

19 Wing Comox

5950-1 (19WCYC-Secretary)

04 May 2026

Distribution List

MINUTES OF THE 19 WING COMOX YACHT CLUB
EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE, 1900 HRS 04 MAY 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
✓	Mr. Martin Letourneau	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 (arr 20.10hrs)	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)	Dave Weaver	Member	

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	<p>The meeting was called to order at 1910hrs. A quorum was present.</p> <p>Reports in Annex A were provided in advance</p>
2	ADDITIONAL AGENDA ITEMS
	<p>Introduction of and appointment of Retired Captain Martin Letourneau to the position of Dinghy Captain. Exec Approved</p>
3	REVIEW OF MINUTES and ACTION ITEMS
	<p>Minutes of the 13 Apr 26 meeting were provided in advance of the meeting and endorsed with no changes. Action items were discussed, updated and attached to Annex A</p> <p>New and continuing action items: James: Setup dinghy@19wcyc.com for Martin Christie: Coordinate tracking day sailor program payments and checkouts using CALENDY and shared sheet on google drive James: Add August long weekend fireworks social event, Aug 3, to club calendar James: To review bar pricing to ensure all items are generating profit. Christie: Include request in newsletter for volunteers to cover August TGIF cleaning shifts Robert: Follow up to confirm refunds have been processed Fil: Register Hawk trailer and obtain licence plate Foreshore: determine best approach to secure dock keelboat equipment shed James: BBQ key to be removed from secondary location and kept with bartenders Simone: May 9 Yard Sale cancelled and deferred sine die.</p>
4	TREASURER'S REPORT
	<p>(Greg) See Annex A</p> <p>Treasurer position will be vacant at end of June and position to be advertised in newsletter – OPI Christie</p>
5	DIVISION REPORTS

	<p>a) <u>Rear Commodore (James)</u> Verbal report re BBQ not being cleaned after use – Keys to be secured with Bartender to ensure we control who uses it and that they understand the cleanup requirements.</p>
	<p>b) <u>Communications (Christie)</u> See Annex A</p> <p><u>Action Items for Executive Board</u> Submit all May newsletter content by May 4, 2026 at 10:00 a.m. Provide missing details for proposed newsletter items (BSC, clubhouse events, boat rentals). Feedback on the proposed Member of the Month feature in the newsletter</p> <p>Fil reported that Christie could post club information on the electronic bulletin boards at the entrance to the base, as well as use the display cabinets in the rec centre. Action: Fil to provide BBS info to Christie</p>
	<p>c) <u>Dinghy (Martin)</u> Verbal report</p> <p>Take inventory, determine repairs</p> <p>Action: Martin endorsed to apply for credit card</p>
	<p>d) <u>Foreshore (Allan) Absent</u> No report Reminder berthage request deadline is May 31</p>
	<p>e) <u>Paddlesports (Graham)</u> See Annex A Graham away May 15 to Jun 30</p>
	<p>f) <u>Keelboat (Francois) Absent</u> See Annex A</p>

	<p>g) <u>Membership (Paulette)</u> See Annex A</p>
	<p>h) <u>Volunteer Coordinator (Matt)</u> See Annex A</p> <p>A club volunteer day is being planned for early to mid-June (weekend) to include boat bottom cleaning, paddle shed reorganization, dinghy rigging, and a barbecue. The team needs an OPI to coordinate.</p> <p>Parking Signs Project: Matt to forward to Fil a few samples of new parking signage. James to do printing Volunteers needed to mount signs in ground</p>
	<p>i) <u>Bar Officer (Ceilidh) Arrived 20.10</u> Verbal report</p> <p>Ceilidh will continue as bar officer for the upcoming season, handling paperwork and finances while other volunteers staff the bar on the weekends.</p> <p>Cadet Bartending Arrangement – Cadet Officer bartenders will be able to bartend when they are here. Exec discussed at length.</p> <p>Motion: Bohac, Boyd - Carried Unanimously</p> <p>That Cadets are approved to bartend for their own group at the clubhouse, provided they become club members, have 'Serving it Right' Certification and follow all bartending protocols.</p>
6	OLD BUSINESS
7	NEW BUSINESS
	<p>Fil reported on a recent meeting with PSP and their requirement that Guest Waivers be sent to them. Action: Fil to forward guest waiver to Christie</p> <p>Action: PSP needs a list of trained instructors</p> <p>REXPO is set for Wed Oct 14 from 3pm to 6pm at the Rec Centre Gym – ongoing discussion</p>

