



CEDAR ISLAND YACHT CLUB
WEDNESDAY, DECEMBER 21, 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: Lloyd Ayotte, John Blackmore, Paul Cairoli, Walter Cooper, Frank Foote, Beth Graham, Sandy Wright
Absent: Mike Lippmann, Kristyn Pearce

1. Approval of Agenda

MOTION: That the agenda for Wednesday, December 21, 2022 be approved.

**L. Ayotte/ W. Cooper
CARRIED**

2. Approval of the Minutes

MOTION: That the Minutes of the Executive Meeting for December 5, 2022 be approved.

S. Wright/W. Cooper

Sandy requested that the motion made by Paul, that all social events have a minimum of 25% profit, be changed to strive to make a 25% profit. After a lengthy discussion, it was decided to leave the motion as carried at our last meeting. The Executive has the authority to waive or reduce the profit of a particular social event. We need to keep in mind that we need to make money to cover our expenses.

CARRIED

3. AGM

a) Agenda

- Date should be changed to 2023.
- Add Floating Dock Report. Sandy will ask John Bedford for a report. Since this is a major project, John Bedford will continue to be Chair. Mike should be a member of the Committee.
- Sandy will ask Rachel to present a Grant Report.
- Sandy and Paul will present the Strategic Plan in coordination with each other.
- Reports are generally not read at the meeting unless the officer feels that there is information that needs to be shared with the members.

b) Reports and Information for AGM

There are still reports outstanding for the AGM. They are Dredging 2022 (Walt will send the reports that he received from Doug Snow), Dredging 2023 (Walt reports that there is nothing to submit), Docks 2022 & 2023, Property 2022 (Lloyd will forward it to Beth), Commodore 2023.

c) Budget concerns and Comments for 2022-2023

- 7.5% increase should be reflected in the budget
- Last year was so close to breaking even, in spite of government and COVID grants.
- We are not charging enough for dockage, winter storage, etc. We are behind because we have not been keeping up with inflation and our expenses. We've never done any activity based costing for the Club showing where to put the increases.
- The Club has never put emphasis on making money from our events.
- What are we doing with accruals moving forward? There is no limit for accruals.
- Beth included Membership Fees & Charges for the Season showing where increases will take effect.

- Frank figures for Adult Sailing are tuition for BC \$535 + tax and SKS \$315 + tax making a profit of \$2260 which makes a 28%. He will resend his report out with corrections.
 - Budget meeting will be held on Monday, January 16th with the AGM scheduled for Sunday, January 29th @ 2 pm. This will allow Beth time to get information out to the members. Sandy will be asked to get the budget out ahead of our Executive meeting so it can be previewed before the meeting. Walt informed the Executive that the Race Awards is planned for Saturday, January 28th and Jeongsoo's motor repair event will have to be moved to another date.
 - Clean Marine to be added to the Property Budget
- d) **Membership Fees & Changes for the Season (See EXEC231205-3d)**
Increased by 7.5%
- e) **Changes to Bylaws, Policies and Procedures (See EXEC231205-3e)**
Beth included a copy to make the Executive aware of what will be addressed at the AGM
- f) **Vacancies - Vice-Commodore & Social**
This will be addressed at the end of the meeting.
- g) **Restructuring the Executive**
This will be addressed at the end of the meeting.
- h) **Outstanding Business**
- i) **Restructuring of Fees**
According to Sandy, Kristyn still needs to talk to the accountant and Bashir.

4. Reports

- a) **Commodore** - Sandy Wright
Nothing to report
- b) **Treasurer** - Kristyn Pearce
Report will be shared at our meeting on January 16, 2023
- c) **Secretary** - Beth Graham
Nothing to report
- d) **Adult Sail Director** - Frank Foote
Report was submitted for AGM - Frank will send revised copy
- e) **Dock Director** - Mike Lippmann
No report
- f) **Dredging Director** - Walter Cooper
No report
- g) **Property Director** - Lloyd Ayotte
Lloyd spoke with the contact at WDS inquiring about the cost for the bin. It is \$40 to empty the bin with a fuel surcharge plus we pay for the weight. That has been increased to \$80 on his budget. Beth asked if the bin could be dumped every second month during the off season? Lloyd will ask if during the winter we could change it to on-demand.

