

19 Wing Comox

5950-1 (19WCYC-Cmdre)

7 May 2024

Distribution List

**MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 19:00 HRS 6 MAY 2024**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:			
Present:	Mr. James Hollis	Rear Commodore/Comms	Elected
	Maj Marc Archambault	Keelboat Capt	Elected
	Maj Greg Boyd	Treasurer	Elected
	Capt Fahim Awan	Training Officer	Elected
	MCpl Andrew Fraser	Dinghy Captain	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
	Mr. Graham Edwards	Kayak Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Kelli Ballantyne	Rear Commodore Asst	Appointed
	Mr. Steve Bunyan	Asst. Bar Officer	Appointed
Absent:	Sgt Derrick Mondry	Secretary	Elected
	Maj Kevin Stevens	Vice Commodore	Elected
Guests:	Mr. Paul Hendry	Keelboat Committee	Appointed

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	<p>The meeting was called to order at 19:00 hrs. A quorum was present. The Commodore welcomed Mr. Hendry to discuss Keelboat Procurement.</p> <p>Division reports were provided in advance and are attached at Annex A of the minutes. Items discussed, direction provided, and decisions taken will be in the minutes, with Annex A included as provided as a reference.</p>
2	ADDITIONAL AGENDA ITEMS
	Nil

3	APPROVAL OF MINUTES OF PREVIOUS MEETING
	Previous minutes are available on the website in draft, but not yet signed by NPF staff.
4	TREASURER'S REPORT
	Greg does not yet have access to the Treasurer or Payments emails. <b>[Action: James to assist in setting up Greg with access.]</b>
5	DIVISION REPORTS
	a. <u>Rear Commodore</u>
	b. <u>Communications</u> – (1) Exec discussed item 4 in report – boatshed code will be provided to current paddlesports members through Comms O Email (using MailChimp), at the request of Paddlesports Captain. This same procedure applies to Dinghy shed. Requirement to be 'kayak-trained' will be left to Paddlesports Division to track and enforce (not through provision of door code)
	c. <u>Dinghy</u> - (1) Exec discussed the addition of WiFi extender from clubhouse onto dock. Addition of a security camera was discussed but due to 'cameras on DND property' issues, this was deferred. Exec voted unanimously to approve the \$400 budget item for a WiFi extender, as well as investigation on a Tempest Weather Station upgrade (cost TBD). <b>[Action: Andrew to procure and action WiFi installation]</b> (2) Discussion on clubhouse keys: One key should be in the lockbox, all Exec members should have a key in their possession, and any extras will be held by Rear Commodore. (3) James asked to switch email address mapping in EasyMail for Andrew <b>[Action: James to also remove Blythe Reimer from asst-dinghy, Kevin Stevens from Dinghy]</b>
	d. <u>Foreshore</u> – (1) Berthage Applications – Exec agreed to accept application until 30 May, allowing Foreshore to provide allotments by 15 June – prior to vessels leaving the dock for summer. (2) Bottom Cleaning with Scuba Club was discussed – it will be considered a club facilitated activity between individuals, not a club-run activity. (3) The addition of an electrical safety inspection will be added to the Safety Checklist that will be conducted on all vessels when back on docks in the fall. <b>[Action: Foreshore to define the electrical grounding test that will be conducted on vessels, in consultation with Marc and Jonathan Blanchard, and referencing Nigel Calder's authoritative book, and add</b>

