

Saskatoon Canoe Club Meeting
July 8th 2010 - 7:00 pm @ Saskatoon Community Service Village
First Floor Boardroom

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

Present:

Dave Peters- Webmaster	Richard Jackson- Membership director
Randy Chapman-Treasurer	Ann Popoff- Member at Large
Graham Parsons-Secretary	Mark Lafontaine- Recreation Director
Bryan Sarauer- CoPublicity Director @7:08	Kendra Worman- Equipment Manager @ 8:00

Absent:

Trevor Robinson- Marathon Director	Jim MacDonald- Equipment Maintenance
Valery Chirkov- Member at Large	Cathy Peters- Facebook organizer
Karrie Orr- CoPublicity Director	

Dave Peters to chair the meeting in the absence of a club president

Additions to Agenda: Mark- update on the canoe trailer plans
Graham- drop box and info@SCC email

Previous minutes are adopted with the edits received since the last meeting. Dave Peters to post to the Website

Executive Reports

- Membership Report (Richard Jackson) Attached
- Treasurer's Report (Randy Chapman) Attached
- Recreation Director Report (Mark Lafontaine) Attached

Trevor – not in attendance

Marathon- there are some discussions to buy another boat and sell of one of the boats to another marathon club within the province.

Kendra- Deferred until she is in attendance.

Executive responsibilities have been placed on the WIKI

Dave to update the boat inventory on the website ie new kayak, sold aluminum etc.

Ann to check into or find an inventory of the marathon boats in the boathouse.

Glenn informed Ann that he had given the postal key back to Canada Post

Mark to collect names/info for changing the door combo

Jim- not in attendance to update findings on the insurance policy

Kendra has put the rental and instructor agreements to the WIKI, the Executive are reminded to get instructors to read and sign this agreement in the future.

Signing Authority has been changed- Current signers are Kendra, Randy, and Graham

8:00 pm Kendra Worman arrives

Randy to look into how to update the provincial registrar with our changes to the constitution, with help from the Executive as required.

Kendra- Equipment Manager's Report

Signage is working for the paddles in the paddle bin

Bookings- 1 Private, Mark 1 boat, Richard 6 boats, Greg Charyna 3 boats, Graham 2 boats, Sunday paddle was cancelled due to the high waters on the river and the amount of "Rookie" paddlers. To be rescheduled to a later date.

Inventory- compiling information into an Excel file to post on the WIKI. New kayak was purchased, as well as new paddles. Some equipment may still require numbers and SCC labels(Mark to get more SCC decals)

Equipment needs and recommendations- #5 Kayak paddle is fairly rough, Canoe paddles # 3, 4, 5, 8, 9, 23 are chipped or otherwise in very poor repair.

Kendra moves to remove these paddles from the inventory.

Richard moves (Dave seconds) to amend the motion to read "removed paddles be given to Bryan to assess as he sees fit. Vote on amended motion passes Unanimously.

Kendra opens a discussion on repairs of boats and equipment, following damage that the skeg on the new kayak sustained recently. Discussion on quick/emergency repairs.

Dave moves (Richard seconds) that Kendra place a notice in the boathouse that equipment manager will be the only one doing maintenance and that they should be emailed ASAP. Vote passes.

Dave moves (Mark seconds) that boats not serviceable be locked up until they are repaired to the satisfaction of the equipment manager. Unanimous vote passes.

Kendra to come up with a list for an emergency repair kit and present the idea to Executive, with suggestions from the Executive.

The current inventory is missing Bilge pump #1, PDF's #9, 18 for a couple of days.

Graham to talk to Russell RE: details of trailer plans, etc.

Graham to look into a drop/lock box for trailer compound and cabinet keys.

The Emails for info@SCC.org go currently go to Bryan Sarauer. An automatic response with FAQ is sent back. Further questions are fielded as required, or forwarded of the most appropriate Executive member.

Free Memberships for guiding trips, volunteering etc. are discussed

Kendra moves (Richard seconds) to make up a list of criteria and get recommendations from the Executive, on how to track and give them out. Vote passes.

Discussion on boathouse space. The gist of this discussion is that changes won't be quick and will require some thought as to the direction the club wants to go. These changes are long term and will require continued refinement.

Graham to contact the Nordic Ski club and get info on their plans. Dick White Equip Manager, Jan-President

Purchasing guidelines- review and discussion.

9:35 Bryan Sarauer leaves the meeting

Continued discussion on purchasing guidelines.

Dave moves (Richard seconds) to adopt the guidelines of the purchasing committee as distributed, with discussed changes to the Why and How sections (IE the Regulations and not the Act) Unanimous vote passed.

