

19 Wing Comox

5950-1 (19WCYC-Secretary)

17 Sept 2025

Distribution List

**MINUTES OF THE 19 WING COMOX YACHT CLUB  
EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE, 1900HRS 17 SEPTEMBER 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Mr. Paul Atterton	Secretary	Elected
Present:	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Maj. Greg Boyd	Treasurer	Elected
	Mr. James Hollis (Virtual)	Rear-Commodore	Elected
	Mr. Alan Philips	Foreshore Officer	Appointed
	MWO Francois Duchesneau	Interim Keelboat Captain	Appointed
	Mr. Graham Edwards	Paddlesports Captain	Elected
	Mr. John Dekkers (1915hrs)	Assistant Keelboat Captain	Appointed
	Ms. Kelli Ballentine	Assistant Rear Commodore	Appointed
	Ms. Christie Kiers	Assistant Communications Officer	Elected
Absent:	Paulette Hendry	Membership Officer	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Mr. Jonathan Juteau-Berlinguette	Dinghy Captain	Appointed
	Maj. Marc Archambault	Training Officer	Appointed
Guests:	none		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 1900 hrs. A quorum was present. Only four reports were provided in advance via email; See Annex A.
2	ADDITIONAL AGENDA ITEMS
3	REVIEW OF MINUTES and ACTION ITEMS

	Not reviewed
4	<b>TREASURER'S REPORT</b>
	<p>Written report – See Annex A</p> <p>The Treasurer presented and replied to questions about his report. Due to a delay in posting the sale of Peter Duck, the August 31, report available was not available. This report only includes account balances to July 31, 2025. As of this report, rental revenues appear to be the largest shortfall from budget, approximately \$9,000.00.</p> <p>The accounting for the sale of Peter Duck is expected in the next report. Treasurer noted that some items like membership dues are amortized over the 12-month period so report does not reflect actual receipts to date.</p> <p>James questioned the bar net revenue to budget and thought it was low.</p> <p><b>[Action: James, Caleigh and Ben review Bar revenues and budget to the end of September].</b></p>
5	<b>DIVISION REPORTS</b>
	<p>a. <u>Rear Commodore</u> (attended virtually via Teams)</p> <p>No written report</p> <p>James reported that a request for a quote to insulate the kayak shed was still outstanding and requested support from the Commodore. James noted that this was just a quote and not a commitment to go ahead with the project.</p> <p>James noted that the clubhouse will be rented out in the near future and that bartenders have come forward to volunteer as needed.</p> <p><b>[Action: Fil to follow-up on Kayak Shed request for insulation quote.]</b></p>
	<p>b. <u>Communications</u> (Allison absent due to maternity, Christie Kiers present in her temporary absence)</p> <p>Written report by Allison – See Annex A</p> <p>Christie was welcomed by the Commodore and each member introduced themselves to Christie.</p> <p>Key points:</p> <p>Alison expects to attend the October 6 exec meeting and help get the Totem newsletter out on the following day. As of October 25, Alison will be on leave from the executive.</p> <p>REXPO – Kudos to Dianne and Harry for their participation. Article to be in Sep 18 Newsletter</p> <p>Newsletters are now into Winter publishing mode (1 issue per month - September to April) and will be published on the day after the Exec meeting.</p>
	<p>c. <u>Dinghy (Position Vacant)</u></p> <p>No report</p>

