

Saskatoon Canoe Club
Executive Meeting
Brunskill School
January 12, 2012

Present

Joe Welter	Erin McVittie	Ann Popoff
Dave Peters	Russell Lawrence	Hannah Pierson
Trevor Robinson	Richard Jackson	Kendra Worman (7:10)

1. Dave opens the meeting at 7:05.

2. Agenda

Richard adds to the agenda a) request from Bryan Sarauer for brochures, and b), whether to destroy 2010 membership forms.

The modified agenda is accepted.

3. Adoption of Nov.17 AGM minutes.

Ann Popoff moves we adopt the November 17, 2011 AGM minutes as distributed. Russell Lawrence seconds. Unanimous.

4. Adoption of Nov. 17 Executive Meeting minutes.

Ann Popoff moves the November 17, 2011 Executive Meeting Minutes as corrected be adopted. Russell Lawrence seconds. Unanimous.

5. President Opening Remarks: Dave

As president this year I want to do what I can to streamline the operations of this club and that to me means planning the year's activities as early as possible and giving people the responsibility and authority to fulfill their role on the executive. I would also like to improve the communications between the executive members and between the executive and the general membership. In order to do both of these things I need your help. I need you to tell me and the rest of the executive what you are doing, I need you tell me and the rest of the executive when you need help anything, whether it be ideas, organization, implementation or anything else. I need you to tell me when something does not make sense or seems to be a waste of time so it can be discussed and we can stop doing if we can't come up with a good reason to keep doing it. I want to hear all your ideas and impressions about what is happening and how things are going, whether you bring them up at an executive meeting or to me directly. I want each of you to feel comfortable in commenting on any subject at any time and if you do not feel you can I very much want to hear about it. I don't expect us to all agree all the time, but I feel its important that everyone's view is presented and discussed.

I would like to each activity that the club executive undertakes go through the following steps:

- an idea is presented to the executive
- the executive discusses it until an agreement is reached
- some one is tasked with implementing it at which point it becomes

their responsibility to make it happen

Let's work together to do what we can to make being a part of the club and the executive a positive and rewarding experience for all involved.

What I see as my responsibilities

- primary point of contact for the club
- facilitate communication between executives
- assist other executive members in whatever way I can

What I plan to do this year

- respond to all official requests of the club executive within 2 weeks of receiving the request
- get the website and the wiki organized to make it easier to find and record information by March 30th
- improve communication between the club executives throughout the year
- have the website up to date within 7 days of when information is available for dissemination
- get every open action closed before March 30th

What I need to do this

- accurate contact information from each of year
- for returning executive - list of what you did last year to add to the wiki
- for new executive - list of what your predecessor did last year to add to the wiki

6. Membership: Richard

Responsibilities: Enter data on database, maintain membership documents, and keep previous year's applications

Plans: to continue with Tuesday evening orientation as last year, to visit the mail box once/week for correspondence, to enter information on the website, and to mail membership cards to members.

Needs: 2 volunteers are needed for orientation for June and July (3persons per orientation session are needed).

A budget of approximately \$300 is needed.

7. Recreation: Russell

My responsibilities are to determine the Recreation lesson course offerings, find instructors to teach the courses, and find club members to take the courses. The courses will be overhauled this year to emphasize safety for members as so many of them each year are new paddlers with limited to no experience. I will seek the executive's support in determining a rental rate that instructors will be charged for the use of SCC recreation equipment as part of the lesson offering.

8. Marathon: Trevor

Organize the Saskatoon Marathon races: Cranberry punch and Eb's classic.

Organize technique clinics.

Prepare the marathon MAP grant documents.

Give approval for use of marathon equipment in sanctioned race events.

Act as primary contact point for new marathon paddlers.

Organize maintenance of marathon equipment.

Maintain an up to date inventory of marathon equipment.

Sit on CKS marathon canoe board.

See that twice weekly group paddles are coordinated.

