

19 Wing Comox

5950-1 (19WCYC-Secretary)

9 Dec 2025

Distribution List

MINUTES OF THE 19 WING COMOX YACHT CLUB  
EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE, 1900 HRS 8 DEC 2025

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	(absent)	(Cmdre took minutes)	
Present:	Mr. Alan Philips	Foreshore Officer	Appointed
	Mr. Graham Edwards	Paddlesports Captain	Elected
	Mr. Francois Duchesneau	Interim Keelboat Captain Asst. Foreshore Officer	Appointed
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Christie Kiers	Interim Comms Officer	Appointed
	Maj. Greg Boyd	Treasurer	Elected
	Ms Kelli Ballantyne	Asst-Rear-Commodore	Appointed
Absent:	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Mr. James Hollis	Rear-Commodore	Elected
	Mr. Paul Atterton	Secretary	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Mr. Jonathan Juteau-Berlinguette	Dinghy Captain	Appointed
Guests:	Dave Weaver		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 1903 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 were previously endorsed and provided before meeting for reference.
4	<b>TREASURER'S REPORT</b>
	Written report submitted (See Annex A) Exec endorsed an 'inflationary' increase to membership and berthage, to be captured in draft 26/27 Budget, which the Treasurer will start to work on before the January meeting.
5	<b>DIVISION REPORTS</b>
	a. <u>Rear Commodore</u> See Annex A. Some planned clubhouse usage in fall. No concerns.
	b. <u>Communications</u> See Annex A. Christie will send out the endorsed Daysailer usage survey. Sufficient items are available for next newsletter. Solicitation for Reciprocals usage and for BSC interest (instructors and students) were added after discussion.
	c. <u>Dinghy (absent)</u> See Annex A. Jonathan will move Dinghy in coming weeks as he is still out using it due to warm weather.
	d. <u>Foreshore</u> See Annex A Reciprocals were discussed. Exec endorsed gathering info more broadly (all members, via Newsletter and at AGM) as it is clear that not all reciprocal users have been captured. A decision on Reciprocals will be made after an Exec discussion, to effect 2027 summer season.
	e. <u>Paddlesports</u> See Annex A No other points discussed.
	f. <u>Keelboat</u> See Annex A Mast work on PG was endorsed, assuming that the cable run required will be managed by Jonathan.
	g. <u>Membership</u> See Annex A Paulette will be away for a few months over the winter – will have email access but not be able to process new members.
6	<b>OLD BUSINESS</b>

7	<b>NEW BUSINESS</b>
	<p>Exec were briefed by Marc and discussed proposed BSC plan and endorsed the proposed approach. Solicitation of instructors and finalizing the instructor course date with CRYA (first week of march break) are the next steps.</p> <p>Commodore updated Exec on potential for Grid refurbishment; this work was not endorsed by KFN on their foreshore, so this project has been cancelled.</p> <p>Matt Davidson volunteered to fill the Volunteer Coord position. Commodore will discuss with him and set him up with email address.</p>
8	<b>OPEN DISCUSSION</b>
	No additional items raised
9	<b>CLOSING REMARKS</b>
	None.
10	<b>NEXT MEETING DATES</b>
	<p>12 Jan 2026, 1900</p> <p>2 Feb 2026, 1900 (groundhog day)</p> <p>AGM date set at Wednesday 25 Feb, Officers Mess, 1830 bar, 1900 start</p>

11	ADJOURNMENT
	Meeting adjourned at 2025 hrs

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LCol F. Bohac  
Commodore  
250-218-1973

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Paul Atterton  
Secretary  
(signed on behalf of)

RECOMMENDED/  
NOT RECOMMENDED

APPROVED/ NOT APPROVED

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FS&R Manager  
252-8542

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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)

#### **4 Treasurer's Report**

Maj Greg Boyd, Treasurer

##### **Balance Sheet Summary YTD End October 2025**

Total Assets:           \$228 396.32  
Unencumbered Cash: \$72 594.69

##### **Income Statement Summary YTD End October 2025**

###### Bar Summary

Bar Actual Gross Profit:   \$3 565.28  
Bar Budget Gross Profit:   \$5 120.00

###### Revenue Summary

Actual:           \$25 791.34  
Budget           \$46 085.00

###### Expenses Summary

Actual:           \$40 823.88  
Budget:           \$51 056.49

###### Net Income YTD

Actual:           **\$-11 467.26**  
Budget           \$ 148.00

By Request: Foreshore Budget details:

###### Foreshore 2025-26

###### Revenue Budget

\$7500 Based on 21 boats @ \$325 average + 21 Dinghies at \$50 each / 1.05 for GST  
Revenue Actual YTD - end Oct  
\$1926.10       (26% collected)

###### Expenses Budget

\$5000  
Expenses YTD - end Oct  
\$3347.04       (67% spent)

## Preliminary Budget 2026-2027 Discussion

Review of Simple Budget from 2025-2026:

Revenues	x 1000	Expenses	x 1000
Memberships	11.5	Depreciation	20
Keelboat Rentals	16.5	Keelboat Maintenance	19.5
Basic Sailing Course + Adv SC	11.5	Course Costs	4.5
Dinghy / Kayak / Paddleboards	6	Dinghy / Kayak / Paddleboards	4.5
Dockage	7.5	Forshore	5
Other (interest, corp card, etc)	3	Other (internet, fees, travel, etc)	7.5
Bar	13	Bar	6
		TGIF, Clubhouse, BBQ, etc	7
Total	69 000	Total	74 000
			54 000

### Internal Auditor General Report for 19WCYC

Executive summary: revenues will be low, expenses will be low.

