

Saskatoon Canoe Club Meeting
 July 22, 2010-7:00pm@Saskatoon Community Service Village
 First Floor Boardroom

Meeting was called to order at 7:00 pm by Dave Peters

Present

Dave Peters-Webmaster

Valery Chirkov-MAL

Randy Chapman-Treasurer

Ann Popoff-MAL (acting secretary)

Richard Jackson-Membership Director

Trevor Robinson-Marathon Co-Director

Hanna Pierson – Marathon Co-Director

Jim MacDonald- Equipment Maintenance

Kendra Worman-Equipment Manager

Absent

Bryan Sarauer – Publicity Co-Director

Cathy Peters – Newsletter Editor /Facebook Organizer

Graham Parsons – Secretary

Karrie Orr – Publicity Co-Director

Mark Lafontaine – Recreation Director

Election of chair. David opened the meeting at 7:00. It was agreed David would be chair.

Additions to agenda:

Trevor: Purchasing information.

Jim: Club protocols. MAP.

Agenda adopted as amended.

Discussion of previous meeting minutes:

Trevor: re changing the combination: the city will be changing it because the city needs to know what it is. They will change it within 48 hours of our asking.

Richard: Ask Graham to continue with an “Action” list on minutes.

Change: Glen (not ‘Ann’ as the minutes state) returned the key to the post office.

Motion: Dave moves we accept the minutes as amended. Richard seconds. Unanimous.

Introduction of Hanna Pierson as Marathon director Alternate: Trevor explains that Hanna will help out with communications and act a co-director with Trevor. This is similar to the Publicity Director, where currently, Brian and Kerrie are also co-directors. Note that with two people holding one position, only one executive vote may be cast (as decided by the two Co-Directors) during motions.

Action: Dave will send Hanna an e-mail and include her as an executive member on the executive page of the website and give her information on WIKI.

Reports:

Membership: Richard Jackson
There are 614 members.

Treasurer: Randy Chapman

Total assets amount to \$38,083.59. \$10,000 needs to go to the provincial body.
See Treasurer's home page on WIKI for details.

Dave: The club is in good financial position.

Trevor: Marathon has a stable membership from year to year.

Canoe club rentals are down due to restrictions and higher cost, and priority given to club members: \$1215 last year in rentals by July 8; now only \$345 in rentals.

Jim: How is MAP money for recreation to be used?

Action: Jim will e-mail Mark and ask him.

Randy: There is a bill for \$720.00 for lessons-was this budgeted for?

Publicity: Bryan and Kerrie absent.

Recreation: Mark Lafontaine absent.

Marathon: Trevor Robinson

The Cranberry Punch and Eb's Classic had good success. Participants came from La Ronge, Saskatoon, Winnipeg and Calgary. Good attendance. Possibly next year make one provincial race a WESTERN race (which requires participants from three provinces) and we will then be eligible for more funding. To qualify as a Western race, the event must be filed and advertised on the website 60 days in advance.

Marathon plans to continue twice weekly group paddles. Nationals are coming up-August 6, 7 and 8 in Winnipeg.

Action: Trevor will give a financial report to Randy before he leaves town.

Hanna Pierson is welcomed as Co-director of Marathon division.

Equipment Manager: Kendra Worman

Jim: A lot of boats are damaged in the boathouse, dropped on the cement floor while being removed from racks. Jim suggests some sort of rubber mat be installed to prevent further damage. 2 Kayaks were out of commission, the Venture Impex kayak and the Swift kayak.. The Swift Kayak still needs repair. Jim asks Kendra for a warning sign saying 'do not use; needs repair' but instead any equipment needing repair will be locked to the racks using a cable.

Action: Kendra to install a cable with a lock to prevent members from taking equipment needing repair out of the boathouse.

Equipment Maintenance – Jim MacDonald

The Venture Impex kayak has been repaired and is again in use. The Swift kayak has not yet been repaired but discussions with Jonas Hildebrant from Classis Outdoors have been initiated.

Website: Dave Peters

1. Dave added Purchasing Policies to the Treasurer's Page (WIKI)
2. Dave added minutes to club Business Page.
3. He updated the Weather link on the navigation page.
4. He has Development Environment configured on his local machine for Database development. He is testing changes for issues raised by Richard and items SCC-12 and SCC-27 (as described on WIKI).

