



**Flatwater Paddling Yukon**  
Executive Meeting Agenda  
Tuesday March 13, 2018  
6:30 – 9:00 pm

**Present:** Kim Porter, Niki Parry, Kim Hobus, Daniel Girouard

**Regrets:** Ali Morham

Meeting called to order: 6:42 pm

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

Motion to accept minutes of Niki executive meeting February 8, 2018. Seconded Kim P. Passed.

**Information Items:**

1. Funding application to CDF to purchase beginner sprint canoes and kayaks was accepted. We were awarded with \$20,000 towards the \$24,000 project. Canoes and kayaks have been ordered and being shipped. The initial payment of \$10,000 will be released from YG before March 31, 2018 and will be immediately used as a deposit on the order.

2. Funding from Lotteries for the purchase of recreational canoes, safety boat and motor was accepted (\$8,000 of a \$10,000 project). Daniel is working on obtaining the used recreational canoes from local businesses. The motor and safety boat will be purchased later in the spring.

3. Yukon Canoe Kayak Club (YCKC) has posted the date for the Special Resolution which will see the purchase of flatwater equipment and the release of the site lease to Flatwater Yukon. Special Meeting is set for March 28, 2018. The Special resolution includes the proposed deal for members of each club to have a special rate for the other club. This deal comes into effect April 1, 2018. Details of the deal were not included in the special resolution so as not to be binding. The mutual agreement was made by Helen Anne and Erin and is open to amendments as we proceed. **(Action: put an option on the membership sign up page for members to pay the \$1 FY membership if they are member of YCKC. Put blurb on website membership page explaining the membership deal and a link to YCKC).**

4. YS4L and YRAC funding reporting (due April 20, 2018) and application to YS4L and YRAC (deadline April 20, 2018). Helen Anne and Daniel are working on completing the reporting and will submit the reports for 2017-2018 this week. Application for funding for 2018-2019 is almost complete. We will put the proposed funding application to the agenda at April meeting for executive approval. Thanks to Kim P for keeping the numbers straight! **(ACTION: Helen Anne complete the YRAC YS4L applications and bring to next executive meeting)**

**Agenda**

1. **Promotional shirts (Niki)** – see attached photo with notes. Niki has done the research for the purchase of promotional paraphernalia for the club.

Decisions made:

- both CanoeKids and Regatta/Spring athletes will receive a promotional shirt with registration

the club will absorb the cost of the shirt. Short sleeve for CK and Long sleeve for RR/Sprint  
- hats will be purchased for the staff – logo on front and “Coach” on back. This will be required for staff to wear mornings/evenings at pick up and as much as they can for the day. This is for them to be “noticeable” for parents/public.

- **ACTION:** Niki will proceed with the order and design/colour decisions. We all agreed that Niki has the authority to make these decisions on the board’s behalf!

## 2. **Affiliate club/organization registration** (Helen Anne) (see proposed affiliate agreement below)

Discussion regarding the structure of Flatwater Yukon as the PTSO/Sport Governing Body for Flatwater Paddling in Yukon. The board is in agreement that the time is right for us to create the division between Flatwater Yukon (TSO) and Flatwater North (Sprint Paddling Club). Flatwater North (club) is being created – waiting on the paperwork from Societies and the acceptance of our application to CKC as member club. Once these two processes are complete, Flatwater Yukon (TSO) and Flatwater North will separate financials and operate as two separate entities.

For the time being, the executive will be the same for each organization and the monthly meetings will allow for time dealing with both TSO and Club business. Affiliates will be invited to participate in the monthly meetings of the TSO. As the organizations grow, we will seek support from others to sit on the boards of each organization.

The domain name for Flatwater North will be secured and the transfer of “club” business from the “TSO” website happen throughout the next year. Kim P will work with accountant to set up the books. Kim and Matt will work on making the transition to new domain name with support from Niki. Helen Anne will continue the process to be society, secure insurance, and get club status with CKC.

**Club business:** camps, trainings, coaching, purchasing of sprint equipment, storage containers, leasing the location, travel to regattas, training camps, etc.

**TSO business:** distribution of YRAC and YS4L funding to appropriate affiliate clubs, provide opportunities for coach and athlete development, be the carrier of liability and Director & Officer insurance.

**ACTION (Helen Anne):** The Affiliate Club agreement will be finalized when Helen Anne has confirmation from the Insurance broker that certificates can be offered to the affiliate clubs. Helen Anne will continue to communicate with Paddlers Abreast and Stix Together who are interested in affiliating with Flatwater Yukon.

**ACTION (Kim H):** explore how we can use Sportical to have affiliate clubs sign up to be affiliated with FY

## 3. **Staffing** – job descriptions and job posting (Helen Anne) – Job descriptions on shared Google drive.

**Motion made by Helen Ann to offer Head Coach position contract for April 30-August 30. Apply for funding to hire full time coach again in 2018-2019 from YS4L (we will be notified of this funding by mid-summer.) That funding will be used for contract starting Sept. 1. Seconded Niki P. Passed.**

**Motion made by Helen Anne to publically post the position of Regatta Ready coach for June11-Aug17. Seconded Kim P. Passed. ACTION:** Daniel will post the position and ensure the hiring process.

