

Saskatchewan Sailing Clubs Association

Board of Directors Meeting

April 11th, 2016

510 Cynthia Street

Minutes

<i>Present</i>	<p>LP Gagnon (President), Tyler Koyl, (Vice President), Ric Witham (Communication Director), Romuald Lagace (Member at Large), Joe Gerlinsky (Member at Large), Marty Houle, (PASC), Mark Lammens (Staff).</p> <p>Regrets, Judy Winship, (Member at Large), James Briens (Racing Director), Mike Ritchie, (Past President)</p>
<i>Welcome and Call to Order</i>	LP called the meeting to order at 7:00 pm.
<i>Approval of Agenda</i>	Motion The agenda is approved. M/S/C Romuald/Joe.
<i>Minutes March 7th, 2016</i>	Motion The minutes of February 8, 2016 are approved. M/S/C Joe/Romuald
<i>MAP Submissions.</i>	<p align="center">MAP Application submissions</p> <ul style="list-style-type: none"> • Battlefords SC Feb 16 • Saskatoon SC Feb 23 • PASC Feb 29 • RSC Mar 10 • LDYC April 1 • CLSC April 1 • BSC April 1 • WOWSC April 1 <p>BSSC has submitted a membership cheque at the \$20.00/member rate at their AGM on January 25th.</p> <p>SSC Submitted a membership list with breakdowns in age ranges.</p>
<i>Action Items and Business Arising</i>	<ul style="list-style-type: none"> • MSS Policy is on the Web site. • Checkclick MSS registration site is up. <p>Action Item Contact clubs regarding Disabled membership fee - Mark by May 16, 2016.</p> <p>Action Item Contact other Insurance agents regarding insurance rates for commercial coverage - Mark by April 25.</p>

Financials	<p>November 2015 to February 2016 financials were presented.</p> <p>Discussed funding amounts and budget allocations.</p> <p>Romuald, LP and Mark went to TD bank to update the signing authorities, 2 signatures are required on all cheques.</p> <p>The new Sask Sport book keeping service aligns budget and expenses to SSCA specific needs.</p>
Staff report	<ul style="list-style-type: none"> • Received \$8,000 from the 1989 Jeux Canada Games Foundation for a 2.4 mR boat for the Wheelchair program. <p>Motion Ship the 2.4 mR boat from Connecticut, USA to Saskatoon for \$1,000 USF M/S/C Joe/Romuald</p> <ul style="list-style-type: none"> • Received \$3,500 from the Student Summer Works program. • Sailing Team Meeting is scheduled for April 25th, • Corporate Insurance for the SSCA fleet is expensive, <p>Action Item examine other options for coverage by April 25th,</p> <ul style="list-style-type: none"> • Distributed the outdoor education schedule, 21 days starting May 30. Tommy Douglas school has requested the Thursday and/or Friday May 26-27 • Information from email to membership to find out what the interest and commitment is in maintaining Optimist program, and optimist fleet. Data is being collected.
Sask Sport	<p>Dispute resolution policies, Code of Conduct and Conflict of Interest Resolution for all Provincial Sport Organizations must be adopted by June 1st.</p> <p>Action Item Propose and distribute to board with amendments Dispute resolution policy, Code of Conduct and Conflict of Interest Resolution documents for review by May 9th and approval at the May 16th, 2016 meeting – Ric.</p>
Executive/club reports	<p>Battlefords-Joe indicated that there is a plan to rebuild the deck.</p> <p>SK Wind Riders-Tyler indicated that the SWR Wind and Water weekend at Tufts Bay June 17-19 is the 30th Anniversary. Planning for many activities for the membership. Alberta competitors at the Ragnarok race in Norway finished 1st and 3rd, incredible results. Plans are in</p>

	<p>motion for the 2017 Red bull kite farm race.</p> <p>PASC-Marty indicated that the club house will be set up with solar panels for green energy.</p> <p>Regina SC- Ric indicated that the re-negotiations on the lease are not going well, the village has indicated the lease would go up to \$5,000 per year.</p>
Promotion	<p>Tyler discussed the promotion of the Sport through social media options.</p> <p>Discussion about branding for Saskatchewan Sailing Clubs Association, SSCA. Sask Sail is an easier and a better brand than Saskatchewan Sailing Clubs Association.</p> <p>Action Item Revisit PSA name and logo. Mark by May 16, 2016.</p>
Adjournment	<p>Next meeting May 16th, 2016 at 7 PM</p> <p>Motion Adjourn. M/S/C Tyler/Joe</p>

Club Submissions as of April 11th, 2016

	Member Fees Amount and Date Received	Member List Date Received	MAP App. Date Received	MAP Follow Up Date Received	MAP Amount Total	75% Sent Date	25% Sent Date
BSC			Apr.1				
BSSC	\$ 1120 Jan.24 th		Feb.16				
CLSC			Apr.1				
LDYC			Apr.1				
PASC			Feb.29				
RSC			Mar.10				
SWR							
SSC		Apr.11	Feb. 23				
WOWSC			Apr.1				

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

Action Items (Outstanding from 2015 and updated as of April 11, 2016)

