



**Flatwater North**  
Executive Meeting Minutes  
Date: Wednesday March 4, 2020  
Time: 6pm – 8pm

**Present:** Daniel Girouard, Kim Porter, Niki Parry, Helen Anne Girouard, Denise McCann

**Regrets:** Sarah Lewis

Meeting called to order: 6:15 pm

Motion to accept meeting agenda Helen Anne Girouard. Seconded Niki Parry. Passed.

Motion to accept meeting minutes from February 1, 2020. Seconded Niki Parry. Passed.

**Information Items:**

1. **CDF Applications:** Funding from CDF has been approved for two projects: 18,384.00 for the purchase and transportation of the dragon boat, and \$20 000 for the purchase of equipment for the Traveling Road Show (Flatwater Paddling Yukon)! Our applications were approved and funding will flow in the next couple weeks. We are to spend the bulk of the funding before the end of the March so purchasing and ordering has started. Project completion dates are May 31, 2020.
2. **Grocery Bagging:** Superstore March 29, 2020 from 2-6 pm
3. **Crime Prevention and Victim Services Trust Fund:** Application submitted to help fund Traveling Road Show by funding the wages and the rental vehicle.
4. **Canada Summer Jobs:** Funding applications submitted for summer staff.

**Agenda Items:**

1. **Budget and Finances – Kim P**  
Not much movement since last month. The club is in good financial standing. Registrations coming in now and the cash will flow into the bank account via Stripe. Funds from the 3-on-3 Hockey Tournament will go into Flatwater North. Currently, \$15k in the bank.
2. **Summer Program Registration – Daniel**  
To date: 60 Canoe Kids registrations, at least one in every week of the summer. This is much more than in the past at this point in the year. People were keen to sign up on the first day that

the registration were opened. The new ImmediaC registration platform is going well. Daniel is hoping that there will be some updates on the way that the information in the back end is reported to make it easier keeping track of lists, etc.

Of note, this year due to the new system, we are charging the reduced price \$265 for repeat participants and siblings for each of the weeks they sign up for. In the past, it was \$295 for the first week and \$265 for the following weeks or sibling. This could be a significant loss of revenue, but it may in fact encourage more families to sign up for multiple weeks. Idea proposed: next year, raise the fee for full week to \$300 and make the reduced rate \$285.

Kim and Niki will go the bank to set up automatic deposits.

**3. Communications –Niki and Daniel**

The communications committee met on March 3. A plan is put in place for pushing the club events and activities on Facebook. It has been decided to put more energy into Facebook and to do a “like” drive on FB in order to reach a broader population. The newsletter will take the back burner: of the 300 people on the mailing list, only 20 people opened the newsletter. Ruth is going to schedule in advance each week about the programs coming up. If we want something to be pushed, send it to Ruth on the weekend. Ruth will do two posts per day: posts about programs, tips about paddling, photos from last year, etc. Another push will be made to market the Regatta Ready program.

**4. Summer Hiring Update – Dan**

3 people have applied for the Competitive Coach position. Dan will interview two of them in the next couple weeks. 5 people have applied for the CanoeKids positions – interviews will happen after spring break.

**5. 3-on-3 Hockey Tournament – Dan**

Due to the change in date there are not as many people as hoped. We will go ahead with the tournament as we do not expect to lose money and the participants this year will be good publicity for next year to keep the momentum going.

Chili – Denise made veggie chili, HA and Philip beef chili. Others will make goodies.

Toques – will be for participants and volunteers

**6. City of Whitehorse Rec Fund – proposed funding application - March 15th**

Motion made by Helen Anne for Flatwater North to apply for funding from City of Whitehorse Rec Fund for a new BBQ and shelter for the club. Seconded Kim Porter. Passed.

**Equipment needs:** Daniel will bring forward other potential equipment needs for the summer that we can ask for funding from lotteries.

**7. CKC Safe Sport Policy – Helen Anne**

Helen Anne presented the CKC Safe Sport Suite of policies. The policy is very comprehensive and will make some of our other policies obsolete. They are well written and well thought out. Flatwater North is expected to implement these policies by June 2020. Some time was spent reading the policy areas which will affect our club operations, i.e. the rule of two and how it will be applied in our situation in Whitehorse and when the athletes/coaches travel. The

implementing of the policy was tabled until next meeting to give board members the time to read through the policy to ensure comprehension about what we are implementing.

**Niki** – A link/note on the Flatwater North website will be added with the information about the Reporting number. We will also have more information on our club website linking our club to CKC – potentially adding links or a page to CKC as our National Sport Body. The LTAD will also be added to our website.

**8. City Garbage pick-up** – Helen Anne

The City of Whitehorse is calling for requests for garbage pick-up fundraisers. Denise will apply for two sections (one for FN and one for Flatwater Paddling Yukon).

**9. Vounteer sign up** - Niki

Niki shared with us her experience with the website: VolunteerSignUp.org. It is a great website to use to sign up people for volunteering for races and events.

**10. Sportical** –

**We are still paying monthly to hold our account at Sportical.** Dan will extract the information from previous years and we will shut it down in the next month. The only information from this year is the membership sign up.

Next meeting: April 1<sup>st</sup> 6:00 pm

**Lotteries** – enclosed trailer – 10% for the travelling road show