

19 Wing Comox

5950-1 (19WCYC-Secretary)

16 Jan 2025

Distribution List

MINUTES OF THE 19 WING COMOX YACHT CLUB
EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE, 1900 HRS 12 JAN 2026

| | | | |
|------------|----------------------------------|---|-----------|
| Chair: | LCol Fil Bohac | Commodore | Elected |
| | | | |
| Secretary: | Mr. Paul Atterton | Secretary | Elected |
| | | | |
| Present: | Maj. Greg Boyd | Treasurer | Elected |
| | Mr. James Hollis | Rear-Commodore | Elected |
| | Mr. Francois Duchesneau | Interim Keelboat Captain Asst. Foreshore Officer | Appointed |
| | Mr. Graham Edwards | Paddlesports Captain | Elected |
| | Ms. Christie Kiers | Interim Comms Officer | Appointed |
| | LCol Genevieve Vallieres | Vice-Commodore | Elected |
| | Mr. Matthew Davidson | Volunteer Coordinator (new) | Appointed |
| | | | |
| Absent: | Mr. Jonathan Jutuea-Berlinquette | Dinghy Captain | Appointed |
| | Mr. Alan Philips | Foreshore Officer | Elected |
| | Ms. Paulette Hendry | Membership Officer | Appointed |
| | Ms. Allison Caughey | Communications Officer | Appointed |
| | | | |
| Guests: | | | |

| ITEM | DISCUSSION |
|------|---|
| 1 | INTRODUCTORY REMARKS |
| | The meeting was called to order at 1900 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 08 Dec 2025 meeting were provided in advance of the meeting and approved with no changes. |
| 4 | TREASURER'S REPORT Written report submitted (See Annex A) Exec discussed Greg's proposed berthage rate increase within the context of what justifies any increase and how much of an increase, based on how the funds are being used. Specifically, the Exec discussed the overall apportionment of funding, where revenue and expenses are not generated or spent exclusively within a given Division (i.e. general membership revenue and berthage revenue generally subsidize the maintenance of club keelboats). The discussion concluded with consensus for smaller increase to berthage and membership than proposed. Moved by Greg, Seconded by Paul, Carried that the Executive approve the berthage rates for the 26/27 fiscal year reflect an increase of 10% rounded up to the nearest \$5 and that the rate for tenders remain the same at \$50. Revised berthage rates including GST. <30 ft \$245 30-40 ft \$305 >40 ft \$390 Tender \$50 Moved by Greg, Seconded by Paul, Carried That the Executive approve a 7% increase in membership dues for the 27/28 fiscal year (that is, no change to the fees this AGM, with an increase next year to provide a reasonable 'inflationary' increase averaged over two years). Revised membership rates for AGM <u>2027</u> , including GST Regular \$70 Ordinary \$ 85 Associate \$107 Exec approved increasing the Simple budget for the 26/27 Fiscal year to include the \$3,000 as a carry over for previously approved winch replacement should it not be provided for by 31 Mar, 2025 Exec agreed separating out \$2,500 for cost of Reciprocals from the Foreshore Budget line item. [Action – Treasurer – Seek input on Basic and Advanced Sailing Course revenues expected, and Expenses Forecast, and add to current budget.] [Action – Treasurer - The budget draft in Annex will be updated to produce the budget for submission to NPF.] |

| | |
|---|--|
| | <p>It was left that Frank and Greg would decide whether to split out \$10,000 from the \$16.2k line item budget for Keelboat Maintenance and show it as Keelboat repairs. This would therefore capture <u>scheduled</u> maintenance from <u>unforecast/contingency</u> repairs.</p> |
| 5 | DIVISION REPORTS |
| | <p>a. <u>Rear Commodore</u> James provided an update on activities happening in the clubhouse for the month of February and noted they were shown in the club calendar.</p> |
| | <p>b. <u>Communications</u> Christie provided a verbal update about the next newsletter which will include reference to Reciprocals being continued for the next fiscal year and notice of the AGM. Solicitation for Reciprocals usage feedback will continue to better inform the decision for next year. It was noted that the users of reciprocals can be any member of the club, not just keelboat owners or renters. Christie will summarize feedback on the DaySailer program and send to Exec.</p> |
| | <p>c. <u>Dinghy (absent)</u> No report.</p> |
| | <p>d. <u>Foreshore</u> See Annex A Request to carryover \$3,000 budget for winch replacement to next fiscal year, should winch be not acquired before Mar 31.</p> |
| | <p>e. <u>Paddlesports</u> See Annex A</p> |
| | <p>f. <u>Keelboat</u> See Annex A Francois introduced his recommendations for providing Volunteer Incentives. Exec endorsed Option 1 – Team Lead/Team Member format. Fil suggested that there be 3 additional or separate incentives depending on the member in question, whether they are qualified on <i>Pacific Green</i>, and/or whether they are members of the DaySailer group (and therefore have flat-rate unlimited access to two keelboats). These may include –</p> <ul style="list-style-type: none"> (a) Option to refund the \$300 DaySailer fee to any member who is a member of a dedicated boat maintenance team; (b) Option to allow members to use their free rental time as a credit towards renting a boat of a higher classification, ie. <i>Pacific Green</i>, subject to being qualified on this vessel; (c) Option to allow checked-out members to take DaySailer boats outside |

