



EXECUTIVE COMMITTEE MEETING
JANUARY 9, 2012
MINUTES

PRESENT: Dave Elwood, Chris Watson, Nick Partridge, Dave MacCabe, Bill Young, Laura Larsen, Linda Watson, Yvonne Bradshaw, Rick Howard, Allan Fisher

SKYPE: Norma Turner

At the regular meeting of the Sylvan Lake Sailing Club executive committee, held in H.J. Cody School, 4520 50 St, Sylvan Lake, AB, on Monday evening, January 9, 2012, the Commodore, Norma Turner, in the chair, called the meeting to order at 7:06 pm. The secretary, Laura Larsen, provided the minutes of the previous executive committee meeting held December 12, 2011.

MOTION to approve previous minutes as presented:

Moved by Allan Fisher; Second by Dave MacCabe; All in Favour; Carried

The Treasurer, Yvonne Bradshaw, presented the club's current financial situation.

MOTION to approve Treasurer's report and audited financial statements as presented:

Moved by Bill Young; Second by Allan Fisher; All in Favour; Carried

Executive committee reports were presented as follows:

- a. Commodore – Norma Turner reported as follows: What is our role as exec and what are we trying to accomplish? Obvious things are running the club but also need to have a strategic plan – a longer term vision. A 5 year plan would be great but it is not an ideal year to do that given all the activities which are going on in the year. Would like everyone to think about long term plan and how club can be made secure in future so that there is a sailing club that can enjoyed for another 25 years at least.
Action: think about building a succession plan for your position; have people learning along with you instead of having new people going in without any experience.
- b. Vice Commodore – Dave Elwood reported as follows: Gail and Dave will start working on membership drive. Has found a student who might be willing to help with the website; she will get credits for helping.
- c. Secretary – Laura Larsen reported as follows: reminder that agenda items can be sent at any time.
- d. Director of Asset Management – Dave MacCabe reported as follows: Trevor Bradshaw has offered a heated shop so work on committee boat can start earlier.
Norma: Tom Marlaing has contacted her and thinks SLSC could qualify for funding of committee boat. Will have him contact Dave MacCabe for details when the time comes.
Action: wish list of things (including replacement boats, etc.) that will make the club for sustainable in the coming years, should have quotes/values on it. Race committee could also put items on wish list.
- e. Junior Program Director – Brian Anderson was absent but Norma reports that his current three year plan is the same as before.
Action: try to get online registration and payment working properly sooner than later.
- f. Harbour Master – Rick Howard reported as follows: see attached report.
Motion: BIRT prior to the spring meeting the slip holders be notified that before being given their keys a cheque in the amount of \$200, payable to the SLSC be provided to the HM. The keys will then be the responsibility of the slip holder in perpetuity. The deposit will be held with the club until the slip holder either resigns from the club, they are granted a hiatus, or the slip holder loses their slip due to an infraction noted in the Application Process. Once the keys are returned, the deposit will be paid in full. Should the slip holder lose the keys payment of \$200 is required before new keys are provided. An receipt will be issued to the key holder and a line item will be included in the club ledger for "key deposits"

Discussion: the \$50 deposit for keys from an early point in the club's history was written off because there was no record of who had paid. What assurance to members this won't happen again? Rick Howard, as Harbour Master, will have a hard copy and electronic record in spreadsheet so as long as systems are carried over SLSC should be fine. It is easier for owners and club should issue a receipt so there is a personal record as well. There can be line item in the ledger for "key deposits"

Moved by Rick Howard; second by Allan Fisher; all in favour; carried



- g. Past Commodore – Bill Young reported as follows: Jack Dale will run a course “Weather for Prairie Pirates” March 14 6:00 – 9:00 pm site TBA. Will start advertising for it. Focus will be using today’s electronics (what is accessible through the web and how to use it effectively) for weather prediction both on the prairies and the coast. Cost will probably be ~\$50. Room for 30 people. Should be self supporting. Allan will put it on website. In an ideal world it would be nice to get cheques before hand. Cheques be mailed in to book a spot.

