

19 Wing Comox

5950-1 (19WCYC-Secretary)

11 Oct 2025 (second draft)

Distribution List

**MINUTES OF THE 19 WING COMOX YACHT CLUB  
EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE, 1900 HRS 06 OCT 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Mr. Paul Atterton	Secretary	Elected
Present:			
	Maj. Greg Boyd	Treasurer	Elected
	Mr. James Hollis	Rear-Commodore	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Mr. Graham Edwards	Paddlesports Captain	Elected
	MWO Francois Duchesneau	Keelboat Captain Asst. Foreshore Officer	Appointed
	Ms. Paulette Hendry	Membership Officer	Elected
	Mr. John Dekkers	Asst. Keelboat Captain	Appointed
	Ms. Christie Kiers	Asst. Communications Officer	Appointed
Absent:	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Mr. Alan Philips	Foreshore Officer	Appointed
	Mr. Jonathan Juteau-Berlinguette	Dinghy Captain	Appointed
Guests:	none		

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	<p>The meeting was called to order at 1900 hrs. A quorum was present.</p> <p>Reports from Treasurer, Foreshore Officer and Keelboat Captain provided in advance via email (see Annex A).</p> <p>Report from Communications Officer provided subsequent to meeting (see Annex A)</p>
2	ADDITIONAL AGENDA ITEMS

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3	REVIEW OF MINUTES and ACTION ITEMS
	<p>Minutes of Sep 17 2025 approved, pending correction to Foreshore Report. Paulette Hendry, also a member of the CVYC, stated that CVYC is not withdrawing from their Reciprocal Moorage Program.</p> <p>Additional discussion resulting from the minutes review have been included in section NEW BUSINESS.</p> <p>Action Item Tracker list reviewed.</p> <p>Deferred items to November meeting.</p> <ul style="list-style-type: none"> <li>• Reciprocals data and cost-benefit analysis discussion</li> <li>• Review of Bar Revenues to Budget</li> <li>• Training officer to attend next meeting to discuss plans for BSC/ASC 2026</li> </ul> <p>Paddlesports Shed Heating (Fil will follow up with RP Ops, and request Wing funds for our share of estimated cost)</p> <p>Register Hawk Trailer (Fil has all paperwork, needs to complete)</p> <p>Volunteer Opportunities (Keep updating current list, retain on Action Item List)</p> <p>MOU Proposal - closed (Francois suggested we just reach out to 19 OSS CO for approval <i>[done]</i>)</p> <p>Sailboat Rental/Usage Questionnaire (Christie to send Alison and Francois for first review before being sent to the Exec)</p>
4	TREASURER'S REPORT
	<p>Written report submitted (See Annex A)</p> <p>Greg provided summary of financials to 31 Aug 2025 and preliminary estimates to end Sep 2025.</p> <p>Rental revenue largest shortfall of \$14,000 from budget.</p> <p>Correction: Sale of Peter Duck now recorded as reduction of assets – previously recorded as reduction of keelboat repairs.</p> <p>Keelboat repairs revised to \$18,950 vs. \$20,500 budget.</p> <p>Forecasted Net Income (Loss) to 30 Sep 2025 Net (Loss) (\$9951.54) vs Budgeted Net Income \$2701.58</p>
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u></p> <p>No written report</p> <p>Clubhouse rental request for October by RCMP cancelled.</p>

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	<p>WComd expressed concern about access to Goose Spit, where KFN believes it is 19WCYC members that are providing inaccurate 'access' info to non-club members.</p> <p>Fil noted that he has expressed his disagreement, and that club members are accused of parking and access transgressions without evidence; There was no evidence of member involvement in the 'wedding party' incident noted by KFN.</p> <p>Fil noted the importance to again remind members:</p> <p><i>Do not share gate code,</i> <i>Wait for the gate to close behind you,</i> <i>Do not allow public to piggyback access, i.e. public slipping in behind an authorized person. To be reminded in the next Newsletter.</i></p>
	<p>b. <u>Communications</u> (Allison and Christie present)</p> <p>Written report by Allison received after meeting – See Annex A</p> <p>Key points:</p> <p>All public media must be bilingual per CFMWS; private member media exempt</p> <p>Sailboats retired for winter; Paddlesports open year-round.</p> <p>Newsletters published monthly (September to April), day after Exec meeting.</p> <p>Exec are therefore requested to ensure any items suitable for the Newsletter are brought forward at the meeting.</p>
	<p>c. <u>Dinghy (absent)</u></p> <p>No report</p> <p>Dinghy to be removed from dock late October/early November (Fil to advise Johnathan)</p>
	<p>d. <u>Foreshore</u></p> <p>Written report - See Annex A</p> <p>Francois noted:</p> <p>Work Float winch was repaired and is operational; priority to relocate the club mooring balls before member use of winch for other purposes.</p> <p>Water shutoff will occur when the forecasted temperature falls below 5°C.</p>
	<p>e. <u>Paddlesports</u></p> <p>Verbal report provided</p> <p>New BT key system in place for Paddlesports members (wall mounted lockbox with key inside).</p> <p>No plan to restrict use of equipment over winter – kayaks and SUPs available for member use.</p>
	<p>f. <u>Keelboat</u></p> <p>Written report – See Annex A</p> <p>No future vessel bookings are planned.</p>

