



EXECUTIVE COMMITTEE MEETING  
January 13, 2009

**MINUTES**

PRESENT: Dennis Ethier, Rod Reikie, Rick Howard, Linda Ethier, Allan Fisher, Barry Tee, Tracey Andersen, Jeff Prior, Steven Johnson, Trevor Bradshaw, Linda Boyd, Debbie Russell, Chris Watson, John Lee, Larry Petersen

At the regular meeting of the Sylvan Lake Sailing Club executive committee, held in the boardroom of Howard & Company, on Tuesday evening, January 13, 2009, the Commodore, Dennis Ethier, in the chair, called the meeting to order at 7:00 p.m. Tracey Andersen, acting as secretary in the absence of Temple Murray, provided the minutes of the previous executive committee meeting held November 20, 2008.

**MOTION** to approve previous minutes as presented:

*Moved by Steven Johnson; Second by Trevor Bradshaw; All in Favour; Carried*

The Treasurer, Linda Ethier, reported on the club's current financial situation. There was a short discussion regarding GIC investment and signing authority. It was advised that the GIC was not invested at the current time due to interest rates. Typically the authorized signatories for the club are the Commodore and Secretary in any given term; but given the fact that those two positions are currently held by spouses, it was agreed that the authorized signatories for the club would remain as Barry and Rick.

**MOTION** to accept Treasurer's report as presented:

*Moved by Rick Howard; Second by Linda Boyd; All in Favour; Carried*

Executive committee reports were presented as follows:

a) Commodore – Dennis Ethier.  
Nothing to report.

b) Vice Commodore – Rod Reikie.  
Nothing to report. (Rod suggested that Linda take on the position of Vice Commodore for next year; suggestion was tabled for time being).

c) Harbour Master – Rick Howard.

Dock Keys

•All dock keys have been returned with the following exceptions: Marg Phelan, Doug Stewart, Allan Fisher (two keys, his and the committee boat) and Andy Limenoka. Attempts to contact Andy by telephone and electronic mail have been unsuccessful; the club may end up keeping the \$200.00 deposit

Slips

- There are 30 slips and 4 hooks available.
- Rick has prepared a spreadsheet to calculate participation and results; he asked that members try and be more accurate when determining participation points.
- There are 29 category one slips for which Rick will send out letters of confirmation to the slip recipients.
- It was noted that no one has received any indication from Graeme Strathdee as to what his intentions are for the upcoming year. Rick will call Graeme; if he wants a hiatus, he must confirm same in writing.

**MOTION** that if a slip holder's intentions have not been relayed to the Harbour Master by the December 1 deadline, the Harbour Master will contact the slip holder prior to simply letting the slip lapse.

*Moved by Linda Boyd; Second by Barry Tee; All in Favour; Carried*



### Mooring Balls

- Allan raised the issue of traveling to and from the mooring balls. Although individuals must use their own method of transportation to the mooring balls, it was noted that there were three dinghies in our committee boat slip last year. This cannot happen again.
- At this point only three members (that had little to no participation points) are using the mooring balls.
- It was noted that just because the hooks are there, we do not necessarily need to use them.
- Rod raised the issue of the club's liability for these mooring balls. What specifically are our responsibilities? If we are going to say that they are ours, we need to have some method of policing.
- John noted that there are a number of Marina Bay home owners that are unhappy with the existence/placement of the balls; we need to consider this as we would like to maintain a good rapport with the home owners.
- Barry noted that Lake Wabamun is currently experiencing the same issues with the mooring balls and are now dealing with the fishing board.
- Dennis recommended that a Committee be struck to discuss protocols of the mooring balls before the spring meeting. It was agreed that Rick and Linda would sit on this committee (Linda will chair). Any comments in this regard are to be forwarded to Linda.

d) Director-at-Large – Linda Boyd.  
Nothing to report.

e) Past Commodore – Barry Tee.

### Mooring Balls

- Barry reiterated that Edmonton is currently dealing with different government bodies with respect to their mooring balls.

### Safety

- There was a recent drowning in Lake Mule. There was a group of sailors on the lake that day that were in a position to help (and offered) but were turned away by the emergency rescue team. Small discussion on why this happened.
- It was suggested that it would be a good idea that we notify the RCMP when we expect to be on the water so that we can make our presence known just in case something does happen. This brings attention to safety on the Lake. Rick suggested providing the RCMP with our race schedule and cell phone numbers of some of the members. Dennis suggested the use and monitoring of channel 16.

