



EXECUTIVE COMMITTEE MEETING
February 10, 2009

MINUTES

PRESENT: Rod Reikie, Linda Ethier, Jeff Prior, Allan Fisher, Barry Tee, Chris Watson, Larry Petersen, Linda Boyd, Temple Murray

At the regular meeting of the Sylvan Lake Sailing Club executive committee, held at the residence of Linda Boyd, on Tuesday evening, February 10, 2009, Rod Reikie, the Vice-Commodore, acting in the chair in the absence of the Commodore, called the meeting to order at 7:30 p.m. The secretary, Temple Murray, provided the minutes of the previous executive committee meeting held January 13, 2009.

MOTION to approve previous minutes as presented:

Moved by Jeff Prior; Second by Chris Watson; All in Favour; Carried

The Treasurer, Linda Ethier, reported on the club's current financial situation.

MOTION to accept Treasurer's report as presented:

Moved by Linda Ethier; Second by Linda Boyd; All in Favour; Carried

Executive committee reports were presented as follows:

- a. Commodore/Vice Commodore – nothing to report
- b. Harbour Master – not present
- c. Director-At-Large – nothing to report
- d. Past Commodore – Barry Tee reported on the following:
 - i. ASA/CYA Race Management & Judging Training – March 21, 2009 @ Red Deer College, cost is \$50 which includes all training materials. (\$25 will be refunded upon completing each of the ARO and CJ certification processes.) All attendees must be ASA/CYA members.
09:00-12:30 Assistant Race Officer (ARO)
Instructor: Peter van Muyden, CYA Race Management Course Conductor
13:00-15:30 Club Judge (CJ)
Instructor: Robert Steward, CYA National Judge
16:00-17:00 So you are a racer; here is what you should know about race management
Instructor: Peter van Muyden

ASA will cover the cost of the seminar room. Can the club cover the cost of lunch?

MOTION that the club cover the cost of lunch for the ASA/CYA Race Management & Judging Training:

Moved by Barry Tee; Second by Allan Fisher; All in Favour; Carried

- ✓ **ACTION ITEM:** **Jeff Prior** will contact Penny Elliott regarding catering lunch for the ARO/CJ training and get back to Barry Tee.
Each course is open to a maximum of 20 participants, there are currently 8 spots left, no one from the club is currently registered.
- ✓ **ACTION ITEM:** **Allan Fisher** will contact the club's on-the-water race committee regarding attendance at the ARO/CJ training. **Barry Tee** will ensure they are registered.
- ✓ **ACTION ITEM:** **Allan Fisher** will place a notice of the ARO/CJ training in the next newsletter.
 - ii. A member has suggested a San Jaun 21 fleet and enquired about the merits of placing a race boat on a mooring ball and a cruise boat in the marina. The club's slip allocation guidelines and processes do not provide for an arrangement of this sort.
- ✓ **ACTION ITEM:** **Barry Tee** will respond to the members' inquiry, quoting the appropriate section(s) of the slip allocation guidelines and processes, outlining the details of obtaining/retaining a slip in the marina.



Two items of business from the previous minutes were discussed:

1. Signing Authority – in accordance with section 33 of the club's bylaws, Linda Ethier as Treasurer, Rod Reike as Vice Commodore, and Barry Tee as Past Commodore "*shall approve and sign all cheques and expenditures*" of the club. Given that the current Commodore is the spouse of the current Treasurer, it was determined an exception would be made to the bylaws in that the Past Commodore would retain signing authority in place of the Commodore.
 2. Requests for Sabbatical – clause 8c of the club's slip allocation guidelines and process was highlighted for clarification "*A slip holder may request a sabbatical for no longer than one year. The executive may approve a sabbatical at any time up to the first business day after the Marina Bay homeowners AGM.*" It was determined the slip allocation guidelines and processes document contains areas of ambiguity and requires a review.
- ✓ **ACTION ITEM: Rick Howard**, as Harbour Master, will enlist two (2) members of the previous team responsible for drafting the slip allocation guidelines and process, this team of three (3) will undertake a review of the current document for potential revisions of ambiguous clauses in an effort to provide clarification. Recommended revisions/additions will be presented to the executive committee for approval at the March meeting. If approved, the revised slip allocation guidelines and processes will be presented to the membership at the Spring meeting.

Eight action items from the previous minutes were reported on:

1. Protocol of Mooring Balls – not completed, bring forward to March meeting
 2. Club Membership in ASA – not completed, bring forward to May meeting
 3. Committee Terms of Reference – not completed, bring forward to March meeting
 4. Financial Audit – completed February 7th, 2009
 5. Location of Corporate Minute Book – no report
 6. Committee Boat Expenses – Chris Watson presented a proposed breakdown of expenses for the budget, based on last years expenses.
- ✓ **ACTION ITEM: Chris Watson** will investigate registration of the committee boat and register the trailer. **Allan Fisher** will contact Brian Tymkow regarding location of the ownership papers for the committee boat.
7. Outstanding Membership Invoices – Linda Ethier and Allan Fisher have reconciled the paid memberships.
- ✓ **ACTION ITEM: Allan Fisher** will send out membership invoices for all unpaid memberships.
8. List of Sponsors provided to Promotions Committee – Allan Fisher provided list to Jeff Prior

Sub-Committee reports were presented as follows:

- a. Fleet Captain, Sailing Operations – Chris Watson requested a note in the next newsletter requesting volunteers for the PHRF task group. No anticipated change in PHRF rating.
 - b. Membership & Communications – a suggestion was made to have a notice of the upcoming meeting and highlights of the last meeting placed in newsletters.
 - c. Promotions – Jeff Prior reported the committee has been brainstorming ideas and asked the executive to provide their thoughts in answer to the question 'if the club was to receive a large influx of money, what would we do with it?' After some discussion, it was determined the question would be put to the membership.
- ✓ **ACTION ITEM: Jeff Prior** will draft a note to be placed in the next newsletter asking the membership for ideas regarding spending of promotional funds.

The promotions committee made a recommendation regarding the club logo.

MOTION that the club implement a standard for logo use including the use of the current logo for stationary and the use of the burgee logo for promotional materials:

Moved by Jeff Prior; Second by Linda Boyd; All in Favour; Carried



The committee recommends the purchase of a supply of stock clothing to last the entire year including rugby shirts; Prairie Sailor shirts; t-shirts; hats; etc. The committee further recommends purging the old stock of Hummer shirts. They recommend a club sponsored open-house event for the community, inviting MBHA; dignitaries and friends. They further suggested the notice on the club website stating no one will be left standing on the dock be removed. A promotions budget of \$4,000 was agreed upon.

- d. Social – no report
- e. Future of the Club – no report
- f. Junior Learn to Sail – no report
- g. Solstice Regatta – nothing to report
- h. Hummer Regatta – nothing to report

One item of new business was discussed:

1. Current and future state of the club website – it was proposed the club have the website professionally redeveloped, to alleviate the pressure on Allan Fisher.

MOTION that the club hire a professional web developer to a maximum of \$1,000:

Moved by Allan Fisher; Second by Chris Watson; All in Favour; Carried

- ✓ **ACTION ITEM:** **Allan Fisher and Temple Murray** will investigate and hire a professional web developer, to a maximum of \$1,000, and will direct the redevelopment of the website.

The meeting was adjourned at 9:30 p.m. The next meeting of the executive committee will take place Tuesday, March 10, 2009 at 7:00 p.m. in the boardroom of Howard & Company, 2nd Floor, 5114 58 Street, Red Deer.

Minutes recorded and submitted by Temple Murray, Secretary, to be approved at the next meeting of the executive committee.

APPROVED