

19 Wing Comox

5950-1 (19WCYC-Secretary)

10 Feb 2025

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 19:00 HRS 10 FEB 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
	Mr. Alan Phillips	Foreshore Officer	Elected
	MWO Frank Duchesneau	Asst Foreshore	Appointed
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Mr. Graham Edwards	Kayak Captain	Elected
Absent:	Mr. James Hollis	Rear Commodore/Comms	Elected
	Ms Allison Caughey	Asst Communications	Appointed
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 email. 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. (Comms O & Secretary)
3	REVIEW OF MINUTES and ACTION ITEMS
	Previous minutes have been circulated in draft and were endorsed. Action Items were reviewed and updated.
4	TREASURER'S REPORT

	Greg attended and provided input for the AGM slide deck review. Unencumbered cash is \$71K, and the end-year forecast is in the draft AGM slides (provided as 'Simple Budget' slides for pre-AGM review by membership)
5	DIVISION REPORTS
	a. <u>Rear Commodore</u> – (1) NSTR (2) Input to AGM deck provided separately.
	b. <u>Communications</u> – (1) NSTR – but Allison did respond after the meeting to catch up on Newsletter and AGM advertising.
	c. <u>Dinghy</u> - (1) NSTR (2) Andrew is awaiting a contract to be finalized for fiberglass work. (3) WiFi modem is being replaced under warranty (4) Andrew will be posted this summer, so he will finalize his many small support projects unrelated to Dinghy Division, and we will advertise for a new Dinghy Captain
	d. <u>Foreshore</u> – (1) EZ Dock delivery expected in spring, when seller makes another trip to island (to save us on delivery charges). (2) Commodore confirmed cost for Dinghy Spots will be \$50 (there was some confusion elsewhere). (3) Exec discussed increases to Berthage rates based on inflation, this item will be discussed and addressed next season (and should be annual thereafter). (4) Mooring Balls will be dived on in the next few weeks and serviced fully in spring.
	e. <u>Paddlesports</u> – (1) Process for registration of kayak trailer leads to WComd as registered owner. We have the paperwork, Commodore will register the trailer next week. (2) Surfski and 2 SUPs delivered, CERs closed. (3) Search for Deputy ongoing
	f. <u>Keelboat</u> – (1) See Annex A. (2) Marc has his eyes on a deputy and will identify a name
	g. <u>Membership</u> – (1) See Annex A. (2) Exec agreed that reimbursement of members would be at their request, and they have not made one (3) Discussed Honorary v. Lifetime members; Paulette will identify Honorary members from our ByLaws and send out a letter inviting them

	<p>to join (details of how need to be discussed)</p> <p>(4) Mooring Ball fees are collected by the Foreshore O; we have not charged any this year.</p> <p>(5) Exec agreed that we will create membership cards electronically and they can be sent to all members with paid membership (PDF using a Mail Merge).</p>
6	OLD BUSINESS
	<p>Recognition for Bar Officer Ben Douglas and Marcel Rivest was discussed. Marcel will be granted Lifetime Membership. Bio will be solicited. Several other members will be highlighted for Special Recognition and Volunteer of the Year (emails sent separately)</p>
7	NEW BUSINESS
	<p>AGM Prep with full slide deck review was conducted.</p> <p>ByLaws comments from the last few weeks were discussed and minor wording tweaks were made; updated ByLaws updated on website.</p> <p>Following last Month's discussion on Appointed Positions and reporting structure, the current Trainign Officer and Bar Officer are not included as reporting members of the Executive – they will report through the Keelboat Capt (Training O) and Rear Commodore (Bar O) respectively.</p>
8	OPEN DISCUSSION
	<p>Based on current membership and ByLaws requirement of 25%, 39 voting members will be required for quorum at the AGM.</p>
9	CLOSING REMARKS
	<p>Nil</p>
10	NEXT MEETING DATES
	<p>AGM Feb 26 2025 @18:30 3 Mar 25 @ 19:00 7 Apr 2025 5 May 2025 2 Jun 2025.</p>

11	Adjournment
	Meeting adjourned at 20:36

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/W Commander

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)

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

Payments:

Square is setup for keelboats... including Pacific Green rentals (high/low season), small boat club and advanced course. Already sent out some invoices! Awaiting answer on how we can/should take damage deposits for Pacific Green.

Renter database:

Keelboat renter sailing resume form (Google forms) is setup for all renters to collect key data that is not in the membership application. This will not be required each year, they'll be able to provide updates separately. This is to replace the database that was maintained in the past but has since been lost/deleted/forgotten?

