



# Meeting Minutes

## Saskatoon Canoe Club

### Call to order

A meeting of the [Saskatoon Canoe Club](#) was held at **Inclusion Saskatchewan, 3031 Louise St** on [November 4, 2019](#). 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**

**Equipment Manager-Canoe: John McClean**

**Equipment Manager-Kayak: Kathleen Weary**

**Social Director: Tiina Liiving**

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

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

### Members not in attendance

**Marathon Director: Edith MacHattie**

**Member-at-Large: Shaun Burse**

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

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

## Approval of Agenda

### Approval of minutes

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

Resolved: Minutes approved without modification.

## Reports

### President: Franny

#### Employees:

Shay and Franny have a follow up lunch meeting planned for November 8, 2019. Lauren will try to attend as well.

#### Succession Planning:

Richard created a calendar of events and tasks that need to be completed throughout the year. There are several documents in Google drive. This includes various things like lease renewal, a list of things to be completed with employees, due dates for grants, just to list a few. Some of the due dates were best guesses from Richard and may have to be edited for accuracy of dates and duties.

Thank you Richard!

**Action: *Everyone* please go through the documents that Richard created to edit and verify accuracy.**

Richard started a document for the Trip Tales Potluck outlining all the tasks that need to be completed to run this event. It provides the details necessary so that anyone could run this event successfully. We'd like everyone to complete this type of report after an event or a job that requires certain knowledge and that will be repeated.

#### Board Member Job Descriptions:

We should make sure we have accurate detailed job descriptions of the board positions that are up to date.

**Action:** John will find the old documents which describe the board positions and send them to everyone.

**Action:** *Everyone* will update their job descriptions for submission at the next board meeting.

## Treasurer: Lauren

Admin: \$24,190.38  
Marathon: \$10,536.49  
Recreation: \$64,399.28  
CKS: \$9,145.00  
**TOTAL: \$146,271.15**

Final membership list was sent to CKS.

### Investments:

BMO Investment Manager contacted Lauren regarding investing some of our money. He had a few suggestions ranging from very conservative and liquid to more aggressive with long-term investments. All agree, conservative and liquid would be the best approach.

**Action:** Lauren, Franny and Kathleen will form a subcommittee to meet with the investment manager at the bank to discuss options for short-term investments.

### Self Insurance:

To more accurately reflect the amount of our fixed assets, John recommends that we consider increasing the amount we maintain in our account for self-insurance. We estimate the net book value of all our fixed assets (boats, paddles, safety equipment, and boathouse equipment) at \$64,000. This figure is from our balance sheet at December 31, 2018 and includes both divisions. The cost of those assets was \$116,000.

**Action:** Edith and John will investigate how or if marathon equipment is insured and what insurance options are available if we have need.

- **Motion:** Increase our recreation self insurance to \$50,000 with funds from the recreation fund.
- Moves: Franny
- Seconds: Lauren
- Unanimous approval

Resolved: Motion approved

We currently have Franny Rawlyk and Lauren Erickson holding signing authority. We think we should have a third person.

- **Motion:** To grant Kathleen Weary signing authority for financial transactions. Franny Rawlyk and Lauren Erickson will remain authorized signatories.
- Moves: Lori
- Seconds: Shaun Lalonde
- Unanimous approval

Resolved: Motion approved

#### **Film Festival:**

Ticket sales are at 144 (goal of 250 tickets).

We have had very generous donor support for door prizes and raffle items.

Lauren applied for a raffle license and it should be approved tomorrow. We'll have 2 large items for raffle and 3-4 small door prizes. Tickets will be \$5 each or 3 for \$10 for the raffle items.

**Action: *Everyone*, if you are able to help with Film Festival arrive early at 1730 to help set things up.**

#### **Budget:**

Please start working on your budget for 2020.

## Membership Director: Nicole

Membership closed at end of September. We had 1648 members.

Nicole sent a link to executive members for the member survey she created. Nicole plans to send the survey out to members on Thursday. Please notify her of any edits or suggestions before then. She will include a link to ticket sales for the film festival at the end of the survey.

