

19 Wing Comox

5950-1 (19WCYC-Secretary)

2 June 2025

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 18:30HRS 2 JUNE 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Mr. Paul Atterton	Secretary	Elected
Present:	Mr. Alan Phillips	Foreshore Officer	Elected
	Mr. James Hollis	Rear Commodore	Elected
	Maj Marc Archambault	Keelboat Captain	Elected
	Mr. Graham Edwards	Paddleboard Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	LCol Genevieve Vallieres	Vice-Commodore	Elected
	MWO Francois Duchesneau	Asst Foreshore Officer	Appointed
Absent:	MCpl Andrew Fraser	Dinghy Captain	Elected
	Maj Greg Boyd	Treasurer	Elected
	Maj Fahim Awan	Training Officer (Keelboat)	Appointed
	Ms. Kelli Ballentyne	Asst Rear Commodore	Appointed
Guests:	Paul Hendry	Foreshore Committee	
	Dave Weaver		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 1840 hrs. A quorum was present. Some reports were provided in advance via email; See Annex A.
2	ADDITIONAL AGENDA ITEMS
3	REVIEW OF MINUTES and ACTION ITEMS
	Previous minutes have been circulated in draft and were endorsed. Action Items were reviewed, AI register to be updated
4	TREASURER'S REPORT

	Treasurer had no update to provide and was not present, but confirmed the e-transfer email remains valid before the meeting.
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u></p> <ul style="list-style-type: none"> (1) Insulation/heating upgrade for kayak building outstanding – Commodore will follow up. See 'Old Business'. (2) New fibre Internet with WiFi to be installed on dock (RPOps/RCSU) in next two weeks. This will be an open network with no password required and is subject to monitoring for abuse. James will discuss our concerns with some level of security, like not publishing the SSID given that access around Quadra is uncontrolled. (3) Only 1 future booking for clubhouse – June 9 (4) BT lockbox for bar has been acquired and will be set up (5) New pressure washer has BT lock – Rear Cmdre manages access (6) Weather station issues not resolved – still a work in progress, led by Roch
	<p>b. <u>Communications</u></p> <ul style="list-style-type: none"> (1) See Annex A (2) Exec discussion ongoing need for more members to come forward and volunteer, in particular members using those services. Next scheduled volunteer day, June 22 – 0930-1230 followed by thank-you BBQ. [Action: Comms O to include Newsletter and Totem Times entries for “Save the Date, Jun 22, 0930-1230 BBQ to follow – details will be in June 17 newsletter”] [sec note: completed, sent out on Tue 3 June] [Action: All Exec to identify tasks and projects for the 22 June work day, in advance of the 17 June Newsletter. Will request that members to identify what they wish to work on] (3) Commodore endorsed soliciting for interest in 19WCYC swag (polo shorts, hats, softshell jackets). These will be pre-paid; the club will not hold inventory. Commodore suggested we explore other items that may be of interest to members, like sunhats, buffs, socks. This would be a task for an interested members to explore as a volunteer opportunity. Note that we have mugs purchased as gifts for volunteers and guest speakers. (4) Preference that minutes be posted in a shared google folder rather than direct to communications officer to facilitate simpler retrieval. Fil noted that draft minutes were rarely changed when published in final form. Minutes will be sent out and can be managed by Secretary and Communications as required on a shared drive. (5) Allison will take photos of all vessels and update website, at PSP request.