Maintenance team:

We had our first maintenance team meeting of 2025 last month. Some new faces which is great. We have OPIs for Hawk, PG and ATW and experienced boat owners to support them. Maintenance tasks tracked and prioritized for each boat, and list of who's good at what is available to OPIs so they have access to help. We have a volunteer to look after Pacific Green rentals and scheduling. We'll be looking at those who join the day sailing club to help with duty bosun/scheduler duties. All boats must pass spring launch checklist before first use. Some expired safety equipment to be replaced.

We can put out the word that we're looking for a D/Keelboat Capt. Duties: organize work parties, source procure parts for maintenance, organize haul-outs, fill-in during Keelboat Capt' absence.

Renter/instructor refreshers:

Dock side refresher dates placeholders are in the rental schedule in March for all instructors, and April/May for renters (checklists, operation, modifications over the winter, etc...). Check-out process for renters that have not completed 19WCYC courses has been updated and clarified.

Advanced course:

Pre-reqs, course outline, lesson plans and ground school for the Advanced Course are 97% complete. Will be field trialed in March on the first serial. 3 students are registered and paid.

Boat update:

Spring launch checklist has been reviewed and updated. To be completed by boat OPI before any boat goes sailing.

PG:

We're on track for having PG in CR on 18 Feb and being able to run the field trial of the advanced course in March. 3 students are registered. Sails are ready. The only "risky" item remaining is whether the small leak near the shaft is an 30 minute fix or 1 day fix.... Vessel

5950-1
10 Feb 25
Annex A – Division Reports

operating manual is 85% complete. Checklists need to be drafted and log book binder assembled.

ETS: 3 March 2025

ATW:

New electrical panel install and wiring repairs progressing well. New anchor locker lid (built by member) is the best looking part of the boat! Checklist and log book binder need updating. Many seized bolts on the outboard preventing inspection of the gear box and maintenance of the water pump. Mechanic is still trying..... this is what happens when annual maintenance is skipped. If they can't be removed, we have a few options:

- A. Keep trying to unseize it
- B. Keep using it as is, until something fails in the lower leg (it was crunchy going into reverse at the end of the season)
- C. Start looking for a replacement (est cost \$3900 to \$4500 plus tax, including the controls)

ETS: 3 March, if the outboard can be serviced

Hawk:

We have a solid plan and parts sourced for mast repair. Sails going to Sydney this week, should be back 1st week of March. Hull will get transducer installed and painted once weather improves.

ETS: 17 March

Contracts:

Awaiting canvas repair and gelcoat repair contracts for non essential work. Will likely be completed in next fiscal in between rentals/ BSC, etc...

Estimated expenses now to 31 March:

Pacific Green:

- Bottom paint, lift, lay days (operating expense) apx 2000
- Shaft, prop and hull work (refurbishment – capital exp) apx 2300
- Sail repair \$2000
- Misc engine parts (engine refurbishment – capital exp) apx \$250
- Sea Tow membership \$200

Hawk

- Outboard bracket apx \$450 (CER)
- Bottom and topside paint and supplies (operating expense) apx \$1100
- Sail repair \$1200 (operating expense) (est)
- Mast refurbishment (capital ex - CER) ???? unknown ???? Probably \$0 to \$1500

ATW:

5950-1

10 Feb 25

Annex A – Division Reports

- Outboard service \$400-\$800 ??

Others:

- Refresh safety equipment (flares, lifejacket automatic inflation capsules, etc...) \$350
- Tide tables apx \$200
- Misc hardware \$250

Of note, all 3 boats will have had bottom paint over the past 6 months, therefore that large expense is not expected next season (except for maybe one coat on Hawk when we haul out in the fall).

Membership Report

Paulette Hendry – Membership Officer

1. We have 157 + 2 new REG paid up memberships, a quorum of 25% Is required for the AGM. Meaning 39 voters must be present.
2. Two new members joined, both wanting to get on the boating course. It was decided that people that want to take the sailing course in April should sign up as members in March. It makes no sense for people to sign up as members now, pay \$35 for nothing and have to pay \$75 again in March/ April. I would ask Robert to send me a list of the course students in March so I can check up on their membership status.
Shall we reimburse these two new members?
3. We have 3 Honorary members, not 2
 - a. Ray Uhl
 - b. Mary and Ed Goski
4. As for Associate membership; the bylaws quote “Renewal from year-to-year of an Associate Members is not guaranteed, particularly if the Associate Member does not engage with Club social events, work parties or assist with any of the committees.” We have not been monitoring this at all since I have been membership O.
5. Bylaw c. A daily rental fee shall be set by the Executive Committee for use of the mooring ball (waived for up to 2 nights per stay if the operator is a member of a reciprocal club); Have we been collecting any of these fees and who collects them, Foreshore Capt?
6. As for membership cards, should we try to go electronic since it seems members are not picking up their cards left at the bar at the club house!