Cathy is doing the Face book page.

Jim suggests adding a link to the whitewater site. Richard suggests adding a link to the water flow levels in Saskatoon.

Action: Dave to add these links to the website.

Actions from last meeting:

1. Jimmy to provide insurance information to the executive. Dave: We're insured for damage to equipment while it is IN the boathouse against fire, vandalism etc. Trevor: Marathon provincial body has its own insurance. Marathon is self-insured and this fund is managed by the executive body of Marathon division CKS. We put 500\$ away each year and the fund can get up to \$30,000. Recreation could start this.

Discussion on whether Rec. should use the same method.

Action. Club insurance to be revisited as part of the fall budgetary process with the goal of becoming self insured.

2. Constitution changes provided to the Provincial Registrar – Randy-This hasn't been pursued yet.

3. Emergency Equipment Kit-Kendra

a) Medical Kit

Should we expect trip leaders to supply their own, OR you can buy an emergency medical kit OR should we just have a kit in the boathouse?

Trevor-has one he brings to races.

Dave: We can supply a list, but it's not our job to give every trip a first aid kit.

General question: Should there be one in the boathouse?

Conclusion: Everyone is responsible for first aid on his own trips.

Action: Kendra will provide a a list of suggested medical kit to Dave for display on the web site.

Motion: Dave Peters moves we provide a first aid recommended list on our web site for use on trips but not provide the kit. Richard Jackson seconds. Unanimous approval of motion.

Trevor will help with the list. Kendra wonders about emergency flares-should they be on the first aid list?

b) Repair Kit

Are we providing a kit or a list?

Jim: We should provide a repair kit to prevent further damage being done.

Kendra: This is for temporary emergency measures.

Motion: Jim MacDonald moves we provide a basic repair kit in order to do basic repairs on trips. Kendra Worman seconds. Trevor abstains. All other members present (8) approve the motion.

Kendra can keep the emergency repair kit locked up. She will check to see it has all its requirements both before and after she provides it for trips.

Contents of emergency repair kit:

Discussion: Trevor: duct tape, lighter fluid, cotton, Vaseline fire starter, bolts for seats?, wipe-off epoxy kit, hook-up wire, discussion as to whether leatherman tool, pliers or screw driver should be included.

Motion: Kendra Worman moves the items, housed in a nagalene bottle with instructions, be provided for club trips. Dave Peters seconds. Trevor abstains. All 8 other members approve the motion.

Question: Who replaces missing equipment?

Motion: Dave Peters moves the Recreation Division bear the burden of replacing consumed items in the emergency repair kit. Trevor Robinson seconds. Unanimous approval minus Trevor's abstention.

Graham is contacting Russell regarding information on a trailer purchase and Graham will provide this information before the next executive meeting.. Progress is being made. To be discussed next meeting.

Marathon inventory: Trevor has a summary of Marathon boats and will provide it to Dave who will put it on the web site.

Free Memberships criteria:

Trevor: Volunteers MUST BE MEMBERS for insurance reasons. This is primarily a concern at marathon race events.

Discussion: We should insure that anyone volunteering is a member. We can rely on event organizer to fill out a modified membership form.

Trevor: A big part of how we get funding is based on what level our officials are. We need to write a form for volunteers for insurance purposes only.

Richard: Free memberships were an incentive to encourage volunteers. We need to formulate what is needed in order to qualify for a free membership.

Action: Send Kendra suggestions for what one must do to get free membership and Kendra to provide a recommendation at the next executive meeting..

Throw Bag Purchase Committee Recommendation

The committee investigated a) the character of throw bags and b) the price, and presented 1 ½ page report on their findings. Purchasing recommendation will be filed with club financial records but not provided on the website. The consensus was there should be 1 throw bag per boat. Decision made to purchase 24 bags.

Jim left, remarking that he felt it inappropriate for family members to be in on the voting.

Motion: Ann Popoff moves we purchase 24 throw bags from Eb's. Valerie Cherkov seconds . 7 in favour; Richard opposed because bags from wholesale Sports have clips included.

