

19 Wing Comox

5950-1 (19WCYC-Secretary)

7 July 2025

Distribution List

**MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 18:30HRS 7 JULY 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Mr. Paul Atterton	Secretary	Elected
Present:	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Mr. James Hollis	Rear-Commodore	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Mr. Francois Duchesneau	Assistant Foreshore Officer	Appointed
	Mr. Graham Edwards	Paddlesports Captain	Elected
	Mr. John Dekkers	Assistant Keelboat Captain	Appointed
	Ms. Paulette Hendry	Membership Officer	Elected
Absent:	Maj Greg Boyd	Treasurer	Elected
	(Vacant)	Dinghy Captain	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
	(Vacant)	Keelboat Captain	Elected
Guests:	none		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 1845 hrs. A quorum was present. Only three reports were provided in advance via email; See Annex A.
2	ADDITIONAL AGENDA ITEMS
	<ol style="list-style-type: none"><li>1. Interpretation of Bylaws regarding Associate Members and how their sponsorship is done beyond being done beyond initially being accepted as members.</li><li>2. Keelboat Captain and Keelboat Training Officer positions</li><li>3. Dinghy Captain Position</li><li>4. Pacific Green (or vessel) rental to Cadet Staff</li><li>5. Management of the Master Vault application to ensure the right</li></ol>

	members have the right access.
3	<b>REVIEW OF MINUTES and ACTION ITEMS</b>
	Previous minutes have been circulated in draft and were endorsed. Action Items were not reviewed, AI register will be reviewed and updated after the meeting
4	<b>TREASURER'S REPORT</b>
	Written report was provided to Commodore, but not disseminated to remainder of Executive in advance. Included in Annex A. Treasurer was not present.
5	<b>DIVISION REPORTS</b>
	<p>a. <u>Rear Commodore</u>  No written report  Clubhouse weather station is now working  Fil reported that the order of reboot was important and that it be as follows:</p> <ul style="list-style-type: none"> <li>- Reboot weather station first</li> <li>- Reboot dock Wi-Fi second.</li> </ul>
	<p>b. <u>Communications</u>  No written report  Allison will not be available from mid-October through November and December – maternity leave. She will write several Totem Times articles in advance and have them ready to go.</p> <p>Exec discussed frequency of Newsletters and timeliness of other communications. Time-sensitive email correspondence will be sent out on-demand, posted to Facebook and the BBS if appropriate, and the additional emails will be offset by a reduction in frequency of Newsletters in the off-season.</p> <p><u>Motion:</u> Moved by Graham that the newsletter be distributed on a monthly basis from September 1 through end of April, and then on a twice monthly basis May through August – Exec voted in agreement</p> <p>For Sep 8 exec meeting, Allison will present her draft of the September monthly newsletter for distribution September 10 on screen</p> <p>Division Captains are responsible for communicating with members relating to their own division and/or general membership if the nature of the email is of general interest.</p> <p>Facebook is to be used as the primary communication for all news. Members are encouraged to submit photos of any club or personal activity using club assets.</p>

	<p>c. <u>Dinghy (Position Vacant)</u>  Fil proposed Johnathan Juteau-Berlinguette for the position of Dinghy Captain, based on a discussion with Graham, but pending a discussion on details with Jonathan by the Commodore.  Approved unanimously by Exec, noting the discussion with Jonathan is outstanding.  <i>[sec note: ByLaws para 21....In the event that an executive position is vacant after an AGM, the executive committee, or WComd, may appoint a member into the position.]</i></p>
	<p>d. <u>Foreshore</u>  See Annex A</p> <p>All fees are paid up – not all dinghies have current decals placed on them</p> <p>12v battery charger is missing from Kayak Shed <i>[found as of 12 July]</i>  12v batteries for mooring barge to be on trickle charger in paddlesports shed ready for use.</p> <p>Courtesy email has been sent out to all members with respect to reserving use of mooring barge and use of any keelboat equipment.</p>
	<p>e. <u>Paddlesports</u>  No written report  Bluetooth lock does not work consistently so looking for replacement (potentially under warranty)</p> <p>Damages to light weight double and surfski due to beaching and dragging on beach.</p> <p>Tom Letsinger has built rack for two sups and kayaks at dock.</p> <p>Kayak training part of REXSPO, 7 September</p> <p>Kayak training will be in ocean until fall, when it will return to the pool</p> <p>Looking for Deputy Captain for Paddlesports, with likely posting out of Raphael Audet.</p>
	<p>f. <u>Keelboat</u>  No written report</p> <p>Deputy was in attendance and provided verbal update:</p> <ul style="list-style-type: none"> <li>- Hawk back in service</li> <li>- Pacific Green back in service</li> <li>- There is a need for instructor standardization (see additional agenda)</li> </ul>

