

19 Wing Comox

5950-1 (19WCYC-Secretary)

13 Apr 2026

Distribution List

MINUTES OF THE 19 WING COMOX YACHT CLUB
EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE, 1900 HRS 13 APR 2026

Present	Name	Position	
✓	LCol Fil Bohac	Commodore (Chair)	Elected
✓	Mr. Paul Atterton	Secretary	Elected
	LCol Genevieve Vallieres	Vice-Commodore	Elected
✓	Maj. Greg Boyd	Treasurer	Elected
✓	Mr. James Hollis	Rear-Commodore	Elected
✓	Mr. Graham Edwards	Captain - Paddlesports	Elected
✓	Mr. Francois Duchesneau	Captain - Keelboat Deputy Foreshore Officer	Appointed
	M. Jonathan Jutuea-Berlinquette	Captain - Dinghy	Appointed
✓	Mr. Alan Philips	Foreshore Officer	Elected
✓	Ms. Paulette Hendry	Membership Officer	Elected
✓	Ms. Christie Kiers	Assistant Comm O	Appointed
	Capt Ceilidh Curtis	Bar Officer	Appointed
✓	Maj. Marc Archambault	Training Officer (Keelboat) (left 2015hrs)	Appointed
✓	Mr. Robert Thompson	Assistant Training Officer	Appointed
	Mr. John Dekkers	Assistant Keelboat Captain	Appointed
	WO Jerome Bourget	Assistant Paddlesports Captain	Appointed
	Vacant	Assistant Dinghy Captain	Appointed
✓	Ms. Kelli Ballantyne	Assistant Rear Commodore	Appointed
✓	WO Matt Davidson	Volunteer Coordinator	Appointed
(Guest)	Simone Vatheuer	Member	

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	<p>The meeting was called to order at 1908 hrs. A quorum was present.</p> <p>Reports in Annex A were provided in advance and discussed, except for the report on Boating Sailing Course, which was visually displayed at the meeting and attached to these minutes.</p> <p>Relevant discussions are in the body of the minutes in Section 7.</p>
2	ADDITIONAL AGENDA ITEMS
	<p>Agenda was amended to allow Maj Marc Archambault to speak first. Report and decisions are noted under new business, Section 7. Marc left the meeting at 20:16, at which time the agenda commenced in regular order with the Section 4 Treasurer’s Report</p>
3	REVIEW OF MINUTES and ACTION ITEMS
	<p>Minutes of the 02 Feb 26 meeting were provided in advance of the meeting and endorsed with no changes. Action Items were not discussed</p>
4	TREASURER’S REPORT
	<p>(Greg) See Annex A</p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore (James)</u> See Annex A</p> <p>[ACTION – James/Christie issue a newsletter item that without volunteer support, the club will cancel TGIF’s or stop providing snacks. TGIF attendees will be expected to help clean up when the bar closes (5-10) minutes with multiple people, with bartenders instructed to remind attendees of this expectation.]</p> <p>Bartender shortage – Club needs bartenders with “Serve it Right” certification for summer events. Club will reimburse the online course cost, Ben Douglas has volunteered to cover a significant portion of the summer cadet camp shifts.</p>