	<p>Suggestion that intro videos be created for club equipment in particular keelboats. Would require videographer and OPI.</p> <p>Discussion surrounded how to increase AGM attendance: suggestion to have AGM late October or early November to coincide with end of sailing season. Key challenge is the budget approval process. Options included having a preliminary budget in October or considering a separate electronic vote in February. Ongoing discussion.</p> <p>Discussion surrounded how to increase volunteerism, noting that divisions like paddlesports have little support from members. One option is to double fees for rentals. Others included asking members to contribute 5 hours of volunteer time per year. A QR tracking system was suggested with Christie taking the lead. Recognition of contribution by entering monthly draws for say gift cards. Action: Christie to take lead on tracking volunteerism.</p> <p>Graham: Setup multiple admin access for Master Vault, creating groups and providing codes for non BT locks, eg. Main Gate Code, Padlock codes and Jetty Access code dependent on member status or participation. One advantage is where say, the Main Gate Code is changed, the system will dynamically update all member code databases.</p>
8	OPEN DISCUSSION
9	CLOSING REMARKS
	None.
10	NEXT MEETING DATES
	<p>1 Jun 2026, 1900 6 Jul 2026, 1900 Aug – no meeting Sep TBD</p>
	ADJOURNMENT
	Meeting adjourned at 2100 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

3 Review of Action Items and Update

LCol Fil Bohac, Commodore
 May 4, 2026

19WCYC							
Action Item Tracker							
Date	Name	Details	Due Date	OPI	Notes	Closed Date	Fil Comments - 4 May]
7 Jul 25	Review Associate Members Participation	Review list of associate members, their past participation/contribution and ongoing contribution to the club.	1st Exec mtg of each calendar year	Executive	Ongoing - review to be made on annual basis at least 60 days prior to AGM	annual	
13 Apr 26	24/25 Students Not Trained Refund	Rob to refund all students from 2024 and 2025 who never started training	1 May 26	Asst Training O	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		Pending. Will check with Robert.
13 Apr 26	No Sail Canada certification refunds	Rob to refund \$50 to all students from 2025 who didn't receive Sail Canada certification	1 May 26	Asst Training O	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		Pending. Will check with Robert.

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 Annex A – Division Reports

					upon graduation for balance of 2026/2027 year		
7 Apr 25	Register Trailer to Wing	Register Trailer to Wing/NPF	5 May 25	Commodore	ongoing		Open
17 Sep 25	Kayak Shed Insulation Quote	Fil to follow up on kayak shed request for insulation quote		Commodore			Open
2 Feb 26	Submit CER for Winch with Foreshore Input	Fil to submit CER for winch with input from foreshore	1 Apr 26	Commodore			Open - awaiting decision on final design
13 Apr 26	Associate membership procedures	Commodore will review bylaws and constitution regarding associate membership limits, and ensure the policy is clear and we are compliant.	ongoing	Commodore	Clarification needed with respect to format, validation and room.		Open
2 Mar 26	Proposal for Tender Dock Extension	Alan and Francois to bring forward proposal to consider tender dock extension		Foreshore O	No specific date		Open, deferred to fall/winter
13 Apr 26	CC Commodore of rate information before Website changes	James to CC the Commodore before website changes are made with respect to rate information	1 May 26	Rear-Commodore			Pending, info in last month minutes
2 Mar 26	August Long Weekend-Fireworks Social	James to add to calendar. Christie to advertise as appropriate	1 Jun 26	Rear-Commodore Comms O	WIP		Pending

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Annex A – Division Reports

4 Treasurer's Report

Maj. Greg Boyd, Treasurer
May 1, 2026

Balance Sheet Summary End of Fiscal March 2026

Total Assets: \$206 689.71
Unencumbered Cash: \$56 968.39

Income Statement Summary March 2026

Bar Summary

Bar Actual Gross Profit: \$4920.70
Bar Budget Gross Profit: \$7720.00

Revenue Summary

Actual: \$40 120.42
Budget \$57 243.65

Expenses Summary

Actual: \$67 748.26
Budget: \$68 246.84

Net Income YTD

Actual: \$-22 707.14
Budget \$-3 283.19

Notes

Preliminary end March showed without interest revenue.

