

19 Wing Comox

5950-1 (19WCYC-Secretary)

12 Mar 2025

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 19:00HRS 10 MAR 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Paul Atterton	Secretary	Elected
Present:	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Maj Greg Boyd	Treasurer	Elected
	Mr. James Hollis	Rear Commodore	Elected
	Mr. Alan Phillips	Foreshore Officer	Elected
	Mr. Graham Edwards	Paddleboard Captain	Elected
	Maj Marc Archambault	Keelboat Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Ms. Kelli Ballentyne	Asst Rear Commodore	Appointed
Absent:	MCpl Andrew Fraser	Dinghy Captain	Elected
Guests:	Mr. David Weaver	member	

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 19:00 hrs. A quorum was present. Only the Keelboat Division report was provided in advance via email; See Annex A.
2	ADDITIONAL AGENDA ITEMS
	Nil
3	REVIEW OF MINUTES and ACTION ITEMS
	Previous minutes have been circulated in draft and were endorsed. Action Items were reviewed (Only one is open and not due until Summer).
4	TREASURER'S REPORT

	Budget was approved at AGM and submitted for WComd signature along with ByLaws and AGM Minutes on Tue 4 Mar 25.
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <ul style="list-style-type: none"> (1) Concern over cost of heating kayak shed were expressed by RPOps. Looking into insulating the building. (2) Clubhouse use – Require Exec/Club commitments as early as possible to avoid conflicts with other user groups.
	<p>b. <u>Communications</u> –</p> <ul style="list-style-type: none"> (1) Club calendar will be updated the 1st Monday of each month. This will include all club events – clubhouse, keelboats and paddleboats. (2) Regular Newsletter to be sent out Tuesday, 11 Mar (3) Keelboat newsletter to be distributed to all members (4) Need details in order to advertise new IT Position. (5) Membership application/renewal info/process for next year to be sent out within the week (6) Suggestion to make only main landing page bilingual – port to club website in English only – Allison to take lead, James to assist (7) Allison proposed a shared ‘volunteer opportunities/tasks’ list on shared drive be available. <u>Located here</u>. Plan would be to make it available to all to view, and Exec to edit. (8) Quadra Gate – new codes to be available soon, with old codes to expire March 31. Only renewed memberships will have access to the 2025-2026 gate code. Distribution by Allison with support from Paulette. (9) Newsletter to advertise that help is desperately needed in the Keelboat Division, the need for a Deputy Keelboat Captain and the need for volunteers to help out.
	<p>c. <u>Dinghy</u> -</p> <ul style="list-style-type: none"> (1) No report – not present
	<p>d. <u>Foreshore</u> –</p> <ul style="list-style-type: none"> (1) Mooring bouys were inspected again, and only the rigging on one needs to be shortened. Condition of all hardware is good. (2) New dinghy dock to be delivered 17 March, with reconfiguration to follow. (3) Roch has winch remote at home, will give to Foreshore O. (4) Diving club has been solicited in cleaning member vessels again; preference is to do it on the mooring balls, using the work float to access. (5) Dinghies on the docks need decals; new decals will be provided as of new berthage season starting 1 Sep 25. (6) Expectation that members have a current decal on windshield remains, to make it simpler to track vehicles parked at QUADRA (7) A reminder that berthage for dinghies (with or without a keelboat) needs

	to be requested using the same form and process as regular berthage.
	<p>e. <u>Paddlesports</u> –</p> <ul style="list-style-type: none"> (1) Adventure training – 2 upcoming pool sessions (2) New Bluetooth locks for keelboats are working well; will be procured for kayak shed and kayak storage – all renters will be provided with access via app to better control and track equipment use. (3) June will see limited kayak access – 442 Sqn and 19 MSS adventure training
	<p>f. <u>Keelboat</u> –</p> <ul style="list-style-type: none"> (1) See Annex A for Report. (2) Total maintenance budget of \$17,200 confirmed for this FY, including some of the remining work under the still-open PG CER. (3) This final forecast for keelboat maintenance of \$17,000 this fiscal year, is aligned with the current budget for FY 25/26 of approx. \$20K. (4) Basic Sailing Course includes 18 students plus 3 doing a refresher and testing, which are repeats from last year. All have paid. (5) Marc identified issues with the ATW outboard, requiring repair or potential replacement. Executive endorsed replacement of the outboard for up to \$7500, if deemed as the appropriate COA once final discussion with mechanic and provision of quotes for new outboard.
	<p>g. <u>Membership</u> –</p> <ul style="list-style-type: none"> (1) Payment of Adobe Subscription of \$350, to support use of electronic forms for membership applications. Paulette to use one of exec credit cards [Andrew?]. (2) Need to finalize new forms for 2025-2026 membership year [Andrew and Paulette].
6	OLD BUSINESS
	Reiterated need to find deputies for Keelboat and Paddlesports to share the workload.
7	NEW BUSINESS
8	OPEN DISCUSSION
	<p>It was agreed that the next exec meeting on April 7, will start at 18:30 instead of the usual 19:00</p> <p>Discussion on how to get more attendance at TGIFs – providing opportunities for more than the traditional ‘TGIF crowd’ to attend, and offer other social opportunities that may be better suited to other schedules like weekend events.</p>

