

Saskatoon Canoe Club  
Executive Meeting  
January 12, 2011  
Rm. 206, Community Service Village

Present

Graham Parsons-President  
Randy Chapman-Treasurer  
Trevor Robinson-Marathon Director  
Dave Peters-Webmaster  
Ann Popoff-Secretary  
Clyde Bersky-Recreation Director  
Russell Lawrence-MAL (arrived 7:18)

Graham Parsons called the meeting to order at 7:10. Graham's plan is to go over the Action list. Also Richard, Membership Director (absent) has asked that we check the Welcome letter and brochures.

First Aid Kit and Repair Kit: Kendra has the list for what is needed in each and will build the kits before the boathouse opening.

Marathon Financial Report: Trevor, Marathon, gave the report to Randy, treasurer.

Club Insurance Policy: We must decide whether we want to decrease the list of equipment to be insured and whether we are moving towards self-insurance. Must decide by June/July. Trevor, Dave, Randy and Kendra to do this.

CKS submission: Randy and Richard: all paid for.

Destruction of Kayak combing invoice-done by Randy

E-mail to Jimmy re repairs-done by Dave

Potential repairs of Swift Kayak-Kendra to do

Boat House Drop Box-done

Earned Free Membership: done

Wildwood-done

Rack Steps to reach high boat racks: Russell will make plywood steps, staying under \$100.00 ideally, by April 15, 2011.

Motion: Trevor Robinson moves we allow up to \$100.00 to Russell to build steps to reach the top racks by April 15, 2011. Dave Peters seconds.

Unanimous.

Marathon boat purchase: Trevor will give the explanation for purchasing this boat at the next meeting.

Grant-workshop e-mail-done

Paddling with ice policy: done

Insurance from lesson providers: done

Boat House Clean-up: done  
 Open House Barbeque: done  
 Vendors for Open House: done  
 E-Mail re river clean up: Done by Bryan.  
 Destruction of old memberships: Done  
 Destruction of 2009 memberships: Trevor suggests we should hold these for 2 years.  
 Motion: Ann Popoff moves we destroy 2009 membership forms. Dave Peters seconds. Unanimous.

Change Door Code: last year's done. Needs to be done again. Randy will use the contact name and number on WIKI and get this done before the end of January.

2010Books: Contact Larry Chapman for review of 2010 books: done  
 Face Book page: contact Russell about this-done  
 Purchasing Committee: Brian, Mark, Kendra and Dave: done.

Conduct Committee: Kendra, Cathy, Richard-There is a code of conduct in CKS guidelines. Clyde will look into it and if it is not sufficient, write up a code for the February meeting.

Mission and Vision statement: Cathy and Valery Chirkov-was tabled

Discussion: re "Vision": Love of Paddling. Re "Mission": How are we going to achieve this?

Conclusion: We will allow a 10-minute brainstorming session next meeting and outline our mission. It will be finalized at the next AGM.

Conduct Committee: Kendra, Cathy, Richard and Clyde

Provide break down of lesson financials: done

MAP Recreation details:Jimmy's

MAP grant and report: done

Cable lock installed:Kendra-done

Recreation lesson invoice changes: done

Executive nominations: done, except for empty positions. Graham will talk to Kendra concerning her friend taking on the publicity position.

Trailer replacement:

Discussion: Does it need a trailer box? A 1200lb. dry trailer is too heavy for regular mid-size vehicle to pull, and gear in the trailer makes it heavier; wind can push you into the ditch. Alternative to trailer: cars could carry canoes. Conclusion: we need a trailer for club trips of 4-14 people.

Define characteristics our trailer needs: 14 inch wheels, weight under 700 lb. empty (including trees and storage), built to hold 6 canoes or 12 kayaks, and have a lighting package and full sized spare. Food barrels do NOT go in the box-therefore box size should be approximately 72 inches long and 12 inches deep. We can build the box ourselves if necessary.

Conclusion: Graham will get written quotes from Fresh Air and Eb's for the next meeting.

Boat House Space: Wildwood equipment will stay in the Wildwood container. But Kinsmen equipment will be coming back to our boat house. Some may possibly go into a second container at Wildwood.

Ordered Equipment: Dave, Kendra and Bryan on committee. Dave will follow up on ordered equipment.

Boat house orientation, welcome letter and brochure: Richard wants us to look over these. Nothing will be e-mailed until finalized by discussion with Richard.

Rent for Boat house: \$1,877.33 owing.

New Business:

New trailer: When it comes we will need to compile rules for maintenance for safety and servicing. (Suggestion: it be serviced every April.)

Clyde-needs an orientation package. He will contact those giving lessons.

Adjournment: Trevor moves we adjourn at 8:45. Dave seconds. 6 in favour; 1 abstention.

