

Saskatoon Canoe Club  
Fall Annual General Meeting  
23Nov 2010  
JS Wood Community Library

Attendance

Dave Peters  
Graham Parsons  
Valery Chirkov  
Russell Lawrence  
Randy Chapman  
Doreen Chapman  
Kendra Worman  
Hannah Pierson  
Ann Popoff  
Jimmy MacDonald  
Richard Jackson  
Unknown member

19:04 Meeting is called to order by Dave Peters. Meeting will be run according to Roberts Rules of Order with Dave as Chairperson.

Additions to Agenda:

Jimmy to get about 8 minutes for Maintenance Report

Motions brought forward by Jimmy

Russell moves (Valery seconds) to adopt the amended agenda. Unanimous vote carries

Reports

Executive Report by Dave Peters (attached as Word document)

Membership Report by Richard Jackson (attached as word document)

Treasurers Report by Randy Chapman (attached as Text Document)

Publicity Report- No report from Bryan Sarauer

Marathon Report by Hannah Pierson (attached as Word Document)

Equipment Manager Report by Kendra Worman (attached as a Word document)

Equipment Maintenance report by Jimmy MacDonald (attached as 3 JPEG images)

Website Manager report by Dave Peters (attached in Word document)

Budget Updates/Amendments

Russell moves (Graham seconds) that Recreation budget \$150/recreation boat for repairs/maintenance. Russell and Graham speak to the motion. Vote is 4 in favour, 0 against, 8 abstentions.

Russell moves (Graham seconds) not to purchase an LCD projector for \$600. Russell and Graham speak to the motion. Vote is 0 in favour, 9 opposed, 3 abstentions

Russell moves (Graham seconds) that the budget line of \$600 for LCD projector be decreased to \$300.

Richard moves (Russell seconds) to amend the Russell's motion to read "...and if the Executive decide that the \$300 is insufficient, the amount be revisited at a later date". Vote on amendment to motion is 10 in favour, 1 against, 0 abstentions. Vote on amended motion is 5 in favour, 6 opposed, 0 abstentions- motion is defeated

Richard moves (Russell seconds) general office supply budget be increased to \$250 from \$110. Vote is Unanimous for the motion. Motion passed.

20:50 Jimmy MacDonald excuses himself from the meeting.

Russell moves (Richard seconds) that the budget as modified be adopted. Unanimous vote in favour. Motion passed.

Richard moves (Anne seconds) that the SCC does not have an audit done of the club records for the 2010 fiscal year and the club financial records be submitted to the Provincial Corporations Branch with the same kind of review as was done for the 2009 fiscal year. Vote on the motion is unanimous in favour. Motion is passed.

Richard moves (Kendra seconds) that the SCC use the Purchasing Policies as adopted by the executive on July 8<sup>th</sup> for purchasing and procurement of goods and services and that these policies supersede any previous motions made by the club. Vote on motion is 6 in favour, 2 opposed, 1 abstention.

Ann moves (Doreen seconds) that the SCC inform its members that recreation club equipment is not to be used on bodies of water where ice is present. Vote on motion is 5 in favour, 3 opposed, 1 abstention. Motion passed.

Russell moves (Richard seconds) that no more than one member at large be elected for every 250 regular members.

Richard moves (Russell seconds) that the motion be amended to read "...as determined by the previous paddle seasons membership" vote on the amendment to the motion is unanimous in favour. Vote on amended motion is unanimous in favour.

Jimmy moves (Russell seconds) that boathouse space be allocated to each division based on their percentage of total membership and need to access equipment. Debate on motion. Vote on motion is 2 in favour, 7 against, 0 abstentions. Motion is defeated.

21:34 Kendra Worman excused herself from the meeting.

Jimmy moves (Graham seconds) that no member at large position be accepted while there are executive positions open Vote is 1 in favour, 6 opposed, 1 abstention. Motion is defeated.

Jimmy moves (Graham seconds) that there be no co-director positions, instead an executive member designates a replacement to act on their behalf where the replacement is named and approved by the president prior to the commencement of a meeting. Vote is 0 in favour, unanimous against. Motion is defeated.

Jimmy's motion that club policies be followed by all divisions of the SCC is ruled down by Chairperson as unnecessary as it goes without saying.

Dave defers Executive action items to later in the meeting or at another meeting to allow time for Executive Elections.

Executive Position	Name of Candidate	Seconded by	Vote
President	Graham Parsons	Ann Popoff	Acclamation
Membership Director	Richard Jackson	Russell Lawrence	Acclamation
Treasurer	Randy Chapman	Richard Jackson	Acclamation
Secretary	Anne Popoff	Graham Parsons	Acclamation
Marathon Director	Hannah Pierson, Trevor Robinson as Co-directorate	Ann Popoff	Acclamation
Recreation Director	Clyde Bersky	Graham Parsons	Acclamation
Equipment Manager	Kendra Worman	Graham Parsons	Acclamation
Equipment Maintenance	VACANT	N/A	VACANT
Publicity Director	VACANT	N/A	VACANT
Social Director	VACANT	N/A	VACANT
Webmaster	Dave Peters	Ann Popoff	Acclamation
Newsletter	VACANT	N/A	VACANT
Member At Large	Russell Lawrence	Richard Jackson	Acclamation
Member At Large	Valery Chirkov	Ann Popoff	Acclamation

Russell moves (Graham seconds) that the AGM minutes be adopted by Email. Vote is 6 in favour, 0 opposed, 1 abstention.

