



EXECUTIVE COMMITTEE MEETING  
NOVEMBER 15, 2010  
**MINUTES**

**PRESENT:** Norma Turner, Tracey Anderson, Bill Young, Dave MacCabe, David Bateman, Chris Watson, Allan Fisher, John Lee, Rick Howard, Trevor Bradshaw, Yvonne Bradshaw, Temple Murray,

**REGRETS:** Rod Reikie, Lane Romano, Brian Anderson

At the regular meeting of the Sylvan Lake Sailing Club executive committee, held in the boardroom of the law office of John Lee, on Monday evening, November 15, 2010, in the absence of the Commodore, Bill Young, Norma Turner, in the chair, called the meeting to order at 7:15 p.m. The secretary, Temple Murray, provided the minutes of the previous executive committee meeting held October 11, 2010.

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

*Moved by Temple Murray; Second by Dave MacCabe; All in Favour; Carried*

Bill Young arrived at 7:30 p.m. and resumed the chair.

The Treasurer, Lane Romano, was not present to report on the clubs current financial situation.

Executive committee reports were presented as follows:

- a. Commodore – Bill Young reported as follows: welcome to the first meeting of the current executive, goal for tonight would be to do a round table of executive members to talk about plans for respective positions, goals for coming year, response to the membership survey. As Commodore this year, Bill would like to examine risk reduction strategies, including responsible alcohol usage; safety on the water, including racing instructions; asset management - as we acquire more assets, our expenses increase, are we prepared for that?; membership survey highlights include junior program, workshops/seminars, stability of the marina accommodations.
- b. Vice Commodore – Norma Turner reported as follows: encouraged the continued establishment of job descriptions, while reviewing the club by-laws, she noticed a statement regarding an internal audit, suggested that she could be involved in that process.
- c. Director of Asset Management – Dave MacCabe reported as follows: his objective is to complete a comprehensive inventory of the assets of the club, discussion ensued regarding the race committee boat maintenance, he plans to evaluate the estimated cost of maintaining the club assets.
- ✓ **ACTION ITEM:** **Treasurer** to provide a copy of the club Insurance Policy to the Director of Asset Management. **Director of Asset Management** will explore options for the registration of the race committee boat and trailer.
- d. Junior Program Director – Brian Anderson was not present to report
- e. Harbour Master – David Bateman reported as follows: hope to maintain the process as the past Harbour Master did.
- ✓ **ACTION ITEM:** **Scorer** will provide a list from the scoring program of 2010 season overall results to the Harbour Master in order to calculate participation points.
- f. Fleet Captain – Chris Watson reported as follows: touched on the issue of the cost of maintenance of the race committee boat this year, one of the first things to accomplish is the race schedule for the 2011 season, taking into consideration the feedback from the membership during the survey of more weekend events, race management will be his first priority this year, excellent race committee from last year, basically self-taught, some improvements in the process can be made, define clearer roles and responsibilities and train the committee members in those roles, Chris would like to deliver a race management seminar to the club in the new year. Chris has drafted a thank you letter to the 2010 race committee, wondered if it should be signed by the Commodore. The club has had vests made up for the members of the 2010 race committee, as a gift of appreciation for their service, suggestion was made to invite them to the next executive committee meeting and present them at that time. Chris also raised the matter of the calculation of fleet championship, will strive to iron out that process with Peter Allan, the task force leader.
- g. Past Commodore – Rod Reikie was not present to report

Five (5) items of new business were discussed:

1. Signing Authority – Treasurer was not present to carry out this task
2. Membership Chair Vacancy – Norma Turner will recruit an incumbent for this position
3. 2011 Racing Schedule – Chris Watson asked for some feedback from the executive regarding establishing the 2011 race schedule.



- ✓ **ACTION ITEM:** the **Executive** will bring some ideas to the next meeting regarding establishment of the 2011 race schedule.
- 4. 2011 Executive Meeting Schedule – 2<sup>nd</sup> Monday of the Month will continue, SKYPE is set up for out of town executive members. David Bateman offered the boardroom of Red Flame Industries – 6736 71 Street, Red Deer, AB.
- ✓ **ACTION ITEM:** **Temple** will investigate the cost of portable internet services.
- 5. Marina Lease Negotiating Task Force – Rick Howard reported as follows: reviewed the details of the draft marina lease, discussion ensued, suggestions were offered, direction was given to the task force on how to proceed.
- ✓ **ACTION ITEM:** **Rick** will respond to the Marina Bay Homeowners Association indicating that the executive committee is reviewing the draft lease and preparing a response.

One (1) item of business from previous minutes was discussed:

1. Marina Key Deposit \$ with MBHA – Rick Howard checked with Marina Bay Homeowners regarding record of the marina key deposit, it is indicated in the draft contract, however there doesn't seem to be a record of the original deposit.

Sub-Committee reports were presented as follows:

- a. Communications – Temple Murray reported as follows: website domain name renewal is due, working with Lynn Sutherland to figure out the process, newsletter – discussed the process for Sidney North Saanich Yacht Club, asked for executive to submit content for a December/January newsletter for the Sylvan Lake Sailing Club.
- ✓ **ACTION ITEM:** **Temple** will send out a reminder to the executive and sub-committee chairs to submit content for the newsletter.

The meeting was adjourned at this point.

- b. Donor Relations – Allan Fisher reported as follows:
- c. EOSH Regatta – Chris Watson reported as follows:
- d. Merchandise – Tracey Andersen reported as follows:
- e. Membership - *vacant*
- f. Sailing Operations – Fleet Captain reported as follows:
- g. Social – the crew of Eightball reported as follows:

The meeting was adjourned at 9:20 p.m. The next meeting of the executive committee is scheduled for Monday, December 13, 2010 at 7:00 p.m., in the Boardroom of Red Flame Industries, 6736 71 Street, Red Deer, AB.

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