



CEDAR ISLAND YACHT CLUB

MONDAY, JANUARY 16, 2023

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: Lloyd Ayotte, John Blackmore, Walter Cooper, Beth Graham, Mike Lippmann, Kristyn Pearce, Sandy Wright

Absent: Frank Foote, Paul Cairoli

1. Approval of Agenda

MOTION: That the agenda for Monday, January 16, 2023 be approved.

**L. Ayotte/M. Lippmann
CARRIED**

2. Approval of the Minutes

MOTION: That the Minutes of the Executive Meeting for December 21, 2022 be approved.

**M. Lippmann/J. Blackwood
CARRIED**

3. Reports Received

- a) Commodore *
- b) Adult Sailing *
- c) Youth Sailing

i. Youth Sailing Budget Report

Gross Income - \$34,900 all sources

Expenses	\$13,000 wages
	12,000 all other expenses

Net to Club 9,900 This is conservative

- ii. Mike and Paul delivered boats to Oakville for repair and picked up an Outboard from OSA They stopped for lunch (\$30) and forgot to get a bill.

MOTION: That Paul's lunch expense acquired while delivering boats to Oakville and picking up an outboard from OSA be paid.

**W. Cooper/M. Lippmann
CARRIED**

4. AGM

- a) Outstanding from last meeting which could affect the budget

i) New shed

There was not a down payment made on the new shed, therefore it will be added to the budget for 2023. The total is \$4452.20. Lloyd suggested that he get another couple of quotes since the price of materials have come down a bit. Beth suggested that it would be nice if the two sheds matched. Mike suggested that Lloyd approach the supplier and ask if he will reduce the amount.

Sandy asked about the water gathering at the front of the shed on the concrete. The only way to solve the issue is to cut a hole in the concrete and install a floor drain. Lloyd will look into that in the spring.

ii) Restructuring of Fees

Kristyn, Rachel and Bashir met a couple of times to investigate restructuring fees and they found that our fees to be among the lowest when compared to all nearby clubs. A cost comparison was completed, and the direct costs were found to be less than the fees we currently charge for dockage. It was determined that most of our costs are considered overhead, which should be shared by members of the Club, as they are currently structured.

iii) Quote for the fence in Shark Alley

Mike has not met with Colin. The plan is to talk to him this Thursday. The fence will not be completed this year so will not be part of the budget.

iv) John Bedford's Report on Floating Docks

Doug Plumb and Robert Squire are no longer on his Committee. He is happy to move forward and will need a couple of interested people on the Committee. Mike will be on the Committee. John will give an update at the AGM.

v) Social Events

The motion from our last Executive meeting regarding "All social events must have a minimum of 25% profit, merchandise 20% and education to cover the cost of material" was only a motion and not a policy. Sandy wondered if it should be a policy. If we don't make it a Policy, it will be lost.

MOTION: That we add this to our Policies and that our target profit for social events is 25%, merchandise 20% and education to cover the cost of material.

**M. Lippmann/K. Pearce
CARRIED**

vi) Changes to the Bylaws, Policies and Procedures *

Beth reviewed the changes being presented at the AGM.

vii) Dock Report

Mike has gone over the membership list and beams of boats expected to launch and has come up with 440 feet of beam. That gave us the budget number for docks.

b) Reports Not Received for the AGM as of January 14 @ 4:30 pm

i) Docks (2022 & 2023)

Mike will get his Report for 2023 to me tonight. Gord Watton has not submitted a report.

c) Treasurer/Budget

i) Profit and Loss*

ii) Report and Notes to the Financials*

iii) Budget 2022-2023*

Kristyn and Sandy suggested that work hours be increased to \$40/hr. Accruals for docks was increased to \$7,000 and building to \$3,000. Member fees as noted in the changes to the Bylaws, Policies and Procedures reflect the 7.5% increase, rounded up to the nearest \$5.

Kristyn informed the Executive that she does not agree with getting rid of initiation fees but will vote with the Executive at the AGM. Her reasons are potential new members need to show that they are financially able to be part of the Club and they need to put in a bit of an investment to show they are invested.

The budget was reviewed line by line and the new budget is attached.

It was pointed out that a large portion of the profit in the budget is from Youth Sail and grants. We need to have someone with knowledge searching out and working on grants.