	<p><b>to Safety Checklist]</b>  (4) A discussion on delinquent members determined that all boat owners on the docks had now paid.</p>
	<p>e. <u>Paddlesports</u> – no discussion</p>
	<p>f. <u>Keelboat</u> –</p> <p>(1) Marc and Paul provided an update on keelboat procurement. Two potential vessels were identified and Paul will look at them this weekend. Boats in our age/size range move fast or are highly overpriced... it is a sellers' market.</p> <p>(2) Exec discussed several items regarding boats returned without tanks emptied, not clean, or not topped up with fuel (beyond the 1.5 engine hour 'day-sail' limit), as well as rental of the club's inflatable tender. Exec unanimously agreed to impose:</p> <ul style="list-style-type: none"> <li>i. \$20 per day for rental of the RHIB tender with outboard;</li> <li>ii. \$50 charge, plus cost of fuel, if vessel not returned full;</li> <li>iii. \$100 charge for holding tank not emptied</li> <li>iv. A means of charging a deposit in conjunction with a rental fee – this can easily be done with Square.</li> </ul> <p>It will be a renter's responsibility to ensure they <u>receive</u> a vessel that is full (gas) and empty (holding tank), or they will be responsible – the club will not conduct an inspection on every vessel in/out. This is a members-only club and not a rental agency, and individual responsibility is expected.</p> <p>(3) Exec discussed dinghy/tender space issues and agreed that:</p> <ul style="list-style-type: none"> <li>i. Tenders are to be stored on docks for members with valid Berthage. Others are permitted to keep dinghies floating alongside or on the foreshore.</li> <li>ii. A charge of \$100 for dinghy storage will be imposed for the 24/25 berthage year</li> <li>iii. Foreshore will investigate moving derelict or non-used tenders to the foreshore for storage (and offer storage in shed for outboards)</li> <li>iv. Additional dock space will be investigated to allow for dedicated/allocated tender space for all entitled members with a keelboat berth.</li> </ul> <p>The goal would be to have sufficient tender space on the docks for all members who have an allocated berth.</p> <p>(4)</p>
	<p>g. <u>Membership</u> –</p> <p>(1) Paulette added that the solution for providing a gate access code for 'contractors' to the club can be accomplished when we have standing contracts in place, an item that Ian Golding is working on. This would include Simon (Salty Dog Marine) and CV Marine for electrical work.</p> <p>(2) .A retired RNoAF member wishes to join as an associate. Proposal was supported by Exec – individual will be invited to TGIF and an Exec member can sponsor to join.</p>
	<p>h. <u>Training</u> –</p>

	<p>(1) Exec discussed testing standard and potential for Examiner Ian Dennis to award a 'Competent Crew Qualification' for some students who do not meet the BSC Skipper standard. Exec agreed that:</p> <ul style="list-style-type: none"> <li>i. Members who fail the on-water exam are entitled to attempt a re-test at the regular fee of \$75 as well as a separate boat rental cost and coordination with a crew. This can be discussed on a case-by-case basis.</li> <li>ii. A member who is granted a 'Competent Crew' qualification is not entitled to be the responsible renter for a keelboat – only BSC or equivalent qualified members may rent club keelboats</li> </ul> <p>(2) The Club has a Google Drive (tied to the online Keelboat calendar and Gmail) and it will be shared for use as a temporary online repository. However, all official records will be moved to the 19 Wing S:/drive (only accessible on DWAN) as the official location for files. Commodore and Secretary will further discuss administration of this item.</p> <p><b>[Action: Keelboat Capt to provide link and access to 19WCYC Google Drive]</b></p> <p>Commodore will use this online space as a repository for Division Reports ahead of Executive Meetings, starting 3 June Meeting.</p> <p>(3) Exec discussed upcoming departure of Marcel and Robert who both support the Training Division. Commodore requested that all members consider approaching suitable individuals who could fill this role (current or recent BSC students, instructors, etc)</p>
	<ul style="list-style-type: none"> <li>i. <u>Bar</u> – <ul style="list-style-type: none"> <li>(1) Steve reported some minor issues with transitioning to Square payment system, but it is working well and significantly eases the paperwork burden on the staff.</li> </ul> </li> </ul>
6	OLD BUSINESS
	nil
7	NEW BUSINESS
	nil
8	OPEN DISCUSSION
	Nil
9	CLOSING REMARKS
	Commodore thanked everyone for the productive discussions and large number of decisions made today.
10	NEXT MEETING DATES
	Monday 3 June 24 @ 19:00

	Monday 8 July 24 @ 19:00 (tentative)
11	Adjournment
	Meeting adjourned at 21:15

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F. Bohac  
 LCol  
 Commodore  
 250-218-1973

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FOT  
 D. Mondry  
 Sgt  
 Secretary  
 7992

RECOMMENDED/NOT  
 RECOMMENDED

APPROVED/ NOT APPROVED

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K. Elmore  
 Mgr. FS&R  
 8542

