



CEDAR ISLAND YACHT CLUB

MONDAY, DECEMBER 5, 2022

7:00 P.M.

MINUTES

*EXECUTIVE MEMBERS MUST DECLARE A CONFLICT OF INTEREST
BASED ON THE AGENDA OR ANYTHING OCCURRING DURING THE MEETING*

Although items were not discussed in sequential order, the minutes reflect the agenda order of business.

Attendees: Paul Cairol, Walter Cooper, Frank Foote, Beth Graham, Kristyn Pearce, Sandy Wright

Absent: Lloyd Ayotte, John Blackmore

Guest: Mike & Michelle Sealy

1. Introduction of New Members

Mike & Michelle Sealy were welcomed to CIYC by Sandy and the Executive and give a burgee and keys to the Club.

2. Approval of Agenda

MOTION: That the agenda be approved for the meeting of December 5, 2022 with an addition under 4 c).

M. Lippmann/W. Cooper

CARRIED

3. Approval of the Minutes of the Executive Meeting for November 14, 2022

MOTION: That the minutes of the Executive Meeting for November 14, 2022 be approved.

Walter questioned Mike's statement made under Racing that \$1200 would be needed for chains for the markers.

Walter refuted that marks needed to be replaced, not the chains. It will be clarified with John, who is the Race Officer.

The information was not changed in the minutes.

M. Lippmann/W. Cooper

CARRIED

4. Reports

a) **Commodore** - Sandy Wright

i) Report (**See EXEC231205-4ai**)

ii) Strategic Plan (**See EXEC231114-5j - Minutes of November 14, 2022**)

Sandy asked that the Executive read through the plan so they are aware of the strength, weakness and contents.

iii) Commodore's Strategic Goals & Vision for 2023

Sandy would like to focus on Culture which is part of the Strategic Plan. She feels that is where we are really lacking. We need new members to feel included and be part of the Club. We need to support each other and not stand for divisiveness. If there is a concern you bring it to the Executive and we deal with it as a team.

iv) Strategic Plan for each area of the Club (Strategic Goals & Forms sent to Executive)

Each Executive member needs to write down their goals. Sandy sent forms to each member. The plan is made up of a number of things - the vision statement, mission statement and the strategic objectives which have to be accepted by the Executive and eventually the membership.

v) Increase prices for merchandise & making a profit

Raising prices for merchandise and making profit was discussed.

- The seminar that was held yesterday asked for a donation of \$20. Educational events should be free for our members. If we want to make money, offer food and charge for it.
- There should be categories of events where we should make a profit. Prices should be predetermined.
- In the “How to Put on an Event” there is a statement “that we should break even or make a little bit of a profit”. We as an Executive should decide on a profit of all things happening at CIYC.
- Apparel is advertising for the Club so we have to keep the prices down.
- Seminars should be free but cover the cost of the materials used. If offered to other clubs, they should pay.
- If we are not making money at events, the other option is to have a social levy and charge everyone \$300 a year, whether they take advantage of it or not.
- We need to cost social events out. Not everyone has the knowledge to figure out quantities for an event and work hours. We need to change our philosophy of just breaking even at an event. We also need to know the number of people coming to the event by requesting an RSVP.
- We need to make 25 - 30% on regular social events, 20% on merchandise and 0% on education.
- Our discussion has been on how to make money and we have proposed to cancel initiation fees. The response was - Historically, initiation fees amounted to \$2,000 a year. We make money on people being here doing things, renting docks, buying merchandise and it has been proven this year that removing the initiation fee accomplished what we were striving for, more members. Initiation fees become stagnant if we don't get new members joining.
- We don't have a social director to co-ordinate all of this.

MOTION: That all social events have a minimum of 25% profit, merchandise 20% and education to cover the cost of material.

P. Cairoli/F. Foote
CARRIED

vi) Our Neighbour, Colin's Fence

It was suggested that we give our neighbour \$1000 towards his new fence even though it is not on Club property because it has added to the appearance of our property. Instead of offering him money for his fence and since our fence at the back needs replacing, it was suggested that we get a quote from him to replace ours. Mike will contact him and get a quote. It was suggested that we take our chain linked fence down but since his fence is lower at the west end, for visibility, we assume, we would have to leave that portion up to provide security. Our neighbour also asked that we not cut his trees.

vii) Town Agreement

The Right of Way Agreement with the Town has still not been finalized. The Agreement still remains at the Town's lawyer's office. We were waiting for the new council to be in place before we proceeded. Walter will call the lawyer and try to get it finalized. Rachel, Walter and Beth will continue to work on the Agreement. The only thing that we can share at the AGM is that we are still working on getting the Agreement signed.

vii) Operations Manuals - Frank has his in and it will be put on the Google Drive. It is only a timeline and is a preliminary document.

ix) Bob & Lee Gurr's Founders Award Committee

Sandy will chair the committee and it was suggested that she ask Tom Bailey and Barrie Brewin to assist.

b) **Treasurer** - Kristyn Pearce

i) Report (**See EXEC231205-4bi**)

MOTION: That we waive the fees that Keith Boehme has outstanding because of the amount of work that he has given the Club.