**Action: Nicole will print 6 membership gift certificates for Lauren for the Film Festival.**

## Recreation Director: Eithan

### Courses:

Courses we will consider offering for the 2020 season will be the following:

- Kayak mini courses-10 for 12 persons beginning in May
- Intro to Kayak equipment courses
- Canoe mini courses-8 for 20 persons beginning in May
- Waterfront Kayak Instructor Course
- First Aid (prerequisite for Waterfront Safety Instructors Course)
- Introductory Moving Water Skills Tandem Canoe

Eithan cancelled Wifi for the winter.

Eithan and John contacted Sask Sport with our concerns over fee increases and difficulty accessing grant money from CKS. It was suggested we contact CKS ourselves with a CC to Sask Sport.

CKS said the MAP grant funds were mailed last week. Should receive shortly and will be in the amount of \$9,305 for Recreation and Marathon combined.

## Equipment Manager-Canoe: John

### Boat Sales:

We sold the following boats to make room for new ones

1. Old Town Next solo canoe (C52S) \$650
2. Delta 14.5 solo kayak (K14) \$250
3. Delta 14 solo kayak (K64) \$350
4. Delta 12.1 solo kayak (K72) \$400
5. Swift Saranac 15 solo kayak (K73) \$600

The Delta 20T tandem kayak (K13T) is still up for sale on Kijiji.

**Action: John will remove tandem kayak K13T from Kijiji and repost it in the spring.**

### Boat Purchase:

We purchased a Swift Raven Royale solo canoe (outfitted with knee pads, thigh strap anchors, and a North Water spray deck) from Classic Outdoors for \$3052.50 including taxes. The spray deck will only be installed for trips that require it.

### Dock Removal:

The dock was removed on the afternoon of Oct. 21<sup>st</sup>. The work went fairly smoothly and was completed in less than two hours. There was only one volunteer from our club in attendance.

### Trailer Purchase:

Discussions are ongoing with North Woods Sport Trailers about options for a new 6-place canoe trailer to replace our existing 4-place trailer.

**Action: Eithan and Lauren will try to get a quote on a trailer fabricated locally that may match our desires more closely than Northwoods.**

### Recreation Division Boat Sign-out Data:

The boat sign-out data from May 2<sup>nd</sup> to October 11<sup>th</sup> have been digitized. Thank you to Nicole Graham, Shaun Lalonde, John McClean and Mary McClean for helping enter all the data into Excel. This was a large task that probably took 40 hours or more. A detailed report analyzing the data by boat ID, time of day, day of the week, etc. is under construction.

### Other items:

Floating motorized watercraft speed signage has been removed from the river and is being stored in the boathouse until spring.

**Action: John will change storage box lock combinations.**

## **Equipment Manager-Kayak: Kathleen**

Kathleen has been trying to contact kayak instructors to see about availability. She is trying to find someone locally.

Kathleen has looked into purchasing repair material for the delta kayaks.

## **Marathon Director: Edith**

Edith submitted funding applications to CKS for next year. The deadline is December 1, 2019.

Edith has made an inquiry to CKS regarding Marathon equipment insurance.

## **Social Director: Tiina**

Trip Tales Potluck was a success. 39 people attended. We had 4 presenters. Three presentations may be better as would allow more time for visiting.

## **Other business**

**Insurance:**

**Action: John will touch base with Andrew to follow up regarding insurance quotes.**

**Eithan and Lori are available to help.**

**Action: John will forward insurance information that he has to Lori and Eithan.**

**Upcoming AGM:**

An idea is to have a guest speaker to make attending the AGM more appealing to members. We would need to stream line our AGM to make this possible so event remains a reasonable amount of time.

## Governance Policies:

Do we have some gaps or need for renewal of our governance policies?

**Action: Kathleen will inspect our governance policies and make some recommendations.**

## Announcements

**A tentative meeting will be held December 16, 2019 at 1900hrs at Inclusion Saskatchewan, 3031 Louise St.** This will be pending insurance information ready for discussion. If this information is still under construction we will have our next SCC meeting on **January 20, 2020** at Inclusion Saskatchewan at **1900hrs.**

## Adjourned

Meeting adjourned at 2145 by president Franny.

Minutes respectfully submitted by,  
Lori Mack

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Secretary

January 20, 2020

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Date of approval