Lloyd asked if there was anything needed for property to be included in the budget. Sandy said that Dave had a big wish list, which was very extensive. Lloyd has reviewed it. The information that Lloyd had regarding the new shed was that half had been paid in 2022. We were under the impression that the full amount was to go on the budget for 2023. Lloyd will confirm this with the Treasurer and/or Dave Prince and adjust the budget for the shed appropriately. Replacement of the fence in Shark Alley was discussed at our last meeting. Mike was to get a quote from our neighbour.

Sandy inquired about a wireless remote weather station that was on the wish list. From our meeting of September 12 it stated, "if we have any money left from the Ontario Sailing Grant that we could purchase a weather station as suggested by Dave or it could be put in next year's budget". Sandy asked if we should have a weather station put on the budget. It was not necessary. A camera showing lake conditions was turned down.

h) **Race Director** - John Blackwood
John submitted a report for the AGM.

i) **Youth Sailing** - Paul Cairol
Report submitted for the AGM

5. **Miscellaneous**

a) Associate Member Policy Proposal (**See EXEC231205-3e**)

b) List of Committee Members for 2022-2023
Put on agenda for February

c) Restructuring of the Executive

Based on the ONCA Bylaws, five to seven (5 - 7) Directors will form the Board to govern the affairs of the organization. Up to three Directors will be elected by the members to specific roles. After a lengthy discussion, it was determined that the structure of the Executive would not change until the next fiscal year because the Executive is already in place for this year.

Various scenarios of what the executive would look like were tossed around, this being the most likely: Past Commodore (non-voting member), Commodore, Vice-Commodore, Treasurer, Secretary and three members-at-large. The three members-at-large will serve at the behest of the Commodore's goals and needs for the coming year.

Next year the Nominating Committee would be recommending seven people: Commodore, Vice-Commodore, Secretary, Treasurer and 3 Members-at-Large.

A discussion on the number of years a Commodore should sit took place. ONCA Bylaws state "a one year term". There were different suggestions but Ontario Sailing suggested, based on a survey they did last year, that it was ineffective for a commodore to sit for one year and they have recommended that they should be multi year appointments. The vice-commodore is then given a few years to work on what they feel their goals are and visions for the club.

d) **Appointment of Vice-Commodore**

MOTION: That Lloyd Ayotte be appointed Vice-Commodore for 2022-23.

B. Graham/J. Blackwood
CARRIED

Lloyd will serve both as Vice-Commodore and Property. He will rely on his Committee Members to assist with property. Beth was asked that Lloyd's appointment be put in CIYC News.

The slate of Executive members, excluding the Social Officer, will be ratified at the AGM.

Walter felt that we should have the conversation at the AGM about the unwillingness of members stepping up to fill positions.

For Social, Sandy, within the next month or two, will form a committee and have one or two people hosting events. She will train them on how to run an event and hopefully groom them so they can step up to the position.

There was a discussion on what would make up a quorum for the Executive if not all members were present. It was felt that we would not count the Social Officer in the count and Lloyd would not have two votes so it would be 5 members to make a quorum.

e) Sandy is not sure if Mike is up to speed on the Grants. A kayak launch system and racks need to be purchased. We have to do a report in July and these things need to be ordered. Trillium Grants were very specific in what the money could go toward. Sandy will ask Rachel to talk to Mike about the Grant so they can coordinate the purchase. Paul would like grants put on the agenda for February meeting, to discuss Youth Sailing in particular. Paul will talk to Rachel ahead of time for clarification so we don't have grants overlapping or multiple grants.

f) Barrie Brewin and Tom Bailey have agreed to be on The Bob & Lee Gurr Founders' Award Committee. There is a meeting scheduled for January.