Preliminary end March showed services and programs expenses significantly higher

Treasurer's report. Finalized for fiscal 2025-26. Looks about 9K better than preliminary shown last meeting primarily due to:

- Interest income realized (expected)
- Services and programs expenses reduced (new sailing courses better aligned for fiscal – not expected)

End result is \$-22 707.14 income for the year which includes depreciation of \$26 101.31

Cheers,
Greg
G.S. Boyd
Treasurer, 19 Wing Comox Yacht Club

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Annex A – Division Reports

5.a Rear Commodore Report

Mr. James Hollis, Rear- Commodore

5.b Communications Officer Report

Christie Kiers, Assistant Comm O

Communications Division Report - May 4, 2026

1. May Newsletter Publication & Content Submission Status

The May newsletter is scheduled for release on **May 6, 2026**.

An email requesting content was sent to the Executive email distribution list on **April 29, 2026**. The submission deadline is **May 5, 2026 at 10:00 a.m.**, with final newsletter content locked by **11:00 a.m.** the same day to meet the publication deadline.

- **Received:**
 - **Greg Boyd:** Add Treasurer to list of volunteer positions available
 - **Training:** Article 'Anchoring 101'
 - **Membership:** Paulette away as of May 8th – working remotely
 - **Paddlesports:** Kayak Container Combo on MasterVault

Members and activity leads are asked to review the **previous newsletter** and advise if any items should be added, updated, or removed. Any updates or information that may be of value to members should be submitted as soon as possible.

2. Wing-Wide Email Content Request

I have not received the May schedule of events from Maureen McDonald, and upon review, it appears that an April schedule was also not received. I have reached out to request the missing information.

3. *NEW*** Proposed 'On the Dock With...' Monthly Member Highlight**

I'm proposing a short Member of the Month feature in the newsletter called '**On the Dock With ...**' to help put faces and stories to the names we see around the club.

While we have a great core of long-time members, many of whom primarily attend TGIFs, and an increasing number of newer sailors who are active on the docks or on the water, these groups do not always overlap naturally. A short member profile helps connect those dots by giving everyone a bit more context about who is who, how people got involved, and what keeps them coming back to the club.

The goal is not to highlight accomplishments or single anyone out, but to quietly celebrate the people who make the club feel welcoming and community-driven. The content would be short, consistent, and easy to manage, using the same questions each month and a single paragraph write-up. Sample questions used to gather information would include:

1. How long have you been a club member, and how did you first get involved with the club?
2. What do you enjoy most about the club or boating, sailing, or paddling in general?
3. Do you have a favourite club related (boat adventure, volunteer activity, or on-the-water) memory you'd like to share?
4. When you're not at the club, what do you enjoy doing?
5. Any fun or interesting facts people might not know about you?
6. Have you volunteered or contributed to the club in a way you'd like mentioned?

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Annex A – Division Reports

What this is not: This is not an award or a “best member” designation. It is simply a way to share stories and strengthen connections across the membership.

I propose including a short survey in the upcoming newsletter inviting members who are interested in participating or sharing their story to respond. I can use that list as a starting point and, if interest is limited at first, I can follow up informally with a few members to help get the feature off the ground. **As part of leading by example, it would be great if members of the club Executive were open to participating as well.** 😊

4. Action Items for Executive Board

- Submit all May newsletter content by **May 4, 2026 at 10:00 a.m.**
- Provide missing details for proposed newsletter items (BSC, clubhouse events, boat rentals).
- Feedback on the proposed Member of the Month feature in the newsletter

Christie Kiers

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5.c Dinghy Division Report

Mr. Martin Letourneau (Interim Dinghy Capt)

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5.d Foreshore Report:

Alan Philips, Foreshore Officer

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5.e Paddlesports Report

Graham Edwards, Paddlesports Captain
May 1, 2026

Kayak training

Pool sessions- both planned pool sessions are full.