	<p>b. <u>Communications (Christie)</u> See Annex A</p> <ul style="list-style-type: none"> • Mailchimp uses member segments by division (Keelboat, Paddle Sports, Clubhouse) to can be easily used to send targeted emails and reduce irrelevant messages. • A monthly pre-meeting email will request newsletter content; contributors should reply directly to that thread to keep items organized. • Division captains manage their own communications (i.e. Foreshore and Keelboat owners Berthed at the vclub). CC'ing Communications helps sync newsletter timing and avoid duplicate messages. <p>Next newsletter to come out on Wednesday,</p>
	<p>1. <u>Dinghy (absent)</u> No report</p> <p>Jerome is planning for a joint training repair session in May on his return.</p>
	<p>2. <u>Foreshore (Allan)</u> See Annex A</p> <p>Berthage applications opened 1 May and will remain open through the end of May, allowing members to apply for dock space.</p> <ul style="list-style-type: none"> • Members who did not complete volunteer hours during the fiscal year cannot retroactively apply those hours toward berthage eligibility. The fiscal year has passed, and current volunteer work will not correct the previous year's requirements. • Five boat owners have not yet paid their membership. A one-month grace period is being allowed from 1 April, after which another email will be sent. • One member is deployed and is being worked with individually. • The docks are currently being pressure washed by RP Ops as part of their groundskeeping contract, eliminating the need for volunteer labour for this task. • The barge winch system is being upgraded from DC batteries to an AC winch with a Honda 1000 generator to eliminate the requirement to charge batteries and run long extension cords. Frank, Tom, and Al have a plan to proceed. • The current parking signs at the dock location are in poor condition (including some that are spray-painted). New professional metal signs (8.5 x 11, printed on aluminum) will be produced to replace them, while maintaining the no overnight parking policy per the bylaws. • Assigned dinghy spots from last year remain valid through the end of June, after which new assignments will be issued. A reminder email will

	<p>be sent, as well as a newsletter item for general awareness, that only assigned spot holders may use the dinghy dock.</p>
	<p>3. <u>Paddlesports (Graham)</u> Verbal report provided</p> <p>Pool sessions are being coordinated with PSP for April 29 and May 6, pending confirmation from new contact person. Sessions subject to interest.</p>
	<p>4. <u>Keelboat (Francois)</u> See Annex A</p> <p>Invoices created/sent and Payments accepted via Square.</p> <p>Christie is to manage Calendly for bookings</p> <p>Fuel polisher to be managed by request to Foreshore – concerns expressed about it being used off-site without permission or awareness. The Commodore clarified that the foreshore equipment (fuel polisher, outboard trailer, carts, etc) are intended for those with vessels at the club, not taken offsite</p> <p>Peripheral to the BSC dialog, there was a discussion about emergency equipment required to comply with TC requirements. A CER may be required for a liferaft/dinghy [Commodore to submit] likely cost \$2500-\$3500 depending on specific requirements. Exec endorsed.</p>
	<p>5. <u>Membership (Paulette)</u> See Annex A</p> <p>Since the membership database contains private information and requires specific macros to run in an updates O365 environment, the Commodore approved that the Membership Officer be authorized to purchase a laptop to maintain the membership list. Limit \$1000. Exec supported.</p>
	<p>6. <u>Volunteer Coordinator (Matt)</u> Verbal report</p> <p>Issues with using club email address volunteer-coord at 19wcyc.com. Best email for Matt is mattwdavidson@gmail.com</p>
6	OLD BUSINESS

	<p>YARD SALE Fil noted that yard sale date of May 9, 9am to 1pm, has been approved with the arena and gravel parking lot secured as a venue for the event. Club needs to arrange tables and chairs. No rain delay date set.</p> <p>AGM Timing Changes Fil mentioned that PSP had no objections to holding the AGM in the fall. There was discussion about approving the budget separately from the AGM, as well as potentially using electronic voting. This item is still being worked on to address any potential issues.</p>
7	<p>NEW BUSINESS</p>
	<p>BSC Update, Keelboat Training Officer (Marc)(19.10 – 20. 15) See Annex A 7.a Key points</p> <p>[ACTION – Rob to refund all students from 2024 and 2025 who never started training] All affected students will be offered priority enrollment in the Competent Crew or Day Skipper Courses with updated pricing and will be entitled to 50% off daysailer rental program upon graduation for balance of 2026/2027 year</p> <p>[ACTION – Rob to refund \$50 to all students from 2025 who didn't receive Sail Canada certification] All affected students will be offered priority enrollment in the Coastal Navigation Courses with updated pricing and will be entitled to 50% off daysailer rental program upon graduation for balance of 2026/2027 year</p> <p>Decision made to consider using same rate multiplier between regular and associate membership dues (25%) for all services and fees provided by the sailing club, effective immediately, except for Paddlesports and Dinghy Rentals which have already been advertised and collected.</p> <p>Paddlesports and Dinghy rentals will be increased by to match the new rate multiplier in the 2027/2028 season.</p> <p>Motion: Atterton, Boyd</p> <p><i>That, on a going-forward basis, the fees charged to associate members for rentals, courses, and berthage be increased by 25% of the applicable regular member rate, rounded up to the nearest \$5. All posted amounts are to be inclusive of all taxes.</i></p>