### Peter van Muyden

- Peter van Muyden has obtained his International Sailing Federation race management certificate.

### ASA

- Barry reported on his attendance at the ASA annual general meeting.
- ASA is looking into group insurance. Barry believes that ours is in order.
- ASA is currently changing their by-laws.
- As a requirement of the membership to ASA (for funding) we must provide the names and addresses of all club members. It was agreed that we will provide the required information and become members.

### Canadian Yachting Association

- The CYA is \$1,200,000.00 in debt due to the Olympics. The Provincial associations are stepping up and helping.



### Race Management Seminar

- Barry discussed ongoing plans for a race management seminar in the spring. It will take place March 21, 2009 at Red Deer College. Attendance is open to everyone
- The first session will commence 9:00 am to 12:00 pm and will be conducted by Peter van Muyden.
- The second session- "Protests and Procedures"- will commence at 1:00 p.m. and run to 3:00 p.m. It will be conducted by Robert Stewart.
- The third session – "So you are a racer, here is what you should know about race management" will be conducted by Peter van Muyden and will run from 3:30 p.m to 5:00 p.m.
- Barry advised that there will be a fee for the assisting race officer and that he will advise of same once the information becomes available. Perhaps we can cover the costs for our Wednesday night race committee.

Three items of business from the previous minutes were discussed:

1. Temple Murray distributed a terms of reference template for sub-committees by email prior to the meeting. A job description template for executive officers will be distributed at a later date. Executive officers and sub-committee chairs are asked to document the duties and tasks of their positions/committees using these templates and submit their drafts to the secretary.
  - ✓ ACTION ITEM: sub-committee chairs will use the template provided to draft job duties for submission to the secretary.
2. Allan Fisher distributed the remaining race committee jacket.
3. Temple Murray submitted the club's annual return, notice of amended by-laws, and notice of change of address to Alberta Corporate Registries in December 2008.
  - Annual Return was rejected as Corporate Registry requires that the Financial Statements be audited. It was confirmed that the Jim Barkley, Linda Boyd and Larry Petersen would complete this audit so that the Annual Return could be re-submitted to Corporate Registry for filing.
  - As the Notice of Address has been filed, do we know where the Corporate Minute Book is located? Tracey will look into this.

Sub-committee reports were presented as follows:

Sailing Operations Committee - All sub-committees under the Sailing Operations Committee are to ultimately report to Chris Watson. Chris suggested, and it was agreed, that his title shall be "Fleet Captain". The duties that Chris is performing are similar to that which would be conducted by a Fleet Captain in other clubs.

#### 1. Race Committee - John Lee

- The Race Committee is comprised of the following: John Lee, Allan Fisher and Linda Boyd.

#### Race Schedule

- Advised that the race schedule has been prepared, a copy of which was submitted to the attendees.
- It was noted that racing will start a week later than usual and end on September 9. This will allow for 16 Wednesday night races.
- It was recommended that there will only be one organized weekend sailing event per month. (June – Solstice, July – Commodore's Cup, August – Memorial Cup, September – Hummer). There are fewer



organized weekend events from previous years due to poor attendance. This will also free up more weekends for social events.

- Rick confirmed that he has booked the yacht club for all Wednesday night socials as well as the Hummer and Commodore Cup; these dates have been confirmed by Marina Bay. He further confirmed that we do not have the yacht club booked for the Solstice. To summarize: June 6, July 4, July 18 and Hummer will be at the yacht club; August 22 will be at Points West or Allan Fishers.
- It was confirmed that Wednesday night and regattas are the responsibility of the race committee. The Hummer and Solstice regattas are to be taken care of by their respective Committees.
- Rick asked about race management for the Hummer and the Solstice. Barry suggested that we approach our usual race committee first.