Richard moves (Anne seconds) to adjourn the meeting. Vote passes

Meeting is adjourned at 11:35pm

Item Description	Person Responsible	Status	Due Date
Email and Post Executive Responsibilities	Russell and Dave	Complete	May 30
Update lesson details on website	Dave Peters – Mark Lafontaine	Complete	End of May
Database update	Dave	Ongoing	September 30th
Database recommendations update	Richard Jackson, Bryan Sarauer, , Dave Peters	Ongoing	June 1 st ?
Insurance recommendations	Jim McDonald	Ongoing	June 4 th
Talk to Glen RE: combo to boathouse and mail key	Ann	Complete	May 26
Signing Authority Change	Graham, Kendra, Randy	Complete	May 30
Purchasing Committee – policies and procedures	Bryan, Mark, Kendra, Dave	Complete	June 5 th
Purchasing Committee – equipment purchases	Bryan, Mark, Kendra, Dave	Ongoing	June 26h
Missing and Vision Statement	Cathy, Valery	Tabled pending Valery's availability	October 1 st
Conduct Committee	Kendra, Cathy, Richard	Ongoing	August 31 st
Post minutes from 20 th May to website	Dave Peters	Complete	July 22nd
Provide breakdown of lesson financials	Mark Lafontaine	Ongoing	September 30 th
Update boat details on website	Dave Peters	Ongoing	July 22nd th
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 22nd
Boathouse Drop Box	Graham Parsons	Ongoing	July 22nd
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
Free Membership Award Criteria	Kendra Worman	Ongoing	September 30 th
Boathouse Space and Nordic Ski Club	Graham Parsons	Ongoing	August 19th

Membership Director's Report

July 8, 2010

Membership Numbers

2008 membership was 524

2009 membership was 622, an increase of 18%

2010 membership stands today at 618, 1% less than last year.

Trends

We continue to have a high volume of new members each year and a low number of returning members. "Returning members" are defined as people that were members last year. I have noticed a small number of people joining this year that were members more than a year ago. These numbers are small and would not significantly skew the results below if they were treated as "returning members" instead of new.

2008 had 61% new members and only 38% returning

2009 had 68% new members and only 32% returning

2010 had 66% new members and only 34% returning

Unable to draw any trends between Marathon and Recreation members as this year the membership structure changed. However for the last 2 years we have registered 72 children, up 10 from 2008.

The number of applications received per week has slowed down. For the past two weeks there have been none in the mailbox. The turnout at the boathouse has also slowed, partially due to the rainy weather.

Orientations

Orientations are being completed on Tuesday evenings, however, not in the ½ hour time slot. Earlier in the season, it was not uncommon to have 50 applications submitted and orientations delivered. The last two weeks, the numbers are more around a dozen. I am rarely out of the boathouse before 8 PM. The members that come and help, especially early in the year, are a great help and provide a smooth transition between accepting applications and allowing me to deliver the orientations.

Richard suggests that next year additional volunteers be required earlier in the season to help deal with the large number of people showing up for memberships and orientations.

Treasurer's Report

Saskatoon Canoe Club

Income Statement (Cash basis) Comparison of Actual to Budget

REVENUE	Actual to Jul 3/10	Budget	Difference
Revenue			
Memberships	24520.00	17195.00	7325.00
Grants	2049.00	4050.00	-2001.00
Canoe Kayak Sk. Child	875.00		
Equipment Rental	270.00	2120.00	-1850.00
Equipment Sales	885.00	900.00	-15.00
Instruction Fees	2285.00	2900.00	-615.00
Total Revenue	30884.00	27165.00	3719.00
TOTAL REVENUE	30884.00	27165.00	3719.00
EXPENSE			
Expenses			
Refund/Bad Check	60.00	100.00	-40.00
Canoe Kayak Sask. Membership	0.00	6845.00	-6845.00
Canoe Kayak Sk. Child	875.00		
Equipment Repair	40.00	1800.00	-1760.00
Equipment Purchase	7113.87	18389.00	-11275.13
Instruction	2400.00	2900.00	-500.00
Bank Fees	181.75	85.00	96.75
Miscellaneous Expense	281.21	500.00	-218.79
Insurance and Licenses	1130.00	1170.00	-40.00
Promotion	893.49	1000.00	-106.51
Office Expense	346.74	710.00	-363.26
Meeting Room	262.50	300.00	-37.50
Facility Rental	402.06	1300.00	-897.94
Total Expenses	13986.62	35099.00	-21112.38
TOTAL EXPENSE	13986.62	35099.00	-21112.38
NET INCOME	16897.38	-7934.00	24831.38

The books have been moved from Excel into accounting software called Simply Accounting©. This software eases the accounting process and creates reports almost automatically. The budgets have also been placed on the executive WIKI. Canoe Kayak Saskatchewan (CKS) has yet to send out their information for receiving the 2010 grants. There are still some monies to come in for instructional fees. Filing has yet to be done for the Membership Assistance Program Plan(MAPP) grant. It is also noted in the Executive responsibilities that it is the Treasurers duty to remove items from the inventory. Randy would like to further clarify this responsibility.

Recreation Director' Report

Mark reported that lessons have come in somewhat over-budget. This is due partly to unknown costs incurred from facilities rentals, a larger subsidy than expected and because more lessons were offered than budgeted for. A more detailed report of lesson expenses and subsidies will be provided at a later date.