	<p>Result: Carried unanimously.</p> <p>2026/2027 REVISED RATES</p> <p>BSC Fees Approved Rates for 2026/2027 (inclusive of all taxes)</p> <ul style="list-style-type: none"> • Competent Crew and Day Skipper: \$460 (regular members); \$575 (associate members) • Coastal Navigation: \$650 (regular members); \$815 (associate members) <p>Day Sailer Approved Rental rates for 2026/2027 (inclusive of all taxes) \$315 (regular members); \$395 (associate members)</p> <p>Pacific Green Approved Rental Rates High Season (inclusive of all taxes)</p> <ul style="list-style-type: none"> • High Season: \$335 per night (regular members); \$420 per night (associate members) • Low Season: \$280 per night (regular members); \$350 per night (associate members) <p>Approved Berthage Fees: To be calculated by the Foreshore Officer, with a 25% surcharge for associate members based on footage. Amounts to be inclusive of all taxes.</p> <p>[ACTION CC the Commodore when sending rate information to James before website changes are made]</p> <p>(Maj Marc Archambault left the meeting at 20:15)</p> <p>Associate Member Nominations Mr. Alan Philips, Regular Member, put forward sponsorship for Martin Havrda to become an associated member.</p> <p>[ACTION] Commodore will review bylaws and constitution regarding associate membership limits, and ensure the policy is clear and we are compliant.</p>
8	OPEN DISCUSSION
9	CLOSING REMARKS
	None.

10	NEXT MEETING DATES
	4 May 2026, 1900 1 Jun 2026, 1900 6 Jul 2026, 1900 Aug – no meeting Sep TBD
	ADJOURNMENT
	Meeting adjourned at 2140 hrs

LCol F. Bohac
 Commodore
 250-218-1973

Paul Atterton
 Secretary
 (signed on behalf of)

RECOMMENDED/
 NOT RECOMMENDED

APPROVED/ NOT APPROVED

FS&R Manager
 252-8542

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

Treasurer's Report

Balance Sheet Summary YTD End March 2026

Total Assets:	\$192 764.03
Unencumbered Cash:	\$54 968.42

Income Statement Summary YTD End March 2026

Bar Summary

Bar Actual Gross Profit:	\$4 920.70
Bar Budget Gross Profit:	\$7 720.00

Revenue Summary

Actual:	\$38 088.68	[approx. \$2K interest not included]
Budget:	\$57 243.65	

Expenses Summary

Actual:	\$74 057.49
Budget:	\$68 246.84

Net Income YTD

Actual:	\$-31 048.11	[Expected \$-29K]
Budget:	\$-3 283.19	

Notes

Revenue from rentals was 12K low. Next year's budget lowered rental revenue by 9K.

Depreciation was 6K over budget.

Keelboat maintenance was 3.5K higher than budget.

March Programs expense (course) was 7380.43 which included one time instructor upgrades of \$3600 [change of training plans to CRYA]

5.a Rear Commodore Report

Mr. James Hollis, Rear Commodore

Rear-Commodore Update on Clubhouse challenges

There has been a precipitous drop-off of engagement by the membership on Clubhouse cleaning volunteering. Last year, the majority of the shifts were filled by Bren and Clay Scorah; this year (as-of last Friday), the Scorah's are the only members who have volunteered for cleaning duties.

The TGIF's are consistently well-attended, mostly by the same members, however, (with the exception of the Scorah's), those members arrive, consume bar snacks while enjoying their libation, then leave, expecting that "somebody else" should be cleaning up after them.

