



# Meeting Minutes

## Saskatoon Canoe Club

### Call to order

A meeting of the [Saskatoon Canoe Club](#) was held at [Inclusion Saskatchewan, 3031 Louise St](#) on [January 20, 2020](#). Called to order by President Franny Rawlyk at 1900hrs.

### Attendees

**President:** Franny Rawlyk

**Secretary:** Lori Mack

**Treasurer:** Lauren Erickson

**Membership Director:** Nicole Graham

**Recreation Director:** Eithan Pillipow

**Marathon Director:** Edith MacHattie

**Equipment Manager-Canoe:** John McClean

**Equipment Manager-Kayak:** Kathleen Weary

**Social Director:** Tiina Liiving

**Member-at-Large:** Shaun Lalonde

**Member-at-Large:** Trevor Robinson

**Member-at-Large:** Richard Rance

**Member-at-Large:** Shaun Bursey

**Member-at-Large:** Andrew Findlay

### Members not in attendance

All members were in attendance

## Approval of Agenda

### Approval of minutes

- **Motion: To approve the Minutes of November 4, 2019 SCC meeting.**
- Moves: Kathleen
- Seconds: John
- Unanimous approval

Resolved: Minutes approved without modification.

## Reports

### President: Franny

#### AGM:

AGM is coming up shortly. A reminder to put together budgets for Lauren. We will tentatively set the date for the AGM for **March 30, 2020**.

**Action: Franny will book a facility for our upcoming AGM on March 30, 2020**

#### Summer Employment:

Discussion regarding if executive feels it's satisfactory to first offer summer employment to last years employees before advertising the positions as vacant. All were happy with last years employees and would be happy if they were to continue on this season.

**Action: *Franny* will contact Shay and Bryan to offer them employment and if they are interested discuss their availability and hours.**

In the event neither Shay or Bryan are available this summer, a hiring committee will deal with recruitment. Lauren and Franny have agreed to sit on this subcommittee.

#### Calendar:

Please continue to update the Calendar and documents that Richard has created. This is important for succession planning and to make sure we are up to date with our tasks.

**Action: *Everyone* continue to update the Calendar and create documents outlining how to complete tasks and events that you run so that anyone**

would be able to complete the task if you were unable or if you step down from your role.

#### Board Member Job Descriptions:

Thank you to everyone for updating their board member job descriptions.

#### Governance Policy:

Kathleen will continue reviewing our current policies and make recommendations.

## Treasurer: Lauren

#### Account Balances:

Admin:	\$4,994.26
Marathon:	\$13,186.80
Recreation:	\$82,342.32
CKS:	\$40.00
Rec-self insurance:	\$50,000
Total:	<b>\$149,563.38</b>

1. Files have been submitted to accountant for review and taxes
2. \$125,000 has been put into an investment certificate (GIC)
  - a. 364 days duration and is redeemable anytime without loss of interest.
  - b. 1.4% interest rate
3. Recreation self-insurance has increased to \$50,000.
4. Submitting leisure guide ad this week. Cost will be \$250.

#### Film Festival:

Film Festival raised approximately \$3300 for Outdoor School. All agree it was a success and would like to host another. Lauren has booked Broadway Theatre for **October 20, 2020**. Tickets price will be set at \$15. We'll continue to use the Paddle Film Festival again as they provide more resources than Water Walker.

#### Finance Committee:

We see a need to have a finance committee, who will review monthly accounting, as well as review and make policies as needed. We need to have a policy documenting the monthly review of accounts and how to document and sign that this has been done. Franny has been doing much of this work informally.

Committee members will be *Franny, Kathleen, Lauren* (all authorized signatories) and *Nicole*. We would like to add one more non-signatory committee member. Please consider this.

**Action:** This committee will begin meeting monthly, 10-15 min before scheduled board meeting to audit financials. This will begin next month.

## Membership Director: Nicole

### Membership Registration

Membership registration has been open since late December.

Provided volunteers with appropriate discount code for \$60 towards membership of their choice.

Picked 2 winners who had completed the 2019 Membership Survey by using a random number generator.

### Overview of 2019 Memberships:

Recreation members	1302
Marathon Members	30
Dual (Recreation & Marathon)	65
Children free with parents	240
Total	1,637

Registration for 2020 Memberships opened on Monday, December 23, 2019.

Recreation Members	10
Marathon Members	3
Dual (Recreation & Marathon)	2
Children free with parents	4
Total	19

**Action:** Nicole will summarize the results of the member survey to share with the board.

## Recreation Director: Eithan

### Mini Canoe Courses:

#### As scheduled:

- Course 1 May 4 -11
- Course 2 May 5-12
- Course 3 May 19-26
- Course 4 May 20-27
- Course 5 June 1-8
- Course 6 June 2-9
- Course 7 June 15-22
- Course 8 June 16-23

Courses revised to 2.5 hour sessions to accommodate paddler fatigue. Total time for instruction - 5 hours. Cost remains at \$100/seat.

### Camping Courses:

June 13th to 14th Camping Basics Course - to advertise or sponsor attendance

June 25th to 27th - Wilderness Camping Course - to advertise or sponsor attendance

### Trailer:

No quotes have been sourced at this time.

## Equipment Manager-Kayak: Kathleen

### Kayak Lessons:

We have not been able to find any instructors available for hire locally or through Paddle Canada. Canoe Kayak Canada (CKC) has instructors available and willing to travel from Alberta. They offer a Flat Water and River Instructors Course. We would have to pay travel and accommodations. Based on estimate numbers of members interested in the course, we feel it's prudent to hire 2 instructors to accommodate number of participants.

