



CEDAR ISLAND YACHT CLUB
MONDAY, FEBRUARY 6, 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 (Chaired the Meeting), John Blackmore, Paul Cairol, Walter Cooper, Frank Foote, Beth Graham, Mike Lippmann, Kristyn Pearce,
Absent: Frank Foote, Sandy Wright

1. Approval of Agenda

MOTION: That the agenda for Monday, February 6, 2023 be approved.

M. Lippmann/J. Blackwood
CARRIED

2. Approval of the Minutes

MOTION: That the Minutes of the Executive Meeting for January 16, 2023 be approved.

M. Lippmann/J. Blackwood
CARRIED

MOTION: That the Minutes of the Annual General Meeting for January 29, 2023 be approved.

M. Lippmann/J. Blackwood
CARRIED

3. Safe Sport Policy*

Safe Sport information was sent out to the Executive - Overview, CIYC Safe Sport Policy Package and Safe Sport Lead Training. Paul reviewed the information, pointed out that this an OSA mandated program, with no options. The package has been vetted by Ontario Sailing In this legalistic age it gives club's a very safe program to follow, it has been recognized nationally and it will have more effect on sports programs most directly i.e. our Youth and Adult Sailing Programs where coaches are interacting with students. Any legal expenses will be covered. This will cost the Club nothing. Ontario Sail has covered all of the expenses. One question that has been asked is, we don't even have a sports program, why do we need it? Whenever you have interaction with members, club's have a second level to solve conflicts. It is a good time to adopt this because we are going through ONCA and at the Annual Meeting we are placing our existing Bylaws in Policies and Procedures until they can be cleaned up. In most cases, this will replace our old Policies dealing with Code of Conduct, Discipline & Complaints, Appeals, Dispute Resolution, etc. Lisa Roddie, from Ontario Sail has offered to review our Policies and Procedures when complete.

MOTION: That we accept the Safe Sport Policy as written, put them in effect now. The new Committee that is looking at Policies and Procedures will incorporate this as a package.

M. Lippmann/W. Cooper
CARRIED

- Walter pointed out that once ONCA is passed the Board can make changes to the Policies and Procedures without the approval of the Membership but that the Membership can turn them down at an annual meeting.
- Mike read from Safe Sport that Policies are a board responsibility and not a member responsibility. The Board should be passing all policies and not going to members for approval. As a director of the organization you have a legal responsibility and requirement that fall to you. The members do not have those legal responsibilities and therefore can not be given the responsibilities to pass policies. The board of directors is the group legally to pass the Safe Sports Policy Package and all other policies.

- Beth asked if anyone could put forth a motion at an annual meeting that the membership should have the right to approve policies other than the Safe Sport Policy which has to be approved in its entirety.
- Paul suggested that we check this out with Lisa Roddie from Ontario Sail.
- Paul is the lead on implementing the Safe Sport.

MOTION: That all Executive members complete the Safe Sport certification.

Walter/Paul
CARRIED

4. Reports

a) Commodore*

i) Discussion from Sandy's Report*

- To avoid the situation that transpired at the Annual Meeting, it was suggested that the Treasurer provide the Commodore a list of Members whose accounts are outstanding and he/she contact the individual Members reminding them of their responsibilities. Having an orientation should elevate this situation.

MOTION: That if we have new members that orientation be scheduled monthly.

Paul/Walter
CARRIED

Warren who completes the orientation should be informed if we have new members. It should be added to the Action/Task List monthly so future Executives remember to do it.

Paul pointed out that we did have a one time resolution for the situation at the AGM based on Roberts' Rule of Order but because the situation arose at the last minute and we were trying to come to a decision with every milling around it was difficult. We should have gone into the utility room to discuss it in private.

The Executive was very surprised at the number of outstanding accounts. Dennis Graham is in the process of preparing billings to include the late payment and the 7.5% increase in fees.

Beth is to put in CIYC News the Procedure for Accounts in Arrears.

Because Kimberley Juras has been habitually late, if she has not paid within the 60 day period when the letter is sent out, she will be expelled from the Club. Beth will check past minutes for discussions on Kimberley.

- ##### ii) Sandy would like everyone to submit their succession planning for the next meeting and who might replace them. That is the purpose of having members on the Committees so a successor can be groomed. It is the position of the Nominating Committee to make the final decision based on good fits with the Board. Beth has looked through the roster and information provided on applications and has yet to come up with a suitable successor.

The nominating committee needs to have more direction. We should be looking for people with qualifications to fulfill the position.

