

**Saskatchewan Sailing Clubs Association**

Board of Directors Meeting

November 16<sup>th</sup>, 2015

510 Cynthia Street

Minutes

<b><i>Present</i></b>	<p>LP Gagnon (President), Mike Heseltine (Communication Director), Ben Pickford (Treasurer), Ron Newman (Member at Large), Ric Witham (Member at Large), Romuald Lagace (Member at Large), Mike Gale (Member at Large), Joe Gerlinsky (Member at Large), Mike Ritchie (Past President), Peter Ross (Member at Large), Mark Lammens (Staff).</p> <p>Regrets: Mike Gale (Member at Large), James Briens (Racing Director),</p>
<b><i>Welcome and Call to Order</i></b>	<p>LP called the meeting to order at 7:00 pm.</p>
<b><i>Approval of Agenda</i></b>	<p><b>Motion</b> The agenda is approved. M/S/C Romuald/Mike R.</p>
<b><i>Minutes October 5<sup>th</sup> 2015</i></b>	<p>Correction to date of Action Items.</p> <p><b>Motion</b> The minutes are approved. M/S/C Mike R. /Joe</p>
<b><i>Action Items and Business arising</i></b>	<ul style="list-style-type: none"> <li>• BSC paid for 15 members, have 45. May owe the balance. Joe thinks they have paid and Ben will check his records.</li> <li>• Action Items were discussed. See attached Table.</li> </ul>
<b><i>Financials</i></b>	<p>Ben. Balance sheets distributed; surplus of \$1,632.93.</p> <p>Ben agreed that National Sport Trust - SK Youth Fund will be reflected in the auditor notes, if possible.</p> <p><b>Motion</b> The financial report is accepted. M/S/C Ben/Romuald</p>
<b><i>Staff report</i></b>	<p>Red Bull Kite Farm 2016 has been approved and is scheduled February 11-14. Mark is involved in Race Management.</p> <p>SSCA Trophies have been updated. Peter Kingsmill family has endorsed the re –dedication of the silver cup, for the regatta formally known as the Admiral’s cup. A vintage trophy will be placed on the base. The Admiral Kingsmill silver cup will be rededicated as the Kingsmill Cup, Saskatchewan Champion.</p> <p>The silver cup is 165 years old, a very valuable historic trophy.</p> <p>New base on the Larry Tatchell Masters trophy and a back on the SSC annual laser half hull trophy.</p>

<b><i>Sail Canada AGM</i></b>	<p>Two coaches retired. Sail Canada is hiring a High Performance Director.</p> <p>Ken Dool, past SSCA coach and the SC coach/HPD will be full time coach for the Sonar, the boat Logan Campbell is competing on.</p> <p>Canada Games Technical Package has been released. Age has dropped to under 20; 1 fewer staff person; athlete village in Gimli; boat person to be accredited to help with 2.4's.</p>
<b><i>National Events</i></b>	<p>Sail West is scheduled for July 14-17 in Gimli. The Laser, Radial, 4.7 North Americans are July 21-24 in the Gorge; the Youths are August 14-18 in Kingston; 2.4 mR. Nationals are August 13-14 in Montreal.</p>
<b><i>SSCA AGM</i></b>	<p>Scheduled January 31, 2016.</p> <p>Morning session to be a hybrid of MSS Policy, SSCA Schedule and a Race Management-Race Tactics talk.</p> <p><b>Motion</b> SSCA to recognize Ben Pickford as <i>Debbie Holgate Volunteer of the Year</i> and Logan Campbell as <i>Lauri Olenius Sailor of the Year</i>. M/S/C Mike H./Mike R.</p> <p>Corrie Coons as honourable mention for Sailor of the Year.</p>
<b><i>Other business</i></b>	<p><b>Action Item</b> Sask Wheelchair Sports Association does not acknowledge the Wind on my Wings SC. It does recognize SSCA.</p> <p>Decals on vehicles were discussed as a possible promotional tool.</p> <p>LP mentioned the need to obtain nominations for Board positions for election at the AGM. He specifically mentioned Treasurer, Training, Racing and Vice President. Anyone interested should contact LP as soon as possible. Ben will mentor anyone interested in the Treasurer position.</p>
<b><i>Adjournment</i></b>	<p><b>Motion</b> to adjourn. M/S/C James/Romuald</p>