Item	Reference	Description	By Who	By When	Comments
17	2015-09-14 2015-11-16	Apply for federal and provincial grants for hiring instructors.	Mark	Fall 2015	Done – by Mark before respective deadlines of Jan. 31, Feb. 17.
21	2015-09-14	Put Bytes on Kijiji.	Mark	ASAP	Spring 2016.
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.	Ric	Before each school starts	Before each school starts
27	2015-09-14	Get certificates and stickers for 2015 MSS and Opti School students. Issue certificates to participants.	Mark	ASAP	On order. Students can download from site. Email notification to be sent. Mark to talk to Checkclick contact for details. Too late to get it done for 2015. But all supplies on hand for 2016.
33	2015-10-05	Put members age ranges on Club Submissions Table.	Mark	End of November	Done – New questionnaire circulated around for feedback and distributed to Clubs before end of Feb. 2016.
45	2015-11-16	Obtain written confirmation from Red Bull regarding insurance for the kiting event in February.	Mark	ASAP	Obsolete – event cancelled.
46	2015-11-16	Talk to Wheelchair Sports Association regarding inclusion of WOWSC.	Mark	ASAP	Wheelchair Sports Association claims WOWSC is on web site: to confirm.
47	2015-11-16	Investigate options for adding "sasksail.com" or other decal advertising on MSS vehicles.	Mark	ASAP	Done - Ordered decals for MSS truck and enclosed trailers.

Action Items 2016

Item	Reference	Description	By Who	By When	Comments
1	2016-02-08	Insert MSS into the policy document and post on web site.	Ric	March 7, 2016	Word document obtained. Aiming at having this policy included in deck of policies by April 11, 2016. To be done by the May 16' 2016 meeting.
2	2016-02-08	Checklick details to be updated.	Ric / Marty	Mid-March 2016	March 7 mtg discussed MSS and Opti Schools. Aiming at having Checklick live by April 15, 2016. Marty to check for hours of evening session.
3	2016-02-08	Distribute Membership Form template to board for club submissions	Mark	February 12, 2016	Done – To send out to Clubs by 3 rd week of February.
4	2016-02-08	Update Awards list and provide to Ric to update web site.	Mark	March 7, 2016	Volunteer of the Year and Sailor of the Year lists communicated to Ric by Mark. John Mertz and Provincials Championships to do.
5	2016-02-08	Romuald, LP and Mark to go to bank and sign cards to become signing authorities. Mark to coordinate meeting date and time at bank.	Mark	ASAP	Done - Planning at getting this done by March 11.
6	2016-02-08	MAP forms to be emailed to Clubs.	Mark	February 12, 2016	Done
7	2016-02-08	Research fees for disabled sailors of BSSC, WOWSC and other Clubs.	Mark	March 7, 2016	Mark to contact Blackstrap. Email sent before April 11, 2016 meeting.

Item	Reference	Description	By Who	By When	Comments
8	2016-02-08	Contact Conexus regarding coverage and deductible.	Mark	March 7, 2016	We are paying too much for some of our old boats. Need serial numbers from boats in containers and communicate back to Conexus: Mark to complete when containers accessible. Looking at other insurance companies and aiming at getting insurance in place by April 15, 2016.
9	2016-03-07	Ensure first aid, police check and SGI abstract current for 2016 instructors.	Mark	April 2016	To do for Heather, Connor and Mark.
10	2016-03-07	Present social media options for SSCA at next board meeting.	Tyler	April 11, 2016	Done
11	2016-03-07	Follow up with Mark on Sasksport grant(s) due April 15.	Judy	April 11, 2016	
12	2016-03-07	Send an email to membership to find out what the interest / commitment is in maintaining Optimist program.	Ric	End of March 2016	Checklick goes live April 15, 2016. Mark to provide contact names to Ric. Email sent to Clubs, gathering feedback.
13	2016-03-07	Confirm prices, dates and text to go on Checklick with Sailing Clubs Directors.	Ric	End of March 2016	Done - Checklick goes live April 15, 2016. Mark to provide contact names to Ric. Some Clubs will have to reimburse tax.
14	2016-03-07	Update the Calendar of Events. Mark to provide the information to Ric to post on web site.	Mark / Ric	April 11, 2016	On-going updates

Item	Reference	Description	By Who	By When	Comments
15	2016-03-07	Propose and distribute amendments to board regarding Dispute resolution policy, Code of Conduct and Conflict of Interest Resolution documents before April 11, 2016 meeting for adoption at April 11, 2016 meeting.	Ric	April 4, 2016	Must be adopted and communicated back to Sask Sport by June 1 st . Checklist to fill out provided. Late – Aiming at having updated documents distributed by May 9 for approval at May 16, 2016 meeting.
16	2016-04-11	Tyler to contact Ben Pickford for debrief on Treasurer's position	Tyler	May 16, 2016	To ensure smooth transition.
17	2016-04-11	Provide coach wages breakdown to Tyler for follow-up with book keeper for proper recording.	LP	May 16, 2016	
18	2016-04-11	Check if SaskSport is to be notified of \$8000 grant money for summer wages.	Mark	May 16, 2016	Update SSI website?
19	2016-04-11	Check with Corporate Board Office the implications for changing name and logo to SaskSail from SSCA	Mark	May 16, 2016	