

19 Wing Comox

5950-1 (19WCYC-Secretary)

8 Apr 2025

Distribution List

**MINUTES OF THE 19 WING COMOX  
YACHT CLUB EXECUTIVE COMMITTEE MEETING  
HELD AT THE CLUBHOUSE 18:30HRS 7 APR 2025**

Chair: LCol Fil Bohac Commodore Elected

Secretary: (Commodore)

Present: LCol Genevieve Vallieres Vice-Commodore Elected  
Maj Greg Boyd Treasurer Elected  
MWO Frank Duchesneau A/Foreshore Officer Appointed  
Mr. Graham Edwards Paddleboard Captain Elected  
Ms. Paulette Hendry Membership Officer Elected  
Maj Fahim Awan Training Officer (Keelboat) Appointed  
Ms. Kelli Ballentyne Asst Rear Commodore Appointed

Absent: MCpl Andrew Fraser Dinghy Captain Elected  
Mr. James Hollis Rear Commodore Elected  
Maj Marc Archambault Keelboat Captain Elected  
Paul Atterton Secretary Elected  
Ms. Allison Caughey Communications Officer Appointed

Guests: Mr. David Weaver member

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 18:35 hrs. A quorum was present.  Reports were provided in advance via email; See Annex A.
2	ADDITIONAL AGENDA ITEMS
	<ul style="list-style-type: none"><li>- Confirm Dock WiFi working</li><li>- Berthage Fees increase motion by Marc (Commodore)</li><li>- 30 April Volunteer breakfast</li></ul>
3	REVIEW OF MINUTES and ACTION ITEMS
	Previous minutes have been circulated in draft and were endorsed. No current

	Action Items are open.
4	TREASURER'S REPORT
	The budget was reviewed. The executive discussed the lag between actual reports being several months; no concerns were expressed.
5	DIVISION REPORTS
	<p>a. <u>Rear Commodore</u> –</p> <p>(1) See Annex A.</p> <p>(2) Graham discussed Paddlesports shed insulation with RP Ops staff and they suggested it should be a task that can be done by them, with a work ticket opened. <b>[Action: Graham to confirm process for opening a ticket and confirm RPOps would lead insulation install]</b></p>
	<p>b. <u>Communications</u> –</p> <p>(1) Allison was not present, but she solicited for:</p> <p>i. Input to the 8 April Newsletter</p> <p>ii. Input for the 15 April Totem Times</p> <p>iii. Details for the 4 May Spring Launch [Kelli will provide]</p> <p>(2) Marc requested that the 'keelboat resume' link be removed from the membership form and placed on the keelboat web page <b>[Action: Allison, for web page, and if membership form can be modified by her]</b></p>
	<p>c. <u>Dinghy</u> -</p> <p>(1) No report – not present</p> <p>(2) Commodore will connect with Andrew to get Dinghies launched, and find alternate volunteers to make them available.</p>
	<p>d. <u>Foreshore</u> –</p> <p>(1) See Annex A.</p> <p>(2) Berthage Applications being accepted – need to advertise that priority will be given to those who volunteer, and coincidentally there are many jobs required that call for experienced sailors.</p>
	<p>e. <u>Paddlesports</u> –</p> <p>(1) See Annex A</p> <p>(2) Commodore got the papers from Graham and will attempt to register the trailer soonest. <b>[Action: Commodore]</b></p>
	<p>f. <u>Keelboat</u> –</p> <p>(1) See Annex A for Report.</p> <p>(2) Exec requested an update on the sale plan for Peter Duck <b>[Action: Marc]</b></p>
	<p>g. <u>Membership</u> –</p> <p>(1) Report in Annex A</p>

	(2) Exec agreed that reminding members not to share gate codes and to renew memberships is required. Members who do not renew will be reminded that they do not have access to the clubhouse or equipment.
6	OLD BUSINESS
	Reiterated need to find deputies for Keelboat and Paddlesports to share the workload. Berthage Application season is an opportunity to remind members of their need to volunteer.
7	NEW BUSINESS
	<p>(1) Exec discussed Marc's proposed motion (sent via SEPCOR to Commodore) to raise berthage fees. All present agreed that:</p> <ul style="list-style-type: none"> <li>a. Increasing rates as a means of discouraging 'parked' boats should wait until the newly approved Berthage Priority process goes through one season. The trend has already been to see the underused boats depart the club, which is forecast to continue.</li> <li>b. 19WCYC should not be tied to 'downtown' rates as we are not operating as a marina.</li> <li>c. Having an 'independent' (i.e. non-boat-owner) committee set rates was not seen as appropriate.</li> <li>d. It is reasonable to increase rates based on inflation or the need to generate revenue, but this should be tied to our Business Plan and not an arbitrary increase for other reasons (comparison to market value or dis-incentive to 'more casual boaters').</li> </ul>
8	OPEN DISCUSSION
	<p>Exec discussed ways to maximize attendance at the 4 May Spring Launch event – adding as many 'around the club' maintenance/cleanup/training activities to give members a reason to come by. Scuba Club will be diving, and have an info booth as well.</p> <p>Commodore reminded everyone that we need to identify volunteer roles <u>and tasks</u>, and the spreadsheet in Google Drive was a good start. Link will be sent out again. <b>[Action: All exec to identify volunteer roles and tasks and add them to the spreadsheet]</b></p> <p>Allison, Fil or Kelli/Dave to look into being able to modify the Adobe membership form to make corrections, and perhaps move to an online form for ease-of-use. <b>[Action: Paulette, Andrew, Allison, Fil. (Kelli/Dave)]</b></p> <p>Commodore is planning to meet with Andrew Sponagle in the coming week to discuss and address the challenges of renewing membership through PSP CSAs.</p> <p>Commodore will send out info on 30 April Volunteer Appreciation breakfast, and</p>