Meeting is adjourned at 22:07 by Dave Peters.

#### Executive Action Items.

Item Description	Person Responsible	Status	Due Date
Database Quirks	Dave Peters	DONE	NA
Creation of emergency repair and First Aid Kit	Kendra Worman	Ongoing	2011 Open House
Trailer Replacement	Graham Parsons	Ongoing	March
Boathouse Use of Space	Graham Parsons	Ongoing	This could take a while!
Marathon Financial Report to Treasurer	Trevor Robinson	Ongoing	AGM
Club Insurance Policy	Dave, Randy, Trevor	Ongoing	October 1 <sup>st</sup> wasn't this voted on?

CKS submission	Randy Chapman, Richard Jackson	Ongoing	October 5 <sup>h</sup> isn't this done?
Marathon count of Throwbags in canoes	Trevor Robinson, Anne Popoff	DONE	NA
Update of Boathouse Inventory	Kendra Worman	DONE	NA
Destruction of Kayak coaming invoice	Randy Chapman	Ongoing	AGM
Email to Jimmy re: kayak repair, invoice info	Dave Peters	DONE	AGM
Potential repair of Swift \$1 kayak	Bryan Sarauer	Ongoing	AGM
Boathouse Drop Box	Graham Parsons	DONE	October 31 <sup>st</sup>
Earned free membership list	Richard Jackson	Ongoing	AGM isn't this done?
Wilderness First Aid	Dave, Bryan, Trevor	DONE	NA
Racks/ steps for high racks	All Executive	Ongoing	AGM
Marathon Boat Rationale	Trevor Robinson, Ann Popoff	Ongoing	AGM
Grant workshop email	Randy Chapman	DONE	NA
Paddling with Ice Policy	All Executive	DONE	NA

## Executive Reports

### EXECUTIVE REPORT

This is was a difficult year for the SCC as a club and the executive as a group. There were quite a number of changes in the executive during the course of the year, namely Glenn Phillip resigned as Equipment Maintenance, Russell Lawrence resigned as President, Wes Deptuch resigned as Recreation Director, Bob Farthing resigned as co-Marathon Director and Mark Lafontaine took on the role of Recreation Director and then resigned as Recreation Director. In addition Kendra Worman changed her position from Treasurer to Equipment Manager, Randy Chapman took on the duties of Treasurer in addition to being a member at large, Jimmy MacDonald took on the role of Equipment Maintenance, Cathy Peters took on the role of Newsletter editor and Hannah Pierson took on the role of co-Marathon Director. The changes in personnel resulted in numerous challenges both in terms of continuity and workload.

However, the club has reached this point in the year with two significant accomplishments aside from the usual success in providing an excellent venue for beginning and experienced paddlers in Saskatoon. The club constitution and bylaws were updated to reflect current practices and a purchasing polices document was developed to assist in procuring goods and services.

The purchasing policies document grew out of a recognized need to standardize the decision making process when the club engages in financial exchanges with vendors and service providers while following provincially mandated conflict of interest guidelines. As the first version of the document it will undoubtedly undergo additional revisions but its current state is such that it was successfully used to make a multiple purchasing decisions during the course of the year.

In summary, the year was challenging but people rose to the challenge and the club ends the year in a better position than it did when the year began.

Respectfully submitted,  
David Peters, AGM Chair

## FINANCE REPORT

Saskatoon Canoe Club  
 Balance Sheet (Cash basis) As At 11/21/10  
 ASSETS

Current Assets		
Administration Cash		9158.62
Recreation Cash	13288.71	
Recreation Cushion	4000.00	
Recreation Total		17288.71
Marathon Cash	-1320.21	
Marathon Cushion	700.00	
Marathon Total		-620.21
CKS Cash		60.00
Chequeing Account		25887.12
TOTAL ASSETS		25887.12
		=====
LIABILITIES		
Liabilities		
Total Liabilities		0.00
TOTAL LIABILITIES		0.00
		_____
EQUITY		
Earnings		
Retained Earnings		19725.42
Current Earnings		6161.70
Total Earnings		25887.12
TOTAL EQUITY		25887.12
		_____
LIABILITIES AND EQUITY		25887.12
		=====

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Saskatoon Canoe Club  
 Income Statement (Cash basis) Comparison of Actual to Budget