Three (3) items of business from previous minutes was discussed:

1. Follow up on 2012 Race Schedule: Norma reports it will be published as is. Logistics of sending it to the membership was decided to be a poor cost-benefit. If anyone has strong feelings they will say something. The fleet captain has responsibility for schedule and he has done so.
2. New bylaws: Allan reports new bylaws will be published on website
3. ASA membership: Norma reports that if SLSC wants to be a member club, we must commit 100% membership. May have to look at what information is sent on to ASA about members. ASA has an associate (spouse, child, family member) and active membership status so SLSC may have to look at how members are listed to ASA, i.e. if spouses both pay memberships would one be listed as an associate member? Associate members are only family members. Difference isn’t large enough to be a significant benefit to the SLSC in term of money saved. Other issue is that SLSC must have permission from members to pass on their addresses to another party. SLSC probably doesn’t need to do that because SLSC is non-profit and not using information to profit. ASA membership is important for Jr. Sailing and Women’s Nationals
Action: Norma will write a confirmation that SLSC will be doing 100% of membership to ASA

Two (2) items of new business were discussed:

1. Approval to rename the EOSH account to the Jr. Sailing Program: Yvonne requests the change because the account needs to be separated because funds were ear-marked for Jr. Sailing (purchase of Optis). It is easier accounting to have a separate account. Concern is that revenue from Jr. Sailing should be set aside for that purpose and not potentially part of general revenues. A separate account makes the separation easier. In the long term it may be better to have a separation like that.

Motion: BIRT: Yvonne will set up the accounts in the best way.
Moved by Norma Turner; Second by Dave Elwood; all in favour; carried.

2. Status of the CWNKC: Norma reports organizing committee is working hard. Things are in place for posting Notice of Race very soon. Two funding proposals are in place and sponsors are being talked to. Snag is that CYA finally sent a contract, three months after the verbal agreement; it asks that SLSC uses a designated online registration system which costs 12% of fees. Chris Watson says that the registration form for the event last year takes users back to the site not the registration system so either this is new or it’s negotiable. Norma does not think this will be an issue. If it is not negotiable the Notice of Race and registration process will have to be redone and that will make their publication slower. Chris notes that if Notice of Race stays as is, there is a lot of work will need to be done on the website fairly quickly.

Sub-Committee reports were presented as follows:

- a. Fleet Captain – Don Ulsifer was absent.
- b. Communications – Allan Fisher reports: communications have been light during the holiday season. Dave Elwood has said that he has a student who is willing to work will SLSC website. Have confirmed schedule for Jazz at the Lake and Montana Cup.
Action: send Allan any suggestions for content in Knotty News or anything
- c. Donor Relations – Vacant.
- d. EOSH Regatta – Chris Watson reports: nothing has happened because the focus is on CWNKC. But everything is in place for EOSH to happen as usual.
- e. Merchandise – Tracy Anderson as absent.
- f. Membership – Gail Surkan was absent.
- g. Social – Eight Ball: Allan Fisher reports that SLSC will go back to having Wednesday night social at yacht club at the end of a series. Norma suggests that perhaps people can be recruited onto social committee to help and set up a potential for succession.
Action: Bill Young will look into insurance. Look at PAL insurance especially for coverage of BYOB events and look at Alberta Liquor & Gaming Commission. Investigate selling alcohol vs. having everyone bringing their own – liability, insurance, cost, etc.



h. Race Committee – Nick Partridge reports: has not talked to Don Ulsifer yet. Currently, looking for volunteers. Nick and Don will contact people who have done it before and people who don't have a slip who might wish to participate in the club. Can ads be put in paper to see if people outside club are interested in doing it? It's an option. Also, check with Central Alberta Sailing Association, CYC, Sea Cadets, etc for people who might be interested. Norma would like to see money and resources for training volunteers on race committee. If people commit to doing it, then the SLSC is making a commitment to them to help them build their skills and make things interesting for them.

Action: Don and Nick will get together to write up a request for volunteers for race committee. Will report back to Norma once it's done to figure out an action plan.

The meeting was adjourned at 8:50 pm . The next meeting of the executive committee is scheduled for Monday, February 13, 2012, at 7:00 p.m., place HJ Cody School.

