

Saskatoon Canoe Club – Executive Meeting
April 7, 2010
7:00pm @ Saskatoon Community Services Village
3rd Floor Boardroom

Meeting was called to order at 7:05pm by Russell Lawrence

In Attendance:

Russell Lawrence- President

Graham Parsons – Secretary

Dave Peters – Webmaster

Kendra Worman – Treasurer

Randy Chapman – Member at Large

Ann Popoff – Member at Large

Richard Jackson – Membership Director

Bob Farthing – Co-Marathon Director

Bryan Sarauer – Co-Publicity Director

Valery Chirkov – Member at Large

Wes Deptuch – Recreation Director

Glen Phillips – Equipment Manager – Not in Attendance

Mark Lafontaine – Newsletter – Not in Attendance

Karrie Orr – Co-Publicity Director – Not in Attendance

Trevor Robinson – Co-Marathon Director – Not in Attendance

1 Acceptance of Agenda

Agenda is accepted as presented.

2 Russell moves to accept the 16March 2010 Minutes

Dave Seconds. Motion carries.

3 Old Business

Finances Audited:

Prior audits were done for the nominal cost of \$150. This is far under the cost of a true audit which would likely cost around \$1500 for the clubs books. As this is a significant expense

and a full audit is not required to maintain our non-profit organizational status. A change of the clubs' constitution is required from "Audit" to "Review". This does not require an industry professional with a designation such as CGA, CMA, or CA. The person doing the look over could be anyone not dealing with club finances, including current club members. This change will be made at the General Meeting (April 29th) to meet the needs of the clubs' constitution and maintain our non-profit status. **Action Item to Russell**

Bank Meeting

Russell, Kendra and Graham met with the bank to change over signing authority and withdraw the GIC on March 26th. **Action Item Done**

Member Responsibilities

Russell to send final copy to Dave to be posted on the club Website. **Action Item Russell and Dave**

Database Password

Dave has sent out the database password to the Executive. Executive members are encouraged to contact Dave if they have any questions. **Action Item Done**

Kayak Lesson Providers

Wes has talked with Viki and she is too busy, Canada West Paddle Sports was looking to charge \$90/hour. Jeff Roe will likely charge \$50/hour and provide lessons on Tuesdays and Thursdays. The first day of the lesson may be provided at Harry Bailey Aquatic Centre and will use their boats. The second lesson to use the club's boats and take place on the river. Lessons will tentatively cost club members \$50 and will be somewhat subsidized by the club. Some of the details and rates have yet to be finalized for the kayak lessons. Wes will confirm these details and give information to Dave to post on the club website. **Action Item to Wes and Dave.**

Debate on instructor qualifications for teaching within the club.

Russell to look into instructor insurance for club lessons. **Action Item to Russell**

Database Update

It works and is fully functional, but could use some enhancements. Brian, Dave, Richard and Glen to come up with recommendations for changes and improvements for the next meeting. **Action Item Brian, Dave, Richard and Glen**

Trailer Storage

Russell has got two possibilities, both of them out of town. Executive are encouraged to search out additional options and forward them on to Russell ASAP. **Action Item All Executive.**

Membership Form Changes

Changes have been done. **Action Item Done**

4 New Business

I Boathouse cleanup and inventory

All executive members who are available will meet at the boathouse at 10:00 am Sunday April 25 to go through inventory and do a general boathouse cleanup. **Action Item All Executive.**

Debate on what to do with the SCC T-shirts located within the boathouse.

Dave moves that 12 shirts and canoe CDs be given away at the open house as draw prizes. **Graham Seconds**

Bob moves to amends the motion, adding “the remainder of the shirts shall be given to Marathon to distribute at marathon events.” **Graham Seconds** the amended motion. Motion to amend carried.

Motion carried.

Sample Rental Agreement.

Discussion of the agreement. Russell to edit the form to add 14 days notice. Executive to send other edits to Russell. **Action Item All Executive**

Instructor Agreement

Agreement is not meant to be legally binding, but to provide a written record for both parties to refer to in the event of a disagreement. Russell to make some edits and email it to the executive. Executive members to give edits back to Russell. **Action Item All Executive.**

Equipment Use Guidelines

Guidelines are just that, a relatively brief record of expectations when using club equipment. Executive are encouraged to send edits to Russell so that he can edit as required. **Action Item All Executive.**

Boathouse Etiquette

Provides some guidance on the expected behavior and equipment use. Executive members are encouraged to give their edits to Russell within 2 weeks of this meeting date(April 21) so that they can be ready for the open house. **Action Item All executive.**

II Open House

The Open House will be Sunday May 2nd from 12:00 to 4:00 pm at the boathouse. The BBQ is planned to run as long as there is food available. Try to have a more structured orientation, and to include new and returning members in the orientation. This will provide a pro-active chance to curtail unwanted behavior and help to clarify some of the equipment and boathouse use changes.

Bryan to be Open House Coordinator. Scope to include BBQ and other details as required. Bryan to email volunteers within Club to get help. **Action Item Bryan.**

Russell to call vendors and let them know the date of the open house. **Action Item Russell**
Executive members to show up before 12:00 noon the day of the open house.

III Newsletter.

Mark will be unable to work on the upcoming newsletter. Russell has offered to help out and would like to have it out by the 23rd April Executive members are encouraged to send their trip plans and any submissions so they may be included in the newsletter.

Russell to send email to the club RE: open house, etiquette, newsletter submissions, club trips etc. **Action Item Russell**

Bryan to send info RE: river cleanup to Dave. **Action Item Bryan**

Richard is planning to destroy the 2 year old membership information. Executive agrees this is the most appropriate course of action. **Action Item Richard.**

No New business

Next meeting is to be a General Club meeting, April 29, 2010, from 7-9pm at the J.S. Wood Library (1801 Lansdowne Ave).

5 **Russell Moves** to adjourn the meeting. **Graham Seconds.** Motion carried. Meeting is adjourned at 8:57pm

Item Description	Person Responsible	Status	Due Date
Finances reviewed	Russell Lawrence	Ongoing	May 31
Meeting with bank	Russell Lawrence	Done	N/A
Email and Post Executive Responsibilities	Russell and Dave	Ongoing	April 29
Membership Database password	Dave Peters	Done	N/A
Kayak lesson details confirmed	Wes Deptuch	Ongoing	April 29 th
Update lesson details on website	Dave Peters	Ongoing	April 29 th
Insurance for lesson providers	Russell Lawrence	Ongoing	April 29 th
Contact membership regarding dock installation	Russell Lawrence	Done	N/A
Database recommendations update	Glen Phillips, Richard Jackson, Bryan Sarauer, , Dave Peters	Ongoing	April 29 th
Trailer storage	All Executive	Ongoing	ASAP
Membership Form (Finalize; Post on Website)	Richard Jackson; Dave Peters	Done	N/A
Boathouse cleanup and inventory	All available Executive	Ongoing	April 25 th
Sample rental agreement edits	All Executive	Ongoing	April 29
Instructor agreement edits	All executive	Ongoing	April 29
Equipment Use Guidelines edits	All Executive	Ongoing	April 29
Email RE: Open house and BBQ	Russell Lawrence	Ongoing	April 29
Organize Open house and BBQ	Bryan Sarauer	Ongoing	April 29
Calling Vendors RE: Open House date and details	Russell Lawrence	Ongoing	April 29
Email RE: newsletter information	Russell Lawrence	Ongoing	April 19
Bryan to Email Russell RE: river cleanup details	Bryan Sarauer	Ongoing	April 19
Destruction of old membership info	Richard Jackson	Ongoing	April 29