REVENUE	Actual to Nov. 21/10	Budget
Revenue		
Memberships	28050.00	17195.00
Grants	5127.34	4050.00
Canoe Kayak Sk. Child	1050.00	
Equipment Rental	1080.00	2120.00
Equipment Sales	900.00	900.00
Instruction Fees	2415.00	2900.00
Miscellaneous Revenue	37.00	40.00
Competition Revenue	560.00	250.00
Total Revenue	39219.34	27455.00
TOTAL REVENUE	39219.34	27455.00
	_____	_____
EXPENSE		
Expenses		
Refund/Bad Check	142.00	100.00
Canoe Kayak Sask. Membership	10520.00	6845.00
Canoe Kayak Sk. Child	1050.00	
Free Membership Expense	210.00	0.00
Equipment Repair	244.45	1800.00
Equipment Purchase	12964.38	18389.00

Instruction	3922.06	2900.00
Newsletter	37.23	525.00
Bank Fees	216.90	85.00
Miscellaneous Expense	411.21	500.00
Insurance and Licenses	1130.00	1170.00
Competition	423.18	250.00
Promotion	893.49	1000.00
Office Expense	483.24	710.00
Meeting Room	409.50	300.00
Total Expenses	33057.64	34574.00
TOTAL EXPENSE	33057.64	34574.00
NET INCOME	6161.70	-7119.00
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Saskatoon Canoe Club  
Project Summary

	Revenue	Expense
Aministration Summary Report from 1/01/10 to 11/21/10		
4100 Memberships	12030.03	
5200 Refund/Bad Check		20.00
5206 Canoe Kayak Sask. Membership		14.73
5215 Equipment Purchase		753.24
5226 Newsletter		37.23
5230 Bank Fees		90.16
5240 Miscellaneous Expense		281.21
5245 Insurance and Licenses		96.00
5270 Promotion		893.49
5280 Office Expense		483.24
5281 Meeting Room		409.50
	<u>12030.03</u>	<u>3078.80</u>
REVENUE minus EXPENSE	8951.23	

CKS Summary Report from 1/01/10 to 11/21/10

4100 Memberships	9530.11	
4107 Canoe Kayak Sk. Child	1050.00	
5200 Refund/Bad Check		15.00
5206 Canoe Kayak Sask. Membership		10505.27
	<u>10580.11</u>	<u>10520.27</u>
REVENUE minus EXPENSE	59.84	

Marathon Summary Report from 1/01/10 to 11/21/10

4100 Memberships	734.68	
4105 Grants	251.50	
4160 Competition Revenue	560.00	
5207 Canoe Kayak Sk. Child		60.00
5211 Equipment Repair		161.50
5215 Equipment Purchase		3648.65
5240 Miscellaneous Expense		10.65
5260 Competition		423.18
	<u>1546.18</u>	<u>4303.98</u>
REVENUE minus EXPENSE	-2757.80	

Recreaton Summary Report from 1/01/10 to 11/21/10

4100	Memberships	5755.18	
4105	Grants	4875.84	
4110	Equipment Rental	1080.00	
4115	Equipment Sales	900.00	
4120	Instruction Fees	2415.00	
4140	Miscellaneous Revenue	37.00	
5200	Refund/Bad Check		107.00
5207	Canoe Kayak Sk. Child		990.00
5208	Free Membership Expense		210.00
5211	Equipment Repair		82.95
5215	Equipment Purchase		8562.49
5220	Instruction		3922.06
5230	Bank Fees		126.74
5240	Miscellaneous Expense		119.35
5245	Insurance and Licenses		1034.00
		<hr/>	
		15063.02	<hr/> 15154.59

REVENUE minus EXPENSE

-91.57



## MARATHON DIVISION

This year the Saskatoon Marathon canoe club hosted two races that had great attendance. Several members of the marathon division were active in racing events and had successful performances. In the LaRonge race Randy Chapman and Nathan Sedgewick finished in 1st place. Several members participated in the Canadian Marathon Canoe Nationals, notably, first place finishes by Ross Phillips, Anne Popoff and Cathy Rae. Members also participated in many other provincial races for which I do not have results.

For changes from pervious year: please defer to Trevor Robinson (Hannah was not here the previous year)

## RECREATION DIRECTOR

The person holding the position of recreation director changed several times during the year but these changes did not prevent the coordination and delivery of canoe and kayaking lessons throughout the summer season. The following canoeing lessons were planned:

- 4 sets of Introduction To Canoeing lessons planned with a total of 40 possible participants
- 3 sets of Stroke Improvements planned with a total of 30 possible participants
- 3 sets of Solo Basics with a total of 18 possible participants
- 1 set of Lake Canoe Skills with a total of 12 possible participants

All provided by Bill Morris. Although weather impacted the schedule the majority of lessons went ahead as planned with only one of the Solo Basic courses canceled due to lack of interest.

In addition to canoeing courses, the following kayak courses were planned:

- 4 sets of Intro to Kayaking with a total of 20 possible participants

All provided by Jeff Roe and Bryan Sarauer. No courses were cancelled.

In order to assist in the costs of providing these lessons an application was made under the Membership Assistance Program Plan (MAPP) for funding as has been done in past years.

