

**Saskatchewan Sailing Clubs Association**

***Board of Directors Meeting***

*September 14th, 2015*

510 Cynthia Street

Minutes

<b><i>Present</i></b>	LP Gagnon (President), Mike Ritchie (Past President), Mike Heseltine (Communications 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), Mark Lammens (Staff).  Regrets: Joe Gerlinsky (Member at Large), Peter Ross (Member at Large).
<b><i>Welcome and Call to Order</i></b>	LP called the meeting to order at 7:00 pm.
<b><i>Approval of Agenda</i></b>	<b>Motion</b> The agenda is approved. M/S/C Romuald/James.
<b><i>Minutes April 13<sup>th</sup>, 2015</i></b>	<b>Motion</b> The minutes are approved. M/S/C Mike R. /Romuald.
<b><i>Business arising</i></b>	Age classes for LDYC members are needed. Romuald will obtain them. Mark will apply for Federal and Provincial Grants in regard to hiring instructors for 2016 MSS. Mike R. and Mike H. to prepare a proposal regarding website changes for the next meeting. Mike H. will make sure that the insurance information on the website is up to date. Canada Games Technical package has been published; 1 fewer coach and maximum age for able bodied athlete is 20 instead of 21. Over 500 students attended the Outdoor Ed program at Blackstrap. Funds are owing for equipment that has been sold; Mark to collect outstanding funds.  <b>Motion</b> Dispose of old Bytes, as is. M/S/C Romuald/James  Mike H. to put offer of Byte hulls to be given away on SSCA website.  Mark to put on Kijiji.
<b><i>Financials</i></b>	Ben discussed the financials and budget; season has come to an end and will be inputting expenses. Should have data on surplus and equipment purchases later in October.
<b><i>Discussion about Mobile Sailing School issues</i></b>	MSS policy update; draft was distributed for discussion. MSS feedback questionnaire was discussed.

	<p><b>Action Item</b> Mark will send his 10 questions to the clubs in order to get feedback before the next Board meeting.</p> <p><b>Action Item</b> Mike H. will ask all clubs for feedback on cancelling sailing schools.</p> <p>Discussion regarding MSS led to the following by consensus:  Students may not use their own boats.  Opti School will be restricted to ages 8-12.  MSS will be restricted to age 12 and up.  Mark may make exceptions if he has enough information.  CANSail 2 may be offered simultaneously with CANSail 1 if students inform the instructors at the beginning of the School.  Clubs will set their own prices for schools.</p> <p><b>Action Item</b> Checklick Coordinator will send an introductory letter to students prior to the beginning of each school, after checking contents with the Club's MSS Coordinator.</p> <p>Discussion about instructor expenses. One instructor was from Swift Current and had mileage paid, also stayed in a hotel in Elbow for 3 nights. Instructors travelled to and from Saskatoon to Redberry or Regina to RSC or RBYC.</p> <p><b>Action Item</b> Mark will get input from other PSGB's about travel by staff to venues for activity.</p> <p><b>Action Item</b> Mark, LP and Mike H. will prepare a policy on MSS for presentation to the AGM.</p> <p><b>Action Item</b> Mark will secure stickers and certificates from Sail Canada for 2015 MSS and Opti School. Issue certificates to participants.</p> <p>Discussion about needed equipment. Comment was made about the lack of/need for double-handed sailing. Most MSS Schools are not full and other activity does not reflect this; difficulty getting all 6 boats out for the Double-handed championships at BSSC.</p> <p>Discussion about buying new 420's; 420's are in fair shape for 16 years old. New boat is \$10,000.</p> <p><b>Action Item</b> Mark to source used Lasers and 420's for purchase.</p> <p><b>Action Item</b> Mark and Ben will consult on equipment needs for 2014-2015 spending.</p>
<i>Wheelchair sailing</i>	<p>Discussion about the activity in the 2.4's. Four athletes traveled to Victoria for the Nationals. Joe Gerlinsky was hired</p>

	<p>as an assistant to work with wheelchair sailing.</p> <p>Parasport funding of \$5,000 was secured for this activity.</p> <p><b>Action Item</b> Mark will get the needed receipts from Joe and Collette.</p> <p><b>Action Item</b> Mark will investigate appropriate funding for Mobility Cup participants.</p>
<b>Advertising</b>	<p>Advertising was discussed; need for an examination on how to improve.</p> <p><b>Action Item</b> Mike H. to put link on the website to CTV news report on the PASC regatta.</p>
<b>Long range plan</b>	<p>Plan needs to be submitted to Sask Sport by October 15<sup>th</sup>.</p> <p><b>Action item</b> All Board members are to read 2015-2018 draft and give their comments to LP and Mike H. before the October Board Meeting.</p>
<b>Next meeting</b>	Oct 5 <sup>th</sup> , 2015.
<b>Adjournment</b>	<b>Motion</b> to adjourn. M/S/C Romuald/Mike R.

Club Submissions Sept. 16, 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		15
BSSC	\$ 1120	April 21	Feb. 8	Sept. 6	\$833	April 6		56
CLSC	\$260 June 30 \$160 July 22 \$40 Sept. 9	June 26 July 20	April 25	Aug. 6	\$216	Aug 1	Aug 1	23
LDYC	\$2160 July 15	July 13 No ages	April 14	Sept. 9	\$2833	Jul 22		108
PASC	\$1000.00 March 29	April 26	Jan. 25	Sept. 3	\$1133	May 1		50
RSC	\$400.00 June 12	June 6 No addresses	March 31	Sept. 14	\$673	Jul 1		20
SWR	\$1120	June 29	March 31		\$873	May 1		56
SSC	\$2280.00 April 16	June 8	Feb. 3	Sept. 9	\$2353	May 1		114
WOWSC	\$165.00 May 31	June 30	April 27	Sept. 15	\$853	Jul 1		15

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

Action Items (issued following September 14, 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 grants for youth employment.	Mark L.	2015-05	
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

Item	Reference	Description	By Who	By When	Comments
					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	
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	
19	2015-09-14	Collect money owed for equipment sold.	Mark	ASAP	
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	
22	2015-09-14	Send Mark's questions re MSS to Clubs.	Mark	For October Board Meeting	
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	
25	2015-09-14	Obtain information regarding travel expenses for MSS instructors from other PSGB's.	Mark	ASAP	
26	2015-09-14	Prepare MSS policy.	Mark, LP, Mike H.	AGM	

<b>Item</b>	<b>Reference</b>	<b>Description</b>	<b>By Who</b>	<b>By When</b>	<b>Comments</b>
27	2015-09-14	Get certificates and stickers for 2015 MSS and Opti School students. Issue certificates to participants.	Mark	ASAP	
28	2015-09-14	Determine needed equipment expenditures.	Mark and Ben	End of fiscal 2015	
29	2015-09-14	Obtain receipts from Joe and Collette.	Mark	End of fiscal 2015	
30	2015-09-14	Investigate funding for Mobility Cup participants.	Mark	ASAP	
31	2015-09-14	Put a link on website to CTV report on PASC regatta.	Mike H.	ASAP	
32	2015-09-14	Review Long Range Plan and send comments to Mike H. and LP.	Board members	Before October meeting	