Highly subjective budgeting grades:

#### Revenues

Memberships should be just above budget	A+	
Keelboat Rentals + D/K/PB 38% of budget	F	No surprise
BSC + ADV Courses 65% of budget	C-	
Berthage 26% of budget	F	Inquiry sent spring rev likely
Other (mostly interest end of year)	A+	
Bar 85% of budget estimate	C	

#### Expenses

Depreciation 7% above budget on track for	A-	
Keelboat + D/K/PB Maint 89% of budget est	B+	
Course Costs 17% of budget	F	WAG spring expense likely
Foreshore + some ser exp 68% of budget	B	WAG
Other less some serv 47% of budget estimate	B	WAG
Bar 10% over budget estimate	C	

### **5.a Rear Commodore Report**

Mr. James Hollis, Rear Commodore

1. Microwave/Fan in Kitchen:  
Unit is non-functional. Roch Massicotte has offered to take point on re-re options. Will advise further for next meeting
2. Rear-Commodore Billing issue:  
As predicted, MailChimp is now surcharging the Club for over-subscription (we have a 500 contact plan). Next tier is for 150 additional contacts and the cost is an extra \$120/year. The ballooned Club contact list is a result of holding long-expired members on our account. Cost is not exorbitant, however, a non-renewed member for multiple years may not be a good investment on our contact list.

**Note from Communications Officer:** "I just archived all the 'unsubscribed' contacts (sorry, I assumed that would have been done). So now we are at 455 contacts. In the new year I will review the updated membership list and see who else can be archived."

3. Clubhouse use:
  - RCMSar is holding a meeting and Christmas social in the clubhouse tomorrow, 9 December.
  - Ben Douglas is holding a Christmas meeting of the Clan 25 December; gentlemen/ladies, start your claymores.

## **5.b Communications Office Report**

Christie Kiers, Communications Officer

### **December Newsletter Publication & Content Submission Status**

- The **December newsletter** is scheduled for release on **December 10, 2025**.
  - Email requesting content was sent to the Executive email distribution list on **November 28, 2025**.
    - **Received:** Submissions from Foreshore, Paddlesports, Simone & Membership.
    - **Outstanding:** No additional submissions have been provided by other departments or activity leads.
  - **Action:** Please email any upcoming **events, classes, or activities** for inclusion in the December newsletter **immediately**.
  - Final newsletter content will be **locked by December 9, 2025 at 11:00 AM** to meet the publication deadline.
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### **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 **November 20, 2025**.
    - Deadline for submissions was **November 25, 2025**.
    - No submissions were provided by any departments or activity leads.
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### **Day Sailer Survey**

- Day Sailer Survey: Approved for distribution November 21, 2025
  - Keelboat Captain to distribute to Day Sailer club members.
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### **Action Items for Executive Board**

- Please email any upcoming **events, classes, or activities** for inclusion in the December newsletter immediately: **Deadline December 9, 2025 at 11:00 AM**.



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Annex A – Division Reports

**Dinghy Division Report**

Mr Jonathan Juteau-Berlinguette, Dinghy Capt

1. One dinghy remains on the dock, well secured. Is still being used by Jonathan, so will be put ashore when weather cools.

**5.d Foreshore Report:**

Mr. Alan Phillips, Foreshore Officer

1. Mooring Barge outboard winterized and not available until spring
2. Mooring Barge winch U/S (new winch under investigation TBA)
3. Reciprocal Agreement discussion, (continued)

### **5.e. Paddlesports Report**

Graham Edwards, Paddlesports Captain

1. New Surfaki racks have been installed
2. New Wash/rinse rack has been completed (thanks Marcel and Matt)
3. New SuP racks are in progress, installation to be completed by Christmas.
4. Inflatable SUPs still under assessment for serviceability/repair. Will dispose of non-viable ones to club members by closed bids.
  
5. Paddlesports usage: I went through all the signout sheets we had. The years 2024 and 2025 are reported below.  
# signouts 25/24:  
kayak 56/59  
SUP. 120/111  
Surfski 56/15  
Canoe. 3/6
  
6. In general kayaks and Sups maintained their level of use, canoes dropped and Surfski tripled in usage.
7. Not surprisingly, most use is during the Jul/Aug timeframe. Although some use is still happening over the winter months.
  
8. Only one person has requested kayak wet exit training. Potentially book one for mid-Jan on spec.
9. Two people responded to questions about kayak camping opportunities. Potential for keelboat supported trip?

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Annex A – Division Reports

**5.f Keelboat Division Report**

MWO Francois Duceseau, Interim Keelboat Captain

1. DDD for unstepping PG's mast is Feb 13th;
2. Maintenance on all three keelboats will continue to be performed in order of priority and based on availability of volunteers; and
3. Have a good weekend!

**5.g. Membership Report**

Ms Paulette Hendry, Membership Officer

1. Updated members list provided – Membership Officer will be away on holidays until late Feb.