In summary, the lessons and activities planned for the 2010 season were completed successfully.

Respectfully submitted,  
David Peters  
AGM Chair

## MEMBERSHIP DIRECTOR

The current club membership is 676 and don't anticipate this number changing during the rest of the year. This membership level is up 8% over last year and up 18% from the 2008 paddle season. From the 3 years of data we have easy access to; the number of members renewing their membership is steady around the 200 mark. The growth in membership is from new members, 324 in 2008 to 461 in 2010. This includes an increase in youth members as well, 62 in 2008 to 82 in 2010.

This year we saw a change in the membership structure with the elimination of the option to register as a couple at a reduced fee along with the elimination of fees for youth members. Our Treasurer may be able to provide some insight as to the financial impact of these decisions. From a Membership Director point of view there certainly were more paper applications to process, but I think the members were better informed of our activities as we are now collecting both mail addresses for people that could have registered as a couple but lived apart.

Boat house orientations went well this year. It was a busy time at the boat house, on Tuesday evenings, especially at the beginning of the paddle season. Some nights, orientations were given to 50+ members. The volunteers that came out to help were invaluable and very much appreciated on those evening.

That concludes my report.

Richard Jackson  
Membership Director

## EQUIPMENT MANAGER

### 1. Inventory

-Inventory has been updated. As of November missing items since the spring inventory include:

- 2 wooden straight shaft paddles - #'s unknown
- 1 BB Special bent shaft paddle (purchased new in 2010)
- 2 kayak paddles #1,1 and one unknown #
- 2 Stohlquist PFD's (purchased new in 2010) - #'s 9, 18

### 2. Canoe Bookings

Club Trips – 6 Trips – leaders were: Graham Parsons, Richard Jackson, Mark LaFontaine, Greg \_\_\_\_\_?, Russell Lawrence?

Private Trips = 12

### 3. New Equipment

-Equipment agreed to be purchased at the last meeting has been ordered, no word on arrival times.

## EQUIPMENT MAINTENANCE MANAGER

### **Summary:**

Repairs on club equipment was at a standstill for the majority of the year as the Executive squabbled over equipment purchasing procedures and the process used to select vendors. Many items started the season in disrepair and many continue to be unusable to the club membership. Tasks yet to be completed have been assessed but would need executive approval. The report is broken down into the repairs undertaken this season, what needs to be done and what we should be doing in the future to have fewer major repairs and not have boats out of commission for an entire season.

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### **Repairs:**

- 1) The skeg assembly on the brand new Impex Venture composite kayak. The skeg cable was wrecked from an "impromptu" fix by unauthorized personnel causing a simple jammed skeg to become unusable. [2hr]
- 2) The cockpit combing of the swift kayak was severely damaged and required replacement – unfortunately the Swift Kayak dealer in town ordered in a replacement part which was not for the proper kayak and will not have the new part in until spring time with his kayak orders. [4hr]
- 3) An overall check on the boats which concluded that the hardware was showing fatigue. All hardware was adjusted and tightened. [6hr]

The roto-molded sea kayaks (Current Design Storm, Squall; Wilderness Systems Cape Horn) all are showing fatigue in the plastic. This is common in PE plastics from UV damage and deterioration with time. General usage and storage on racks which cause pressure points soften the hulls and allow oil canning to being.

**Tasks:**

- Repair cockpit combing on swift kayak – partially completed. [2hr]
- Repair foot braces and rudder assembly on Seaward kayak – identified but not began, as no seaward dealer is in the city to obtain replacement parts. [3hr]
- Repair gel coat gouges on all composite kayaks [6hr]
- All canoes should be given grab loops at the bow and stern to facilitate lining. This will lessen the damage on the carrying thwarts over the long term. [6hr]
- Apply UV protectant to the plastic boats and composite boats [8hr]
- Install skid plates on canoes that do not have them, and replace worn out skid plates on older canoes [1hr/canoe]
- Replace all deck rigging on sea kayaks that are older than 1 year old [6hr]
- Varnish wood on thwarts and seats of canoes [5hr]
- Apply UV protectant to the PFD's, throw bags, paddle floats, spray skirts [3hr]
- Replace paddling on the boat racks in boat house in order to limit damage inflicted on boats [3hr]
- Trailer rope tie downs need to be replaced with proper boat tie-down straps meant for a trailer [2hr]
- Purchase some drywall step ladders to keep in the boat house for members to be able to access top racks [1hr]
- The Club should purchase an extensive repair kit including necessary tools, hardware and associated materials for an equipment manager to conduct repairs on common problems [3hr]

TOTAL expected hours for current work to be completed = 50

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**Recommendations:**

It is quite obvious that the source of damage can be isolated into 3 categories: i) abuse of the equipment as a result of access and egress to the boat house, which is a result of limited space and having to access multiple boats which are stacked on the top-most racks; 2) abuse of the equipment from neglect and improper care/usage; and 3) purchasing of inappropriate equipment for a recreational club. Furthermore, it is obvious that the kayaks – and not the canoes are the brunt of the most damage as they are a more delicate craft and obtain much higher usage rates.