A new marathon boat should arrive March or April, 2 boats are for sale, and some paddles need repairs.

9. Equipment Manager: Kendra

Equipment Manager Responsibilities:

- Submit annual inventory
- Be involved in the recreation and safety equipment purchase plans
- Manage Recreation Rentals
- Manage Recreation Repairs and Maintenance

Plans for the 2012 season:

- Attempt to clarify rental guidelines for the membership. Although the rules and guidelines are described fully through various means, our system seemingly still catches many people by surprise.
- Generate a 2012 Assessment of recreation equipment repairs and maintenance to be attempted throughout this season.
- Replace necessary missing safety equipment from last season.

Resources Needed:

- Volunteer committee for assisting with repairs
- Inventory – coordination with Marathon

10. Treasurer: Joe

Responsibilities: maintain records, keep a record of current year's financial activities, pay the club's expenses and deposits, head the budget committee, provide intermittent statements to the executive, provide memberships receipts when requested, and handle year-end financial review and T2 forms.

Joe needs some assistance setting up the financial system, needs his name as signer at RBC, and will discuss on-line banking with Randy.

11. Social/Publicity: Erin

Responsibilities: Managing Barbeque for Open House, and Pot Luck at year-end, and Newsletter. Put an ad in the Leisure Guide.

Needs: A small budget and volunteers for events, and members to supply articles for a nicely formatted newsletter.

Bryan Sarauer's wife Kerrie has the list of supplies needed for the Open House.

12. Secretary: Ann

Responsibilities: Record, type and e-mail meeting minutes to executive (ideally within a week of each meeting).

Resources needed: Executive to e-mail relevant information to Ann before each executive meeting.

13. Safety Boat and space

Russell suggests the Rowing club purchase Marathon's safety boat and rent it back to us when it is needed for our races.

14. Date of next Meeting:

February 9, Brunskill, 7:15pm.

15. Actions

Trailer Repair

Motion: Trevor Robinson moves that Russell contact North Woods Canoe to inquire with respect to returning the box for a refund, as it is insufficient to the demands placed on it by the canoe club. Richard Jackson seconds. Unanimous.

Motion: Dave Peters moves that Russell get a quote from Saskatoon Welding to construct a box on the canoe trailer, which is to be constructed prior to the end of March, for review by the executive. Richard Jackson seconds. Unanimous.

Recreation Canoe Purchase: Russell will ask Think Outside, Eb's, and Classic Outdoors to refresh their quotes for the cost of a canoe (a larger size, up to a 4 seater cruiser) with the option of adding an extra layer of cloth to make it more durable.

General Marathon Purchases: Trevor/Hannah-Plan to repair existing paddles. Boat purchase explanation deferred till later.

Boat Space: Dave will contact the Saskatoon Nordic Ski Club.

Wilderness First Aid Course: Kendra and Russell with present at next meeting.

Code of Conduct: Everyone is to review the shorter CKS version and the presented one and compare.

Purchasing policy: in progress-Dave, Trevor and Russell.

Trip Planning Guide: Russell will publish this on wiki.

2012 season Door Code Change: Ann to get done, then tell Richard and he will tell the membership and the ski club.

2010 Membership forms

Richard Jackson moves the 2010 membership forms be destroyed. Russell Lawrence seconds. Unanimous.

Request by Coldspring Paddling for membership forms

Richard Jackson moves we give Bryan 80 copies of the boathouse information brochure. Ann Popoff seconds. Unanimous.

Free memberships: Coupons go to Darlene Pratt, Richard Jackson, Colin Schwartz, Will Desrosier, Russell Lawrence, Graham Parsons, and Kara Baker for leading a club trip, leading 2 Sunday paddles, or volunteering 2 Tuesday evenings.

Open House for Boathouse: May 6, 2012.

Youth introduction to paddling: Richard and Kendra ask us all to look at ideas to get more youth actively involved in the club.

16. Adjournment: 9:00PM.