- ##### ii) Practical Implementation of Strategic Plan 2023*

This is to be tabled to the next Executive Meeting.

b) Treasurer

- ##### i) Outstanding Accounts*

Discussed under 4a

c) Secretary

- ##### i) Register Officers of the Club

Kristyn will submit names to Not-for-Profit Organization

- ##### ii) Members to be Invited to join as Social Member

From the motion made at the AGM, members who resigned as Full Members in good standing will be sent an email extending an invitation for them to join as Associate Members based on the new Policy. Sandy has

asked Beth to prepare an email to be sent to eligible past members. Full members that resigned last year and went to Social because they were not eligible to apply for Associate will also receive an email.

- iii) Sandy, through an email, was questioning why Beth was doing the bylaws, policies and procedure since it was under the Vice-Commodore's job description. Beth explained that work hours were under the Secretary's job description and Rachel & I changed responsibilities. She suggested that we get someone else in the Club to take care of Bylaws. Beth didn't think it was a good idea because the individual doing this needs to be aware of what's happening. At present, she just keeps a record of the changes and presents them at the AGM. Walter agreed.

Rachel continues to take care of work hours.

Job descriptions will change under the ONCA Bylaws.

If Sandy is reassigning roles or jobs that are defined in the Bylaws, Policies and Procedures, she needs to first talk to the Executive about it.

- iv) Use of Club Facilities

Tenille Reimer - Friday, April 21 from 6 - 9:30 pm and Saturday, April 22 from 8:30 am - 3 pm - Approved but form and money have not been submitted

Lee Johnson - March 25 from 9 am - 6 pm - Approved & form and e-transfer in

- d) Adult Sail Director

No report

- e) Dock Director

We are launching April 29th. Beth has sent the request out to members asking for launch and insurance information.

- f) Dredging Director

There will be an announcement in CIYC News regarding a Dredging Meeting on Saturday, February 26. Mike volunteered to run a crew on Toot.

- g) Property Director

i) Lloyd got a price for a new shed from Leamington. We would save \$1000 for the shed that was the same colour with a metal roof, etc. Lloyd is waiting for confirmation on the price. It would be the middle of May before it was installed.

- ii) Clean Marine Audit*

The audit given to us by Clean Marine was done by Lloyd. From Lloyd's perspective the Club did not score very high. Some of the questions that were asked can be seen on the Clean Marine Audit attached.

- h) Race Director

John has been asking members about racing and registering. Safe Sport will pertain to racing.

- i) Youth Sailing Director*

We only have 26 spots left out of 74 and that is without advertising. Our succession plan was submitted. Beth will send an email out to members who have children within the age range encouraging them to register and let them know about the Scholarship.

5. From AGM

- a) Revisit Budget & Hiring a Bookkeeper

- One concern that we have is paying someone to clean the club house and lack of money to hire a bookkeeper.
- If we go through the accountant it would be \$38/hr. Kristyn is not sure how many hours would be required.
- Entering information in QuickBooks is not time consuming.
- If Kristyn handed things over to a bookkeeper it would require time telling them where to enter figures.

- Kristyn is interested in doing the bookkeeping job for her fees, and would give up the Treasurer's position. It would help in having continuity from year to year. It would allow someone to come in and be Treasurer with a financial understanding.
 - Paul's concern is Treasurers can come and go but you need the bookkeeping year after year for consistency.
 - Kristyn would very much like to do the bookkeeping.
 - Walter suggested Bachir Ghssoub for a Treasurer if he is qualified and asked Kristyn to put in a quote for the bookkeeping job.
 - Paul would like to build a proper job description for Treasurer.
 - Kristyn's goal for this year is to put together a committee of people who have a financial background and have someone that is informed about insurance take that over.
 - Paul has templates of job descriptions prepared by a professional management company.
- Lloyd said that the cleaning contract was only signed for last year. If we are going to fill the position there needs to be a tender process and offer it to members.
 - Several times during the year, we would have a crew come in and do a thorough cleaning of the club house using work hours. The rest of the time we could also handle it through work hours.
 - When members use the facilities, the Club has social activities, race night, etc. they should clean up after themselves, dispose of garbage and recycling, etc. Cleaning up before and after an event should be part of planning the event.
 - During the summer washrooms need special cleaning. Perhaps someone to come in once a week just to clean the washrooms.
 - The Property Chair will put together a proposal. The proposal can be review part way through the year to see if it is working.

6. Miscellaneous

- Quote for the fence in Shark Alley
Mike reported that they have not been home. Once Mike sees the neighbour's quote he will get others. This has not been budgeted for this year.
- Commodore's Ball
Only the Mayor has been invited because of expenses.
- Sail Past/Blessing of the Fleet
MOTION: That the Sail Past/Blessing of the Fleet be held June 25.