4. **Insurance renewal** – Flatwater Yukon's insurance is up for renewal by the end of April. Helen Anne is working with the insurance broker to ensure that the insurance policy Flatwater Yukon has will be appropriate for the structure of affiliate clubs. **ACTION: Helen Anne Renegotiate insurance**

5. **Application to CKC for Flatwater North** – The application to CKC for Flatwater North (Sprint Club) is almost complete. Helen Anne is gathering the necessary information and forms. **ACTION: Helen Anne complete application ... hopefully before March 18, 2018.**

***Motion to accept singlet for Flatwater North as proposed (see below) by Helen Anne. Seconded Niki. Passed.***

6. **Membership with Canoe Kayak BC and Pacific Division** – Helen Anne has started conversations with CKC (Ian Mortimer) and CKBC (MJ Abbot) to negotiate the fee/membership of Flatwater Yukon to the Pacific Division. As Flatwater Yukon is now the TSO for sprint, it does not need to pay to be member club of CKBC. Flatwater Yukon and Canoe Kayak BC make up the Pacific Division. **ACTION: Helen Anne will continue this discussion and report back to FY executive next meeting.**

7. **YCKC Paddle Swap – May 9, 2018** – Invitation from YCKC to partner in their gear swap event – **Helen Anne will contact Theresa to see what type of involvement that they are looking for.** Suggestion from executive that we could have tables and invite our members to attend.

8. **School paddling programs** (Helen Anne) – proposal to offer day paddling outings to schools in May/June. Brianna will organize and propose to schools upon her return from Florida. Participants pay a day membership fee and a fee for the service. Brianna and Andrew will coach. **ACTION: Helen Anne will work with Brianna and Daniel to set up these days and advertise to schools.**

9. **Canoe Kids Coach Course (June 8-9-10)** (Helen Anne)– Flatwater Yukon will offer a CanoeKids Certification course on Jun 8-9-10, 2018. This certification is required for our summer staff and is open to any other participants 16+ yrs. Youth under 16 can attend the workshop as volunteer athletes. Daniel Girouard will facilitate the workshop, Daniel needs to be evaluated by a facilitator in order to become fully certified as a facilitator himself. Flatwater Yukon commits to bringing up bring a facilitator evaluator to come to Yukon to assist with this certification. Funding to help cover the cost of this workshop is included in the 2018-2019 YS4L/YRAC application. On this weekend we will have staff orientation and team building and potentially a BBQ to start off the season. **ACTION: Daniel will contact CKC to secure an evaluator to come to Yukon, when evaluator secured, advertise the workshop.**

10. **Fundraising** – (Helen Anne) grocery bagging and bottle drives – suggestion to hand this task over to a parent/volunteer who would be willing to take this organization on. **ACTION: Advertise this need for volunteer on FB/Website.** Kim H please?

11. **Camp follow up survey** – (Daniel) To think about for next meeting: What do we need/want to know from parents at the end of their experience with Flatwater Yukon. Dan will create survey before summer, we need to give him input for what we want to know. **ACTION: Think about what we want to know from our participants/parents.**

12. **Application for new location – Application for new location** – (Kim H) Kim H proposes that FY write a letter to the City of Whitehorse to thank them for their support with the process so far for a new location and explain to them that we will put the proposal and YESAB application on the back burner

and continue to use the location at the boat launch. FY is optimistic that the issue of high motor boat traffic will be mitigated with the opening of the new City boat launch and Yamaha boat launch on the west side of Schwatka Lake. Also, with the installation of the new dock for un-motorized users we will be able to re-evaluate the need for a new location after this summer. It is our hope that the current site will continue to be a safe and satisfactory location. **ACTION: Kim H will address this letter to the CoW after at the beginning of April.**

13. **Volunteer of the Year** – (Niki) Niki announced that Helen Anne was nominated for the City of Whitehorse, Volunteer of the Year Award for her involvement with Flatwater Yukon.

Meeting adjourned at 9:00 pm

Next meeting date: April 12, 2018 – 6:30-9:00 – CGC Tables with a view



ANNEXE 1:

## Affiliate with Flatwater Yukon

Benefits of affiliating with Flatwater Yukon

- Sport Governing Body for flatwater paddling in Yukon
  - Territorial/Provincial Sport Organisation (PTSO) for Sprint with Canoe Kayak Canada (CKC)
1. Your organisation could be eligible to access and receive funding support through Yukon Sport for Life (YS4L) and Yukon Recreation Advisory Committee (YRAC) to support athlete and coaching development, etc.
  2. Membership liability insurance will be available to your organisation.
  3. If your organisation is a non-profit society in good standing a certificate for Directors and Officer insurance is available.
  4. Affiliate club members have access to coaching courses.

5. Will receive newsletters from Flatwater Yukon and Canoe Kayak Canada (CKC)
6. Entry in events organised by Flatwater Yukon (i.e. Yukon Championships)
7. Support with funding applications to Lotteries Travel Assistance Program

**Requirements:**

1. Affiliate clubs must register on-line at Flatwater Yukon on Sportical.
2. Affiliate clubs must agree to adhere to Flatwater Yukon's Safety Policy, Harassment Policy, Volunteer Screening Policy and Code of Conduct.
3. Membership year is Oct 1 – Sept 30. All memberships will expire on September 30 and clubs/organisations are responsible for registering to continue insurance coverage.
4. A fee of \$180 is payable to Flatwater Paddling Yukon at the time of registration (e-transfer, credit card or cheque).

Note: Being that this is the first year of the affiliate structure for Flatwater Yukon, we want our affiliate organisations to be aware that the requirements, cost and benefits may change as we move forward. The affiliate program will be evaluated each year and Flatwater Yukon will make adjustments as needed in order to meet affiliate needs and work in accordance with the Sport Governing Body and insurance requirements.

March 2018