**Action: Check with Bryan about equivalency of CKC instructors course compared to Paddle Canada.**

**Action: Kathleen will set dates and book CKC instructors for courses dates at her discretion.**

### Kayak Purchase Request:

Request for 3 kayaks from Classic Outdoors.

Perception Expression 11.5 with Skeg-\$899 (for smaller paddler)

Wilderness Systems 12.5-\$1199 x2

- **Motion: To approve the budget of up to \$5000 to purchase kayaks.**
- Moves: Kathleen
- Seconds: Eithan
- Unanimous approval

Resolved: Motion approved

On Nov. 9th John sold the remaining kayak that we had advertised for sale (K13T, a Delta 20T) for \$400 and picked up from Classic Outdoors the hatch cover that Brian ordered last year to replace the one that went missing off of K83 (Wilderness Systems 14.0 PRO).

## Equipment Manager-Canoe: John

### 2019 Boat Use Statistics:

John prepared a report on the 2019 Recreation Division boat use statistics and it is posted on the shared drive.

### Boathouse Locks:

The city has changed the door code to the boathouse. John will change the storage lock combinations shortly.

### Off Site Boat Storage:

John has moved our trailers from Classic Outdoors to the StorageMart at Circle Dr. and 11th St. He applied to StorageMart's *Store It Forward Community Support Program* and they offered us a great deal on a parking spot: \$38.85 including tax for the whole of 2020! We have pin-pad access the the facility from 06:00 to 22:00 daily. We will need to reapply to this program by Sept. 1st to be considered for a discount in 2021.

**Action: John will add the re-application of above program to our calendar list.**

### **Flat-water Kayak Skills Development Weekend Camping Event:**

We received a proposal from Jeff Roe for a flatwater kayak skills development weekend camping event that he is hoping the SCC will support. The organizers are Jeff, Bryan Sarauer, and Joe Milligan. They would like the SCC to host the event in a manner similar to the way we host marathon races. This way, participants from the SCC could organize a club trip to the event and non-SCC members who have a CKS membership (either from another club or directly from CKS) could attend and participate in the event using their own equipment. The organizers' goal is to create a way for kayakers from across the province to meet and paddle together for a weekend.

All are in favour of this event, but want to highlight the need to check for CKS membership for non club members and be clear the trip must follow our trip guidelines.

### **Blind Adventurer Foundation:**

Ron Walsh and The Blind Adventurer Foundation are interested in partnering with the SCC again this year. They would like to do a canoe trip similar to last year's but heading downstream from Saskatoon, and they are also interested in getting visually impaired paddlers into kayaks. We are waiting for a more formal proposal from Ron for these projects.

**Action: Franny will submit a grant proposal to CKS for blind paddlers training and trip**

### **Coures:**

*Wilderness First Aid:* We need to select a list of workable dates for the 20-hour Wilderness First Aid course that we plan to host. We will consider subsidizing the course by %20 for club members.

**Action: John will book the Wilderness First Aid Course with Back 40, dates at his discretion.**

*Intro Moving Water Tandem Canoe Skills:* John plans to issue a request for proposals and quotes to vendors to teach the course and book the dates.

### **Canoe Donation in Memory:**

John will follow up with someone wishing to donate a canoe to the club in memory of someone. We will check to make sure it is a boat the club has use for and make it clear that our boats are sold in rotation to replace due to wear and tear so the donated boat may not have a sight permanently at the boathouse.

### **Marathon Director: Edith**

Nothing new to report

Budget prepared for Lauren

## Social Director: Tiina

Power Stroke: Items for next newsletter will include: AGM notice, registration now open, call for any member who has insurance and legal skills willing to volunteer their time reviewing club policies and insurance policies.

## Insurance:

Eithan, Lori and John have been reviewing our insurance needs, our current policy and a quote from a different provider. We are awaiting information about our current AON policy through CKS. It has been difficult to attain information from AON and CKS regarding insurance. We've been working with the Co-opertors Insurance brokers to acquire a quote from Premier Insurance. With the preliminary information we do and don't have so far, we had much discussion about insurance. The board has decided to only get one quote rather than two, owing to the fact that there are very limited providers for this niche market and only one underwriter. In the past we have gone through this process and attained multiple quotes with very small differences in cost, so we feel it is unnecessary given the amount of work required. We have found it difficult to work with a broker who is out of province or city so are pleased to have a local broker to work with. We have spoken with a few brokers in Saskatoon and all use Premier as a provider.

The plan going ahead is to provide the board with:

- A detailed quote from Premier with all the insurance we think is necessary.

- A detailed summary of our current coverage through Aon (CKS)

- Plan to have lawyer do a risk assessment and review our policy.

In the event we find we are not adequately insured:

- We will have to make decisions on the feasibility of continuing our insurance through CKS or perhaps topping up insurance with another policy or obtaining *all* our insurance through a different provider.

**Tabled:** Discussions will be tabled for the next meeting as more information comes forward.

## Announcements

Next **SCC** meeting will be held **February 23, 2020** at **1900hrs** at Inclusion Saskatchewan, 3031 Louise St.



## Adjourned

Meeting adjourned at 2130hrs by president Franny.

Minutes respectfully submitted by,  
Lori Mack

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Secretary

February 23, 2020

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Date of approval