

**Saskatchewan Sailing Clubs Association**  
**Board of Directors Meeting**  
 October 5<sup>th</sup>, 2015  
 510 Cynthia Street  
 Minutes

<b>Present</b>	<p>LP Gagnon (President), Mike Heseltine (Communication Director), Ben Pickford (Treasurer), Ron Newman (Member at Large), Ric Witham (Member at Large), James Briens (Racing Director), Romuald Lagace (Member at Large), Mike Gale (Member at Large), Joe Gerlinsky (Member at Large), Mark Lammens (Staff).</p> <p>Regrets: Mike Ritchie (Past President).</p> <p>Absent: Peter Ross (Member at Large).</p>
<b>Welcome and Call to Order</b>	LP called the meeting to order at 7:00 pm.
<b>Approval of Agenda</b>	<b>Motion</b> The agenda is approved. M/S/C Romuald/Joe.
<b>Minutes September 15<sup>th</sup> 2015</b>	<p>Correction Item M, Mike H. and Mike R.</p> <p><b>Motion</b> The minutes are approved. M/S/C James/Romuald.</p>
<b>Action Items and Business arising</b>	<p>Age classes for LDYC members are needed. Romuald indicated they were sent via e-mail.</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Add member ages to the Club Submissions Table.</li> <li>• Research Federal and Provincial Grants for youth employment for summer staff.</li> <li>• Website will be updated to latest software version.</li> <li>• There was no consensus in the feedback received from clubs regarding MSS cancellation and refund policies.</li> <li>• Contact other PSA's which have mobile sailing schools to determine their travel policies for instructors to and from school sites.</li> <li>• Other PSGB's, such as Golf and Table Tennis, do not pay travel costs for instructors between home and job.</li> <li>• Money has been collected for all sold SSCA surplus gear.</li> <li>• Received no fewer than 5 inquiries about 'to be given away' Bytes from members. Interest reduced when they find out they are only hulls. Boats are stored behind the 20 ft. container at BSSC, not in the way.</li> </ul> <p>Mark has looked for used Lasers, finding one in Alberta for sale.</p>

	<p>RCYC is not selling any 420's at this time.</p> <p>Mark reported needed equipment including parts for 4.7 rigs, Radial sails, Laser sails, Laser top sections, Radial bottom sections, boom vang.</p> <p><b>Motion</b> Purchase new tires for the van and trailers. M/S/C Romuald/Joe.</p> <p><b>Motion</b> Spend \$10,000 on Mark's priority equipment items. M/S/C Ben/Romuald.</p> <p>LP and Mark will develop a season-end questionnaire for team athletes and parents.</p> <p>Sail Canada has agreed to support Mark's travel to attend the Sail Canada AGM in Ottawa at the end of October.</p> <p>Mark will locate the <i>MSS Coaches Manual</i> and return the binder to Mike H.</p> <p>Ben indicated he has been inputting expenses into the program, typical log entries are a few hours every week.</p>
<b>Financials</b>	<p>Ben and LP discussed the budget; the 2016-2017 budget maintains the same typical flavour, plan for a \$2,000 to \$8,000 surplus.</p> <p>The Mike R. spread sheet links very well with the Financials with Sask Sport web site.</p> <p>Scheduled \$6,000 a year for MSS equipment replacement.</p> <p>New office computer scheduled every 5 years.</p> <p>Season has come to an end and will be inputting expenses. Should have data on surplus and equipment purchases later in October.</p>
<b>SSCA Gear</b>	<p>All of the boats are stored for winter.</p> <ul style="list-style-type: none"> <li>• SSC 20 ft. container -29er, white laser, Vector, 4.7 laser gear.</li> <li>• Sask Sport- Green and Blue 2.4 mR boats and all 2.4 mR sails, masts and booms.</li> <li>• BSSC 20 ft. container- 6 Optimists, 420 sails, rudders.</li> <li>• BSSC 40 ft. container- 7 blue lasers, misc. gear, grey 2.4 mR boat.</li> <li>• Enclosed trailer, Zodiac, 29er.</li> <li>• 6-420's and Taser leaning against 40 and 20 ft.</li> </ul>