6. **Action/Task List Review**

To be reviewed in February unless it deals with the AGM

7. **New Business**

NEXT MEETING - Monday, January 16, 2023

(*denotes attachments)

ADJOURNMENT - Walter - 8:58 pm

ATTACHMENTS

EXEC231205-3d

8. *MEMBERSHIP FEES AND CHARGES FOR THE SEASON (with 7.5% increase)*

Item	Amount per Year (Plus HST where applicable)	Additional Information
Initiation	\$1,000	To celebrate our 50th Anniversary, the initiation fee has been waived for new members and former members in good standing until launch of 2023. Following our 50th Anniversary, two options are available for paying the Initiation Fee: 1. One payment of \$1,000 plus HST 2. Two payments of \$500 plus HST over two years (second instalment due on the first anniversary of membership Seniority Date) 3. Initiation for Full or Associate Members reapplying is 50% 4. See Article 4 and Policy 8 for additional information

Item	Amount per Year (Plus HST where applicable)	Additional Information
Full Member Fee	(\$650) \$605	
Social Member Fee	(\$177) \$165	
Associate Member Fee	(\$118) \$110	
Annual Dock Lease	(\$43) \$40/foot	Based on the beam of the vessel
Winter Boat Storage with Mast	(\$108) \$100	For one boat and mast
Cradle Storage	(\$48) \$45	
Small Boat Storage	(\$54) \$50/boat	(See Paddle Pass Policy)
Visitor/Reciprocal	\$2/linear ft.	(See Visitor/Reciprocal Policy)
Work Hour Fee	(\$32) \$30/hour	Rate for unfulfilled work hours
Dock Pole Removal	\$50	Removal of docks posts/bumpers after Nov. 30 th
Failure to comply to Dock Policy	\$200	Un-launched boats, un-stepped masts & cradles not removed (See Policy #16 l) for complete details.)
Power cords	\$100	Unattended power cords during winter storage
Personal Items	\$200/month	Not removing personal items from club property (See Policy #20 for complete details.)
NSF Cheque Fee	\$50 + bank charges	
Overdue charge	\$25/month	Until account is paid in full
Member Reinstatement Fee	\$350	For accounts in arrears, for more information see also Policy #9 c
Adult Sailing Courses	(\$535) \$485 (\$315) \$285	Sail Canada Basic Cruising Standard Sail Canada Start Keelboat Sailing
Youth Sailing	(\$450) \$425	Ages 8 - 14 years of age
Gate Opener	\$60 Non-refundable	When requested by member

EXEC231205-3e - REVISIONS MADE TO ASSOCIATE MEMBER

ASSOCIATE MEMBER

Associate Membership allows Full Members to change their status. The change may be granted to a Full Member:

- ~~— a) Whose principal residence is beyond a 75 km radius of the club, and/or~~
- ~~b) Whose health precludes physical work, he/she does not own a boat in whole or in part and has completely given up boating.~~

~~The member must make a written application to the Executive stating the reason for the change.~~

~~— Associate Members will maintain their existing seniority (but not accumulate additional seniority), will not have to perform work hours and will not be required to pay any initiation fees if they return to Full Member status.~~

~~— Associate Members wishing to return to Full Membership, complete with full docking privileges part way through any boating season, will be subject to the annual Full Membership and levies, and submit payment in full, prior to acceptance of their change of membership status. Dockage and work hours will be prorated in accordance with the Billing Policy. The Associate Membership fee already paid for the season will be credited toward the Full Membership fee.~~

~~— When an Associate Member returns to Full Membership status, he/she cannot displace another Full Member from his/her dock assignment regardless of seniority.~~

~~— An Associate Member shall enjoy the following privileges:~~

- ~~— • Have full use of the Club facilities~~
- ~~— • Receive all Club communications~~
- ~~— • Have the right to speak at all meetings open to the general membership~~
- ~~— • Be exempt from performing work hours~~

~~— An Associate Member may not:~~

- ~~— • Vote~~
- ~~— • Hold office~~
- ~~— • Rent dockage~~
- ~~— • Haul out, launch or store vessels at the Club~~

An Associate Membership may only be granted to a Full Member who has submitted a written application to the Executive requesting a change of status.