- 1) The boat house space is exceeding capacity and the tight quarters are causing harm to the boats from hitting the racks and other boats and floor of the boathouse. Even for myself (over 6ft tall

and strong), it is nearly impossible to lift down a canoe or kayak from the upper racks and jostle the inventory to get to the desired canoe/kayak.

- 2) Rudders such as the one on the Swift kayak are considered finicky in the industry and are not suited for constant adjustment for a variety of users. Rudders and their assemblies are generally susceptible to damage as there are many moving parts, whereas skegs or rudderless boats have fewer mechanical points to fail or become damaged.
- 3) Purchasing of materials which are not readily repairable in the city (such as PE kayaks), or lightweight materials (such as ultra-light lay-up kevlar) are not suitable for club use. It is not the mandate of the club to provide the highest end, most specific items but instead a wide range of durable items that serve the majority of club members. It was my recommendation to the buying committee that the club only purchase composite kayaks and chose ones with expedition fiberglass layups in order to best protect our investment. These are heavy duty kayaks which stand up to abuse. The committee decided to ignore this and went with Thermoformed kayaks which are not able to be repaired well by local shops. This was a ill-informed decision and actually went against the buying policy outlined by the club. It is my suggestion that we cancel this order and get appropriate kayaks.

Hours are far too many to be accomplished by a volunteer. Club bylaws do not allow for payment to be made to executive members for work complete. It is unfair to expect this commitment of a volunteer by an executive made up of Members at Large who do nothing to benefit the club but attend meetings but never put their name forward when something needs to be done. It is unacceptable for the club to have 1 kayak out of commission for the entire summer and others for nearly the entire season. We need to be putting more money into the repair and maintenance of our equipment so that it is available during peak times. Paying an executive member to teach kayak lessons is no different than expecting to pay an executive member to perform maintenance on the canoe club equipment stores.

To summarize there are many items pending but first we need a better structured method of getting things done

## WEBMASTER REPORT

The Saskatoon Canoe Club maintains a website located at <http://www.saskatooncanoecub.org> which contains a wealth of information regarding club activities. One of the primary duties of the webmaster is maintain the content and information as provided by the SCC executive. In addition to general information maintenance the 2010 calendar year saw the following changes:

- Moving from a free bulletin board provided to using the open source software package, phpBB which is locally hosted on the server providing the website. The main advantage of this changes is greater control over configuration and content and removal of all advertising.
- Moving to a php based website rather than html, the main advantage of which is greater code sharing between pages which helps in maintaining a more consistent look and feel of the website
- Installation of an executive wiki for information sharing between the executive and centralized storage of club business.

As well, the online membership database was modified to support the change in the club year to match the calendar year and the change in fee structure. In addition a number of minor changes were made to the membership data entry forms to make it easier to enter new members and renew existing memberships.

