

19 Wing Comox

5950-1 (19WCYC-Sect)

10 Apr 2024

Distribution List

**MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 19:00 HRS 8 Apr 2024**

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

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 19:00 hrs. A quorum was present. The Commodore introduced newly elected Executive members (Treasurer, Keelboat) and all the additional appointed executive (Asst Keelboat, Asst Foreshore, Asst Rear Commodore). Kassandra Lowe has bowed out as Volunteer coord, so this task will need to be shared or a member appointed.
2	ADDITIONAL AGENDA ITEMS
	Commodore reviewed agenda and added Quadra access changes April 15 2024 and Volunteer Appreciation Breakfast April 18 2024.
3	APPROVAL OF MINUTES OF PREVIOUS MEETING

	Previous minutes from AGM 2024 and Mar 4, 2024, have been circulated in draft, and signature is in progress with PSP.
4	TREASURER'S REPORT
	Greg Boyd has just handed over from Shannon and has not received the latest financials yet. Email changeover trouble is being resolved by James.
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <p>(1) <b>Action: James to provide quote(s)/justification for single supplier to enable Commodore to draft CER for ice maker (as approved at AGM).</b></p> <p>(2) RPOps has begun to address the toilet water leak, and work is ongoing on the door repair/ant remediation.</p>
	<p>b. <u>Communications</u> –</p> <p>(1) James reported that 2 factor authentication began unannounced Mar 26, 2024, and authentication email is all going to PSP Helpdesk in the NCR. This has delayed changing over positional emails to new Exec members. He is actively working to resolve.</p>
	<p>c. <u>Dinghy</u> -</p> <p>(1) Andrew preparing dinghies for the season by 1 May, but needs more volunteer help – additional callout for volunteers will be made more broadly.</p> <p>(2) Square POS is up and running, works well, was used at the previous TGIF.</p> <p>(3) Tax needs some adjustment in Square storefront.</p> <p>(4) Some bartenders/managers having signup problems, being managed by Andrew.</p> <p>(5) Berthage payments can also be added to the Square storefront – will be considered once Bar Operations are fully streamlined.</p> <p>(6) Purchase of Adobe Acrobat Pro required to integrate with Square. Endorsed by Commodore at approximately \$300 per year, as it directly automates Membership process.</p> <p>(7) Burgees available for sale, payment through Square.</p>
	<p>d. <u>Foreshore</u> –</p> <p>(1) Berthage applications accepted April 1st to June 1st. Reporting of points to Foreshore working well.</p> <p>(2) Scuba club boat cleaning may not happen – will re-engage with Scuba Club.</p> <p>(3) RPOps reported water was planned to turn on but water is not on yet. Commodore will follow up for an update.</p> <p>(4) Sunken boat near jetty is still aground and may be leaking fuel. WEnv is aware.</p> <p>(5) 2<sup>nd</sup> last pedestal on J Float is N/S. Reported to RP Ops.</p>