W. Cooper/P. Cairoli
CARRIED

The final payment for initiation fees, due November 10th, for Blaine McKibbin and Debra Bellamy have not been received. Kristyn has already informed them that their bill is past due. We should follow the Procedure for Accounts in Arrears and charge them \$25 per month until the account is paid in full. At the 60 day mark a letter will be sent to them by the Secretary.

Kristyn has investigated whether the insurance company will cover anything from the sewer back. She as found out that they will only cover damage which there was none. Kristyn is checking to see if it is worth putting a claim in to cover the port-a-johns.

Kristyn has sent reminders out to members who have resigned that they have outstanding accounts.

ii) **Balance Sheet (See EXEC231205-4bii)**

iii) **Profit & Loss (See EXEC231205-4biii)**

iv) **Draft Budget for 2022-2023 (See EXEC231205-4biv)**

- Both the Maple Leaf Regatta and Labour Day Regatta should be reduced to \$800.
- Commodore's Ball is the same as it was in the past.
- Open House should be \$2,000 for expenses and profit.
- Youth Sail should have a gross income of \$34,900, expenses will be \$25,000, the bottom line for the Club should be \$9,900. Kristyn asked Paul to send those figures to him.
- Mike said that he would get information for docks to Kristyn as soon as possible. Kristyn responded to Sandy's question about money for floating docks, by saying that we would need to be putting aside a hefty amount of money in accruals.

c) **Secretary - Beth Graham**

- i) Reports and information are needed for the AGM from last year's and this year's Executives need to be submitted on or before December 19th. Beth will be away at the time the information needs to go out to the membership for the AGM so they need to be sent out before she leaves.

d) **Adult Sail Director - Frank Foote**

i) **Report (See EXEC231205-4di)**

Unofficially, Frank puts members who want to take the course priority.

Sandy commented that Jeongsoo will be using the OMC motor for the class as it's the same as other outboards. Frank reminded Sandy that Adult Sailing will be using an outboard motor on Tenacious. Frank had some concerns about him fixing that motor because that motor is seized with water in the cylinders. If he is going to fix it, who is paying for the parts to fix an obsolete motor? Frank asked that we communicate with the Adult Sailing Officer about things like this because he didn't know that there was a youtube presentation being done using the Adult Sailing boat. Frank appreciates his help but we have to educate members on the correct way of proceeding using their enthusiasm and skills.

ii) **Adult Sailing Operation Manual (See EXEC231205-4dii)**

It is a living document and more information will be added.

e) **Dock Director - Mike Lippmann**

Jeongsoo has indicated that he would like to be on the Dock and Dredging Committees.

Mike will make sure all dock boards that extend down to the water are removed.

f) **Dredging Director - Walter Cooper**

Nothing

g) **Property Director - Lloyd Ayotte (See EXEC231205-4g)**

Unfortunately, I have to attend a funeral in Sudbury on Monday. So, I will not be at the meeting. However, I prepared a draft budget proposal based on the only information that was passed onto me from the previous Property Officer. That information which I added a 7% inflationary cost to, was from the year 2020. Once I obtain a copy of last year's Profit and Loss statement I will redo it with more realistic numbers. Please see the attachment. Thanks, Lloyd

h) **Race Director - John Blackwood**

Not in attendance and no report

i) **Youth Sailing - Paul Cairoli**

i) **Report - (See EXEC231205-4ii)**

ii) **Clean Marine (See Attachment)**

5. **Miscellaneous**

- a) Associate Member Policy Proposal (**See EXEC231205-5a**)

MOTION: That we accept the Associate Member Policy and it be presented at the AGM.

W. Cooper/M. Lippmann
CARRIED

- b) ONCA Bylaws & Letter to the Membership (**See EXEC231205-5b**)

The ONCA Bylaws were completed by the Committee (Walter, Paul and Beth) last Friday. It is our presentation to the Executive that we go forward with this because. Our next step is to clean up our Letters Patent. Walt asked that the Executive read the new Bylaws and if they have any questions send an email and copy Paul, Beth and himself. Our recommendation is that the Executive take these and send them out with the letter from Paul to the membership before the 18th or 19th so they can look them over before the other information for the AGM arrives.