	<p>c. <u>Dinghy</u></p> <p>(1) .No report – not present</p> <p>[Action: Commodore will reach out to 6 dinghy members and suggest that they put names forward to look after this division] <i>[sec note: sent out 2 June. One member expressed interest, Commodore will follow up]</i></p>
	<p>d. <u>Foreshore</u></p> <p>(1) See Annex A.</p> <p>(2) Exec agreed that berthage (keelboat and tender) be invoiced and payments received through Square system in lieu of e-transfer. Foreshore will be provided the necessary Square account if required. This is already in place for keelboat rentals, keelboat berthage, so adding tender berthage should be simple.</p> <p>[Action: Ceilidh or Marc to help set up the required account or means of invoicing for Foreshore O]</p> <p>(3) Foreshore Committee will review Bylaws to make minor edits with respect to definition of “Returning Members”. This will feed into the regular ByLaws review prior to the AGM.</p> <p>(4) Exec discussed how to manage berthage allocation for 2nd draft (posted-in military members), and <u>Exec agreed</u> that the regular submission deadlines will apply (i.e. a member posted-in must still submit an application by 31 May, as the expectation is that a member looking for berthage will know with enough certainty that they will be posted to Comox by 31 May).</p>
	<p>e. <u>Paddlesports</u> –</p> <p>(1) See Annex A</p> <p>(2) With respect to BT lock access and gate codes:</p> <ol style="list-style-type: none"> i. James will manage Clubhouse and Pressure Washer BT locks ii. Graham will manage Paddlesports Building and Kayak container BT lock, iii. Membership Officer will manage providing Gate code to members. <p>(3) <u>Exec agreed</u> to Graham’s plan to dispose of one old 16-foot kayak and a small double kayak</p>
	<p>f. <u>Keelboat</u> –</p> <p>(1) See Annex A,</p> <p>(2) Of the 15 members currently enrolled in Keelboat training, 6 (2crews) are proceeding, 6 members would like refunds, and possibly 3 may wish to carryover either into the fall or the 2026 training year. Discussion surrounded that the fall is not the best time to train members, due to bad weather, few boats are used in the winter and the cold/wet weather is hard on the boats.</p> <p><u>Exec resolved</u> that any members wishing a full refund of the course fee, including provided manuals may make that request. Further, members may receive a refund of the membership fee if requested, subject to the member surrendering any passes or access codes to the facilities.</p>

	<p>Recommended that we wait until July/August before making a decision on fall training sessions. There is also a need to train instructors in the fall and so some boats may not be available for the weekend.</p> <p>(3) Sale of Peter Duck – Marc noted that only 5 enquiries have been made to date but that there are daily emails. Marc felt that \$25K was too much – more in the \$10K to \$15K range with no moorage. Exec discussed if offering the placement of a mooring ball as a ‘sweetener’ if an interested buyer would consider this in lieu of berthage. <u>Exec resolved</u> that the price be dropped \$2K/wk and advertised to members (<i>note: was added to 3 June Newsletter with a \$15K reserved price</i>). <u>Exec resolved</u> that Peter Duck be offered for sale by way of private blind auction (19WCYC members only), and that the minimum reserve bid be \$15,000, and that the deadline for receipt of all bids be addressed to Marc Archambault, Keelboat Captain and that they be received by end of day, June 9</p> <p>(4) Marc requested that we find a new replacement for his position. He is volunteering over 25 hours per week. One of the biggest challenges is getting reimbursed for expenses incurred in maintaining vessels. Request that a volunteer (bookkeeping) position be created to assist in the scanning, coding and submission of necessary documents to facilitate payment by NPF. Francois has offered to assist Marc in picking up and paying for parts subject to being reimbursed for mileage.</p> <p>(5) <i>Pacific Green</i> – 6 members checked out to rent the vessel, but only 1 booking to date. It was felt that \$300/day might be too high for members; the original proposal was \$265 per day. Rates to be subject to review again at the Jul Exec meeting.</p>
	<p>g. <u>Membership</u> –</p> <p>(1) See Annex A</p>
6	OLD BUSINESS
	<p>a. Kayak Shed insulation – RPOps proposed splitting cost of materials 50/50 with Club. Commodore is waiting on an estimate for materials before committing.</p>
7	NEW BUSINESS
	<p>a. Swag proposed by Catherine – see para 5.b.(3)</p> <p>b. 19Wg Community Day (formerly REXSPO) – Sunday 7 Sep, 2:30-5:30</p> <ul style="list-style-type: none"> - Booth? - Kayak/SUP demo in pool? - Tie to Open House? - For more discussion at July meeting - <i>[sec note: Graham passed to PSP that we will support the Rexpo try kayak at the pool in Sep]</i>

8	OPEN DISCUSSION
	<ul style="list-style-type: none"> a. Boat Sign painting – good idea, poor attendance? Why not kid-friendly? b. Berthage Plan / Foreshore Committee meeting <ul style="list-style-type: none"> a. Of the four 420 dinghies only 2 will be placed on the dock – recommendation to sell surplus dinghy's deferred to Jul mtg b. Reminder that Jun 30 is last day for keelboats to be on dock c. Of the 23 applications, 2 vessels are for sale, so potential for extra space in Sep? c. Clubhouse – there is still a need for physical keys for the clubhouse in case the BT system has issues. Ceilidh will request RPOps re-key clubhouse doors when they come to re-key the bar lockup. These new keys to be allocated to all elected exec members. Timeline for lock changeover is TBD. d. Clubhouse still has old coded lockbox on railing in addition to BT lock. James asked to remove the old lockbox now that we have confirmed successful transition to new BT lockbox.
9	CLOSING REMARKS
	Nil
10	NEXT MEETING DATES
	7 Jul 2025 @ 1830 sharp No meeting in August

