



EXECUTIVE COMMITTEE MEETING
November 17, 2009

MINUTES

PRESENT: Rod Reikie, Bill Young, Dennis Ethier, Lane Romano, Chris Watson, Rick Howard, Linda Ethier, Larry Petersen, Temple Murray

At the regular meeting of the Sylvan Lake Sailing Club executive committee, held at the residence of Rod Reikie, on Tuesday evening, November 17, 2009, the Commodore, Rod Reikie, in the chair, called the meeting to order at 7:05 p.m. The secretary, Temple Murray, provided the minutes of the previous executive committee meeting held September 22, 2009.

MOTION to approve previous minutes as presented:

Moved by Temple Murray; Second by Dennis Ethier; All in Favour; Carried

Linda Ethier, on behalf of the Treasurer, Lane Romano, reported on the club's current financial situation.

✓ **ACTION ITEM:** **Lane Romano** will prepare the club's 2009 financial statement, **Linda Boyd** and **Larry Petersen** will audit the books, **Lane Romano** will provide all information required for the annual return (Annual Return Filing Instructions @ <http://bit.ly/4tsNbV>) to **Tracey Andersen** for submission to the Alberta Registries.

Signing Authority was revised to remove Barry Tee and Linda Ethier and add Lane Romano, Treasurer and Bill Young, Vice Commodore, in addition to Rod Reikie, Commodore, for all club bank accounts.

MOTION to accept Treasurer's report as presented:

Moved by Lane Romano; Second by Rick Howard; All in Favour; Carried

Executive committee reports were presented as follows:

- a. Commodore – nothing to report
- b. Vice Commodore – Bill Young reported as follows: continuing work on safety issues, VHF spot checks. Goals for the upcoming year include: executive committee job descriptions and sub-committee terms of reference (set a goal to review one position/committee at each executive meeting); event planning guides; continuity within the club; membership questionnaires; executive's strategic direction for the club. Work together with Chris on Hummer.
- ✓ **ACTION ITEM:** **Temple Murray** will distribute job description template to executive and committee chairs for next meeting. Review will start with the Commodore.
- c. Harbour Master – Rick Howard reported as follows: marina lease negotiations committee is Rick Howard, John Lee and Tracey Andersen. Goal is to determine terms and conditions for the MBHA AGM in the spring. Some issues with participation forms, Temple and Rick reviewed forms and made revisions, updated forms are on the website. Some preliminary results calculations, based only on race results. Only problem is the 4th race in the last series, the race results were lost, so we don't know for sure who participated. One member is negatively impacted by this (he accumulates 18 points without the last race), do we go on the honour system and ask if he attended that race? Executive advised yes. Club received a letter to the corporate office, from Lindsay Blackett, Minister of Culture and Community Spirit, defines existing government grants for potential funding we may be able to access.
- d. Director-At-Large – Chris Watson had nothing to report, but requested clarification on the role of the Director-At-Large. Role will be defined during the process of establishing job descriptions and terms of reference. Secretary raised outstanding action item assigned to previous Director-At-Large regarding gathering feedback from new members about their perception of the club, this task will be passed to the Membership committee.
- e. Past Commodore – nothing to report



Three (3) items of new business were discussed:

1. Memo from M&C committee regarding clarification of committee duties/responsibilities was discussed.
 2. Memo from M&C committee re newsletter proposal was discussed.
 3. Report from ASA AGM - Chris Watson & Barry Tee attended the AGM. Chris volunteered for a Director position on the ASA board. ASA is requesting names and contact information of our executive officers, as well as three initiatives, and they are willing to pay \$200 for the information. ASA will recognize volunteerism for various clubs.
- ✓ **ACTION ITEM:** **Chris Watson** will submit the names and addresses of the executive committee of the club to the Alberta Sailing Association.

Two (2) items from the previous minutes were reported on:

1. Memo to membership re Chris not asking for Jim's removal from club. The Commodore was to have sent a memo to the membership clarifying that Chris had never requested Jim's removal from the club, however the memo was not sent. After discussion it was determined the memo would not be sent, as it was felt the matter was better left in the past. Chris agreed, but voiced his disappointment the action was not carried out when it was actioned.
2. Investigate costs to hire Caribe Systems for website design – Chris reported the initial build through to production would cost \$1,325 +GST, with annual costs similar to previous costs. Discussion ensued regarding the dropped down lists. It was brought up that a member raised the question of why the club would hire someone out of town to design the website, it was agreed that Caribe Systems' experience with sailing websites is the reason for hiring them.

MOTION to accept the Caribe Systems proposal for website design and maintenance:
Moved by Bill Young; Second by Dennis Ethier; All in Favour; Carried

Sub-Committee reports were presented as follows:

- a. Sailing Operations Committee – need a nomination for Fleet Captain, discussion regarding asking Don Ulsifer to take on the role.
- ✓ **ACTION ITEM:** **Bill Young** will ask Don Ulsifer to take on the position of Fleet Captain.
- b. Membership & Communications – covered in new business items 1 & 2, Larry Petersen made a request for the club to purchase a laptop.
 - c. Promotions – Jeff Prior was appointed chair. Executive committee would like an inventory of clothing in stock.
 - d. Social – Kathy Martin was appointed chair.
 - e. Marina Research – Rick Howard reported on behalf of Steve Johnson that the plan is essentially on hold, Town of Sylvan Lake has decided not to build in the originally planned location, club is noted as a stakeholder.
 - f. Learn to Sail – no report
 - g. Solstice Regatta – Dennis Ethier will be away until mid-June, so would like to transfer the task to someone else. Discussion ensued regarding cancelling the regatta as an event.
MOTION to abandon the Solstice as a formal regatta and return the weekend to the regular schedule:
Moved by Rod Reikie; Second by Bill Young; All in Favour; Carried
 - h. Hummer Regatta – Chris Watson reported that he is working on a event plan, based on a sample he found from Central State Sailing Association.

Executive committee decided to change the regular executive meetings to the second Monday of the month.

The meeting was adjourned at 9:30 p.m. The next meeting of the executive committee will take place Monday, December 14, 2009 at 7:00 p.m. at Rod Reikie's residence again.

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