| | |
|----|--|
| | <p>of “Local Area” to maximum of 3 overnights.</p> <p>[Action item – Francois to seek additional input from maintenance team on selected option before it is finalized, and to prepare policy to include the proposed benefits and present to Fil who will prepare bylaw amendment for AGM for Exec Review.]</p> |
| | <p>g. <u>Membership</u> No report. Paulette will be away for a few months over the winter. Membership renewals on hold until her return.</p> |
| 6 | OLD BUSINESS |
| | |
| 7 | NEW BUSINESS |
| | <p>Fil noted that he was working on the AGM presentation and asked to be advised before Jan 31 of any recommendations for Volunteer of the Year or other recognition.</p> <p>Exec discussed whether a Bylaws committee should be convened to review the Bylaws; it was agreed that the changes for this AGM are sufficiently administrative in nature that this is not warranted (Gate access procedures and Associate Member approval clarification) ; a Bylaws committee will be assembled during 2026 to amend Bylaws for AGM 2027.</p> <p>Fil introduced WO Matt Davidson as the new Volunteer Coordinator. Matt discussed some ideas on working with Division captains, creating effective work parties and other direct volunteer engagement. It was noted that any general mailout to a larger group (when not using MailChimp, for example) be blind carbon copy to protect privacy of individuals email addresses, except that designated work parties email addresses be open to facilitate continued communication.</p> |
| 8 | OPEN DISCUSSION |
| | No additional items raised |
| 9 | CLOSING REMARKS |
| | None. |
| 10 | NEXT MEETING DATES |
| | 2 Feb 2026, 1900 (groundhog day) 25 Feb 2026, AGM date set at Wednesday 25 Feb, Officers Mess, 1830 bar, |

| | |
|--|--------------------------------|
| | 1900 start 2 Mar 2026, 1900 |
|--|--------------------------------|

| | |
|----|-------------------------------|
| 11 | ADJOURNMENT |
| | Meeting adjourned at 2109 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

Preliminary Budget 2026-2027 Discussion

TLDR: need to fix/reduce expenses while growing revenues. (said every treasurer, ever...)

Recommend 25% increase to berthage.

| <u>Current:</u> | <u>Recommended</u> |
|-----------------|--------------------|
| <30' | \$220 |
| 31-40' | \$275 |
| >40' | \$355 |
| Tender | \$50 |
| | \$445 |
| | \$50 |

Recommend 7% increase to membership dues:

| <u>Current:</u> | <u>Recommended</u> |
|-----------------|--------------------|
| Regular | \$75 |
| Ordinary | \$80 |
| Associate | \$100 |
| | \$80 |
| | \$85 |
| | \$107 |

Biggest unknown in draft budget is (new) course costs. Simplifying course to revenues=expenses; here is the one slide version with a net income of -\$12 700. Disregarding depreciation (which is still an unknown, but confident I am in the ballpark) it would be an operating surplus (assumes above revenues recommendations accepted).

19 WCYC Simple Budget 26/27

| Revenues | x 1000 | Expenses | x 1000 |
|----------------------------------|--------|-------------------------------------|--------|
| Memberships | 13.6 | Depreciation | 18 ? |
| Keelboat Rentals | 8 | Keelboat Maintenance | 16.2 |
| Basic Sailing Course + Adv SC | ? | Course Costs | ? |
| Dinghy | 0.6 | Dinghy | 0.6 |
| Kayak / Paddleboards | 5 | Kayak / Paddleboards | 3.6 |
| Dockage | 4.8 | Foreshore | 3.6 |
| Other (interest, corp card, etc) | 3 | Other (internet, fees, travel, etc) | 5.6 |
| Bar Sales | 12 | Bar Supplies | 5.3 |
| | | TGIF, Clubhouse, BBQ, etc | 6.8 |
| Total | 47 000 | Total | 59 700 |
| | | | 41 700 |

Keelboat maintenance was reduced to \$16 200. Too ambitious? Biggest real cost is consistently the hardest to estimate.