Associate Members will maintain their existing seniority (but not accumulate additional seniority), will not have to perform work hours and will not be required to pay any initiation fees if they return to Full Member status. They can receive all Club communications and attend any social activities at the club.

An Associate Member may not engage in any of the activities associated with other classes of membership.

Associate Members wishing to return to Full Membership, complete with full docking privileges part way through the boating season, will be subject to the Full Membership fee and levies. Payment in full must be submitted prior to acceptance of their change of membership status. Dockage and work hours will be prorated in accordance with the Billing Policy. The Associate membership fee already paid for the season will be credited toward the Full membership fee.

When an Associate Member returns to Full Membership status, he/she cannot displace another Full Member from his/her dock assignment regardless of seniority.

REVISIONS MADE TO REFLECT CHANGES TO SOCIAL MEMBERSHIP

Article 3. *MEMBERSHIP*

The Club recognizes the following ~~five~~ **four** categories of membership:

- Full Member
- Associate Member
- Social Member
- Honorary Member
- ~~Adult & Youth Sailing Social Member~~

5. SOCIAL MEMBER

- a) Social Membership may be granted to a Full Member who may or may not be involved with boating and does not require a slip at CIYC. The member must make a written application to the Executive stating the reason for the change.

If Social Membership is granted, the member will maintain their existing seniority but not accumulate additional seniority.

A Social Member wishing to return to a Full Member status, complete with full docking privileges part way through the boating season, will be subject to the annual Full Membership fees. ~~Payment is to be submitted in full prior to acceptance of their change of membership status.~~ Dockage and work hours will be prorated in accordance with the *Billing and Work Hour Policies*. The Social Membership fee already paid for the season will be credited toward the Full Membership fee. ~~All fees paid toward Social Membership may be applied toward Initiation Fees to a maximum of the current Initiation Fee.~~ A Social Member returning to Full Member status cannot displace another Full Member from his/her dock assignment regardless of seniority.

- b) Social Membership may be granted to a non-member by the Executive in accordance with the provisions of the *Application Process*. In this case, Social Membership is not subject to an Initiation Fee, and there is no prorating of the Annual Fee.

Following acceptance, a member will be subject to a two (2) year probationary period. During this period the Executive will review their standing and membership continuance based on involvement in club functions, completion of work hours, ~~meeting attendance~~, compliance with all Club By-laws, Policies & Procedures and Code of Conduct. Failure to satisfy the above criteria will, at the Executive's discretion result in their membership being revoked. ~~If during the two (2) year probation period, a membership is revoked, the initiation fee(s) may be returned (pro rata) at the discretion of the Executive.~~

Social Members wishing to convert to Full Membership, complete with full docking privileges part way through any boating season, will be subject to the prescribed **current** Initiation Fee and to the annual Full Membership fees. ~~and submit payment in full prior to acceptance of their change of membership status.~~ Dockage and work hours will be prorated in accordance with the *Billing and Work Hour Policies*. The Social Membership Fee already paid for the season will be credited toward the Full Membership Fee. **All fees paid toward Social Membership may be applied toward Initiation Fees to a maximum of the current Initiation Fee.**