	<p>d. <u>Foreshore</u>  Written report - See Annex A  Alan introduced and answered questions about his report.  Key points:  A cost benefit analysis is to be performed on the current reciprocal moorage agreement. This discussion arose due to the high costs being born by the club for visitors coming to Comox vs the limited access permitted at other participating yacht clubs. Alan noted that CVYC had made a similar review and made the decision to withdraw from this reciprocal program. It was decided that this be brought up for decision at the October meeting, giving members to provide input in the interim.</p> <p>Alan would like to know who the replacement Marine Section PO1 is so the Work Order for dock repairs can be followed up.</p> <p>Alan discussed a few options relating to placing a winch on the mooring barge. One of the current electrical winches has been repaired and will be used on an interim basis this fall until a new manual winch and tripod can be acquired and put in place. This new system has the capacity to lift 10,000lbs. It was felt a chain block and tackle was the best option.</p> <p><b>Moved by Fil Bohac, Seconded by Greg Boyd</b>  <b>That the Foreshore Captain be authorized to spend up to \$3,000.00 to purchase and install a manual winch with tripod for the mooring barge.</b></p> <p>Alan noted that he will set a date in the near future for the checking of Club mooring balls.</p> <p><b>[Action: Alan to perform cost benefit analysis on reciprocal moorage agreement and discussions with potential users of this agreement, and present to October meeting.]</b></p>
	<p>e. <u>Paddlesports</u>  No written report  Graham provided a verbal report.  Access to the Kayak shed will be similar to access to the clubhouse. A BT key receptacle will be placed outside the kayak shed and the key inside can access the shed by either the front or side door. This is to be installed tomorrow, following this Exec meeting.</p> <p>There is difficulty keeping the inflatables SUP's in working order and it is suggested that replacements be solid SUP's rather than inflatables going forward.</p> <p>Graham reported that Soldier On was a success and recommended we consider doing it annually.</p>

	<p>No major purchases are anticipated in the foreseeable future.</p> <p>Graham will review the current procedure of accessing the SUPs on the dock to include moving the BT access key box to the docks to eliminate having to come to the clubhouse to get access.</p>
	<p>f. <u>Keelboat</u></p> <p>Written report – See Annex A</p> <p>Francois answered questions about his report.</p> <p>Key Points:</p> <p>There is a need to create an MOU for the use of the HIAB crane. It was agreed that Francois would draft the MOU and Fil would staff it.</p> <p>The use of volunteers was discussed, and it was felt that new volunteers work with the periodic/seasonal maintenance items and be specifically trained relating to other repairs.</p> <p>He felt a need to update the spreadsheet for more volunteer opportunities and to advertise them in the newsletter and on Facebook.</p> <p>The priority for volunteer maintenance work would be Hawk immediately, with ATW the week of Oct 6, and PG the week after Thanksgiving cruise.</p> <p>Francois discussed the need to clean up the shed, in particular old PD sails and equipment. <i>Secretary note, Paul Atterton removed PD sails from shed after Exec meeting.</i></p> <p>There is a used Yamaha 9.9hp 4stroke in the shed. After some discussion, Francois recommended not repairing this engine which at a minimum would cost \$400, and sell it as is. He noted that the 6HP four stroke on the mooring barge requires a tune up to stop it from stalling at idle.</p> <p>Pacific Green had only 6 renters and 1 advanced sailing course. In all cases there has always been a repair issue on return. Fil recommended that for the end of the year, there be a summary of rentals and forecast revenues for presentation in the fall and at the AGM. A survey should be sent to all members relating to interest and use of the boats. Christie to work with Francois before drafting a survey for review/input by exec, before sending out to all the members.</p> <p><b>[Action: Francois to draft MOU for the use of the HIAB and Fil to present it.]</b></p> <p><b>[Action: Christie and Francois to develop survey questionnaire for distribution to Exec.]</b></p> <p><b>[Action: Fil will ask Marc to attend the next Exec meeting to present a</b></p>