While the Scorah's have been kindly covering the cleaning duties, their own sailing and travel plans mean that the Clubhouse will not be maintained in their absence.

TGIF's create significant carnage; the facility looks like a post-show theatre with popcorn and bar snacks littering the floor. Not addressing the cleaning and allowing a non-maintained state is an open invitation for vermin and insects. Clearly not acceptable.

A few COA's to consider and discuss:

1. Consider engaging professional cleaners. Getting a crew to QUADRA would likely be a minimum of \$300/week, so an approximate \$16,000 annual cost;
2. Cease TGIF snack services. This solves part of the problem, however, a small amount of maintenance would still be required for washrooms; or
3. Cease TGIF's completely.

Discussion of COA's

Using professional cleaners would be an enormous draw on Club resources and an unplanned expenditure for the current fiscal year. As a larger discussion point, the annual membership would likely have to be adjusted in the future to cover this expenditure. At \$75/year for a family membership, we are approximately 20% of the yearly fee for a couple's Comox Valley Yacht Club membership (not even including their \$200 initiation fee). There is a real sense of entitlement from the TGIF attendees that their \$75 should include being served, fed and catered-to. This does seem unrealistic, when a sister Club here in Comox is charging five times as much.

Ceasing the bar snacks would save the club approximately \$1500/year and would eliminate much of the food waste on the floor & tables. The bar snack service is currently very well utilized and received.

Completely shutting-down TGIF's would solve most of the cleaning volunteer issues, however, that portion of the Club's social environment would be eliminated. With no TGIF's, we may wish to wrap-up bar operations as well (volunteer bar tenders are getting more difficult to schedule anyways).

5950-1

12 Jan 26

Annex A – Division Reports

Way Forward

I suggest laying-out the situation through the newsletter, advising that the future of TGIF's is in jeopardy should more volunteers not engage. Given that our membership fees are already set for 26-27, the engagement of professional cleaners doesn't seem feasible for this year. Should the membership not step-up (particularly those who attend the TGIF's), consideration of COA "2" or "3" may be the direction we choose to go.

James Hollis

Rear-Commodore

5950-1
12 Jan 26
Annex A – Division Reports

5.b Communications Officer Report

Christie Kiers, Assistant Comm O

Happy Spring!

Next Club Newsletter scheduled for Wednesday, April 15th.

Content deadline April 14th @ 10am.

Suggested Newsletter Content for April:

Paddlesports

- need to advertise pool session for 22 and 29 Apr. 2000 hrs at base pool.
- Need to pass along that there is now a combo lock on the container instead of Bluetooth lock. Combo thru separate email to paddlesports. (9145)
- reminder to use wash rack to clean gear after use.

Nautical Yard Sale - May 9, 2026

- Have location details been confirmed?
- Note that we have not received any responses as of yet to the form link on notices posted in CFMWS WW Schedule of Events, 19WCYC Club Newsletter and Wing BBS.(missed Totem Times for Mar)

Gate Code - No Change from 2025

Basic Sailing Course

- Details needed

Dock Cleaning - Starting April 14th

- Notice to boat owners to check on progress as they may want to vacate the docks when pressure washing is in effect

Events:

- Details needed from Simone

DaySailer Applications & Check Out Dates:

- Details needed

Other Items:

Boat Rental Bookings:

- I am waiting for the password to the main booking calendar so I can complete the Calendly setup. I have sent two emails, on March 18 and March 26, but have not received the password.
- DaySailer bookings are ready to be activated once the final setup is complete. Booking instructions have been drafted and will be submitted as noted above.

5950-1

12 Jan 26

Annex A – Division Reports

- We also need to revise the Keelboat Rental Policy to reflect the changes discussed in early 2026, moving from one to two long-term bookings. I can work on this and submit along with the booking instructions.
- Finally, I need a summary of the PG booking process from Rob Douglas so I can configure Calendly bookings correctly for the Cruising Bookings.