	ensure our active volunteers are also provided an invitation.
9	CLOSING REMARKS
	Nil
10	NEXT MEETING DATES
	5 May 2025 @ 18:30 2 Jun 2025. <u>@TBD</u> 7 Jul 2025 @ TBD

11	Adjournment
	Meeting adjourned at 19:45

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F. Bohac  
LCol  
Commodore  
250-218-1973

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Paul Atterton  
Secretary  
(signed on behalf of)

RECOMMENDED/  
NOT RECOMMENDED

APPROVED/ NOT APPROVED

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C. deBellefeuille  
FS&R Manager  
8246

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D. Branchflower  
Sr. Manager PSP  
7211

Distribution List:

Info:

D/W Commander

Sr Mgr. PSP

Recreation Coordinator

NPF Accounting Manager

Comms O (for website)

Annex A – Division Reports

(Treasurer / Rear Commodore / Comms / Dinghy / Foreshore / Paddlesports / Keelboat / Membership)

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Annex A – Division Reports

Treasurer Report  
Maj Greg Boyd, Treasurer

Balance Sheet Summary

Total Assets:	\$220 179.83
Unencumbered Cash:	\$40 155.03

Income Statement Summary

Bar Summary

Bar Actual Gross Profit:	\$6936.14	
Bar Budget Gross Profit:	\$3940.00	[Good job – keep drinking]

Revenue Summary

Actual:	\$49 523.49	
Budget	\$43 405.00	[Budget next Fiscal is \$57K]

Expenses Summary

Actual:	\$61 670.19	
Budget:	\$56 331.40	

[Budget next Fiscal is \$65K ( includes \$18K in depreciation)]

NOTES

Above is preliminary with the following known inconsistencies:

- Latest DSR for bar not included (no idea but probably less than \$400 profit)
- BAR Inventory adjustments not included (\$ probably less than \$200)
- March membership and moorage revenue not included (roughly \$1300)
- \$500 credit card hold for outboard not included
- Accrual on outboard bracket not included (\$561.98)

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## Annex A – Division Reports

### Rear Commodore

Mr. James Hollis, Rear Commodore.

Requests continue to arrive for outside users of the Clubhouse:

- 26-29 April: Quilters retreat
- 7 May CVYC
- 10 May: RCM SAR Graduation

10 May is also the BSC exam prep classroom session, however, the two events will not conflict as the BSC timing is morning and the RCM SAR is evening. Hopefully continue to add to the bar sales for the RCM SAR event!

Clubhouse events are rostered on the online calendar for convenient viewing

### **Bluetooth lockbox for the Clubhouse**

Bluetooth lockbox has been purchased and will be installed shortly adjacent to the sliding patio door. Plan will be to maintain the mechanical lockbox for approx. 1 month after the Bluetooth unit is operational to ensure that no access is impeded while members come up to speed with the Master Vault App.

### **Repower for the Weather Station**

New, high-capacity NiMH cells purchased for the weather station. Plan is to service the rooftop unit when the warmer weather arrives.

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Annex A – Division Reports

Foreshore Report

A/Foreshore O – MWO F Duchesneau

1. Dinghies that do not have stickers will be towed over to the clubhouse and placed on the grass beside the kayak shed (East side about 40ft away).
2. New dinghy docks to be installed based on the new layout this month.
3. Move club mooring ball & decrease scope. Would like to organize for May 4<sup>th</sup> / BBQ day Spring Lunch event.
4. Matt Davidson is organizing a dive on boat bottoms (Scuba Club). If it goes, we would like to organize it for May 4<sup>th</sup> / BBQ day Spring Lunch event. Use of the mooring float might be required.
5. Water is back on at the docks.
6. Grid use at Comox marina \$115.00. Separate email sent out to update members.
7. Berthage applications for 2025/2026 starting to come in, will confirm volunteer hrs with section head if need be.
8. Where are the club boats going for the course? Is Pacific Green being moved?
9. Peter Duck might have to go out on mooring if/when boats currently away show up for their assigned dock spot.