Minutes by Ann Popoff

	Item Description	Responsibility	Status	Last Updated	Due
January 20	Dock resources	Russell	Complete	16-Mar-10	
	Finances audited (reviewed)	Russell	Complete	20-May-10	
	Phone line deactivated	Russell	Complete	20-Jan-10	
	Meeting with bank	Russell	Complete	16-Mar-10	
	Equipment purchase	Russell, Graham, Wes	Complete	16-Mar-10	
	Member responsibilities	Dave	Complete	8-Jul-10	
	Email re: boats for sale	Russell	Complete	16-Mar-10	
	Email re: wiki	Dave	Complete	7-Apr-10	
	Kayak lesson providers	Mark	Complete	20-May-10	
	Update lesson details on website	Dave, Mark	Complete	8-Jul-10	
March 16	Contact membership regarding dock	Russell	Complete	7-Apr-10	
	Database update	Dave	Complete	23-Nov-10	
	Trailer Storage	All	Complete	20-May-10	
	Membership form	Richard, Dave	Complete	7-Apr-10	
April 7	Insurance for lesson providers	Jimmy	Complete	4-Jun-10	
	Boathouse cleanup and inventory	All	Complete	29-May-10	
	Sample rental agreement edits	Kendra	Complete	20-May-10	
	Instructor agreement edits	Kendra	Complete	20-May-10	
	Equipment use guidelines edits	Kendra	Complete	20-May-10	
	Email re: open house and BBQ	Bryan	Complete	29-Apr-10	
	Calling vendors re: open house	Russell	Complete	29-Apr-10	
	Email re: river cleanup details	Bryan	Complete	29-Apr-10	
Destruction of old membership info	Richard	Complete	29-Apr-10		
May 4	Russell Lawrence resignation letter not attached	Dave	Complete	22-Jan-11	
May 8	Change door code	Mark	Complete	20-Apr-10	
	Talk to Glen re: combo to boathouse	Ann	Complete	8-Jul-10	
	Interim president	All	Complete	8-Jul-10	
	Contact Larry Chapman re: review	Dave	Complete	20-May-10	
	Contact Glen re: mail key	All	Complete	8-Jul-10	
	Kayak paddles, inventory, ownership of budget, boat saddles repaired, canoe trailer design, Eb's order, CKS contact	All	Complete	8-Jul-10	
	Contact Russell re: facebook page	Cathy	Complete	1-May-10	
May 20	Signing authority change	Graham, Kendra, Randy	Complete	8-Jul-10	
	Purchasing committee - policies	Bryan, Mark, Kendra, Dave	Complete	8-Jul-10	
	Purchasing committee - purchases	Bryan, Mark, Kendra,	Complete	26-Jun-10	

		Dave			
	Missi(on) and Vision Statement	All	In progress	17-Jan-11	1-Nov-11
	Conduct Committee	Clyde	Ongoing	17-Jan-11	15-Feb-11
July 8	Post minutes from May 20 meeting	Dave	Complete	8-Jul-10	
	Provide breakdown of lesson financials	Mark	Complete	30-Sep-10	
	Update boat details on website	Dave	Complete	19-Aug-10	
	Emergency repair kit and first aid contents	Kendra	In progress	17-Jan-11	1-Apr-11
	Additional SCC decals	Randy	Complete	5-Oct-10	
	Trailer replacement	Graham	In progress	17-Jan-11	15-Feb-11
	Boathouse drop box	Graham	Complete	23-Nov-10	
	Changing door code procedure	Dave	Complete	5-Oct-10	
	Updating provincial registrar re: fiscal year change	Randy	Complete	19-Aug-10	
	Free membership award criteria	Kendra, Dave	Complete	5-Oct-10	
	Boathouse space and SNSC	Graham	Ongoing	17-Jan-11	N/A
July 22	Send Hannah wiki details	Dave	Complete	19-Aug-10	
	MAP recreation details	Jim	Complete	17-Jan-11	
	Marathon financial report to treasurer	Trevor	Complete	17-Jan-11	
	Cable lock installation	Kendra	Complete	17-Jan-11	
	Addition of WW and waterflow links to website	Dave	Complete	23-Nov-10	
	Club insurance policy	Dave, Randy, Trevor	Complete	23-Nov-10	
	Recreation lesson invoice charges	Randy	Complete	17-Jan-11	
Aug 19	Executive nominations	Dave	Complete	23-Nov-10	
	CKS submission	Randy, Richard	Complete	23-Nov-10	
October 5	Medical kit created	Kendra	In progress	17-Jan-11	1-Apr-11
	Marathon throwbag count	Trevor, Ann	Complete	23-Nov-10	
	Update inventory	Kendra	Complete	23-Nov-10	
	Destruction of kayak combing invoice	Randy	Complete	13-Jan-11	
	Email to Jim re: kayak repair, invoice info	Dave	Complete	23-Nov-10	
	Potentail repair of kayak #1	Kendra	In progress	17-Jan-11	15-Feb-11
	Earned free membership list	Richard	Complete	23-Nov-11	
	Wilderness first aid	Dave, Bryan, Trevor	Complete	23-Nov-10	
	Racks/Steps for high racks	Russell	In progress	17-Jan-11	15-Apr-11
	Marathon boat rationale	Trevor, Ann	In progress	17-Jan-11	15-Feb-11
	Grant workshop email	Randy	Complete	23-Nov-10	
Paddling with ice policy	All	Complete	23-Nov-10		
20-Jan-11	Insurance Policy Equipment	Dave, Trevor, Randy Kendra	In progress	17-Jan-11	1-Jun-11
	Door Code change for 2011	Randy	In progress	17-Jan-11	30-Jan-11
	Outstanding Equipment Orders delivery	Dave	In progress	17-Jan-11	15-Feb-11