	<p>Ongoing discussion.</p> <p>Agreed to a Club Spring Launch and BBQ, initial 'save the date' announcement in next newsletter – Burgers and Hot Dogs, a tour of the facilities and equipment for all members – Sunday, June 4 from 11:30 to 15:30...estimated costs of \$500 provided for in budget. Will align with other activities (paddling, Dinghies, Keelboats, including maintenance or work parties) to maximize member attendance</p>
9	CLOSING REMARKS
	Nil
10	NEXT MEETING DATES
	<p>7 Apr 2025 @ 1830</p> <p>5 May 2025 @ TBD</p> <p>2 Jun 2025.@TBD</p>

11	Adjournment
	Meeting adjourned at 21:00

F. Bohac
 LCol
 Commodore
 250-218-1973

Paul Atterton
 Secretary
 (signed on behalf of)

RECOMMENDED/
 NOT RECOMMENDED

APPROVED/ NOT APPROVED

C. deBellefeuille
 FS&R Manager
 8246

D. Branchflower
 Sr. Manager PSP
 7211

Distribution List:

Info:

D/W Commander

Sr Mgr. PSP

Recreation Coordinator

NPF Accounting Manager

Comms O (for website)

Annex A – Division Reports

(Rear Commodore / Comms / Dinghy / Foreshore / Paddlesports / Keelboat / Membership)

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

Repairs and refits are progressing on all 3 boats.

Urgently seeking a D/Keelboat Captain. TORs: Assist the vessel OPIs by tracking and prioritizing maintenance tasks, organize work parties, coordinating service providers and source parts to complete repairs. This position is essential to get all the boats ready this spring. This is also a great opportunity to learn more about how boats work and learn how to fix them. Without this position being filled, keelboat maint will very shortly grind to a halt. (Graham? Francois??)

Hawk (Raphael OPI): bottom paint is progressing, subject to weather. Aim is to splash last week of March, re-rig, test sail, develop checklists, then train up instructors 1st week of April if all goes to plan.

PG (Darrell OPI) : (new) alternator regulator failed last week during sea trial, working through dealer and OEM to obtain replacement ASAP and analyze cause of failure. After this, the vessel will be ready for training / check-outs / rentals.

ATW (Mark OPI): fine adjustments required to shift lever, hoping to have it running by end of the week for test sail and instructor refreshers. Due to issues found during annual maintenance, club should plan on replacement in next 1-2 years. Est cost for motor, controls, wiring and rigging is \$6000.

Keelboat team has completed an incredible amount of work over the winter, non-stop since last October. There are a few final items to finalize and then we should be in a great position to have an excellent (and reliable) sailing season, significantly improving vessel availability.

Financial update: currently only procuring items absolutely essential for safety or to make the vessel available for use. Forecast (known) outstanding expenses till end of fiscal:

- a) Hawk sail maintenance (\$1524), outboard mount \$500, fiberglass (\$100), mandatory safety equipment \$250, paint \$600, mast repairs and new running rigging \$2700.
- b) OP PG haul-out, paint and fiberglass work (\$5400) (invoice sent to accounting last week), marina fees (\$60), fuel \$60, misc electrical (\$300), new propeller and installation (est \$3000)
- c) ATW outboard annual service (est \$500), but replacement may be the netter COA based on what Simon finds (for discussion)
- d) Misc hardware and supplies \$500, fuel for Basic Course \$100, transportation (sails) \$ 700

Est total: \$16 294. Note that about \$8500 of that is PG Keelboat CER (capital expense).

Notes:

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10 Mar 25

Annex A – Division Reports

- 1) the Hawk mast will be better/stronger than new, at a small fraction of cost of a replacement (\$8000 - \$10 000), plus new masts are not available till fall 2025....
- 2) Amounts above includes invoices submitted to accounting last week.

Questions:

- i) Should we ask to increase the Hawk CER to \$16 000 to include the mast repairs, outboard mount, etc.... ?
- ii) Confirm if the ATW mast refit last June was via CER?

Other:

- I. Plan is to start refreshers with BSC instructors on the dock next week (on ATW), then early April for Hawk.
- II. Advanced Sailing Course should sail on Friday, pending alternator repairs.
- III. The Bluetooth keypress have been tested and seem to work well and easy enough for multiple users with varied technological experience.
- IV. The outboard dolly will be locked in the shed this year, for member usage (same code as dock cart)
- V. Fuel for basic course and propane for Pacific Green will be stored in the dock shed POL locker this week.