At the Annual Meeting, a motion will be made to adopt the new Cedar Island Yacht Club Bylaws. A second motion will be needed to drop our old Bylaws into Policies and Procedures, until they can be looked at and the Policies and Procedures can be cleaned up. Anything that is redundant will be removed. The new Bylaws will take president.

It was suggested that both the ONCA Bylaws and the Strategic Plan be sent out together.

We need the Bylaws and Letters Patent complete by October 18, 2024.

MOTION: That we distribute the new Bylaws with Paul's letter as well as the Strategic Plan to the membership.

W. Cooper/S. Wright
CARRIED

The ONCA and Strategic Plan will go out together to the membership following our next Executive Meeting.

- c) Each Officer is to have at least three members of the Club on their committee. Please provide the names at the next Executive meeting so they can be recorded.
- d) Outstanding Issues on the Agenda for the AGM
 - i) Restructuring of Fees
Bashir was ill at their last scheduled meeting. Kristyn will have it ready at our meeting on December 19th.
 - ii) Right of Way Agreement with the Town - Covered under the Commodore 4 a) vii

6. **Action/Task List Review**

NEXT MEETING - Monday, December 19th

*(*denotes attachments)*

ADJOURNMENT - 8:48 pm

Responsible	Meeting Date	ACTION/TASK LIST	Due Date
Executive	Nov. 2/20	Work on ways to increase membership	Ongoing
Executive	Jan 11/21	Ways of creating more dockage	Ongoing
Dock Committee	AGM 2021	A couple of outlets do not work at the docks.	ASAP

Dock Committee	AGM 2021	Replace wooden slates on dock with metal plate	ASAP
Docks	Oct 5/21	Pull post at Dock #27 and the one between Mike & Frank's Dock	As soon as Gord gets ahold of Butch Coby
Kristyn/Paul	Dec 6/21	Set up separate bank account for Youth Sailing	On hold
Rachel, Paul, Frank	Jan 2022	Limited Liability for Adult & Youth Sailing	
Paul/Frank	May 30/22	Ontario Sailing - deal from Suzuki Canada to allow yacht clubs to purchase outboards at a reasonable price.	When it happens
Executive		Review structure and make up of the executive	
Beth		<ul style="list-style-type: none"> • "Commodore's Duties - An exit and entry interview with members." • New description of Social Membership - See Minutes of August 8/22 • Strategic Plan • Change in Initiation Fees • Associate Membership • ONCA 	Next AGM or include in ONCA
Executive		Review two year probationary memberships for members that joined starting in 2022.	Ongoing
Gord		Revamp mast racks to accommodate larger boats for Paddle Pass Program	ASAP
Paul		Charitable Donations - Sail Canada	ASAP
Docks		Purchase of kayak launch system and rack	ASAP
Beth		Members that have not been introduced to the Executive & Orientation - Marcy Fogal, Derek & Christina Lawrence, Laura Lucier & Bill Orawski, Teena-lee Sherrer & Warren Coombs, Tennile Reimer	
Sandy		Bob & Lee Gurr CIYC Founders Award	Nominees in February

RESPONSIBLE	STANDARD OPERATING PROCEDURES	WHEN	COMPLETED
Secretary	Send letter to residence on Lorna Street	Annually	√
Commodore/Secretary	Register Officers of the Club with Not-for-Profit Organization	Annually	√
Vice-Commodore	Send out the reciprocal letter to ILYA	Annually	√
Commodore/Secretary	Updated Membership Information with Ontario Sailing	Annually	√
Property/Health & Safety	Inspect fire extinguisher	Annually	√

Docks	Annual Service and Inspection of the Gin Pole	Annually	√
Race	Annual notification to Coast Guard regarding race markers		√
Treasurer	Update the Maintenance of the Club Channel, section 3.04(b) of our Operating Agreement with Catalina Cove every 10 years	June 2032	√
Commodore/ Vice- Commodore/ Member at Large	Form a Nominating Committee in August and inform Members by September 1st - See Nominating Committee under the Bylaws - Copy of agreement is on the Drive/ Legal/Catalina	August	√
Dredging	Update the 5 year plan for Little Toot with Melton's	Annually	√
Health & Safety/ Docks	Inspect docks in the Spring	Annually	√
Rachel & Paul	Strategic Plan - Every Five Years	2027	√
Executive	Mayor's Golf Tournament	September	
Executive/Social	Hold Open House each year		√
Executive	Review two year probationary memberships for members who joined starting in 2022.	Ongoing	