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

UNAPPROVED



Sylvan Lake Sailing Club
Balance Sheet
For the period ending December 31, 2011

ASSETS

General Bank Account	9,021.04	
EOSH Bank Account	664.79	
Savings Account	1,299.00	
Clothing Account	1,730.00	
Total Cash		\$12,714.83
Key Deposits – Marina Bay	\$ 1,500.00	
Promotional Clothing Inventory	\$ 1,858.35	
Boat Equipment		\$17,694.02
Damage Deposit		\$ 300.00
TOTAL ASSETS		\$34,067.20

LIABILITIES AND EQUITY

Accrued A/P o/s EOSH cheque		\$ 34.69
Key Deposits SLSC Members		\$ 1,500.00
Opening Equity Balance	\$30,508.96	
Net Income	2012	\$ 2,023.55
TOTAL EQUITY		\$32,532.51
TOTAL LIABILITIES & EQUITY		\$34,067.20

INCOME

Donation & Contributions	\$2,000.00	
Clothing Sales		\$ 150.00
Adjustment – y/e bank	\$ 90.65	
Interest Income		\$.77
TOTAL INCOME		\$2,241.42

EXPENSES

Committee Boat – storage	\$ 204.75	
Westsite Design & Maintenance	\$ 13.12	
TOTAL EXPENSES		\$ 217.87
NET INCOME		\$2,023.55



Harbourmaster Report January 9, 2012.

1) From last years membership three boats have not applied for a slip. They are;

- Glen Rideout – I'm Alone
- Gord Emery – Aquarius
- Murray Roddis - Talisman

2) We have two members that have requested a Hiatus for 2012. They are;

- Cathy Martin – Sorcerer – Race Points 18 – Other Points 10 – Total 28
- Bob Bryan – Sweetheart – Race Points 16 – Other Points 10 – Total 26

Note: Neither of these members acquired the mandatory 20 race points required to retain their Category 1 position. As a result, if they apply for a slip for the 2013 season they will be considered under Category 2, based on the points they acquired in 2011.

3) Six members from last year have not yet returned the Marina Bay keys. They are;

- Murray Roddis – Talisman
- Gord Emery – Aquarius
- Glen Rideout – I'm Alone
- Bernie Papp – Make My J
- David Graham – Time Bandit
- Brian Anderson - Chaos

4) Four members have not provided a copy of their insurance. They are;

- Dan Relkow – Ruby Tuesday
- Jamie Parkin – Pyrophoric
- Lane Romano – Skrimshander
- Frank Neelands – Star Reach

5) Jamie Parkin – Pyrophoric, has not provided a Participation Form.

6) Dan Relkow has not provided Race Fees.

7) As of today's date the SLSC unofficially has two slips left. Officially we have nine slips available. The Slip Allocation Process states that applications are not considered until they are complete. Based on the information above, we have seven slip applications that are not complete. I would have to suggest that after tonight I will very quickly be presented with three sets of keys (Time Bandit, Chaos and Make My J). The remaining three have not applied, so I will have to chase them down for the keys. The remaining four have been informed of their deficiency and of the clubs position under the Slip Allocation Process. As a result they must provide the HM with the additional data ASAP, or risk the loss of their slip.

8) As you see, the keys are problematic and therefore I would like to make a motion that prior to the spring meeting the slip holders be notified that before being given their keys a cheque in the amount of \$200, payable to the SLSC be provided to the HM. The keys will then be the responsibility of the slip holder in perpetuity. The deposit will be held with the club until the slip holder either resigns from the club, they are granted a hiatus, or the slip holder loses their slip due to an infraction noted in the Application Process. Once the keys are returned, the deposit will be paid in full. Should the slip holder lose the keys payment of \$200 is required before new keys are provided. An receipt will be issued to the key holder and a line item will be included in the club ledger for "key deposits"

9) Hiatus and refunds are provided until February 15. If we have not filled the two vacant slips, the deficient slips applications have not complied, or we have additional applications for hiatus/refunds then I suggest we post an ad in the Sylvan News so that these slips are filled well in advance of the deadline for slips at the Sylvan Marina.

Discussion: Would it be better to target racers by posting ads through ASA and other clubs? Probably because then it will be compatible with the ideal of the club.

Action: that SLSC advertise through the SLSC website that we accepting applications for slips on a criteria basis on the website.