Newsletter Membership List:

- I will be updating the newsletter (Mailchimp) member list in liaison with Paulette as members renew or join for this year. Email addresses for inactive members will be removed

5950-1
12 Jan 26
Annex A – Division Reports

Dinghy Division Report

Mr Jonathan Juteau-Berlinguette, Dinghy Capt

5950-1

12 Jan 26

Annex A – Division Reports

5.d Foreshore Report:

Mr. Alan Philips, Foreshore Officer

- Review the removal of NO OVERNIGHT PARKING on signs.
- Review mooring barge plan going forward
- NEW Business, sponsor of Martin & Milly Ho for membership as associates, for executive approval.
- Water is on at the docks
- Docks being pressure washed soon
- Berthage applications are starting to come in for 26/27 season
- Confirm with membership that all boats on the dock have renewed there membership for 26/27 season. Email to membership to confirm.
- Dinghy's returning to their assigned spots but someone else is in that spot. Email being sent out.

5950-1
12 Jan 26
Annex A – Division Reports

5.e. Paddlesports Report

Graham Edwards, Paddlesports Capt

5950-1

12 Jan 26

Annex A – Division Reports

5.f Keelboat Division Report

Mr. Francois Ducheseau, Interim Keelboat Captain

From Jonathan Juteau-Berlinguette (Dinghy Capt), the dock cleaning contractor will start on Apr 14th. I'm told that they will start with the jetty, tower and then the docks. While they try to be as contained as possible, this is messy process and boat owners wanting to vacate the docks when power washing is in effect should check on their progress.

Sea container project: my requests for quotes (placed with advertised companies) remain unanswered. Several options on Facebook Marketplace are available but I need more details on what the vision is. We are space limited and ground is very uneven. Speaking with Jonathan Juteau-Berlinguette, the base has funding available and any infrastructure projects we may think of could be handled by external contractor through RP Ops. Deferred to the Fall.

Inquiries about making payment for season flat rental fee for daysailers. Are we ready to accept payments?

Booking tool (Calendly), what needs to be done to make it official for both daysailers and cruiser?

Boat status, I recommend that this be discussed after the meeting with key people only. Commodore, Keelboat, Training (and their Vice and/or Asst).

5.g. Membership Report

Ms. Paulette Hendry, Membership Officer

Membership Report April 13th, 2026

1. Glen and I have been working hard at refining the membership system. As with new computer systems we have been dealing with issues as they pop up and modifying macros.
2. My computer is an old version from PSP and therefore as Membership is growing and we add new features to the program, the computer is acting up and not responding the usual way. I recommend that we purchase a new computer for the club that can be handed down to the new Membership Officers of the future. I would like to make a motion to buy the Membership Officer his/her own computer for future use of this new expansive membership system.
3. PSP has been much better at sending me receipts, but I still have issues with weekend staff that make mistakes. Andrew is kept aware of the situations and responds quickly. My numbers and PSP's are within 1 or 2 discrepancies, which is the best so far! As usual some family members are added to PSP receipts, but the member has failed to send me their forms! Therefore, my excel sheet and Book King will have discrepancies!
4. Jimmy Audet has requested renewal as an associate. I told him that since Raphael was away this year and not renewing that he could not join. He pleaded his case and I said that I would ask the Exec. Another solution is for someone else to sponsor him!
Can we maintain my membership without him.
As a new member i would understand but my brother being in the military will not always live here but i will.
I'm also very active in the marine industry being the owner of www.PVSinc.org and an associate of the freshwater boat yard. We are welcoming every year's sailors from the yacht club and maintaining a good relationship. I would love to maintain these relationships! :)
5. No new names for Associate members have come up.
6. So far, 13 days into the new membership year, We have 77 members (151 members in total).
 - 6 Honorary
 - 55 Regular(109 members)
 - 13 Associate families (24 members)
 - 9 Ordinary families (12 members)
 - 17 new family members have joined which makes 41 new members total (some were additions to already existing members)
 - 5 families have joined the Dinghy Division
 - 20 have joined Paddlesports

5950-1

12 Jan 26

Annex A – Division Reports

7. How long do we want to keep old memberships on the roster sheet? Do we want to have an archive section and archive members after one year. Therefore, when an old member returns, they can just renew.

