

**Saskatchewan Sailing Clubs Association**

Board of Directors Meeting

March 7<sup>th</sup>, 2016

510 Cynthia Street

Minutes

<b><i>Present</i></b>	LP Gagnon (President), Tyler Koyl, (Vice President), Mike Ritchie, (Past President), Ric Witham (Member at Large), Romuald Lagace (Member at Large), Joe Gerlinsky (Member at Large), Judy Winship, (Member at Large), James Briens (Racing Director), Marty Houle, (PASC), Mark Lammens (Staff).
<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/Judy.
<b><i>Minutes February 8<sup>th</sup> 2016</i></b>	<b>Motion</b> The minutes of February 8, 2016 are approved. M/S/C Joe/Romuald
<b><i>New Executive</i></b>	<p>Mike R. read a letter from Mike Heseltine to the SSCA executive regarding SSCA Board executive structure.</p> <p>Issues referred to include club representation, SSCA By Laws and vacancies.</p> <p>Examples of handling of vacancies on Sask Sport board, LDYC board, SK non-profit act and potential legal ramifications were discussed. Marty Houle was asked if interested in taking the Training Director responsibilities and declined.</p> <p><b>Motion</b> Accept the PASC Representative to the 2016 SSCA board of directors without voting rights. <b>M/S/C</b> Romuald/Joe</p>
<b><i>MAP Submissions.</i></b>	<p align="center">MAP Application submissions</p> <ul style="list-style-type: none"> <li>• Battlefords SC Feb 16</li> <li>• Saskatoon SC Feb 23</li> <li>• PASC Feb 29</li> </ul> <p align="center">BSSC has submitted a membership cheque at the \$20.00/member rate at their AGM on January 25<sup>th</sup>.</p>
<b><i>Action Items and Business Arising</i></b>	<p>Review/updating of 2015 &amp; 2016 outstanding action items and generation of new action items:</p> <p>Updates to existing items: see comments in table for details</p> <ul style="list-style-type: none"> <li>• Checklick site to open on April 15<sup>th</sup>, inquiries about downloading certificates.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reducing insurance coverage on sail boats, need to get details on registration numbers in containers at BSSC and SSC.</li> <li>• Ordered decals for MSS Truck and enclosed trailer.</li> <li>• Contact wheelchair sport re web site and sailing in Regina</li> <li>• Checkclick and web site updates are on-going</li> </ul>
<b>Financials</b>	<p>Discussion held about the on-going change over to the Sask Sport bookkeeping service. Financial reports should be made available at the next board meeting.</p> <p>Financial details for the April 11<sup>th</sup> meeting.</p> <p>Have to go the TD bank to update the signing authorities.</p> <p>Treasurer position was discussed,</p> <p><b>Motion</b> Appoint Tyler Koyl as treasurer M/S/C Romuald/James</p> <p><b>Action Item</b> Follow up with Mark on Sask Sport grant(s) due April 15. – Judy, April 11, 2016.</p>
<b>MSS</b>	<p>Heather Boyle has expressed interest in working with the Mobile Sailing School. Heather was an instructor for SSCA in 2014 for some select weeks and was an instructor in MB. She was also part of the 2013 Canada Games Sailing Team.</p> <p>She will be updating some of her credentials.</p> <p><b>Action Item</b> Ensure first aid, police check and SGI abstract current for 2016 instructors – Mark, April 2016</p> <p><b>Action Item</b> Send an email to membership to find out what the interest / commitment is in maintaining Optimist program. – Ric, end of March 2016.</p> <p><b>Action Item</b> Confirm prices, dates and text to go on Checkclick with Sailing Clubs Directors. – Ric, end of March 2016.</p>
<b>Promotion</b>	<p>Tyler discussed the promotion of the sport through social media options.</p> <p><b>Action Item</b> Present social media options for SSCA at next board meeting – Tyler, April 11, 2016.</p> <p>Also discussed the Winter National Race with BC, AB and Quebec for 2017. Mark and Tyler to discuss.</p>

<b><i>Calendar</i></b>	<p>The Wascana Short course cost \$500.00 in 2015. Move to a 1-day spring event at Blackstrap on May 21<sup>st</sup>.</p> <p>2.4 mR and 420 Provincials will be together at BSSC on September 10-11.</p> <p>Schedule conflicts between the Prairie Camp in MB and potential youth camps in PASC, SSC and RSC.</p> <p>Discussion about club contacts for the MSS. Mark and Ric to work on the contact list.</p> <p><b>Action Item</b> Update the Calendar of Events. Mark to provide the information to Ric to post on web site. – Mark, April 11, 2016.</p>
<b><i>Sask Sport</i></b>	<p>Dispute resolution policies, Code of Conduct and Conflict of Interest Resolution for all Provincial Sport Organizations must be adopted by June 1<sup>st</sup>.</p> <p><b>Action Item</b> Propose and distribute to board amendments 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.</p>
<b><i>Nominating Committee</i></b>	<p>Appointment of a Nominating committee for the next 2017 AGM.</p> <p><b>Motion</b> Appoint a Nominating Committee of Mike R and Marty. M/S/C Romuald/Joe</p>
<b><i>Adjournment</i></b>	<p>Next meeting April 11<sup>th</sup>, 2016 at 7PM</p> <p><b>Motion</b> Adjourn. M/S/C James/Romuald</p>

Club Submissions as of March 7<sup>th</sup>, 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							
BSSC	\$ 1120 Jan.24 <sup>th</sup>		Feb.16				
CLSC							
LDYC							
PASC			Feb.29				
RSC							
SWR							
SSC			Feb. 23				
WOWSC							

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

Action Items (Outstanding from 2015 and updated as of March 7, 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.
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	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.
2	2016-02-08	Checklick details to be updated.	Ric	Mid-March 2016	March 7 mtg discussed MSS and Opti Schools. Aiming at having Checklick live by April 15, 2016.
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 <sup>rd</sup> 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	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 and WOWSC.	Mark	March 7, 2016	Mark to contact Blackstrap.

<b>Item</b>	<b>Reference</b>	<b>Description</b>	<b>By Who</b>	<b>By When</b>	<b>Comments</b>
8	2016-02-08	Contact Connexus 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 Connexus: Mark to complete when containers accessible.
9	2016-03-07	Ensure first aid, police check and SGI abstract current for 2016 instructors.	Mark	April 2016	
10	2016-03-07	Present social media options for SSCA at next board meeting.	Tyler	April 11, 2016	
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.
13	2016-03-07	Confirm prices, dates and text to go on Checklick with Sailing Clubs Directors.	Ric	End of March 2016	Checklick goes live April 15, 2016. Mark to provide contact names to Ric.
14	2016-03-07	Update the Calendar of Events. Mark to provide the information to Ric to post on web site.	Mark	April 11, 2016	
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 <sup>st</sup> . Checklist to fill out provided.