



# TEAM MEETING MINUTES

**Location:** Cedar Island Yacht Club  
**Date:** Monday, December 23, 2024  
**Time:** 7:10pm

Attendees:

Jim Staley, Rachel Park, Sandy Wright, Robert Stafford, Kevin Alles, Jen Manchurek, Trish Durocher

Missing: Lloyd Ayotte, Robert Stafford

## 1. Call to order

## 2. Approval of Agenda

MOTION TO APPROVE AGENDA

CARRIED  
Jim S/Rachel P

## 3. Approval of Last Meeting Minutes

MOTION TO APPROVE LAST MEETING MINUTES

CARRIED  
Rachel P/Sandy W

## 4. Discussion

### Commodore

- Accept new positions in writing through Ontario Business registry to update. Bob has the info needed and will ensure the Ontario Business registry has been updated with names of this years board and who has resigned

MOTION TO ACCEPT ALL UPDATES

CARRIED  
Jim S/Rachel P

NOTE: to be completed with 10 days of elections; can we have Sebastian Shmoranz do it again (Jim mentioned "ownr" a company who will do this the RBC, approx. \$250 per year); Bob to confirm that he will update

- Each month we want reports from each area; invite all officers to the next meeting to discuss expectations. Bring their wish lists to assist with budgeting.

## **Vice Commodore > Property Officer; Dock Officer; Dredging Officer**

- Reciprocal ILYA i-lya.org  
Vice Comm > update what the letter we offer on website (Jim will forward some info to Jen)
- Warren let Jim know there are dock boards still up, he called Mike L to remove; will follow-up; 5-6 yellow ladders are still up?? Can we take them out, scrape, paint, put back for hours??
- Gyn pole for small boats has been installed

## **Secretary**

- Setting up Emails > Email reassignments and google drive access. Only given to person in charge, not the person(s) that help out
- Dave Prince – Club House Rental - February 22, 2025, 12p-7p > approved
- Moving forward, no need to wait for the exec, if the date is available, we will post it on the calendar online

NOTE: review application form, need indoor capacity on form

## **Treasurer**

- See financial statement from accounting firm
- Update which members have paid (monthly review)
- Need better communication on fees owing
- Treasurer > 100k gic > reinvest 7k made last year

MOTION TO REINVEST

CARRIED  
Sandy W/Rachel P

## **Development Director > Youth Sailing Officer; Adult Sailing Officer**

- Rachel member at large, creating a new email, [rpciycboard@gmail.com](mailto:rpciycboard@gmail.com)
- Paddle Pass application – Rachel updated; we need to document the process of who will these forms be sent to so we can keep track of billing and handing out stickers to show they paid (name their boat; number to boat on a sticker; fill out application, send to Kevin Alles; send money to treasury via e-transfer, Bob needs to verify payment)
- Update bylaws, policies and procedures and table of fees on web site and google drive
- We need an alumni club rental form

## **Membership Director > Social Officer**

Task list review; Including which officers report to whom

The following tasks will be assigned and managed each year by the Executive Committee:

- Memorial wall > Walt will continue
- Submit required records to Ontario Business registry > Bob
- Ensure three bank co-signers. (Two of three signatures required.) > Commodore, Youth Sailing (Sue), Treasurer
- Record own work hours, approve others' work hours as required.  
Who will be in charge? Sandy > Gianna will continue to track
- Orient new members > Warren to continue full members, Dave Bowring orient social members
- Pick up postal mail (Bob is doing it now)

- Conduct exit interviews with outgoing members. > Sandy assign that role? When members quit, they are not int in discussing why? She will call or email, no documenting unless its something that warrants it
  - Recruit Paddle Pass coordinator > Kevin Alles
  - Recruit Dry sail coordinator > Kevin Alles
  - Recruit Cruising officer > Rachel Park with Deb Belamy's help
  - T-shirts and club paraphernalia – warren? Sarah Lanoue?? Can we advertise what we have? Put it on website, display case?
  - Communications: website, newsletter, Social Media - Sandy – Don, Beth – newsletter; Facebook - John Blackwood, other FB, Sarah? Can we start Instagram?
- Need members on special projects

## **5. Adjournment**

Members adjourned the meeting at 8:06pm

APPROVAL TO ADJOURN MEETING

CARRIED  
Jim S / Trish D

Minutes Submitted by: Secretary  
Minutes Approved by Exec Team

Next Exec Meeting: 13 January 2024 at 7pm (budget and officers)