	<p>items)</p> <p><b>[Action: Fil to ask Marc to take over roll as Training Officer (Keelboat) to replace Fahim for the current year.]</b></p> <p>Email redirection – keelboats email to now be forwarded to Frank Duchesneau, along with Deputy Foreshore, on an interim basis.</p> <p>Exec discussed the request from specific Cadet Staff to rent <i>Pacific Green</i> on a daily basis.</p> <p>Discussion surrounded current policy that <i>Pacific Green</i> was to be rented on a 3 day minimum rental and not on a daily basis, due to excess wear and manpower to check the vessel after each use.</p> <p><u><b>Motion</b></u> by Paul Atterton, Seconded by Paulette Hendry That the current policy relating to minimum 3-night rental of <i>Pacific Green</i> be waived entirely, for all members. – Defeated</p> <p><u><b>Motion</b></u> by Fil Bohac, Seconded by James Hollis That the current policy be waived for this specific case, to permit day use rental of <i>Pacific Green</i> by Cadet Staff – Defeated</p> <p>In summary, the request to allow day use of <i>Pacific Green</i> was not supported by the Executive.</p> <p>It was unanimously agreed that Cadet Staff are eligible to be members in accordance with club ByLaws on a half-price basis, including Paddlesports and Dinghy rentals at half the regular annual rate. However, the rental of <i>Pacific Green</i> will be as per current club policy (resume, checkout, minimum 3-night rental)</p> <p><b>[Action: Fil to reply to applicant accepting request for membership and quoting current rental policy of <i>Pacific Green</i>]. [sec note: responded by email on 7 July]</b></p>
	<p>g. <u><b>Membership</b></u> See Annex A</p> <p>New member request from Regular Member, Graham Smart, sponsoring Henriette (Henri) Beaudoin, and her husband Pat Guillo. Henri is prepared to volunteer as Bartender for the club. Approved by Commodore and ratified by executive.</p> <p>Associate membership – discussion around whether an Associate Member needed to have a current Regular Member as a sponsor in order to remain a member. The Exec agreed that a current sponsor is required, and in addition that the contributions of an Associate member shall be in accordance with our ByLaws (i.e. there should be contribution, and Associate members should be</p>

	<p>known within the Club community). It is incumbent on the Exec to know the Associate Members as they need to be voted on prior to each AGM in order to be presented to membership.</p> <p><b>[Action: Commodore to review ByLaws to clarify the 'application' process for an Associate Member, the need for a current sponsor, and verify the expectations are clear in the ByLaws]</b></p> <p><b>[Action: Item deferred to January meeting to review list of associate members, their past participation/contribution and ongoing contribution to the club.]</b></p>
6	OLD BUSINESS
	None
7	NEW BUSINESS
	<p><b>Master Vault Application</b> – Currently, each Division Captain manages access to their own area with access provided by Master Vault Bluetooth locking application, which is currently managed by Marc Archambault.</p> <p>Exec agreed that the Vice Commodore will manage the Master Vault application and track the master access list which details who has access to each lock (equipment/facility)/ Vice will work with the Division Captains and Membership officer to ensure the list is accurate and up to date.</p>
8	OPEN DISCUSSION
	<p>REXSPO, now called 19 Wing Community Day, is Sunday 7 September. 19WCYC is invited to have a booth; Graham has offered to conduct kayak demos in the pool, as will the Scuba club. Commodore and Vice not available. Commodore will help coordinate over the summer to seek a volunteer or two to advertise the club at the event.</p>
9	CLOSING REMARKS
	Nil
10	NEXT MEETING DATES
	<p>No meeting in August            8 Sep 2025 @ 1900 sharp            6 Oct 2025 @ 1900 sharp</p>
	Adjournment

11	
	Meeting adjourned at 2045 hrs

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F. Bohac  
LCol  
Commodore  
250-218-1973

Paul Atterton  
Secretary  
(signed on behalf of)

RECOMMENDED/  
NOT RECOMMENDED

APPROVED/ NOT APPROVED

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K. Elmore  
FS&R Manager  
252-8542

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A. Moorehead  
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)

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Annex A – Division Reports

### **Treasurer's Report**

Maj Greg Boyd, Treasurer

#### Balance Sheet Summary YTD End May 2025

Total Assets: \$242 943.87  
Unencumbered Cash: \$57 774.54

#### Income Statement Summary YTD End May 2025

##### Bar Summary

Bar Actual Gross Profit: \$683.44  
Bar Budget Gross Profit: \$1520.00

##### Revenue Summary

Actual: \$12 708.89  
Budget \$16 338.57

##### Expenses Summary

Actual: \$10 270.38  
Budget: \$16 446.14

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Annex A – Division Reports

### **Foreshore Report**

Mr Alan Phillips, Foreshore Officer

1. All berthing fees have been invoiced and paid.
2. Batteries in kayak shed are for the winch and were found disconnected when retrieved for winch use. Battery charger reported not to be where it typically was located by Paul Atterton & Marc Archambault. Graham can hopefully assist with this.
3. Would like to use the keelboat calendar to schedule mooring barge/winch usage. We can fill in the schedule or we can contact the member currently doing the scheduling to enter for us.
4. Email sent out about dinghy area being tight, so put motor down and barge usage.

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Annex A – Division Reports

### **Membership Report**

Ms Paulette Hendry, Membership Officer

1. Attached is the updated roster as of July 5<sup>th</sup>, 2025 (not included in minutes, but sent to Exec)
2. We now have 280 members. We have had about 8 new members join these past two weeks. Still waiting for some to pay at PSP.
3. It continues to be a challenge for the MP's to update the membership roster to the commissionaires in a timely fashion. I have been in contact with Charlene DeBellefeuille and Andrew Sponagle. They remain optimistic that the gate will receive the updated rosters on a weekly basis.
4. It also remains a challenge to get PSP to send in new receipts. So, more time is spent looking up names on Book King.
5. Graham Smart has brought forward a couple who wish to join as associates:  
Here is an application from Henriette (Henri) Beaudoin, and her husband Pat Guillo, who we would like to sponsor as new Associate Members of 19 Wing Comox Yacht Club.  
We had the opportunity to take Henri and Pat to the Open House at the Club today, and show them around. Henri is prepared to volunteer as a Bartender for our club, if she is approved as a new member.