11	Adjournment
	Meeting adjourned at 2045

F. Bohac
LCol
Commodore
250-218-1973

Paul Atterton
Secretary
(signed on behalf of)

RECOMMENDED/
NOT RECOMMENDED

APPROVED/ NOT APPROVED

K. Elmore
FS&R Manager
252-8542

A. Moorehead
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 / Rear Commodore / Comms / Dinghy / Foreshore / Paddlesports / Keelboat / Membership)

5950-1

2 June 25

Annex A – Division Reports

Treasurer Report

Maj Greg Boyd, Treasurer

NSTR – no updated data for May yet.

5950-1

2 June 25

Annex A – Division Reports

Rear Commodore Report

Capt (Ret) James Hollis – Rear Commodore

1.

Communications Report

Ms. Allison Caughey, Communications Officer

Updates from Fil's action list

1. Is it possible to receive minutes, or at least actions, earlier than the week before the next meeting? Upon arrival of the email, it was unfortunately too late for me to fulfill all requests.
2. Berthage application was included in several newsletters, the last being 27 May.
3. Paddlesports sign-out will be included in 3 June's newsletter. *(Graham: Can I get a little more clarification from you please?)*
4. For newsletter article order, I had split "New Business" and "Old Business"; should I make additional modifications to the layout?
5. As for "time-sensitive communications" being sent out promptly, I'm not quite sure what this is referring to... in addition to our regular bi-weekly publications published every second Tuesday, I have created three special newsletters (1 for AGM, 2 for keelboat, 1 for Easter weekend) and sent change of date emails for BSC. If required, we can revisit this topic on Monday.

Newsletter

6. May publications were sent to members on Tuesday 7 and 20.
7. June publications are Tuesday 3 and 17. Please send requests before those days. *(I'll bring my laptop on Monday so the next day's publication can be completed during our meeting. So far, I have Paddlesports sign-out, volunteer opportunities, June's potluck theme, possibly 19WCYC branded swag.)*
8. A Newsletter folder has been created within the COM section of the club's GoogleDocs. All newsletters published in 2025 will soon be added.

CFMWS & SBMFC

9. Draft minutes from the last Exec meeting (5 May) have been added.
10. Is it possible to create a folder within the club's GoogleDocs to easily access draft/signed minutes?
11. "Keelboats" has been updated to "Keelboats (& Foreshore)" and "Quillards (& Estran)".
12. Foreshore has added an Operating Winch Manual.

5950-1

2 June 25

Annex A – Division Reports

13. PSP has asked for a couple of fleet pictures (any division) to update the club page. I'll take some on Monday 2 June.

Totem Times

14. An article recapping our Spring Launch Event was published in the 27 May edition (pages 6-7).

15. A Totem Times folder has been created within the COM section of the club's GoogleDocs. All articles published in 2025 have been added.

16. June's deadlines are Tuesday 3 and 17. Please let me know if you have a topic we can explore. (Pictures required)

Volunteer Opportunities

17. I will soon be posting an Assistant Communications position (to our GoogleSheets file) to help me with newsletters and social media, especially in the fall. Please let me know if any specific members come to mind.

5950-1

2 June 25

Annex A – Division Reports

Dinghy Division Report

MCpl Andrew Fraser – Dinghy Captain

1.

5950-1

2 June 25

Annex A – Division Reports

Foreshore Report

Alan Phillips - Foreshore Officer

1. Need info from Treasurer on how to do e-transfer payments to club for Dingy spot & Berthage.
2. Purchased a new winch. It is ready to go and old winch in shed for parts.
3. Placing winch operating instructions on Foreshore Web page
4. 24 Berthage Applications plus 4 Club boats, 27 total spots. Early dock plan has been made.
5. "Berthage Allocation Process" to be fine tuned/reviewed in By-laws.