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	<p>Sails to be removed this week from ATW. (Mark Lunney volunteered). Work party required to winterize each vessel; which days is weather dependent.</p> <p>Discussed Rob Douglas difficulty with access to 19wcycrcruising Gmail inbox - referred to Christie to assist Rob.</p> <p>2025 Season Sailboat survey to be forwarded to Exec for input with results to come to November or December exec meeting. Results to be presented as usual in Feb at AGM.</p> <p>Training officers report not available, to be discussed at November meeting. <i>[Fil to ask Marc to attend]</i></p>
	<p>g. <u>Membership</u></p> <p>Verbal report provided</p> <p>Current PDF membership form populating a spreadsheet is workable; no changes needed.</p> <p>Exec requested to consider any changes to info on Membership form.</p> <p>Renewal process to be streamlined to eliminate need to reenter all personal data and certifications; payment at Recreation Centre to continue.</p>
6	OLD BUSINESS
7	NEW BUSINESS
	<p><b>Boat Repairs</b></p> <p>Club will not pursue recovery of repair costs unless gross negligence is involved.</p> <p>Need for self-management; users of the boats to assist in maintaining these boats. Currently, many of the volunteers who maintain these boats have their own boats and therefore don't use the club boats.</p> <p>Consider increasing rental to cover repair costs.</p> <p>Standardized training suggested to minimize risks of damage.</p> <p>Damage deposit collection deferred pending survey results</p> <p><b>Reciprocals</b></p> <p>Paulette, a member of the CVYC, noted that CVYC had not made a decision to withdraw from their Moorage Reciprocals Program, pending a survey of their members.</p> <p>Most members travel North from Comox (Desolation Sound and beyond, where there are few marinas and therefore potential for reciprocals; value of our program to be discussed further at next meeting.</p> <p><b>Spam Email</b></p>

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	<p>Email weblinks to be removed from public webpages due to ongoing spam/phishing efforts.</p> <p><b>Equipment Acquisition:</b> Commodore endorsed request to acquire letter-size laminating machine and label maker (Francois volunteered).</p> <p><b>Parking Signage</b> Volunteers needed to replace current 19WCYC Parking signs adjacent to dock, and remove “NO OVERNIGHT PARKING” wording. James was asked if he could make the signage; work party or volunteers to relace buckets holding current signs.</p>
8	OPEN DISCUSSION
	No additional items raised
9	CLOSING REMARKS
	None
10	NEXT MEETING DATES
	3 Nov 2025, 1900 8 Dec 2025, 1900, note 1 week later 12 Jan 2026, 1900, note 1 week later

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11	ADJOURNMENT
	Meeting adjourned at 2035 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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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

##### Balance Sheet Summary YTD August 2025

Total Assets: \$257 988.09  
Unencumbered Cash: \$75 348.35

##### Income Statement Summary YTD End August 2025

###### Bar Summary

Bar Actual Gross Profit: \$3 139.95  
Bar Budget Gross Profit: \$3 800.00

###### Revenue Summary

Actual: \$20 676.52  
Budget: \$39 575.00

###### Expenses Summary

Actual: \$14 535.84  
Budget: \$39 420.35

###### Net Income YTD

Actual: \$9 272.63  
Budget: \$3 954.65

###### Notes:

Rental revenue continues to be largest short fall from budget (close to 14K below)  
Peter Duck sale accounted for in repair expenses above. (to be corrected)

##### Preliminary End September 2025

Balance Sheet Forecast:  
Total Assets: \$233 245.25  
Unencumbered Cash: \$75 271.99

Net Income Forecast:  
Actual: \$-9 951.54  
Budget: \$2701.58

###### Notes:

Peter Duck removed from fixed(total) assets.  
Peter Duck in maintenance corrected (forecast \$18 950.01 spent of \$20 500 budgeted)  
Delta for actual net income is essentially the same as rental revenue delta.

