

19 Wing Comox

5950-1 (19WCYC-Secretary)

6 May 2025

Distribution List

**MINUTES OF THE 19 WING COMOX
YACHT CLUB EXECUTIVE COMMITTEE MEETING
HELD AT THE CLUBHOUSE 18:30HRS 5 MAY 2025**

Chair:	LCol Fil Bohac	Commodore	Elected
Secretary:	Mr. Paul Atterton	Secretary	Elected
Present:	Mr. Alan Phillips	Foreshore Officer	Elected
	Mr. James Hollis	Rear Commodore	Elected
	Maj Marc Archambault	Keelboat Captain	Elected
	Mr. Graham Edwards	Paddleboard Captain	Elected
	Ms. Paulette Hendry	Membership Officer	Elected
	Maj Fahim Awan	Training Officer (Keelboat)	Appointed
Absent:	MCpl Andrew Fraser	Dinghy Captain	Elected
	Ms. Allison Caughey	Communications Officer	Appointed
	Ms. Kelli Ballentyne	Asst Rear Commodore	Appointed
	LCol Genevieve Vallieres	Vice-Commodore	Elected
	Maj Greg Boyd	Treasurer	Elected

Guests:

ITEM	DISCUSSION
1	INTRODUCTORY REMARKS
	The meeting was called to order at 18:45 hrs. A quorum was present. Some reports were provided in advance via email; See Annex A. <i>[Sec Note: All Exec are reminded that Division reports must be provided at least 24 hours in advance of meeting, and provided to all Exec (reply all to meeting email)].</i>
2	ADDITIONAL AGENDA ITEMS
	-
3	REVIEW OF MINUTES and ACTION ITEMS
	Previous minutes have been circulated in draft and were endorsed. Action

	Items were reviewed, Commodore will update AI register [<i>Completed 6 May</i>]
4	TREASURER'S REPORT
	Treasurer provided a budget summary to close last FY (See Annex A). No concerns were expressed.
5	DIVISION REPORTS
	a. <u>Rear Commodore</u> – (1)
	b. <u>Communications</u> – (1) Allison was not present,
	c. <u>Dinghy</u> - (1) No report – not present (2) Commodore will connect with Andrew to get Dinghies launched, and find alternate volunteers to make them available.
	d. <u>Foreshore</u> – (1) See Annex A. (2) The Executive discussed one of the Associate members who is living on his powerboat and using the club docks and clubhouse on a daily basis. This item will be tracked to ensure it aligns with club policies and intent. (3) Dock reconfiguration has resulted in 22 Dinghy spots, but due to dinghy size differences, some docks may not accommodate as many dinghies – will be re-assessed once applications are in and dinghies are on the docks. [Action: Comms O to add reminder about berthage application deadline of 31 May to newsletter and on Facebook]
	e. <u>Paddlesports</u> – (1) Assistant Paddlesports (Event Coordinator) has been found! (2) Training sessions will be on a 'requested basis' as pr-booked slots see few if any attendees. (3) Members need to be reminded to sign out the kayaks, canoes and SUPs, and note any deficiencies or problems [Action: Comms O to note for newsletter and FB reminder]
	f. <u>Keelboat</u> – (1) See Annex A for Report. (2) Marc suggested that listing of volunteer opportunities be placed at the top of the newsletter to be more prominent. [Action: Comms O to consider newsletter item order, and requested to ensure time-sensitive communications get sent out promptly (even if not on a regular Newsletter cycle)]

	<p>(3) Exec discussed whether completing the BSC without the Sail Canada certification is an option, to enable rental of vessels. For further discussion and consideration, especially in light of recent delays to the course due to vessel unavailability.</p> <p>(4) Exec discussed using member vessels for training. This is not permitted under PSP liability policy.</p> <p>(5) Note that Assistant Keelboat Captain has been filled and providing good support so far.</p>
	<p>g. <u>Membership</u> –</p> <p>(1) Report in Annex A</p>
6	OLD BUSINESS
	<p>AI review conducted.</p> <p>Conclusion of reciprocal data gathering will wait until the fall.</p>
7	NEW BUSINESS
	<p>James requested endorsement to add a BT lockbox for the bar so that all bartenders can have access to the necessary keys. Endorsed.</p>
8	OPEN DISCUSSION
	<p>Feedback from Spring Launch was discussed. It was a successful merging of multiple work parties and the BBQ, and will be coordinated again during the season.</p> <p>Volunteer tasks and roles spreadsheet was discussed and all exec were encouraged to review it and contribute to it regularly.</p>
9	CLOSING REMARKS
	<p>Nil</p>
10	NEXT MEETING DATES
	<p>2 Jun 2025 @1830</p> <p>7 Jul 2025 @ TBD</p> <p>No meeting in August</p>

11	Adjournment
	Meeting adjourned at 19:54

F. Bohac
LCol
Commodore
250-218-1973

Paul Atterton
Secretary
(signed on behalf of)

RECOMMENDED/
NOT RECOMMENDED

APPROVED/ NOT APPROVED

K. Elmore
FS&R Manager
252-8542

A. Moorehead
Sr. Manager PSP
252-8246

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

Finalized Financials End March 2025

Balance Sheet Summary

Total Assets	\$224 941.98
Unencumbered Cash	\$44 589.70

Income Statement Summary

Bar Summary	
Bar Actual Gross Profit	\$6580.13
Bar Budget Gross Profit	\$3940.00

Revenue Summary

Actual	\$45 998.38
Budget	\$43 405.00

Expenses Summary

Actual	\$77 270.07
Budget	\$56 331.40
Net Income (Loss) 2024-2025	(\$24 691.56)

Summary: everything was reasonably close to budget except keelboat maintenance;
\$24 825.26 higher than planned.