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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)

## Annex A – Division Reports

### Communications / Rear Commodore Report

Capt (Ret) James Hollis – ReR Commodore / Communications Officer

#### Communications:

1. Found a solution with CFMWS IT HQ personnel about the 2-Factor authentication for the 19WCYC.com domain. Entailed getting access over a very short window with CFMWS credentials and re-configuring the internal 2FA protocols. Once again have the ability to edit any aspect of the mail service associated with the Club's domain.
2. A number of Club members have been reporting that they weren't getting emails; on investigation, most issues were found to be misspells on the email as-imported into MailChimp. There were a small number of "soft bounces" from MailChimp and further investigation revealed that Google (Gmail) had increased their authentication protocols for incoming mail traffic at the end of February, 2024. To ensure maximum deliverability, I've re-authenticated the 19wcyc.com domain with the addition of 2 new CNAME records in the DNS. Externally, Mailchimp is now reporting that the domain is running at the highest current level of authentication.
3. I have attached screenshots of the current email (server and forwarder) accounts for feedback and correction. *[not included in minutes – verified by individuals]*
4. A number of enquiries from members about the boatshed access combo. This leads to the question now as-to how we are ensuring that kayak users are qualified to operate Club watercraft. We can send-out a segmented email to those Paddlesports-paying members, however, there seems to be a crucial step missing as simply paying the fee should not automatically entitle a Club member to full access to the boats in the absence of proof of competence.

#### Rear-Commodore:

1. Ice machine order placed: Nella Toronto had the best cost by approx. \$500.
2. Liaised with PSP & Wing Security about the possibility of short-term gate codes for visiting groups wishing to use the Yacht Club. At this time, the Wing is unable to produce short-term codes, so any incoming group will absolutely require a Club member to standby the gate and provide access to non-Club members. The gate code must never be shared outside of the membership.
3. Incoming RCM-SAR function Saturday 11 May and 21-CFHS 21 June.
4. We are going to need some cabinetry to combine both the ice machine and the small bar sink. Marcel R has offered to stick-handle same, however, if Marcel is unable to assist, I will advertise for volunteers. We will concurrently be looking to create cupboard storage under the back shelf under the server window.

## Annex A – Division Reports

### Dinghy Division Report

Andrew Fraser – Dinghy Captain

1. One Dinghy is up, fixing boom then will be ready for sailing. (ETA NLT Fri 10 May)
2. Two Dinghies are on shore waiting to be fixed. (auto-bailer, Fibre Glass, Painting)
3. Cleaned Dinghy Dock.
4. Had 3 Volunteers come out Sunday to help.
5. Updating Dinghy Book, Will be out NLT May 10<sup>th</sup>.
6. Square Running okay with a couple hiccups. Bartenders Trained.
7. Key Box is installed same code as gate
8. Adobe purchased and installed on membership laptop.

### **To Present:**

#### WIFI and Camera System

Just Wifi	Security	Web Cam
Only need point to point from club house to Dock.	4 Cameras must be IP based with NVR for recording. 2 for dock 2 for clubhouse.	1 Camera Pointing to dock from clubhouse, Can be sent to Facebook and/or YouTube. Require 1 computer for processing (Can use the clubhouse one). Can switch to security cams also. Can be updated every 10 minutes.
Suggested: Wifi Bridge possible router required on downlink side. <u>URL Example</u>	Suggested: <u>URL Example</u>	Suggested: Same as the Security Cameras
Budget: \$400	Budget: \$800	Budget: \$200 or \$800 (Separate processor)

Email -Ask James to switch dinghy email from [Andrew.fraser2@forces.gc.ca](mailto:Andrew.fraser2@forces.gc.ca) to [andythomas122@gmail.com](mailto:andythomas122@gmail.com)

Keys -Have 2 Club house keys where would we like to send these?

## Annex A – Division Reports

### Foreshore Report

Alan Phillips - Foreshore Officer

1. Berthage Applications (on going) 18 received including 1 pending on
2. Purchasing the boat.
3. Safety Checklist (Done)
4. Mooring Blocks Moved
5. Water is on at the Dock
6. Bottom Boat Cleaning May 12 by SCUBA club Pre-payment?
7. Electrical issue at Electrical Pylon #2 reported to RP Ops
8. Boats off the docks by 30 June 2024
  
9. New business:
  - a. Measures to deal with delinquent members?
  - b. Flex space or max dock capacity?
  - c. Minimum sorties per year?