M. Lippmann/B . Graham
CARRIED

- Sasha Finley - Safety Officer
This should be tabled until the next Executive meeting. This is an Executive decision.
- Action/Task List
 - Several actions/tasks were taken off the list.
 - Kristyn suggested that the dates/months be listed on the Standard Operating Procedures.
 - Asked to list all new members that are under probation on the Action/Task List. Paul asked what criteria are we going to use. Suggestions were - do they pay their bills, do they attend meetings, do they get their work hours in, do they attend social events, do they take part in racing.

7. New Business

Kayak racks need to be ordered for the spring. We can't use homemade racks because of insurance. They have to have an official stamp on them. Mike has already dealt with this.

Lloyd asked if the jin crane was engineered. The answer was no but it is inspected every year and it was not covered under a grant.

Lloyd said that he was going to call new members introducing himself and finding out what their interests were.

We need to be careful that we have balance on the Executive. That we don't have an Executive of new members. We need to maintain the culture of the Club. Under the new ONCA Bylaws, the Past Commodore is a non-voting member of the Executive and that should give us some continuity.

NEXT MEETING - March 6 - Mike to take minutes in Beth's absence.

(*denotes reports)

Responsible	Meeting Date	ACTION/TASK LIST	Due Date
Dock Committee	AGM 2021	A couple of outlets do not work at the docks.	ASAP
Executive		Review two year probationary memberships for: Don & Brenda Bauder (Aug 13/22) - F Gary & Alana Beemer (Oct 20/22) S until Oct 31/23 Warren Coombs & Teena-lee Sherrer (June 23/22) - S Nancy Cristofoli (Oct 20/22) S until Oct 31/23 Pete & Erin Earls (Aug 8/22) - S Marcy Fogal (Mar 7/22) - S Bachir & Rola Ghssoub (June 23/22) - F Robert Goodman (Sept 20/22) - F Julie Hoy (Oct 20/22) - S Todd & Sarah Johnson (June 27/22) - F Jeongsoo & Sookhee Kim (July 11/22) - F Andrew & Gianna Lawrance (Mar 7/22) - F Derek & Christina Lawrence (June 23/22) - S until Oct 31/23 Jonathan Lissoos (June 23/33) - S Laura Lucier & Bill Orawski (Sept 12/22) - F Sue Markham (Oct 20/22) - S Chris McCurdy (Oct 22/22) - F Dean McDougall & Sasha Finley (July 11/22) - F Sal Peralta (Oct 20/22) - F Leslie Omstead (Oct 20/22) - S Tenille Reimer (Sept 12/22) - F Louis & Marthie Resendes (Oct 20/22) - F Mike & Michelle Sealy (Nov 14/22) - F Ian Stephens & Gina Lord (Aug 8/22) - S Ludo Valette & Isabelle Stein (Aug 8/22) - F	Beginning of the year
Docks		Revamp mast racks to accommodate larger boats for Paddle Pass Program	ASAP
Docks		Purchase of kayak launch system and rack by April 30	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, Sal Peralta, Bob Goodman	
Officers/Beth	Dec 21/22	List of members on committees	April meeting
Walter		Up date memorial plaques - Liz Norris (Jan 22),	Ongoing
Sandy	Jan 16, 2022	Survey to Member - Skills Inventory	ASAP
Executive		Mayor's Golf Tournament - t-shirt, hat, etc. for door prize	September

RESPONSIBLE	STANDARD OPERATING PROCEDURES	WHEN	COMPLETED
Executive/ Warren	Orientation of new members	Monthly, if we have new members	
Secretary	Send letter to residence on Lorna Street	May	
Commodore/ Treasurer	Register Officers of the Club with Not-for-Profit Organization	Following ratification of the Executive at the AGM	
Vice-Commodore	Send out the reciprocal letter to ILYA	April/May	
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	Before launch	
Race	Annual notification to Coast Guard regarding race markers	May	
Treasurer	Update the Maintenance of the Club Channel, section 3.04(b) of our Operating Agreement with Catalina Cove every 10 years - Copy of agreement is on the Drive/ Legal/ Catalina	Completed in June 2022	√
Commodore/ Vice-Commodore/ Member at Large	Form a Nominating Committee - See Nominating Committee under the Bylaws	July/August	
Dredging	Update the 5 year plan for Little Toot with Melton's	Annually	
Health & Safety/ Docks	Inspect docks in the Spring	Spring	
Rachel & Paul	Strategic Plan - Every Five Years	Completed 2022	√
Executive	Mayor's Golf Tournament - donate club shirt	September	
Executive/Social	Hold Open House each year	June	