Kayak/Paddleboards \$3600?

Dinghy is minimal, not fussed either way.

Rear Commodore, I gave you \$3200 for TGIF and \$3600 for clubhouse general (more historical than anything – no BBQ/pressure washer this year (I hope, happy to lower clubhouse)).

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Annex A – Division Reports

5.a Rear Commodore Report

Mr. James Hollis, Rear Commodore

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Annex A – Division Reports

5.b Communications Office Report

Christie Kiers, Communications Officer

January Newsletter Publication & Content Submission Status

- The **January newsletter** is scheduled for release on **January 14, 2026**
- Email for content sent to Exec email distribution list January 6th
- **Received:** Two submissions from Training Officer (*BSC Instructors & Desolation Spring Cruise*)
- **Outstanding:** No additional submissions have been provided by other departments or activity leads.
 - Please **email any upcoming events, classes, or activities** for inclusion in the January newsletter immediately
 - Final newsletter content will be locked by **January 13, 2026 at 11:00am** to meet the publication deadline.
 - Emailed **Simone** for upcoming club social event details; no response received to date.

2. Wing Wide Email Content Request

- An email **from CFMWS** requesting December submissions for **Wing Wide Email** was forwarded to the Executive email distribution list on **December 15, 2025**
 - Deadline for submissions was **Dec 18, 2025**.
 - No submissions were provided by other departments or activity leads.
- If **BSC registration details** are to be broadcast in the **Wing Wide Email**, **please** ensure these are submitted to **communications19wcyc@gmail.com** by **January 16, 2025**.

3. Day Sailer Survey:

- **Day Sailer Survey:** Distributed to Day Sailer club members on Dec 15, 2025
- Results have not been reviewed
- Follow up will be sent out mid Jan if necessary

4. Action Items for Executive Board

- Please **email any upcoming events, classes, or activities** for inclusion in the upcoming newsletter immediately: Deadline **January 13, 2026 at 11:00am**
- BSC registration details to be submitted to **communications19wcyc@gmail.com** by **January 16, 2025** for inclusion in **Wing Wide Email from CFMWS**

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Annex A – Division Reports

Dinghy Division Report

Mr Jonathan Juteau-Berlinguette, Dinghy Capt

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Annex A – Division Reports

5.d Foreshore Report:

Mr. Alan Phillips, Foreshore Officer

MWO Francois Ducheseau, Assistant Foreshore Officer

1. Reminder to keep respective dock section clean;
2. Parts to repair winches aren't available for purchases.

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Annex A – Division Reports

5.e. Paddlesports Report

Graham Edwards, Paddlesports Captain

1. New SUPs racks are nearing completion
2. Wash stand is complete and mounted outside shed.
3. The lock on the container has rusted out and will need to be replaced. Potentially just get a normal padlock and put it in the kayak lock box, tbd.
4. Further work needed on determining viability of repairing leaking SUPs

5.f Keelboat Division Report

MWO Francois Ducheseau, Interim Keelboat Captain

1. Reached out to Stephanie Kitching but only got a brief response from her. Case closed;
2. While the list of major repairs is getting smaller, the amount of minor maintenance items is still significant (list can be provided upon request). Volunteers are being canvassed. Notwithstanding PG's mast work being endorsed by the Exec, this is unlikely to happen;
3. Mandatory Safety Equipment between pleasure craft vs. commercial is somewhat significant. Exemption with Transport Canada is being sought by Trg O; and
4. Draft concept on keelboat volunteering incentive for non-boat owners. Two ways of breaking it down, a Team Lead/Team Member approach or a simple incentive program based on years of volunteering (paper copy will be provided at the meeting).

 Here's a draft concept on keelboat volunteering incentive for non-boat owners. Two ways of breaking it down, a Team Lead/Team Member approach or a simple incentive program based on years volunteering:

| | Team Lead (One per boat) | Team Member (Three per boat) | Remarks |
|--------------------|-----------------------------|---------------------------------|---|
| Free rental (days) | 6 | 2 | Team Leads can choose to use their allocated 6 days into 2 weekends (4 overnights). |
| Overnight | Yes | No | |
| Weekends | Yes | No | |

| | 1st Year | 2-3 Years | 4+ Years | Remarks |
|--------------------|----------|-----------|----------|--|
| Free rental (days) | 2 | 3 | 6 | 2-3 years can choose to use their allocated 3 days into 1 weekend (2 overnights). 4+ can use theirs into 2 weekends... |
| Overnight | No | Yes | Yes | |
| Weekends | No | Yes | Yes | |

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Annex A – Division Reports

5.g. Membership Report

Ms Paulette Hendry, Membership Officer

1.