



**Flatwater Paddling Yukon**  
Executive Meeting Minutes  
May 18, 2017 – 6:00 - 8:00 pm  
Canada Games Centre

**Present:** Kim Porter, Niki Parry, Kim Hobus, Helen Anne Girouard, Matt Wilkie, Daniel Girouard

**Absent:** Ali Morham

Meeting called to order: 6:05 pm

Motion to accept meeting agenda Kim P. Seconded Niki. Passed.

Motion to accept minutes of April 26, 2017 executive meeting Kim H. Seconded Niki P. Passed.

**Information Items:**

1. YS4L & YRAC Applications submitted on April 13. Adjudication is at the end of the May.
2. Fee reduction for Sprint Training Evening. From \$200 to \$100 for each month-long session. When comparing the cost for this program (cost/hour) with the others, we realized that this is much more expensive. Give credit for travel to any athletes who have paid in full already. ED/Treasurer will keep track of who needs to be reimbursed.

**Agenda**

1. **Financials:** Kim P. Will meet with treasurer of Biathlon Yukon to help with set up soon. Will have things set up for the beginning of June. Will work with book keeper to get pay roll in place for the summer employees.
2. Paddle-A-thon, IceBreaker race and BBQ – discuss and plan details of the events (Dan)

**Paddle-A-thon:** 11 am race start at Marsh Lake

- 28 km paddle from Marsh Lake to Schwatka Lk kids have a link to site to have sponsors
- Saturday June 3<sup>rd</sup>
- Dan will send links to paddlers who are in Sprint Program and Regatta Ready
- Shuttle service with Up North – Schwatka at 10 am shuttle drive to Marsh Lake

**Fundraiser BBQ** at Up North Demo Days 11:30 am Schwatka Boat Launch

- Chili and hot dogs : signs, handwashing station, hot water and permit (hot dogs \$3, smokies \$5, chili 5\$, freezies ?, drinks \$1.50)
- Drinks Niki will look in to having drinks donated
- Kim H will enquire at city permit for bbq (one permit to cover summer bbqs?)
- Set up for the BBQ will happen at the boat launch about 10 am when people are meeting the shuttle. HA will stay at boat launch and tend to the BBQ (other volunteers – HA will get help)
- Matt Banners – will bring banners, table
- HA will shop and make chili.

Email to parents of last year – promote events and CK, Regatta.

3. **Discussion:** Open CanoeKids1 to 27 participants. ED will find qualified person to cover for the first two days that CanoeKids coach is not available. ED will step in on Wednesday. Preference will be given to paddling athlete and someone who has their pleasure craft license.

4. **Chaperones for regattas**

**Chaperone Protocol:**

- If female athletes are travelling, one of the coaches/chaperones must be female. If male athletes are travelling, one of the coaches/chaperons must be male.
- One female and male will be clearly designated as chaperones and will be informed of the expectations regarding supervision, logistics and emergencies.
- Chaperones must be eligible under the Flatwater Volunteer Policy (and have a current criminal record check and vulnerable sector check).
- Chaperone is required to pay own travel expenses and when possible, will be reimbursed for a portion of expenses with fundraised money or funding.
- If driving a rented vehicle is necessary for the logistics of the trip, chaperone must be able to rent a car (min. 25 yrs.) and clean drivers abstract
  
- Priority for chaperones will be given in the following order:
  - (1) Board member whose children are traveling
  - (2) Active club/board member who has children traveling
  - (3) Active club/board member who does not have children traveling
  - (4) Parent who has children traveling

**Motion to accept chaperone protocol as described above made by Helen Anne. Seconded by Kim Hobus. Passed.**

**Summer 2017 Regatta Chaperones**

Canada Day Regina – Helen Anne Girouard

Calgary Regatta – Niki Parry

Winnipeg – Kim Hobus

Maple Ridge – Helen Anne or Kim Hobus (to be determined)

5. **Volunteer Dock Hand Position**

Application for funding to cover Dock Hand position was not granted. As we do not have the funding and do not require this person for the ratios, the position will become a volunteer position.

Volunteer Dock Hand Job Description – HA will prepare Job Description and Responsibilities for next Executive meeting. Volunteers will receive reference letter for volunteer contribution and employability mentorship. If volunteer over 18 years of age criminal record check required, reference checks may be required if volunteer not well known to the organization, etc. The ED/Head Coach will be responsible for the “hiring” and organization of the Dock Hands.

6. **Canada Games** (Helen Anne)

Helen Anne is mission staff for Canada Games. Had first meeting to discuss details and logistics for the games. Flatwater Yukon is currently sending 1 male and 5 female athletes, 2 coaches (Dan Girouard and Fearghus Vincent) and 1 manager (Kim Hobus).  
HA will send registration details to participants by email soon.

7. **Insurance** - HA will enquire with insurance company about how to ensure people who use Flatwater boats are ensured: can we have one day coverage, one day group coverage, parent coverage?

8. ED/Head Coach has a connection with Recreation Programmer in Pelly Crossing who is interested in coming to Whitehorse to participate in CanoeKids with students. ED will follow up with this person. Helen Anne will reach out to Recreation Programmers in other communities to ask them to promote the program to their members and/or invite them to attend.

9. **Lotteries Funds for travel to competitions.** Link to travel guidelines:

[http://www.lotteriesyukon.com/sites/default/files/files/Programs/tap\\_guidelines.pdf](http://www.lotteriesyukon.com/sites/default/files/files/Programs/tap_guidelines.pdf)

Athletes and coaches/chaperones can apply for \$200 funding to pay for travel to competitions outside of Yukon one time per year. HA will apply for this funding for the athletes and coaches/chaperone's who are traveling to Regina, asap. Will proceed with another application for Calgary Regatta only for those athletes who did not receive funds for Regina.

Meeting adjourned at 8:12 pm.

**Next meeting date:** Thursday June 8, 2017 at 6:00-8:00 pm at the Canada Games Centre