	<b>training report.]</b>
	<p>g. <u>Membership</u>  Written report - See Annex A</p>
6	<b>OLD BUSINESS</b>
	None
7	<b>NEW BUSINESS</b>
	<p>HAWK(Francois) – needs new sails – estimated cost \$3,000 to \$4,000. Discussion surrounded the purchase of used sails or preferably training sails (heavier and more durable) or one-season used of racing sails. Recommended discussion to be deferred to next meeting.</p> <p>HAZMAT – WING is offering to help resolve deficiencies, including necessary labeling. Fil volunteered to be present at the next inspection, Oct 25, Thu, 1300hrs.</p> <p>INSURANCE(Alan) – one member does not have adequate liability insurance for sailboat to be kept at dock, and in lieu, wants to keep skiff at dock. It was suggested that the member look into his home insurance policy to see if he had adequate liability insurance to include the skiff. To be reviewed at next meeting.</p> <p>Agenda Items deferred to next meeting.</p> <p>7b. Training changes for 2026</p> <p>7c. Training 'TC Exemption' issue</p>
8	<b>OPEN DISCUSSION</b>
9	<b>CLOSING REMARKS</b>
10	<b>NEXT MEETING DATES</b>
	<p>6 Oct 2025, 1900  3 Nov 2025, 1900  8 Dec 2025, 1900, note 1 week later</p>

11	Adjournment
	Meeting adjourned at 2014 hrs

---

F. Bohac  
LCol  
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 / Rear Commodore / Comms / Dinghy / Foreshore / Paddlesports / Keelboat / Membership)

5950-1  
17 September 25  
Annex A – Division Reports

### **Treasurer's Report**

Maj Greg Boyd, Treasurer

#### Balance Sheet Summary YTD End July 2025

Total Assets: \$245 163.10  
Unencumbered Cash: \$62 001.39

#### Income Statement Summary YTD End July 2025

##### Bar Summary

Bar Actual Gross Profit: \$2 231.04  
Bar Budget Gross Profit: \$3 040.00

##### Revenue Summary

Actual: \$18 632.96  
Budget: \$32 720.00

##### Expenses Summary

Actual: \$23 551.03  
Budget: \$32 022.28

##### Net Income YTD

Actual: \$-2 687.03  
Budget: \$3 737.32

##### Notes:

Rental revenue continues to be largest short fall from budget (close to 9K below).  
Peter Duck sale not accounted for in above numbers.

5950-1

17 September 25

Annex A – Division Reports

### **Foreshore Report**

Mr Alan Phillips, Foreshore Officer

We have paid \$2053.98 so far for this years Reciprocal Agreement Contract.

- Boats are back on the docks, NO issues.

- Docks have been power washed again, second time this year.

- "J" dock has yet to be repaired. Marine section has WO in

- WINCH SITUATION, currently Frank has got 1 of the winches back up and working. I have been looking at a manual winch and I have a quote out of Edmonton for \$1475.00 before tax, see attachment. There would also be some barge modifications and the fabrication of a support bracket, which is an additional cost. We should discuss what we require going forward. Do we want the capability of moving/installing mooring blocks by a mechanical means or go back to old school and do it manually without the use of a winch.

5950-1

17 September 25

Annex A – Division Reports

**Membership Report**

Ms Paulette Hendry, Membership Officer

Updated roster as of 15 Sep 2025 (not included in minutes, but sent to Exec)

### **Keelboat Division Report**

Mr Francois Ducheseau, Interim Keelboat Captain

1. Turnover at the Marine Section. Recommend having an MOU in place with 19 OSS for the use of their Hiab
2. Volunteer opportunity: Upcoming periodic and required maintenance, shed clean-up (PD items);
3. End of season: Hawk TBHO ASAP, ATW the week of Oct 6th and PG the week after (Thanksgiving Cruise?);
4. Boat update (18 Apr - 30 Sep):

ATW: Serviceable with a 94% serviceability rate this Summer. No unforeseen or major repairs required.

Hawk: Unserviceable showing only a 52% serviceability rate this summer. Currently unserviceable due to jib cover and sail (complete failure) and spare laminate sail in poor condition. Jib sail car beating up the deck. Spinnaker block missing...

PG: Unserviceable but showed an 84% serviceability rate during the period aforementioned. Several costly repairs required throughout the season. Currently unserviceable due to starter, fresh water pump+gasket and hose needing to be replaced.

5. Still seeing purchases being made on accounts (i.e. \$357 on Amazon in Sept alone). Who's making them; and
6. Questions regarding sustainability?

\*\*\*Damage to dock safety ladder\*\*\*