Respectfully submitted,  
David Peters  
SCC Webmaster



	Item Description	Responsibility	Status	Last Due Date	
	Dock resources	Russell	Mar 16		If it was OMITTED from the Action Item Table, it is in <b>bold</b>
	Finances audited (reviewed)	Russell	May 20		
January 20	Phone line deactivated	Russell	Jan 20		
	Meeting with bank	Russell	Mar 16		
	Equipment purchase	Russell, Graham, Wes	Mar 16		
	Member responsibilities	Dave	Jul 8		
	Email re: boats for sale	Russell	Mar 16		
	Email re: wiki	Dave	Apr 7		
	Kayak lesson providers	Mark	May 20		
	Update lesson details on website	Dave, Mark	Jul 8		
March 16	Contact membership regarding dock	Russell	Apr 7		
	Database update	Dave	Nov 23		
	<b>Trailer Storage</b>	<b>All</b>	<b>Ongoing</b>	<b>ASAP</b>	
	Membership form	Richard, Dave	Apr 7		
	<b>Insurance for lesson providers</b>	<b>Jimmy</b>	<b>Ongoing</b>	<b>June 4</b>	
	<b>Boathouse cleanup and inventory</b>	<b>All</b>	<b>Ongoing</b>	<b>Apr 29</b>	
April 7	Sample rental agreement edits	Kendra	May 20		
	Instructor agreement edits	Kendra	May 20		
	Equipment use guidelines edits	Kendra	May 20		
	<b>Email re: open house and BBQ</b>	<b>Bryan</b>	<b>Ongoing</b>	<b>Apr 29</b>	
	<b>Calling vendors re: open house</b>	<b>Russell</b>	<b>Ongoing</b>	<b>Apr 29</b>	
	<b>Email re: river cleanup details</b>	<b>Bryan</b>	<b>Ongoing</b>	<b>Apr 29</b>	
	<b>Destruction of old membership info</b>	<b>Richard</b>	<b>Ongoing</b>	<b>Apr 29</b>	
May 4	Russell Lawrence resignation letter not attached				
	<b>Change door code</b>	<b>Mark</b>	<b>Ongoing</b>	<b>May 20</b>	
	Talk to Glen re: combo to boathouse	Ann	Jul 8		
	Interim president	All	Ongoing		
May 8	<b>Contact Larry Chapman re: review</b>	<b>Dave</b>	<b>Ongoing</b>	<b>May 20</b>	
	Contact Glen re: mail key	All	Jul 8		
	Kayak paddles, inventory, ownership of budget, boat saddles repaired, canoe trailer design, Eb's order, CKS contact				
	<b>Contact Russell re: facebook page</b>	<b>Cathy</b>	<b>Ongoing</b>	<b>May 20</b>	
May 20	Signing authority change	Graham, Kendra, Randy	Jul 8		
	Purchasing committee - policies	Bryan, Mark, Kendra, Dave	Jul 8		
	<b>Purchasing committee - purchases</b>	<b>Bryan, Mark, Kendra, Dave</b>	<b>Ongoing</b>	<b>June 26</b>	
	<b>Missi(on) and Vision Statement</b>	<b>Cathy, Valery</b>	<b>Tabled</b>	<b>Oct 1</b>	
	<b>Conduct Committee</b>	<b>Kendra, Cathy, Richard</b>	<b>Ongoing</b>	<b>Nov</b>	
	Post minutes from May 20 meeting	Dave	Jul 8		
	<b>Provide breakdown of lesson financials</b>	<b>Mark</b>	<b>Ongoing</b>	<b>Sep 30</b>	
	Update boat details on website	Dave	Aug 19		
	Emergency repair kit and first aid conter	Kendra	Oct 5		
July 8	Additional SCC decals	Randy	Oct 5		
	<b>Trailer replacement</b>	<b>Graham</b>	<b>Ongoing</b>	<b>March 2011</b>	
	Boathouse drop box	Graham	Nov 23		
	Changing door code procedure	Dave	Oct 5		
	Updating provincial registrar re: fiscal ye	Randy	Aug 19		
	Free membership award criteria	Kendra, Dave	Oct 5		
	<b>Boathouse space and SNSC</b>	<b>Graham</b>	<b>Ongoing</b>	<b>2012</b>	
	Send Hannah wiki details	Dave	Aug 19		
	<b>MAP recreation details</b>	<b>Jim</b>	<b>Ongoing</b>	<b>Aug 19</b>	
July 22	<b>Marathon financial report to treasurer</b>	<b>Trevor</b>	<b>Ongoing</b>	<b>AGM</b>	
	<b>Cable lock installation</b>	<b>Kendra</b>	<b>Ongoing</b>	<b>Aug 19</b>	
	Addition of WW and waterflow links to	Dave	Aug 19		
	Club insurance policy	Dave, Randy, Trevor	Nov 23		
Aug 19	<b>Recreation lesson invoice charges</b>	<b>Randy</b>	<b>Ongoing</b>	<b>Aug 19</b>	
	<b>Executive nominations</b>	<b>Dave</b>	<b>Ongoing</b>	<b>AGM</b>	
	CKS submission	Randy, Richard	Nov 23		
	<b>Medical kit created</b>	<b>Kendra</b>	<b>Ongoing</b>	<b>2011 OH</b>	
	Marathon throwbag count	Trevor, Ann	Nov 23		
	Update inventory	Kendra	Nov 23		
	<b>Destruction of kayak combing invoice</b>	<b>Randy</b>	<b>Ongoing</b>	<b>AGM</b>	
October 5	Email to Jim re: kayak repair, invoice infr	Dave	Nov 23		
	<b>Potential repair of kayak #1</b>	<b>Bryan</b>	<b>Ongoing</b>	<b>AGM</b>	
	Earned free membership list	Richard	Nov 23		
	Wilderness first aid	Dave, Bryan, Trevor	Nov 23		
	<b>Racks/Steps for high racks</b>	<b>All</b>	<b>Ongoing</b>	<b>AGM</b>	
	<b>Marathon boat rationale</b>	<b>Trevor, Ann</b>	<b>Ongoing</b>	<b>AGM</b>	
	Grant workshop email	Randy	Nov 23		
	Paddling with ice policy	All	Nov 23		

Aug. 19: It is still important to have policy in place. BUT there is NO policy. It was deferred to a committee on May 8, 2010.