It was discussed adding a bookkeeper into the budget in the future. Kristyn would rather do the bookkeeping and that someone else to be the treasurer. Kristyn spends 4-5 hours a month on QuickBooks. She would like to start grooming someone to take over the Treasurer's position. Kristyn would be willing to carry on as bookkeeper in exchange for her fees for the year. We need to start grooming someone this year for the Treasurer's and Secretary's positions. Kristyn will give me a posting for CIYC News for Treasurer if she feels that is appropriate.

John asked about having an accrual for Race. It was explained that that would be part of the Race budget. It was suggested that grants should be looked into for replacing marks, chains, anchors, etc.

iv) Treasurer's Report*

v) Based on the Treasurer's Report - Change in Application Process

A candidate for Full or Social Membership shall, if they know a CIYC member, provide the name of the Member who is willing to mentor them. If not, a Member will be assigned by the Executive to mentor the member for the first year. The application, along with the prescribed ~~initiation~~ membership fee in the case of Full Membership, may be submitted to any member of the Executive or by e-transfer to the Treasurer. That Executive member is responsible for forwarding the application to the Secretary and ensuring the ~~initiation~~ the appropriate membership fee has been submitted cheque to the Treasurer. Please refer to Prorating of Fees 9e).

Note: Prorating Fees will have to be adjusted.

MOTION: That this change be included in the Changes to the Bylaws, Policies and Procedures to be presented to the Membership.

**W. Cooper/M. Lippmann
CARRIED**

- d) Agenda
Format for the Agenda for the AGM*
Leave as is sent out with the information for the meeting.

When it comes to the ONCA discussion there will be two motions. One motion will be to move the existing Bylaws to the Policies and Procedures and the second motion will be to accept the new By-laws. Walter will present ONCA. He received several changes from Rachel that she wants discussed.

5. Update on Official Complaint - Mike

Mike has two Past Commodores committed to sitting on the Committee. The others asked were not available. Mike will approach others to fill the vacancy.

6. Miscellaneous

- a) Doug & Joanne Plumb
It was acknowledged that Plumb's are returning to Full from Social.
- b) Commodore's Ball
It was decided that the Mayor of Kingsville, Anthony Leardi (MPP), Chris Lewis (MP) and Melton's be invited. The decision was based on the support that we have had from the Town, Melton's involvement with dredging and because of the grants that we have received the MP and MPP might be a good resource for more in the future.
- c) Ontario Trillium Foundation Grant Meeting (**See EXEC230116-5c**)
- d) Hiring a bookkeeper
Discussed under the budget.
- e) Survey to Membership asking which department they would like their name under
Sandy has a spreadsheet that she would like to share with members asking them to add skills they have to assist with jobs/positions at the Club. Kristyn is looking at this as a good place to start looking for a replacement rather than posting in CIYC News. This would be a skills inventory that would be helpful to the Executive.
- f) Cement pad for storage space
Sandy suggested that we put a cement storage area in the north east yard (on the grass). It was turned down by the Executive feeling it was not necessary.
- g) Bob & Lee Gurr Founders Award
Sandy met with Tom Bailey and Barry Brewin to nominate a person for the Award. The Committee hesitated nominating an individual but suggested the Youth Sailing Committee. Beth & Walter both pointed out that they did not follow the process as outlined in the Award. The Award was to be introduced at the AGM and the members are given the opportunity to select whoever they felt should be nominated. Sandy will introduce the Award at the AGM and give the membership the opportunity to nominate members following the proper process. If we do not get any nominations it was suggested that we need to look at the criteria for this Award again.
- h) Warren Ritchie suggested that a plaque be put on the gin crane with Jim Norris' and Dave Prince's name on it because of their contribution. It was turned down by the Executive. There were many people involved.
- i) Membership cards will be made available for Full Members.

7. New Business

NEXT MEETING - Monday, March 6th. Mike will take the minutes in Beth's absence.

(*denotes attachments)

ADJOURNMENT

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	
Executive		Review two year probationary memberships for members that joined starting in 2022.	Ongoing
Docks		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
Mike	Dec 5/22	Talk to neighbour about fence in Shark Alley	ASAP
Property	Dec 5/22	Clean Marine	ASAP
Officers/Beth	Dec 21/22	List of members on committees	February meeting
Beth	Dec 21/22	Put Grants on February Agenda for discussion - Paul	February meeting
Paul	Dec 21/22	Safe Sport Package - Paul	February meeting

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	