Dave proposes the \$ come from administration as a joint expenditure.

Motion: Dave moves the money come out of Administration account. Richard seconds. Unanimous.

Formation of purchasing committee for trailer.

Wait for Graham to get back. Send suggestions to him.

Purchasing committee for Rec boats:

Kendra, Mark and Bryan collecting suggestions.

Purchasing Marathon boats:

Trevor will co-ordinate this. Dave would like to be involved.

Inventory is important to plan purchases to make long term spending plans.

Send suggestions for other equipment (new or replacement) to Dave.

Executive members receiving payment for work performed (discussion).

The old motion to not have people benefit is a bit restrictive. A motion can be made to change that-adjust it but comply with the intent of the motion. Work should be approved in advance. Our treasurer shouldn't be the enforcer.

People giving lessons leave the room when decisions are made as to whether to hire them (as per the recently approved purchasing policy). The equipment maintenance director can tender jobs out if they are taking too much time. But he

shouldn't be in on the decision of who to select as the vendor. We can track the amount of time people are putting in.

Table for next meeting: Formalize some more rules (in the meantime. If it's more than a reasonable amount of effort, or more time than the executive member can spare, ask for help.)

On e-mail discussions: Suggest a time line for people voting.

Randy: inquires about an invoice he received for lessons Brian provided to the club in conjunction with Jeff Roe..

Jim: Bryan was involved in the decision making process of providing the lessons which could be considered a conflict.

Richard: the purchasing process we have in place will cover equipment and instructor. The only question to be answered is "Did we get the services we paid for", and if so then Brian should be compensated for his services. Consensus is that services provided were received and the cost was in line with the market.

Randy reads the original motion which states "No voting Saskatoon Canoe Club Executive member be paid for any work done for the club"

Randy believes the motion prevents the club from paying Bryan directly for his services as Bryan is a voting executive member.

Action: Randy will contact Jeff and Bryan to request a new invoice in which Bryan is not paid directly by the club.

There must be a clear separation of Marathon and Recreation finances.

Improvement of lock on brown cabinet: Graham.

Next meeting time: August 19.

Motion: Ann moves to adjourn. Dave seconds. Unanimous.

Meeting adjourned at 9:15 pm.

Minutes by MAL Ann Popoff

Action Status:

Item Description	Person Responsible	Status	Due Date
Database update	Dave	Ongoing	September 30th
Insurance recommendations	Jim McDonald	Ongoing	June 4 th
Mission and Vision Statement	Cathy, Valery	Tabled pending Valery's availability	October 1 st
Conduct Committee	Kendra, Cathy, Richard	Ongoing	August 31 st
Update boat details on website	Dave Peters	Ongoing	July 22 nd
Emergency repair kit and first aid kit contents	Kendra Worman	Ongoing	July 22 nd
Additional SCC Decals	Mark Lafontaine	Ongoing	July 22 nd
Trailer replacement	Graham Parsons	Ongoing	July 22 nd
Boathouse Drop Box	Graham Parsons	Ongoing	July 22 nd

Changing the door code procedure	Mark Lafontaine	Ongoing	July 22 nd
Updating provincial registrar with fiscal year end changes	Randy Chapman	Ongoing	July 22 nd
Boathouse Space and Nordic Ski Club	Graham Parsons	Ongoing	August 19 th
Send Hannah Wiki details	Dave Peters	Ongoing	August 19 th
MAPP recreation details	Jim MacDonald	Ongoing	August 19 th
Marathon Financial Report to Treasurer	Trevor Robinson	Ongoing	August 19 th
Cable Lock installation	Kendra Worman	Ongoing	August 19 th
Addition of whitewater and water flow links to website	Dave Peters	Ongoing	August 19 th
Club Insurance policy	Dave Peters, Randy Chapman, Trevor Robinson	Ongoing	October 1 st
Medical kit contents	Kendra Worman, Dave Peters	Ongoing	August 19 th
Recreation Lesson Invoice changes	Randy Chapman	Ongoing	August 19 th
Free membership recommendations	Kendra Worman, Dave Peters	Ongoing	August 19 th