**2011 Budget**

Based ON	Percentage of 2010		
	2010 Actual	2011 Est	2012 Est
Total Members	672	572	572
Adult Members	593	508	508
Marathon Only	23	20	20
Recreation Only	518	444	444
Marathon and Recreation	52	48	48
Recreation Children	79	68	68
Marathon Children	3	3	3
Member Fees			
Admin Portion	\$ 20	\$ 20	\$ 20
Recreation Portion	\$ 10	\$ 10	\$ 10
Maraton Portion	\$ 10	\$ 10	\$ 10
Recreation CKS	\$ 15	\$ 15	\$ 15
Marathon CKS	\$ 20	\$ 20	\$ 20
total Rec Fee	\$ 45	\$ 45	\$ 45
total Mar Fee	\$ 50	\$ 50	\$ 50
Total Joint fee	\$ 60	\$ 60	\$ 60
Revenue			
Recreation Fees	\$ 5,700.00	\$ 4,920.00	\$ 4,920.00
Recreation CKS	\$ 8,550.00	\$ 7,380.00	\$ 7,380.00
Recreation Grants	\$ 4,875.94	\$ 2,800.00	\$ 2,800.00
Recreation Rental	\$ 960.00	\$ 1,620.00	\$ 1,620.00
Recreation Sales	\$ 900.00	\$ -	\$ 1,900.00
Recreation Instruction	\$ 2,415.00	\$ 3,560.00	\$ 3,560.00
Recreation Miscellaneous	\$ 37.00	\$ -	\$ -
Recreation Competition	\$ -	\$ -	\$ -
Recreation Total	\$ 23,437.94	\$ 20,280.00	\$ 22,180.00
Marathon Fees	\$ 750.00	\$ 680.00	\$ 680.00
Marathon CKS	\$ 1,500.00	\$ 1,360.00	\$ 1,360.00
Marathon Grants	\$ 2,001.50	\$ 1,500.00	\$ 1,500.00
Marathon Rental	\$ -	\$ -	\$ -
Marathon Sales	\$ -	\$ 700.00	\$ -
Marathon Instruction	\$ -	\$ -	\$ -
Marathon Miscellaneous	\$ -	\$ -	\$ -
Marathon Competition	\$ 560.00	\$ 600.00	\$ 600.00
Marathon Total	\$ 4,811.50	\$ 4,840.00	\$ 4,140.00
Admin Fees	\$ 11,860.00	\$ 10,160.00	\$ 10,160.00

Estimate only 85% of 2010 membership numbers for 2011 and 2012

No change to fee structure

Following numbers are summaries from the following sheets

number of members times membership fee

number of members times membership fee

estimate based on current year

boat rentals

canoe, kayak and tripping

no competitions planned

number of members times membership fee

estimate based on current year

MAPP + equip grant

no rentals

one boat sale in 2011 - guessed at amount

no paid for lessons

based on current year

number of members times membership fee

Admin Rental	\$ -	\$ 500.00	\$ 500.00
Admin Sales	\$ -	\$ -	\$ -
Admin Instruction	\$ -	\$ 1,600.00	\$ -
Admin Miscellaneous	\$ -	\$ -	\$ -
<b>Admin Total</b>	<b>\$ 11,860.00</b>	<b>\$ 12,260.00</b>	<b>\$ 10,660.00</b>

estimate based on current year  
no sales  
Wilderness Safety course

<b>Total Club Revenue</b>	<b>\$ 40,109.44</b>	<b>\$ 37,380.00</b>	<b>\$ 36,980.00</b>
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Expenses

Recreation Refund/Bad Check	\$ 107.00	\$ 120.00	\$ 120.00
Recreation CKS	\$ 8,550.00	\$ 7,380.00	\$ 7,380.00
Recreation free membership	\$ 241.00	\$ 270.00	\$ 270.00
Recreation Equipment Repair	\$ 247.95	\$ 3,450.00	\$ 690.00
Recreation Equipment Purchase	\$ 14,214.00	\$ 8,050.00	\$ 7,050.00
Recreation Instruction	\$ 3,922.00	\$ 5,048.00	\$ 5,048.00
Recreation Miscellaneous	\$ 119.35	\$ 150.00	\$ 150.00
Recreation Insurance and Licenses	\$ 1,034.00	\$ 2,100.00	\$ 2,100.00
Recreation Bank Fees	\$ 126.74	\$ -	\$ -
Recreation Competition	\$ -	\$ -	\$ -
<b>Recreation Total</b>	<b>\$ 28,562.04</b>	<b>\$ 26,568.00</b>	<b>\$ 22,808.00</b>

estimate  
same as revenue category  
volunteer estimate  
estimate  
boats and paddles  
cost to club - some subsidy  
unknown  
insurance policy  
common bank account  
none planned

Marathon Refund/Bad Check	\$ -	\$ -	\$ -
Marathon CKS	\$ 1,500.00	\$ 1,360.00	\$ 1,360.00
Marathon free membership	\$ -	\$ -	\$ -
Marathon Equipment Repair	\$ 161.50	\$ 230.00	\$ 230.00
Marathon Equipment Purchase	\$ 3,648.65	\$ 900.00	\$ 3,150.00
Marathon Instruction	\$ -	\$ -	\$ -
Marathon Miscellaneous	\$ 10.65	\$ 150.00	\$ 150.00
Marathon Insurance and Licenses	\$ -	\$ 500.00	\$ 500.00
Marathon Bank Fees	\$ -	\$ -	\$ -
Marathon Competition	\$ 423.18	\$ 500.00	\$ 500.00
<b>Marathon Total</b>	<b>\$ 5,743.98</b>	<b>\$ 3,640.00</b>	<b>\$ 5,890.00</b>

same as revenue category  
none planned  
estimate  
1 boat in 2010, 1 boat in 2012, misc otherwise  
none planned  
estimate  
common CKS plan  
estimate