Paddlesports Report

Mr Graham Edwards – Paddlesports Captain.

Past items:

- New locks for shed and container purchased (Marc)
- Need to contact RP Ops about install on shed(?)
- New/renew members will be given link to Bluetooth locks once installed.
- Leaking SUPs identified - work on during 4 May work party

Future:

- Install Bluetooth locks
- Dispose of leaking SUPs if deemed beyond repair.
- Re-Fiberglass light weight double stern.
- Pool session 16 Apr
- Trailer box to be rehinged. [recommend painting]
- Registration to be switched [with Commodore for action]
- Additional Pool sessions as required.

Still need assistant to help energize division.

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Annex A – Division Reports

### Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

#### Boat status reports

ATW: Engine is mounted and rigged. Boat re-wire and new DC panel install complete. Need to do 2 hr break in on new engine, do a test sail, re-write checklist and then we'll be ready for instructor refreshers. MOST LIKELY INST REFRESHERS CAN START NEXT SAT AND SUN, then student training starting on 14 Apr (if all goes well this week, IE .... NO MORE SURPRISES!)

Hawk: Lacking an organizer to get this boat together..... PH completed the painting with a large team. Needs: wiring, fiberglass work, engine mount. Engine mount (ordered 6 weeks ago) was lost in transit. Shipper sent a new one last Monday, expected this week.....

PG: Engine re-wire is completed and tested. We now have a reliable starter and alternator! Once cleaned up and the user manual updated, we can start check-outs later this month.

Request: Can we **remove the link to the keelboat resume that's on the membership form** and instead put a link to the keelboat web page??? We're getting lot of people filling in the form, indicating they want to rent, but then when we send them an invoice for the day sailing club they say they don't want to rent..... sigh .... (they mean they may rent in the future, but not right now...).

#### Day sailing club

Getting lots of interest. 5 confirmed members thus far. It will be limited to 15 (plus the BSC students) this year, to see how it goes (boat availability wise).... 1<sup>st</sup> come 1<sup>st</sup> served!

#### Team:

No one has expressed interest for the D/Keelboat Capt position to help manage projects / purchases / etc.... this is putting a notable slowdown on progressing boats towards readiness and will certainly impact less critical projects.

The day sailor scheduler for BSC (Apr-May) has backed out .... I'll be pinging a larger audience today but there won't be any boat bookings (inc BSC) until someone steps up....

#### Recognition:

Mark Lunny, Paul Hendry (and his team) and Darrell Kalnicki have been burning the midnight oil at the dock over the past 4 weeks...

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## Annex A – Division Reports

### Training Report

1. Instructor Student meet/greet plus instructor standardization completed. Crews have been assigned - eagerly awaiting access to the boats at this time
2. BSC 18 students assigned to 6 instructors plus 2 additional students (incomplete from last year) assigned to an additional instructor for a shortened course. 2/3 spare instructors as well.
3. Advanced Course: One serial of 3 students completed successfully last month. Excellent feedback from students and coach. A 2<sup>nd</sup> serial expected at the end of the month and another mid May. We've had interest from 12 members thus far.
4. Ian Douglas contract for examinations complete with PSP.
5. Waiting on keelboat maintenance at this time to be able to conduct instructor dockside checkouts and famil before instructors can take their students for first lesson. Less than ideal start to the course (2 weeks behind schedule) but hoping we can start refreshers next week as indicated by keelboat division.
6. Hoping to restart Tech nights next month once keelboat course is up and running.

### Membership Report

Ms. Paulette Hendry, membership Officer

1. Our membership drive has been going well and in the first month we have seen almost half of the members from last year signed up. Probably due to the gate code changing! So far we have 186 members signed up. I will ask PSP for a breakdown of families to get a more accurate number of memberships paid.
2. PSP has been cooperating, but I still have to take the time to check Book King to see who has paid their dues. This is a problem since if I don't check, members who have paid wouldn't get the gate code.
3. I have sent PSP an email asking if they could at least have a check list for all the desk attendants, that they could follow and maybe not forget to ask....rentals, decals and waiver forms! I have received no response.
4. I have witnessed a few people sharing their code to members that have not yet sent their forms or paid, which I think is wrong and maybe in the future we need a personal code for all our members to avoid this scam! Should we enforce not to share the code or should we be lenient? I do understand that some people will forget, but, do you think this is acceptable in any other club? If someone without a waiver signed comes on Quadra and injures themselves...who is responsible? I think the implications of sharing the gate code to non-members should be mentioned in the next newsletter.
5. We still have members of the executive, keelboat owners on the docks and two people on the BSC that have not renewed their membership!
6. In the next version of the membership form, I would recommend that it read paddle sport instead of kayak, as some members have commented that they did not think SUPS or canoes needed to pay for rentals.
7. All the exec will have received a copy of membership before our next meeting.
8. I would also like to discuss more with PSP how they could handle membership with their IT program...maybe give my job away!!