### **5.c Communications Office Report**

Allison Caughey, Communications Officer

#### **CCOM REPORT & RECAP**

##### **1. COMMUNICATIONS OFFICER & Assistant Communications Officer**

- a. With my due date quickly approaching, Christie Kiers is taking over as 19WCYC's Communications Officer and I will be the Assistant Communications Officer. Christie will be taking over everything time sensitive (including Exec meetings) while I will continue with everything not time sensitive.
- b. Below is a combination of October's Communication Report as well as a Recap of everything Com related for reference while I'm "out of service".

##### **2. CLUB NEWSLETTER**

- a. Person Responsible: Christie Kiers
- b. Frequency: As requested by the Exec, our newsletter is distributed monthly during the off season (September to April) and biweekly during the high season (May to August). It is typically published on Tuesdays, in alternance with Totem Times, and/or the day after Exec meetings. Confidential information (like gate access codes) are not divulged in newsletters.
- c. Content: It is up to each Exec member to proactively transmit information to [communications@19wcyc.com](mailto:communications@19wcyc.com). The Communications Officer prepares the newsletter and sends it to Fil (Commodore) for final approval before distributing to members through Mailchimp. The mailing list is a combination of current and past 19WCYC members, which is regularly updated using Paulette's (Membership Officer) membership database spreadsheets.
  - i. Note: Mailchimp's audience was last updated using Paulette's database from 7 October 2025.
- d. Current Mailchimp users include James Hollis (owner), Allison Caughey (admin), and Christie Kiers (admin).

##### **3. 19WCYC.com**

- a. Person Responsible: James Hollis
- b. Although James is our internal guru, PSP holds the URL's ownership.
- c. When visiting [www.19WCYC.com](http://www.19WCYC.com), users are redirected to [www.CFMWS.ca/Comox/19-wing-comox-yacht-club](http://www.CFMWS.ca/Comox/19-wing-comox-yacht-club)
  - i. Note: Once we figure out who can modify redirects, we can shorten our URL to [www.CFMWS.ca/Comox/19WCYC](http://www.CFMWS.ca/Comox/19WCYC)
- d. James can create or modify official club emails.
  - i. Current users of [communications@19wcyc.com](mailto:communications@19wcyc.com) (a redirected address) are Allison Caughey and Christie Kiers.
- e. Note: There are current discussions with Ottawa about allowing clubs to create websites outside of CFMWS, which would be restricted solely to active club members. I have already mentioned that we would like to take back possession of 19WCYC.com if this is approved.

#### 4. CFMWS.ca

- a. Person Responsible: Allison Caughey
- b. **Note: I will not be available to make any modifications between Saturday 25 October and Sunday 30 November. As of 01 December, my availability will be limited and depend on the current household situation. Please plan proactively!**
- c. Our current URLs are [www.CFMWS.ca/Comox/19-wing-comox-yacht-club](http://www.CFMWS.ca/Comox/19-wing-comox-yacht-club) (English) and [www.SBMFC.ca/Comox/19WCYC](http://www.SBMFC.ca/Comox/19WCYC) fr (French).
- d. Ottawa sent an email to all web administrators on 7 October 2025; these are the parts that pertain directly to 19WCYC: *“Site audits are to ensure we comply with the official languages act and accessibility requirements, required by law. Please remember that our goal is to provide the best user experience for all our members. (...) A review of all locations was recently completed. (...) Publish ALL content in both official languages otherwise DO NOT publish.”*
  - i. Since I never received the French content for the Advanced Sailing Course, I deleted the English page on 9 October 2025 to bring 19WCYC conform with required standards. This shouldn't have any effect on our operations as courses have seized for this season. The page can be recreated once both texts are available for next year's courses. (Attached is a copy of the text that was published as well as the PDF that was linked to the page.)
- e. A reminder that the specialized vocabulary used in sailing is a challenge for me in English, let alone French. While I'm quickly learning through sailing and research, there are more qualified individuals in each division. As such, it is the responsibility of each division to supply finalized texts in both English and French that I can then upload to the website. Moving forward, I'll unfortunately have to follow Ottawa's policy (instead of posting the English immediately and waiting for the French equivalence).
- f. All requested updates, including Exec names/status/emails, were completed on 9 October 2025.

#### 5. SOCIAL MEDIA (FACEBOOK)

- a. Person Responsible: Christie Kiers
- b. **Private groups:** CFMWS is tolerating private Facebook groups as a means for club volunteers to keep in touch with their members. Our group [“19 Wing Comox Yacht Club”](#) allows both the Exec and members to post texts, pictures, and events.
- c. **Public page:** All public content (including Facebook pages) fall under the scrutiny of the Official Languages office at CFMWS. They have restricted use in the last year, which has resulted in many base related services (including clubs) losing their pages.
  - i. Note: I deleted 19WCYC's public page on Monday 6 October 2025, directly after our Exec meeting.
- d. **PSP's public page:** On Monday 6 October 2025, PSP Comox agreed to post 19WCYC events on their public Facebook page: [“19 Wing Comox PSP”](#).