## **Annex A – Division Reports**

### Paddlesports Division Report

Graham Edwards – Paddlesports Captain

1. Trailer work is completed and the trailer was used to transport kayaks for snow to Surf water safety
2. 6 Hardy paddlers came out for on-water safety at Snow to Surf
3. Good turn out for Paddlesports maintenance days 1&2. Everything is in good shape for the season. New PFDs, throw bags, paddle floats were purchased to make up numbers.
4. Surf-ski will be tested this week to determine suitability for club use.
5. SUP storage in the container is under development.
6. No joy getting pool sessions with PSP yet, but two will be planned and advertised asap.
7. Cpl Audet deputy paddlesports
8. Confirming Soldier-On activities for the summer, two sessions are starting to firm up with a similar format to last year's.

## Annex A – Division Reports

### Keelboat Division Report

Marc Archambault – Keelboat Capt

1. New checklists, operation and maintenance log books developed for each boat.
2. Against the Wind, out of commission due to a training incident, estimated one month to get it up and running. Requires lowering the mast, inspecting damage and determining a way forward for repair.
3. Wildside. Listed for sale on Facebook to club members prior to listing to the public (sealed bid with a reserve price).
4. Peter Duck. Emergency repairs made 2 weeks ago. Made “safe” for training but many systems are not usable (plumbing, electrical, head, etc....). 25 hr transmission service completed, expecting 50hr engine service this week.
5. Assisting Keelboat purchase committee with identifying suitable vessels. Ideally 2000+, 31-34 feet, preference for not having an in-mast mainsail furling.
6. Pricing; require Exec approval for additional prices:
  - a. Boat returned with holding tank not emptied or boat not cleaned \$100.
  - b. Boat returned with fuel not topped up: \$50 plus cost of fuel.
7. Taking “holds” for summer sailing after 1 July on Against the Wind only, awaiting the “Square” store to take payments/deposits.
8. Item for discussion: allocation of dinghy dock space

## **Annex A – Division Reports**

### Membership Report

Paulette Hendry – Membership Officer

1. 319 members. (Book King has 311) Some members have forgotten to send forms for spouses and children.
2. 2 Honorary members, 28 Associates (includes children), 21 Ordinary. The rest are regulars.
3. A Simon Deller wants to join as an associate to facilitate his entry into Quadra as our mechanic. Graham will discuss at meeting.
4. Only have a handful of members that haven't paid for rentals. I have sent them an email.
5. Will be sending rosters to divisions shortly. Need to talk to Andrew!

## **Annex A – Division Reports**

### Training Division Report

Fahim Awan - Training Officer

6. BSC Course is progressing despite only having 1 useable sailboat. As this has slowed the course slightly is there any chance of possibly extending the testing period prior to the rental season? I.e. Past 15 June? Will have to confirm with Ian Dennis if extended.
7. BSC Ground School was a success – Written exam is occurring Wed 15 May 1800 at the clubhouse.
8. Ian Dennis has indicated he will be increasing his testing standard and not all BSC Candidates may get a skipper qualification from Sail Canada – some may get a Competent Crew Rating. How does the Club want to handle rentals for these individuals? The BSC is not necessarily a pre-requisite for renting club boats as that is up to the club to decide.
9. Marcel is looking for Keelboat Rental stats for last year but everything prior to March seems to have been erased – can we find these for him? He is attempting to look at candidate stats for the Beyond the Bay course.
10. We need to look at getting some Assistant Training Officer(s) as Marcel is stepping down completely after this year and Robert is only willing to pass on his expertise to a replacement for one more year.
11. Does the club have a Microsoft drive (or any online storage?) – Robert has all the training docs on his own Microsoft drive and was hoping to transfer them to a club drive. Barring that I can probably get them from him on a USB as long as we have somewhere to store them.
12. Will be rescheduling the Docking tech night with Marco Coda in the upcoming weeks and then a Coastal Navigation one the following month.