#### Sailing Instructions

- John advised that the Race Committee has re-written the sailing instructions for Wednesday night racing; a draft of same was submitted to attendees.
- 5.2 - Barry suggested that racers be instructed before the race as to how many races would be held – i.e. we can advise of the second race prior to leaving the docks, then if the second race is not possible, we could abandon it. Bottom line is that we should have some clarification as to how the second race will be indicated. John will attend to the clarification.
- Divisions are as they have been. The pennants for divisions two and three have been switched.
- Courses will be either Modified Olympic or Windward Leeward and will be indicated by flag on the Committee Boat.
- 7.4 – change in rules. Shorten course will be indicated before the start. This section may be re-worded as some think that it is unclear.
- 8.2 – Discussion regarding the start/finish as an obstruction for nights that there are more than one race. Further discussion will follow. Race committee will form a sub-committee and resolve this issue.
- 10.2 – Note that racers must hail the committee boat to let them know of their intention to race.
- 12 – Reducing the two turn penalty to one turn. There was a discussion of the pros and cons. It was suggested that we give it a try for the 2009 racing season.
- 12.2 – If there is an incident that causes damage or injury, there must be a protest committee hearing.
- 14 – Significant that race committee be formed on an ad hoc basis. It was raised that it should not be a division one participant judging a division one race. Time limit to protest is reduced to 45 minutes.
- 14.5 – Chris suggested the use of an identifying ribbon.
- 16 – Discussion of requirements for safety rule (see Appendix C); specifically, the requirement for a fire extinguisher and first aid kit. If made a requirement, should there be a particular standard? It was recommended that we leave the first aid kit for next year.
- John will make a couple of changes as suggested. If there are any other recommendations, phone John.

2. Committee Boat – Chris Watson, Trevor Bradshaw, Larry Petersen. It was requested that all costs incurred last year for the Committee Boat be broken down in an effort to put a budget together.

3. PHRF – Bernie Papp. People of interest are to contact Bernie as opposed to Bernie searching people out.

4. Rules – Jim Barkley has agreed to be involved.

5. Membership & Communications - Membership invoices will go out by the end of the month by Allan Fisher. Linda will go through all of the cheques she has received. Thanks to everyone that submits articles to put in newsletter.



6. Promotion Committee - Jeff Prior

- Committee comprised of Jeff Prior, Rita Johnson, Marg Phelan, Penny Elliott, Tracey Andersen.
- Jeff submitted a hand out to attendees.
- Requested a list of all sponsors; Allan advised that he would obtain same.
- Requested feedback from executive with respect to donations. We would like to get more businesses involved financially with the club but we need to have some direction with respect to allocation of funds.
- Jeff suggested that we start promotions at the beginning of the season as opposed to waiting until the end. That being said, we have five or six different logos being used; we need to make a decision on one logo before we can start to place orders. The current one being used on web site is expensive to re-produce. There is no time to get response from other members before spring.
- It was discussed that there will be more media involvement this year; Rick suggested media reports (i.e. second race brought to you by....) in an effort to provide more recognition to the sponsors.
- There was a discussion held with respect to larger donations; it was noted that prior to accepting donations, we need to have a clear idea as to where these funds will be allocated.

b) Future of the Club Report – Steven Johnson.

- Committee comprised of Steven Johnson, Rick Howard, Graeme Strathdee, Glenn Moore.
- Steven met with the Mayor of Sylvan Lake to discuss the plans of the Town of Sylvan Lake to proceed with a marina expansion study. Associated Engineering (they also did the study for Cold Lake and Spruce Point Marina) is completing this feasibility study that will help in identifying fuelling, grants, partnering, etc. There will be a focus group session in about a month's time that we should definitely be in on. Steven confirmed that the Mayor will bring our club forward to Town so that we are in early on the marina. From the Mayors perspective, we will be one of the focus groups. The task here is to keep communication open as the reality is that this will be the only marina expansion.
- There was a discussion about Medican becoming private/public partnership with the Town.
- With respect to the waterfront re-development plan: the general idea is that the re-development will stretch from the existing land fill to the Medican marina. We are looking at around a couple hundred slips.

c) Social Committee – Debbie Russell, Elaine.

- John Lee and the crew of 8 Ball are going to pick out the wine for club events; the crew of Hot Flash will remain as bar master.
- Deb has nothing further other than to suggest that it would be nice to have one non-sailor on the Committee.

d) Jr. Learn to Sail. Headed by Joan Moore, the event will go ahead.

The meeting was adjourned at 9:20 p.m. The next meeting of the executive committee will take place Tuesday, February 10, 2009 at 7:00 p.m. in the boardroom of Howard & Company, 2<sup>nd</sup> Floor, 5114 58 Street, Red Deer.

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