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Annex A – Division Reports

Foreshore Report

Foreshore O – Mr. Al Phillips

1. We plan on assigning dinghy spots starting on 01 July or sooner after we know who has been approved for a berthage spot in Sept for the winter. Priority to members on the dock and then based on volunteer time and then those with nothing.
2. Dinghy docks have been numbered
3. Refunded one berthage fee from this past season, no acceptable room at the dock.
4. Member living on boat on a mooring ball. Using the club house daily for washroom and parking. Do we want to promote a culture of liveaboards joining the club so they have a place to clean-up and park? (this is a new member).
5. Shed on dock has been painted (Thanks Tom Letsinger!)
6. Wind socks up on docks to aid in docking
7. Red ball by the club mooring removed
8. Dive club boat cleaning and mooring balls complete (Thanks to OPI Matt Davidson).
9. Reminder that Berthage Applications must be in by 31 May 2025.
Action: Allison to add to newsletter.

Keelboat Division Report

Maj Marc Archambault – Keelboat Capt

Please include asst-keelboat@19wcyc.com in future exec comms. John Deckers has agreed to take on the challenge of tracking the maintenance for the keelboats and so far has done a stellar job of getting a few projects back on track!

1. Training

18 Students. 5 crews have started, one crew still has to do lesson # 1. Training stalled due to ATW being broken (see boat reports below). We may have to cancel/refund a few training slots due to limited time from now until last test date (est 15 June), due to limited availability of our tester. Not ideal, but simple math when considering 18 students (plus 3 from last year) and only 1 boat anticipated for the spring. To be discussed this week with the training team once we have ETS for Hawk / ATW. MTF.

It has been noted that instructors are ignoring the no-go conditions listed in the vessel checklist, in one case likely causing serious damage to ATW. Instructor re-training to occur before resumption of student training.

2. ATW

Tiller/Rudder boats was overstressed and broke. Part unavailable (no longer manufactured) from OEM. Local marine welder will fab, at a cost of aprox \$1000. Welder advised that breakage pattern is representative of overstress (bent, twisted, then sheared). Rudder post appears lower than it was prior to damage. Vessel will have to be put on the grid in Comox to inspect gudgeon/pintle and play prior to returning to service.

Vessel was taken out for training when marine forecast and marine wx reports called for 20-30 kts, when checklist clearly states do not leave the dock when winds ≥ 18 kts. Instructors also going out when “engine is grinding gears” and when mainsail doesn’t go all the way up. General lack of care of club assets is not setting the right example for students/prospective renters. Re-training session to be completed with instructors prior to resumption of student training to clarify use of checklists.

3. Hawk

Blanchard Rigging is completing standing rigging and running rigging replacements. ETS expected in next the week, then test sail and checklist / log book development, followed by instructor on-water famil. Could be ready for training by 17 May if all goes well in next few days.

4. PG

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Annex A – Division Reports

Awaiting service call for minor fuel leak and sea trial due to excessive propeller noise under way and under sail. These issues also holding back renter check-outs.

5. Work party

Lots of work completed last Sunday, with approx. 15 volunteers working on 3 club boats.

6. Communication

Suggest we discuss communication prioritization strategy to club members. Notifications for advanced courses are being sent out 2-3 weeks after email request generated, thus members only receiving the course notification 2-3 days prior to the classroom session.... Receiving some angry phone calls as interested member can't attend with 2 days notice.

Membership Report

Ms. Paulette Hendry, membership Officer

 19 Wing Comox Fitness, Sport & Recreation Membership Rate Summary Report Recreation Clubs - Physical - 19 Wing Comox Yacht Club Membership						
Recreation Clubs - Physical Feb 1, 2025 - May 1, 2025						
Membership Name	Rate Name	Discount %	Rate Amount	Quantity	Auto Renew	Total
19 Wing Comox Yacht Club Membership	Associate Family- 1 Year	100.00	\$0.00 G	1	0	\$0.00
19 Wing Comox Yacht Club Membership	Associate Family- 1 Year	0.00	\$95.24 G	11	0	\$1,047.64
19 Wing Comox Yacht Club Membership	Associate Ind - 1 year	0.00	\$95.24 G	5	0	\$476.20
19 Wing Comox Yacht Club Membership	Ordinary Family - 1 Year	0.00	\$76.20 G	6	0	\$457.20
19 Wing Comox Yacht Club Membership	Ordinary Ind - 1 year	0.00	\$76.20 G	4	0	\$304.80
19 Wing Comox Yacht Club Membership	Reg Family - 1 Year	0.00	\$71.43 G	53	0	\$3,785.79
19 Wing Comox Yacht Club Membership	Regular Ind - 1 year	100.00	\$0.00 G	2	0	\$0.00
19 Wing Comox Yacht Club Membership	Regular Ind - 1 year	0.00	\$35.71 G	1	0	\$35.71
19 Wing Comox Yacht Club Membership	Regular Ind - 1 year	0.00	\$71.43 G	33	0	\$2,357.19
Subtotal				116	0	\$8,464.53
Grand Total				116	0	\$8,464.53

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