	<p>container.</p> <ul style="list-style-type: none"> <li>• Laser spars in red trailer.</li> <li>• 29er and Vector masts hanging in BSSC club house.</li> </ul> <p>All outboards are to be serviced and then stored indoors.</p> <p>Van and truck are to be serviced according to owner's manuals. The truck will be serviced by the end of October.</p>
<b>Long Range Plan 2016-2021</b>	<p>Long Range Plan was distributed at the September 15<sup>th</sup> meeting for board to examine and provide input.</p> <p>Discussions about new programming and initiatives.</p> <p>Amount of detail was discussed and was felt should be included.</p> <p>To be submitted with October 15<sup>th</sup> Sport Profile application.</p> <p>Mike H. to edit final plan for submission.</p>
<b>Budget</b>	<p>LP has prepared a budget (5 year plan) and had it approved by Mark, Ben and Mike R..</p> <p>LP will submit to SSI by October 15.</p>
<b>Other</b>	<p>LP pointed out that SSCA currently has no Vice President or Training Director. Ben indicated that he will not be running for Treasurer again, but will be willing to train the new person.</p> <p>LP also distributed and discussed the extensive list of administrative tasks prepared by Mike H. and asked Members at Large to consider volunteering for these tasks.</p>
<b>Next meeting</b>	TBD
<b>Adjournment</b>	<b>Motion</b> to adjourn. M/S/C James/Romuald

Club Submissions Oct. 6, 2015

	<b>Membership Fees</b> Amount and Date Received	<b>Membership List</b> Date Received	<b>MAP Application</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	<b>Number of members</b>
BSC	\$300 July 20	July 15	Jan. 24	Sept. 14	\$533	Aug. 8	Sept. 21	15
BSSC	\$ 1120	April 21	Feb. 8	Sept. 6	\$833	April 6	Sept. 21	56
CLSC	\$260 June 30 \$160 July 22 \$40 Sept. 9	June 26 July 20	April 25	Aug. 6	\$216	Aug. 1	Aug. 1	26

LDYC	\$2160 July 15	July 13	April 14	Sept. 9	\$2833	July 22	Sept 14	108
PASC	\$1000.00 March 29	April 26	Jan. 25	Sept. 3	\$1133	May 1	Sept. 7	50
RSC	\$400.00 June 12	June 6 No addresses	March 31	Sept. 14	\$673	July 1	Sept. 21	20
SWR	\$1120	June29	March 31	Oct. 5	\$873	May 1		56
SSC	\$2280.00 April 16	June 8	Feb. 3	Sept. 9	\$2353	May 1	Sept. 14	114
WOWSC	\$165.00 May 31	June 30	April 27	Sept. 15	\$853	July 1	Sept. 21	15

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

Action Items (issued following October 5, 2015 meeting)

Item	Reference	Description	By Who	By When	Comments
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	Too late for 2015; must apply by Jan.31 <sup>st</sup> .
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.
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	Mark L.	2015-05	

Item	Reference	Description	By Who	By When	Comments
		grants for youth employment.		Fall 2015	
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	Apply for federal and provincial grants for hiring instructors.	Mark	Fall 2015	
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.	
23	2015-09-14	Question to clubs	Mike H.	For October	Done.

Item	Reference	Description	By Who	By When	Comments
		regarding cancelling sailing schools.		Board Meeting	
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	
25	2015-09-14	Obtain information regarding travel expenses for MSS instructors from other PSGB's.	Mark	ASAP Ongoing	
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	More receipts needed.
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.
33	2015-10-05	Put members age ranges on Club Submissions Table.	Mark	ASAP	Required for Follow-Up report to prepare in the fall of 2015.
34	2015-10-05	Update the website to the latest software version.	Mike R. and Mike. H.	December, 2015	
35	2015-10-05	Purchase new tires for van and trailers.	Mark	Before fiscal year end.	
36	2015-10-05	Purchase priority sailboat equipment (\$10,000 including tires).	Mark	Before fiscal year end.	
37	2015-10-05	Obtain expense receipts from Tom and Judy, perhaps others who	Mark	ASAP	

Item	Reference	Description	By Who	By When	Comments
		attended Mobility Cup.			
38	2015-10-05	Prepare a questionnaire to be given to Team athletes and parents at season end.	Mark and LP	ASAP	
39	2015-10-05	Attend the Sail Canada AGM.	Mark	October, 2015	
40	2015-10-05	Locate <i>MSS Coaches Manual</i> and return to Mike H.	Mark	ASAP	
41	2015-10-05	Arrange scheduled maintenance, according to owner's manual, for MSS truck.	Mark	October, 2015	
42	2015-10-05	Service outboards and store inside for winter.	Mark	ASAP	
43	2015-10-05	Submit 2016/17 budget and Long Range Plan (2016-2020) to SSI.	LP	October 15	