	<p>e. <u>Paddlesports</u> –</p> <ol style="list-style-type: none"> <li>(1) Repairs and recapitalization underway, and Graham is being assisted by Cpl Raphael Audet.</li> <li>(2) 2 Soldier On events scheduled one in July for local participants and one in August for Canada wide.</li> <li>(3) <b>Action: Graham to provide quote to support SurfSki CER.</b> Only 1 source available on V.I.</li> </ol>
	<p>f. <u>Keelboat</u> –</p> <ol style="list-style-type: none"> <li>(1) Marc reports he is cleaning up the boatshed and throwing out old TGIF props and decorations.</li> <li>(2) Several club cruises being planned through Summer.</li> <li>(3) Comox Marine account has been set up, appropriate names added to facilitate small-item purchase.</li> <li>(4) PD is up in Campbell River for scheduled haul out and should be returning soon for more repair work locally.</li> <li>(5) Marc again proposed to dispose of <i>Peter Duck</i> due to extensive costs so far incurred (and more expected) and focus on the newer 32' keelboat, which was approved for purchase last year. Marc suggested selling <i>Wildside</i> as-is ASAP to reduce the keelboat workload/expenditures.</li> <li>(6) This limits the Basic Sailing Course to one keelboat, which is a challenge but manageable.</li> <li>(7) Since the club's medium-term vision is to move toward having a basic day-sailer for training and local day-trips, Marc proposed making an offer on a 24' big cockpit day sailer (Martin 242) in Nanaimo. This type of vessel is low-maintenance and perfectly suited to training, allowing the club's maintenance efforts to get away from two old cruising vessels. Executive discussed and agreed.</li> <li>(8) A <b>MOTION</b> was put forward by Marc, seconded by Andrew, to purchase a day-sailer for training with cost up to \$10,000. Motion was <b>Carried</b> unanimously. <b>Action: Paul and Marc will plan to discuss an offer for Martin 242. CER is drafted and will be submitted by Commodore.</b></li> <li>(9) Paul is interested to go inspect a keelboat in Vancouver which might be a good purchase for the club. Exec endorsed the initiation of this purchase, and Paul will action ASAP.</li> </ol>
	<p>g. <u>Membership</u> –</p> <ol style="list-style-type: none"> <li>(1) Membership form to have French and English to better serve members (all collected data will remain unchanged).</li> <li>(2) Current membership: 170 Regular, 3 Honorary, 2 Associate and 11 Ordinary. Renewals going smoothly.</li> <li>(3) Comms O will add waiver form to Website to allow members to bring a signed form to PSP when payment is approved by Membership O – this should avoid having to make a second trip.</li> <li>(4) Members proceeding to pay will be reminded to point out exactly what they need to pay for (Membership, Dinghy, Paddlesports). The Membership O's approval email will also remind members when they</li> </ol>

	go pay.
	<p>h. <u>Training</u> –</p> <p>(1) The club has formally endorsed naming the course Basic <u>Sailing</u> Course (BSC) vice Basic <u>Cruising</u> Course (BCC). Documents will catch up in due course.</p> <p>(2) Matt Davidson is assisting Fahim with Keelboat scheduling for BSC, and will manage rental bookings over the summer.</p> <p>(3) 1 BSC instructor has withdrawn, and a replacement has been found.</p> <p>(4) Google calendar being successfully used for BSC training vessel scheduling.</p>
	<p>i. <u>Bar</u> –</p> <p>(1) Ben is having Square problems (being addressed by Andrew) and is still patiently awaiting a replacement Bar Manager.</p>
6	OLD BUSINESS
	N/A
7	NEW BUSINESS
	<p>(1) Quadra access is changing based on funding for commissionaires contract. As of 15 April 2024 gate will be unmanned, access will be via keypad to open the electric gate. Until keypad installed by RP Ops, an interim lockbox and remote control will be in place.</p> <p>(2) Andrew to purchase coded lockbox for clubhouse key to be installed in a location TBD, since key press will no longer be located in the guardhouse.</p> <p>(3) Volunteer breakfast 18 Apr 2024 – all Exec and other key volunteers are invited.</p>
8	OPEN DISCUSSION
	<p>Andrew suggested WiFi extender and webcam purchase in order to serve docks. Executive endorsed especially given access changes at QUADRA.  <b>Action: Andrew to procure appropriate system under Commodore’s financial authority.</b></p> <p>Cadet programs will be underway this summer as normal, so member vessels can expect to be off the docks as of 30 June.</p> <p>Marc proposed having Division reports submitted in writing the day before the Exec meetings to expedite info flow and improve discussions. Exec endorsed.  <b>Action: Commodore will send a reminder out along with agenda before meetings.</b></p>
9	CLOSING REMARKS

	Nil
10	NEXT MEETING DATES
	Monday 6 May 24 @ 19:00 Monday 3 June 24 @ 19:00 Monday 8 July 24 @19:00
11	Adjournment
	Meeting adjourned at 20:51

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F. Bohac  
LCol  
Commodore  
250-218-1973

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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)