables, Chairs, and Tents]</p> <p>Simone doing a St. Patrick’s Day potluck starting at 4pm</p> <p>Future ideas: Sunset dinners – pizza with beer specials Fireworks – August long weekend - Nautical days at the clubhouse [ACTION – James to add to calendar; Christie to advertise as appropriate]</p> <p>May and June – Evening TGIF’s</p> <p>Tech nights, CPR refreshers, cruising presentations</p> <p>Increased collaboration with other clubs</p>
9	CLOSING REMARKS
	None.
10	NEXT MEETING DATES
	13 April 2026, 1900 4 May 2026, 1900 1 Jun 2026, 1900
	ADJOURNMENT

Meeting adjourned at 20:39 hrs

LCol F. Bohac
Commodore
250-218-1973

Paul Atterton
Secretary
(signed on behalf of)

RECOMMENDED/
NOT RECOMMENDED

APPROVED/ NOT APPROVED

FS&R Manager
252-8542

Sr. Manager PSP
252-8246

Distribution List:

Info:

D/W Commander

Sr Mgr. PSP

Recreation Coordinator

NPF Accounting Manager

Comms O (for website)

Annex A – Division Reports

(Treasurer / Comms / Foreshore / Keelboat)

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Annex A – Division Reports

4 Treasurer's Report

Maj Greg Boyd, Treasurer

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Annex A – Division Reports

5.a Rear Commodore Report

Mr. James Hollis, Rear Commodore

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5.b Communications Officer Report

Christie Kiers, Assistant Comm O

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Dinghy Division Report

Mr Jonathan Juteau-Berlinguette, Dinghy Capt

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Annex A – Division Reports

5.d Foreshore Report:

Mr. Francois Ducheseau, Assistant Foreshore Officer

1. Work Barge outboard will be reinstalled shortly;
2. Will take measurements of the two club mooring balls to replace with new rigging;
3. Will pump out the dinghy docks to level them;
4. Wind socks replacement along other small tasks; and
5. Water on the docks, RP Ops waiting for a 14-day forecast with zero risk of freezing overnight. Aim for early April to avoid disappointment.

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Annex A – Division Reports

5.e. Paddlesports Report

Graham Edwards, Paddlesports Capt

5.f Keelboat Division Report

Mr. Francois Ducheseau, Interim Keelboat Captain

Keelboat:

1. Boats will be put back to sailing conditions in the next couple of weeks;
2. Keypad for Keelboat shed is acting up and needs replacement; and
3. Future expenses (Foreshore and Keelboat): Club mooring ball rigging, new wind socks, manual pump and several safety items to satisfy TC accreditation;

For the CommsO;

1. Looking for a Team Lead on ATW and more Team Members on all three boats. Implementation of Calendly for both daysailers and cruiser.
2. No fee increase for rental.
3. Keelboat division is confident that the serviceability this season will be greatly improved.
4. Checkouts/refreshers will be available upon request for those previously qualified and/or requiring them.

Training (from Marc):

- Draft service contract with CRYA is being circulated, PSP is aware and able to respond quickly next week. Marc coordinating with CRYA and CFMWS.
- Books were ordered today for instructors and initial course loadings. They have to get printed then shipped, ETA 11-12 March. I'm loaning my one copy of basic crew and day skipper for instructors to get started. (there's about 20-40 hrs of self study required to learn the program).
- Building training and standards records management to ensure we can better track student training, communication, instructor qualifications and facilitate handovers in the future.
- Clubhouse booked 27-29 March 0800-1730 for training.
- Helping coordinate Standard First Aid training for our team. NPF prefers we pay with NPF credit card (but no contract required)... this saves a lot of paperwork for reimbursement. But we'll need an NPF card holder to help with registrations / payments (takes 2 minutes online). Rob coordinating.
- Currently have 6 members lined up for certification at the end of March, gusting to 7.
- Finalizing instructor experience review / approval with CRYA. 1 pending (they just got back to Canada!) So far no issues, they are very pleased with our mix of experience and instructional background of our team. Some will be able to teach competent crew and day skipper and one or two will be able to teach Coastal Navigation.

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Annex A – Division Reports

Let me know if there's anything else that comes up. I'll try to make it on Monday.

Training enquiries are starting to trickle in via email. We are building a call-back list (on Google Drive!).

Robert Johnson (proposed associate member) has expressed interest in helping with our training program in the future, that would be a huge asset to the club. Ideally we would have: a Keelboat Training Lead, Standards Officer to work with our instructors and training coordinator to work with student candidates. This would facilitate succession planning and fallback in case of absence.

Francois

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Annex A – Division Reports

5.g. Membership Report

Ms. Paulette Hendry, Membership Officer