Club Submissions Nov. 18, 2015

	<b>Member Fees</b> Amount and Date Received	<b>Member List</b> Date Received	<b>MAP App.</b> Date Received	<b>MAP Follow Up</b> Date Received	<b>MAP Amount Total</b>	<b>75% Sent</b> Date	<b>25% Sent</b> Date
BSC	\$300 July 20 \$600	July 15	Jan. 24	Sept. 14	\$533	Aug. 8	Sept. 21
BSSC	\$ 1120	April 21	Feb. 8	Sept. 6	\$833	April 6	Sept. 21
CLSC	\$260 June 30 \$160 July 22 \$40 Sept. 9	June 26 July 20	April 25	Aug. 6	\$216	Aug. 1	Aug. 1
LDYC	\$2160 July 15	July 13	April 14	Sept. 9	\$2833	July 22	Sept 14
PASC	\$1000.00 March 29	April 26	Jan. 25	Sept. 3	\$1133	May 1	Sept. 7
RSC	\$400.00 June 12	June 6 No addresses	March 31	Sept. 14	\$673	July 1	Sept. 21
SWR	\$1120	June 29	March 31	Oct. 5	\$873	May 1	Oct. 8
SSC	\$2280.00 April 16	June 8	Feb. 3	Sept. 9	\$2353	May 1	Sept. 14
WOWSC	\$165.00 May 31	June 30	April 27	Sept. 15	\$853	July 1	Sept. 21

0-12, 13-18, 19-54, 55+ years of age

Action Items (issued following November 16, 2015 meeting)

<b>Item</b>	<b>Reference</b>	<b>Description</b>	<b>By Who</b>	<b>By When</b>	<b>Comments</b>
1	2015-02-23	Confirm by March 15 <sup>th</sup> staffing for the MSS.	Mark L.	2015-03-15	Done – Boyle, Murray hired. McMahon-August; Murray-applied; MacPherson-applied; C. Boyle-confirmed. Hiring 2 for the summer.
2	2015-02-23	Contact Fie Hulsker re federal grants for youth employment.	Mark L.	Fall of 2015	Done.
3	2015-02-23	Apply for funding from Parasport program for instructor wages and sailor launch harnesses	Mark L.	TBD COMPLETED	
4	2015-02-23	Mark and Jake to develop a MSS Staff Manual. A draft to be presented at the next meeting.	Mark L. and Jake W.	2015-04-13 COMPLETED	Mike H. compiling info gathered so far for implementation by May 10, 2015.

Item	Reference	Description	By Who	By When	Comments
5	2015-02-23	Determine the cost of purchasing 2 Optimists	Mark L.	TBD COMPLETED	\$2,400 USD
6	2015-02-23	Specify the minimum age of 8 years on Checklick.	Mike H.	TBD COMPLETED	Done by March 1.
7	2015-02-23	Update website policies and procedures with updated Communication Director job description	Mike H.	TBD COMPLETED	Done.
8	2015-02-23	Sask Sport budget needs to be readjusted this spring. Was developed 2 years ago using data from 3 years ago.	LP G.	TBD COMPLETED	Done. Data entered on SSI site on April 5.
9	2015-04-13	Look into Provincial grants for youth employment.	Mark L.	<del>2015-05</del> Fall 2015	Done.
10	2015-04-13	Develop a checklist for coach boat, truck and trailer.	Mike H.	2015-05-10	Done.
11	2015-04-13	Have membership lists from clubs include age categories (0-12, 13-18, 19-54, 55+ years of age) and mailing addresses.	Mike H.	2015-06-30	Done. Need correspondence sent to Clubs explaining that the age categories and addresses are Sask Sport requirements for analysis of participation by age & zone for all sports.
12	2015-04-13	Get Connor Boyle to submit a police check and SGI abstract (reimbursed by SSCA).	Mark L.	2015-05	Done. Before outdoor education program starts.
13	2015-04-13	If possible, post Power Point on website.	Mike H.	2015-05	Done, April 19.
14	2015-04-13	Update website with current software.	Mike H. & Mike R.	Summer of 2015	New approach. See September minutes.
15	2015-04-13	Email a copy of the insurance policy to the Club commodores and SSCA Board members.	Mark L.	2015-05	Done.
16	2015-09-14	Obtain membership age classes for LDYC.	Romuald	ASAP	Done.
17	2015-09-14 2015-11-16	Apply for federal and provincial grants for hiring instructors.	Mark	Fall 2015	To be done by Mark before respective deadlines of Jan. 31, Feb. 17.