5950-1

2 June 25

Annex A – Division Reports

Paddlesports Division Report

Graham Edwards – Paddlesports Captain

1. 2 pool sessions, for members, completed. For the rest of the summer wet exits will be conducted at Goose Spit
2. Training for MSS and 442 adventure training is ongoing with 2 more events planned.
3. Assistants for kayak maintenance and trips have been found, Raphael and Jessica.
4. The Pinders have stepped up to prep the container for painting.
5. MasterVault system is working well for paddlesport folks. All members should be sent the link on payment so they can access the clubhouse.

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

Training Report:

1. BSC Training stalled due to boats being out of service, see below
2. Very limited availability of BSC participants and instructors past 15 June
3. Several options proposed to students, to be reviewed at the meeting tonight.
4. Working on scheduling another advanced course this month, however our instructor is injured, working on finding a replacement

Boat status:

Pacific Green:

5. Is serviceable, ready for rentals and check-outs. Only 2 members have requested check outs thus far (5 total qualified to rent). See below for pricing discussion.

Hawk:

6. standing rigging/mast was completed last week, main sail that came with the boat is not an exact fit for the mast, working on improving fit.... Fingers crossed available in the next 5-7 days once sail goes up and down freely...
7. Will request quotes on new M242 sails, ideally Dacron with reefing points. The other set of sails that came with the boat were deemed not financially worth restoring by our sailmaker.

Against the Wind:

8. received tiller part on Thursday, awaiting response from PSP as to whether we can use the City of Comox contract to use their tidal grid to inspect steering system, or if it requires use of PSP contract (not confident the city will do that for a \$100 grid rental....)
9. Peter Duck receiving many inquiries (5-7 / week), only 2 viewings thus far and 1 was cancelled short notice late last week. Main issue is that buyers want to buy a boat with moorage.... Suggest discussing a larger price drop tonight to increase incentive for viewings.

Rentals:

10. Only 1 rental request for Pacific Green this summer. The price (over \$300) appears to be an issue, as was reflected in last year's survey. Suggest revisiting pricing to what was initially proposed last winter.

Other:

5950-1

2 June 25

Annex A – Division Reports

11. Due to unreasonable workload associated with NPF credit card reconciliation, I'll be returning my card shortly (each transaction takes about 15 minutes to code, scan receipts, etc...). The club will have to come up with another mechanism for making purchases, maybe we look for a volunteer who just does that... Good volunteer opportunity for a keelboat owner that needs the volunteer time?

12. Huge thanks to John D, Mark L, Graham E and Darrel K who are keeping things moving in the right direction...

Membership Report

Paulette Hendry – Membership Officer

1. We have 103 regular members, 10 Ordinary and 19 Associates
2. The grand total of members in our club is 256, Book King shows 249. The discrepancies are members having sent in a family form but not told PSP to add the family member to their receipts!
3. I have three unpaid members to date, I have sent emails to remind them except for one.
4. I have been working with Glen Mitchell regarding next year's membership renewal process. Glen is a great asset to the club and I think moving forward, membership renewal will be much easier and efficient. I look forward to testing it!



19 Wing Comox

Fitness, Sport & Recreation

Membership Rate Summary Report

Recreation Clubs - Physical - 19 Wing Comox Yacht Club Membership

Recreation Clubs - Physical

Mar 1, 2025 - May 30, 2025

Membership Name	Rate Name	Discount %	Rate Amount	Quantity	Auto Renew	Total
19 Wing Comox Yacht Club Membership	Associate Family- 1 Year	100.00	\$0.00 G	1	0	\$0.00
19 Wing Comox Yacht Club Membership	Associate Family- 1 Year	0.00	\$95.24 G	12	0	\$1,142.88
19 Wing Comox Yacht Club Membership	Associate Ind - 1 year	0.00	\$95.24 G	6	0	\$571.44
19 Wing Comox Yacht Club Membership	Ordinary Family - 1 Year	0.00	\$76.20 G	6	0	\$457.20
19 Wing Comox Yacht Club Membership	Ordinary Ind - 1 year	0.00	\$76.20 G	4	0	\$304.80
19 Wing Comox Yacht Club Membership	Reg Family - 1 Year	0.00	\$71.43 G	61	0	\$4,357.23
19 Wing Comox Yacht Club Membership	Regular Ind - 1 year	100.00	\$0.00 G	2	0	\$0.00
19 Wing Comox Yacht Club Membership	Regular Ind - 1 year	0.00	\$71.43 G	40	0	\$2,857.20
Subtotal				132	0	\$9,690.75
Grand Total				132	0	\$9,690.75