

OTF Report for Exec Jan 2022

Rachel and Deb had a zoom meeting Monday, January 9th 2023.

Prepared for meeting with Eric Terreau on Friday 13th for periodic grant review.

Zoom meeting was successfully completed with Deb, Sandy and Rachel in attendance. Eric is happy with our progress. He has released the next instalment of money to CIYC.

First report to OTF is due July 12th and can be submitted up to 30 days before this.

It is to show outcomes and budget. No receipts required.

We will meet before that to confer before Deb submits.

Deb will notify OTF we wish to hold the OTF recognition event on June 4th, 2022. They usually require only 3-4 weeks' notice.

OTF coordinates with all dignitaries and media. We are not to do this, nor are we to announce this in the CIYC News or on the website until approved by OTF coordinator.

A reminder that the OTF Logo is to be used on any material that is benefiting from this grant, e.g. sailing school brochures.

Notes were created for the AGM.

A Task list will be created to keep us on track.

Reviewed Frank Foote's request to have costs of navigation course (required for advanced instructor course) covered by this grant. This meets the goals of the grant and will be sent to the treasurer.

Adult and Youth Sailing leads will be sent periodic reminders to send us an update of any costs that pertain to this grant.

These costs will then be submitted to the Executive who can approve the costs. They will then be tagged in the books as OTF, and costs can be re-imbursed as appropriate.

A report will be submitted to the Executive as updates arise.

The OTF committee will meet again after launch and sooner if needed.

Rachel Park