I will be away until the end of June, at which time I will start goose Spit training.

Equipment

Everything is ready for use with some ongoing minor repairs and replacements needed.

Soldier-on/Adventure training

No local events currently planned, there will be a Broken Group of Islands event in late September.

No units have approached looking for kayaking support.

Future

Maybe advertise on-base for a Paddlesport specific "Try Paddlesports" event in the summer?

Need help with training.

Graham
613 854 5066

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Annex A – Division Reports

5.f Keelboat Division Report

Mr. Francois Ducheseau, Keelboat Captain

Update:

The keelboat team is continuing to work on making sure the three boats are compliant with TC regulations.

While we are nearing completion for training purposes, nothing prevents the boats from being rented out. With that in mind, we need to ascertain that Calendly is up and ready.

Frank

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Annex A – Division Reports

5.g Membership Report

Ms. Paulette Hendry, Membership Officer

Membership report May4th,2026

- 1-Membership is going well and PSP keeps sending in receipts.
- 2-Communications has reached out to non paid members and a few have responded by saying they are being posted or not joining.
- 3-One member is posted 1 July and has asked if he can keep using the club house if necessary, they have their own kayaks.
- 4- new computer was received and all documents have been moved. The old computer will be scrubbed and returned to PSP.
- 5- Christie will be the custodian of the membership cards.
- 6-I will be monitoring membership while sailing.
- 7- Membership stats: Paid Regulars:178
Paid Ordinary:22
Paid Associates:31
Lifetime members:6
Paddlesport members:80
Dinghy members:19

Respectfully submitted,

Paulette Hendry
Membership Officer
19WCYC
membership@19wcyc.com

5.h. Volunteer Coordinator Report

WO Matt Davidson, Volunteer Coordinator

A few points from myself that have things moving in the right direction. Hoping for 10 minutes at the meeting to quickly cover the following:

1. Volunteer Opportunities Sheet

- located

here: <https://docs.google.com/spreadsheets/d/1cb8qVyG4qzEJ8sQefXgDILc6fTXQv1R9OfFqgCzqfKI/edit?gid=0#gid=0>

- all will have View rights as of 5 May 26, will need to request permission for Edit for those that plan on using it

19WCYC VOLUNTEER OPPORTUNITIES			PENDING TASKS				4 May 2026		
Task	Division	Description	Deadline	Date Submitted	Date Completed	Status	Volunteer Names / OPI	Contact / OPI	Notes
Shed Door Repair	Keelboat, Clubhouse	Repair door frame on keelboat shed behind clubhouse.		5 May 25				keelboat@19wcyc.com	
Kayak trailer storage	Paddlesports	Build a new storage box at the front of the trailer relocate spare tire to the front of the box (to keep weight at the front while towing).	20 Feb 31	21 May 25				paddlesports@19wcyc.com	
Design/build	Paddlesports	Build racks to support SUPs in kayak shed	31 Dec 25	15 Oct 25				paddlesports@19wcyc.com	
Create, install	Foreshore	Parking signs in current parking area by Marine Section need to be updated (overnight parking) and re-installed in something better than buckets.		20 Oct 25				foreshore@19wcyc.com	
Repair Sups and identify sups for disposal	Paddlesports		1 Feb 24	4 Dec 25				paddlesports@19wcyc.com	
Paddlesports Repair Day	Paddlesports	Assist with repair day	31 May 26					paddlesports@19wcyc.com	OPI: Jerome Bourget
Serving It Right	Clubhouse							volunteercoord@19wcyc.com	
Club Yard Sale Day	All		9 May 26					volunteercoord@19wcyc.com	
Test Task	Volunteer	Testing		30 May 26					
Test Task	Volunteer	Testing		30 May 26					
Test Task	Volunteer	Testing		30 May 26					

2. Division Task Priorities

- review task status and priorities to begin reaching out to membership
- now have the contact list for current club membership, will be reaching out to ALL club members this week

3. 19 Wing Dive Club Event Planning

- they have enquired if happening this year, seeking input from Exec on if we want this part of a larger club day
- will seek out an OPI if we go ahead with it

Matt
 Volunteer Coordinator
 Volunteer-Coord@19wcyc.com>