Item	Reference	Description	By Who	By When	Comments
18	2015-09-14	Prepare proposal for updating website.	Mike R. and Mike R.	By October Board Meeting	Done.
19	2015-09-14	Collect money owed for equipment sold.	Mark	ASAP	Done.
20	2015-09-14	Put Bytes to give away on website.	Mike H.	ASAP	Done.
21	2015-09-14	Put Bytes on Kijiji.	Mark	ASAP	Spring 2016.
22	2015-09-14	Send Mark's questions re MSS to Clubs.	Mark	For October Board Meeting. Not done. Now ASAP.	Done.
23	2015-09-14	Question to clubs regarding cancelling sailing schools.	Mike H.	For October Board Meeting	Done.
24	2015-09-14	Send an introductory letter to students prior to the beginning of each School, after checking contents with the Club's MSS Coordinator.	Mike H. or new Checklick Coordinator	Before each school starts	Before each school starts
25	2015-09-14	Obtain information regarding expenses for MSS instructors from other PSGB's.	Mark	ASAP Ongoing	Done.
26	2015-09-14	Prepare MSS policy.	Mark, LP, Mike H.	AGM	Use questionnaire feedback if possible.
27	2015-09-14	Get certificates and stickers for 2015 MSS and Opti School students. Issue certificates to participants.	Mark	ASAP	On order.
28	2015-09-14	Determine needed equipment expenditures.	Mark and Ben	End of fiscal 2015	Ongoing.
29	2015-09-14	Obtain receipts from Joe and Collette.	Mark	End of fiscal 2015	Done.
30	2015-09-14	Investigate funding for Mobility Cup participants.	Mark	ASAP	Done.
31	2015-09-14	Put a link on website to CTV report on PASC regatta.	Mike H.	ASAP	Done.
32	2015-09-14	Review Long Range Plan and send comments to Mike H. and LP.	Board members	Before October meeting	Done. None received. Discussed at October meeting and Plan edited accordingly.

Item	Reference	Description	By Who	By When	Comments
33	2015-10-05	Put members age ranges on Club Submissions Table.	Mark	End of November	
34	2015-10-05	Update the website to the latest software version.	Mike R. and Mike. H.	December, 2015	Done.
35	2015-10-05	Purchase new tires for van and trailers.	Mark	Before fiscal year end.	Done.
36	2015-10-05	Purchase priority sailboat equipment (\$10,000 including tires).	Mark	Before fiscal year end.	Done.
37	2015-10-05	Obtain expense receipts from Tom and Judy, perhaps others who attended Mobility Cup.	Mark	ASAP	Done.
38	2015-10-05	Prepare a questionnaire to be given to Team athletes and parents at season end.	Mark and LP	ASAP	Done.
39	2015-10-05	Attend the Sail Canada AGM.	Mark	October, 2015	Done.
40	2015-10-05	Locate <i>MSS Coaches Manual</i> and return to Mike H.	Mark	ASAP	Done.
41	2015-10-05	Arrange scheduled maintenance, according to owner's manual, for MSS truck.	Mark	October, 2015	Done.
42	2015-10-05	Service outboards and store inside for winter.	Mark	ASAP	Done.
43	2015-10-05	Submit 2016/17 Budget and Long Range Plan (2016-2020) to SSI.	LP	October 15	Done.
44	2015-11-16	Provide Youth Fund documentation to Ben for inclusion in audited statements.	Mark	ASAP	
45	2015-11-16	Obtain written confirmation from Red Bull regarding insurance for the kiting event in February.	Mark	ASAP	
46	2015-11-16	Talk to Wheelchair Sports Association regarding inclusion of WOWSC.	Mark	ASAP	
47	2015-11-16	Investigate options for	Mark	ASAP	

<b>Item</b>	<b>Reference</b>	<b>Description</b>	<b>By Who</b>	<b>By When</b>	<b>Comments</b>
		adding "sasksail.com" or other decal advertising on MSS vehicles.			