Administration Refund/Bad Check	\$ 20.00	\$ 20.00	\$ 20.00
Administration CKS	\$ 1,245.00	\$ 1,080.00	\$ 1,080.00
Administration Equipment Repair	\$ -	\$ 60.00	\$ 60.00
Administration Equipment Purchase	\$ 6,864.74	\$ 700.00	\$ 125.00
Admin Instruction	\$ -	\$ 3,200.00	\$ -
Administration Office	\$ 483.24	\$ 900.00	\$ 720.00
Administration Miscellaneous	\$ 281.21	\$ -	\$ -
Administration Insurance and Licenses	\$ 1,731.00	\$ 1,893.00	\$ 2,049.00
Administration Bank Fees	\$ 108.00	\$ 111.00	\$ 114.00
Administration Promotion	\$ 993.49	\$ 1,000.00	\$ 1,000.00
Administration Meeting Room	\$ 405.00	\$ 440.00	\$ 440.00
<b>Administration Total</b>	<b>\$ 12,131.68</b>	<b>\$ 9,404.00</b>	<b>\$ 5,608.00</b>

estimate  
Child costs  
estimate  
PFDs, throw bags, trailer  
Wilderness Safety course  
  
trailer license and storage, boathouse  
  
Open house, newsletter, adverts  
AGM, Executive

Total Club Revenue	\$ 40,109.44	\$ 37,380.00	\$ 36,980.00
Total Club Expenses	\$ 46,437.70	\$ 39,612.00	\$ 34,306.00
Revenue - Expenses	-\$ 6,328.26	-\$ 2,232.00	\$ 2,674.00

Note overspending revenue this year primarily to reduce club bank balance

This section shows the impact on cash for each division and the club as a whole

Admin Initial Balance	\$ -	\$ 4,000.00	\$ 4,000.00
Admin Membership Revenue	\$ 11,860	\$ 12,260	\$ 10,660
<b>Admin Available Funds</b>	\$ 11,860	\$ 16,260	\$ 14,660
Admin Expenditures	\$ 12,132	\$ 9,404	\$ 5,608
<b>Admin Revenue-Admin Exp</b>	-\$ 272	\$ 6,856	\$ 9,052
<b>Admin Retention</b>	\$ 4,000	\$ 4,000	\$ 4,000
<b>Rec Cushion</b>	\$ 4,000	\$ -	\$ -
	\$ 700	\$ -	\$ -
<b>Admin End of Year Prior to Disburse</b>	\$ 4,428	\$ -	\$ -
<b>Admin Disbursement</b>	\$ 428	\$ 2,856	\$ 5,052
Marathon Initial Balance	\$ 1,362	\$ 430	\$ 1,665
Marathon Admin disbursement	\$ -	\$ 35	\$ 247
Mar Specific Revenue	\$ 4,812	\$ 4,840	\$ 4,140
<b>Avail Mar Funds</b>	\$ 6,174	\$ 5,305	\$ 6,052
Mar Specific Exp	\$ 5,744	\$ 3,640	\$ 5,890
Total Mar Expenses	\$ 5,744	\$ 3,640	\$ 5,890
<b>Mar Revenue-Mar Exp</b>	\$ 430	\$ 1,665	\$ 162
Recreation	\$ 8,475	\$ 3,351	-\$ 2,544
Recreation Admin disbursement	\$ -	\$ 393	\$ 2,631
Rec Specific Revenue	\$ 23,438	\$ 20,280	\$ 22,180
<b>Avail Rec Funds</b>	\$ 31,913	\$ 24,024	\$ 22,267
Rec Specific Exp	\$ 28,562	\$ 26,568	\$ 22,808
Total Rec Expenses	\$ 28,562	\$ 26,568	\$ 22,808
<b>Rec Revenue - Rec Exp</b>	\$ 3,351	-\$ 2,544	-\$ 541
<b>Total Funds on hand</b>	\$ 49,946	\$ 45,589	\$ 42,979
Total Expenses	\$ 46,438	\$ 39,612	\$ 34,306
Total Funds - Total Expenses	\$ 3,509	\$ 5,977	\$ 8,673
Rec Cushion	\$ 4,000	\$ -	\$ -
Marathon Cushion	\$ 700	\$ -	\$ -
<b>End of Year Bank Balance</b>	\$ 8,209	\$ 5,977	\$ 8,673

Admin always starts with 4000 to cover operating expenses until memberships come in

Admin must have \$4000 at end of year to cover fixed expenses prior to memberships coming in  
Placing cushion amounts into Admin account as they were only created to cover accounting transition to calendar year

excess over \$4000 that admin has at end of year

If Admin has more than 4000 at end of the excess is given to Mar and Rec divisions on pro-rated basis

Marathon end of year balance

Recreation end of year balance

Club end of year balance