Attached is a generic (bilingual) visual to be used for all 19WCYC events posted there; it is conform with standards discussed with Andrew Sponagle and respects the same format/layout already in circulation for other clubs.

- i. Note: On Tuesday 7 October 2025, Christie Kiers and Maureen McDonald (PSP's Administrative Assistant) were introduced to each other.
- e. Note: I recommend avoiding any other social media (like Instagram) to avoid issues with Official Languages.

## 6. TOTEM TIMES

- a. Person Responsible: Christie Kiers
- b. *"The Totem Times has kept 19 Wing informed since 1960, making it the longest running newspaper in the Comox Valley. It is published every second Tuesday and is delivered to members of 19 Wing Comox, to the public spaces that serve the Wing, and throughout the Comox Valley. It is also distributed to CAF bases throughout Canada and to deployments around the world."* Source: [Totem Times website](#)
- c. The Totem Times' public Facebook page is also v: "[19 Wing Totem Times](#)".
- d. Attached is Camille's publication calendar for 2025; her 2026 calendar should be approved by Monday.
  - i. Note: The October edition is quite full already. November's content revolves around Remembrance Day or services (and it's a heavy ad month). The December edition is a 'holiday' feature.
- e. Note: On Wednesday 8 October, Christie Kiers and Camille Douglas (Newspaper Editor) were introduced to each other.

## 7. GOOGLE DRIVE

- a. Person Responsible: Frank Duchesneau
- b. In the [19WCYC Shared Folder](#), there are three principal subfolders that are often accessed by the Communications Officer: [Communications & Marketing](#), [Photos](#), and [Volunteer Coordinator](#).
- c. For the other subfolder, it has been incredibly helpful when several people can open and modify a document simultaneously from a distance – which we did a couple of times for website updates.
- d. Note: Frank is in the process of giving Christie Kiers access.

## 8. VOLUNTEER OPPORTUNITIES

- a. Person Responsible: Volunteer Coordinator (vacant position)
- b. In the absence of having a Volunteer Coordinator, I created the [2025-2026 Volunteer Opportunities](#) spreadsheet (in the [Volunteer Coordinator](#) subfolder) as a temporary solution to a time-sensitive issue. This was because all other means currently being used by the club were deemed inappropriate for this need. (Ex: website is too much work, not all members are on Facebook, the newsletter is bi-monthly or monthly, emails for each opportunity would be excessive, etc.) All Exec members have editor status and are responsible for adding/removing their division's tasks in real time. This is a group tool, so all

Exec members are free to make improvements as needed. Other alternatives can be discussed within the Exec, ideally under the supervision of a Volunteer Coordinator.

## 9. PSP MONTHLY EMAILS

- a. Person Responsible: Christie Kiers
- b. On the first of each month, PSP sends an email base-wide to everyone that has a DND address. The deadline to submit upcoming events is generally around the 21<sup>st</sup> of the month prior.
- c. Note: On Tuesday 7 October 2025, Christie Kiers and Maureen McDonald (PSP's Administrative Assistant) were introduced to each other.

## 10. FRIENDLY REMINDERS

- a. **Basic Sailing Course:** Registration deadline is generally in December. Modifications to CFMWS must be completed before Friday 24 October 2025. Totem Times may not have available space; better to act sooner than later.
- b. **AGM:** All club members must be informed minimum 30 days prior to the event date, which PSP recommends hosting in February. Andrew Sponagle should release step-by-step instructions for AGM prep in December.

## 11. THE END 😊

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Annex A – Division Reports

**5.d Foreshore Agenda:**

Mr. Alan Phillips, Foreshore Officer

1. Second quote for new winch, ongoing.
2. Looking into when water will be turned off for the winter, no word yet.
3. Mooring barge outboard being removed for the winter.
4. All boats on dock have insurance.

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Annex A – Division Reports

**5.f Keelboat Division Report**

MWO Francois Duceseau, Interim Keelboat Captain

1. No bookings on the calendar and all three keelboats will be winterized during the next couple of weeks ending with PG the week of Oct 13th (after Thanksgiving). Still working out the details for Hawk;
2. With renting season almost over, workload will slightly diminish for the team but expect some repair costs to continue (specialized maintenance required on PG);
3. Comms efficiency. Rob Douglas struggling with monitoring the 19wcyccruising inbox remotely. He said he tried auto forward but no joy;
4. 2025 Keelboat Renting Season Survey update; and
5. Training Officer's report will be sent out tomorrow.