7. ~~ADULT & YOUTH SAILING SOCIAL MEMBER~~

- c) ~~An Adult and Youth Sailing~~ **A free** Social Membership is **may be** granted to a graduate of the CIYC Adult Sailing program ~~upon the recommendation of three Adult Sailing trainers or the family of a Youth Sailing student~~ **in accordance with the provisions of the *Application Process*.** ~~for the first year only, upon recommendation of three Youth Sailing Committee members. The application form, available on the website, will be used to provide details on the member and will be submitted to the Secretary. The Secretary will electronically post the application via email for a period of 15 days for membership review. If no objections to membership are received, the ASSM Member or YSSM will be granted membership to the CIYC~~ **The free Social Membership is effective** from the date of their graduation until the 31st of October of the following calendar year. **Following this time, if the Member wishes to continue as a Social Member, current membership fees will apply and the remaining probationary period will take affect as outlined in 5b.** ~~If either an Adult Sailing Social Member or Youth Sailing Social Member decides to become a Full Member during that period of time,~~ **A graduate of the Adult or Youth Sailing Programs will receive a \$250 credit which will be applied against to** their final initiation payment. Only one application fee can be applied to an initiation.

~~An Adult or Youth Sailing Social Member shall enjoy the following privileges:~~

- ~~• Have full use of the Club facilities in accordance with current membership procedures~~
- ~~• Receive all Club communications~~
- ~~• Perform work hours according to the Work Policy.~~
- ~~• Be exempt from payment of fees and levies~~
- ~~• Speak at any meeting open to the general membership~~

~~An Adult or Youth Sailing Social Member may not:~~

- ~~• Vote~~
- ~~• Hold office~~
- ~~• Rent dockage~~
- ~~• Haul out, launch or store vessels at the Club~~

All Social Members shall enjoy the following privileges:

- Have full use of the Club facilities
- Receive all Club communications
- Have the right to speak at all meetings open to the general membership
- May store a small boat at the Club as defined in the Paddle Pass Policy.
- May dock a boat at the Club as defined in the Visitor/Reciprocal Policy.

All Social Members may not:

- Accumulate seniority
- Vote
- Hold office
- Rent dockage
- Launch or haul out a vessel at the Club that is not defined in the Paddle Pass Policy.
- Race his/her boat in Club races

A Social Members shall be responsible for:

- Fulfilling work hour requirements as outlined in the *Work Policy*.

8. MEMBERSHIP FEES AND CHARGES FOR THE SEASON

Social Member Fee	\$165	A free Social Membership to a graduate of the CIYC Adult or Youth Sailing program effective from the date of their graduation until the 31st of October of the following calendar year. See Policy 5 c.
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ADDITION TO THE COMMODORE'S DUTIES

DUTIES OF EXECUTIVE

a) **COMMODORE**

The Commodore shall:

have an entry and exit interview with members,

REMOVE INITIATION FEE

Item	Amount per Year (Plus HST where applicable)	Additional Information
Initiation	\$1,000	To celebrate our 50th Anniversary, the initiation fee has been waived for new members and former members in good standing until launch of 2023. Following our 50th Anniversary, two options are available for paying the Initiation Fee: 1. One payment of \$1,000 plus HST 2. Two payments of \$500 plus HST over two years (second instalment due on the first anniversary of membership Seniority Date) 3. Initiation for Full or Associate Members reapplying is 50% 4. See Article 4 and Policy 8 – Additional Information

Article 4. *TRANSFER OF MEMBERSHIP*

- a) No membership shall be transferred or assigned.
- b) Children and grandchildren of a Full Member, in good standing and five years of seniority, may apply for a Full Membership and receive a courtesy discount of fifty percent (50%) of the initiation fee.
- c) Divorce will require membership rearrangement. The spouses shall determine who will retain the Full Membership and so inform the Executive in writing. The other spouse may join the Club as a Full Member with a courtesy discount of fifty percent (50%) of the initiation fee. The initiation fee will be further reduced by one fifth for each full year of seniority in excess of five (5) years. All other fees payable by a Full Member apply.

NOTE: If this is passed by the Membership, any mention of Initiation Fee will be removed from the Bylaws, Policies and Procedures.

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
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
Mike	Dec 5/22	Talk to neighbour about fence in Shark Alley	ASAP
Property	Dec 5/22	Clean Marine - fill out information	ASAP

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	