7.a New Business (BSC Update)

Maj. Marc Archambault (Keelboat Training Officer)
Presented a virtual version of 2026/2027 Course Fee Proposal

2026/2027 Course Fee Proposal

Decision requested
Approve the following 2026 training fees so the club can finalize course setup and communications.

MINIMUM:	Competent Crew \$440 plus tax	Day Skipper \$440 plus tax	Coastal Navigation \$630 plus tax
RECOMMENDED:	Competent Crew \$480 plus tax	Day Skipper \$480 plus tax	Coastal Navigation \$690 plus tax

Why these numbers

- The minimum course fees listed above are based on a break-even basis, for normal recurring costs (2027 season and onwards)
- Average of 2.66 students / basic course serial and 2.5 students per serial for Coastal Navigation
- This approach gives the club modest pricing discipline without trying to recover every first-year setup cost in a single season.

19 Wing Comox Yacht Club - Board discussion draft

Cost Basis Used for 2026/2027 Fee Setting

Competent Crew or Day Skipper

Average students per serial	2.66
Student materials cost	\$90
Boat wear & tear (4 days)	\$200
Allocated instructor-cert cost	\$681 per instructor
Zero-profit cost / student	\$421
MINIMUM fee / student	\$440

Model note: workbook assumes these basic courses are run at essentially a zero-profit basis in 2027, with first-year setup costs and untrained students for 2025 still being absorbed by the program in 2026.

Coastal Navigation

Average students per serial	2.5
Fuel, marina fees	\$140
Student materials cost	\$98
Boat wear & tear (4 days)	\$800
Allocated instructor-cert cost	\$681 per instructor
Zero-profit cost / student	\$611
MINIMUM fee / student	\$630

Higher wear-and-tear, supplies, fuel and marina fees drive the coastal-navigation cost above the basic-course level, balanced by the instructor's offer to conduct at least 2 serials per season.

19 Wing Comox Yacht Club - Board discussion draft

Program Setup Costs and Context

One-time / periodic instructor training program

2026 setup
\$8,550

2027 recurring
\$4,770

2028 recurring
\$4,770

2029 recurring
\$4,770

2026 setup costs (6 instructors)

- Instructor course: \$3,600
- First aid: \$1,080
- Instructor annual dues: \$1,440
- Seals: \$660
- School dues + training aids + books: \$1,770

Assumptions:

- 1 Basic course serials per instructor
- 2 Advanced course serials per instructor
- 5 returning instructors each season
- 2 new instructors trained each season
- Most inexperienced students will need to take Competent Crew and then Day Skipper to rent daysailers
- Many club members will be able to sign up for Coastal Navigation course directly, based on their experience

19 Wing Comox Yacht Club - Board discussion draft

Board Context

Typical industry course fees (BC) vs proposed course fees.

**Competent Crew or
Day Skipper Industry
Fee (BC)**

\$1,000-\$1,250

**Proposed Competent
Crew or Day Skipper**

\$480

plus tax

**Coastal Navigation
Industry Fee (BC)**

\$1,500-\$2,500

**Proposed Coastal
Navigation**

\$690

plus tax

Framing

- Approve 2026 fees as an operational starting point.
- Recognize that 2026 remains a rebuild year, not a full cost-recovery year.
- Revisit fees after the first season once actual enrollment and consumables are known.
- Proposed fees are a fraction of what industry charges, due to volunteers contributing **60-400 hrs** per season
- **Propose refunding outstanding 2025 students and offering them priority sign-up for 2026 courses** (DUE TO SIGNIFICANT CHANGE IN STRUCTURE and FEES
- To sign up for Day Skipper, students must have PCOC and ROC(M)

19 Wing Comox Yacht Club - Board discussion draft - Content AI generated by ChatGPT 5.3

**Unlimited day sailing add-on (for
students who pass Day Skipper)**

½ of published rate

plus tax

**Other Fees, extra books, log
book, etc..**

At Cost

plus tax