



Flatwater Paddling Yukon
Executive Meeting Agenda
Thursday April 12, 2018
6:00 – 8:00 pm

Present: Kim Hobus, Niki Parry, Helen Anne Girouard, Daniel Girouard

Regrets: Ali Morham, Kim Porter

Meeting called to order: 6:15 pm

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

Motion to accept minutes of Niki executive meeting March 13, 2018. Seconded Kim P. Passed.

Information Items:

- 1. Funding from Lotteries** for the purchase of recreational canoes, safety boat and motor was accepted (\$8,000 of a \$10,000 project). Daniel negotiated purchase of 5 used recreational canoes from Up North. Helen Anne is purchasing the Porta Bote safety boat to be shipped from Langley BC. The motor was purchased from Yamaha in Whitehorse. Invoices have been submitted to Lotteries for a disbursement to pay these invoices. ACTION: Helen Anne will complete the paperwork for reporting
- 2. Yukon Canoe Kayak Club (YCKC)** Special Resolution which will see the purchase of flatwater equipment and the release of the site lease to Flatwater Yukon passed on March 28, 2018. First payment of \$2500 will be paid soon. Option put on the membership sign up page for members to pay the \$1 FY membership if they are member of YCKC. Blurb is on website membership page explaining the membership deal and a link to YCKC.
- 3. Membership with Canoe Kayak BC and Pacific Division** – Helen Anne – no new information
- 4. Staffing** – job descriptions and job posting (Helen Anne) – Job descriptions were sent to employees (CanoeKids (2) CanoeKids Lead, Head Coach) who have all accepted the positions. Helen Anne will make official contracts for signing in the next month or so. Screening process is happening for Regatta Ready Coach and a decision will be made by the end of this week.
- 5. Insurance renewal** – Helen Anne has renewed the insurance policy. Flatwater Yukon is able to carry the insurance and offer certificates of insurance to the affiliate clubs for liability and Director and Officer's insurance. HA will send the FY affiliation policy to the insurance broker.
- 6. Application to CKC for Flatwater North** – The application to CKC for Flatwater North (Sprint Club) is almost complete was accepted by Canoe Kayak Canada. The application is going to be put before the Sprint Council for its approval. Action: Kim H will reserve the domain name FlatwaterNorth website.
- 7. Canoe Kids Coach Course (June 8-9-10)** - Flatwater Yukon will offer a CanoeKids Certification course on Jun 8-9-10, 2018. Dave Robertson from Canoe Kayak Saskatchewan will come to certify Daniel. CKC will pay for his flight, FY will pay for wage & accommodations (can stay with HA & Dan). Funding for this course is included in YS4L application. Dave will likely do another clinic while here...to be determined. ACTION: Dan will work with Brianna and Dave to decide what type of clinic/evaluations they are going to do while here and create an ad to be posted and do advertising (note: in advertising recognize YG Sport and Rec for their support)

8. **City of Whithorse:** Kim sent a letter to suspend our application for new site.

9. **City of Whitehorse:** Lease application submitted by Helen Anne for Schwatka Lake Day Use Area – the lease will be in effect from May 1 and is to be renewed each year.

Agenda

1. **Financial update (Kim P)**

Kim is working with accountant to organize the books to reflect the separation of Flatwater Yukon and Flatwater North and to set up the books in a professional manner. There is significant data entry to do. Kim and HA and Dan worked on budgeting for next year and will be able to present that budget to us soon.

2. **Promotional shirts (Niki)** – Will order shirts for camp from Taku Group. Can us Entripy for the smaller orders (i.e. coaches, sprint team, etc.) Deadline April 30, 2018 for CanoeKids shirts for this summer. Actions: Niki will proceed with the order. If have sponsor connections who will be put on shirt – get logo to Niki asap.

3. **Fundraising** – (Niki) – Niki presented a letter that we can use to take to different local businesses for possible sponsorship. The format shows what the sponsorship will be used towards and what the sponsor can expect from FY in return. Daniel will approach: Chilkoote Chiropractor, Absolute Physio, Up North, Canoe People, Yukon Wide Adventures. Niki will approach Taku Group. As we are new at this process, our approach will be to ask business what they think of our proposition and be open to negotiate what they want. Consensus was that we do not limit ourselves to a sole sponsor which could limit the potential for our club. Big sponsors could potentially sponsor an event (e.x. The “Ford” Yukon Championships).

4. **Garbage pick-up (Niki)** – Applied for 3 garbage pickups 2 city (\$300 ea), 1 YG (\$250). Niki will organize the events.

5. **Camp Registrations to date (Dan)**

CanoeKids - registration is going great. Is filling up quickly and faster than in previous years.

Regatta Ready – registrations for Regatta Ready are low. Discussions about how to make the program more attractive to these participants. Proposition: change price to 2wks = \$350 or 3wks \$350 and create an option for a Full Summer Program of \$800. This proposition was agreed on unanimously. ACTION: Kim H will change the registration options on Sportical and the wording on the Website. Daniel will contact the one participant who is already registered and explain the change. HA will write a promo email to send to parents of last year’s CK participants who are old enough to participant in RR.

6. **YS4L and YRAC funding application** (deadline April 20, 2018)

Explanation that the request for the Maintenance and Operations fund request includes the purchase of sea can, painting, racking to optimize the use of space, etc.

Motion to accept applications to YG Sport and Rec for YS4L and YRAC funding made by Helen Anne. Seconded Niki. Passed.

7. **Affiliate club/organization registration** (Helen Anne)

We had confirmation from the Insurance underwriters that we can add affiliate clubs to our

insurance. The requirements for this to happen are listed on the Affiliate page and in the Sportical registration forms. ACTION (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

8. **YCKC Paddle Swap – May 9, 2018** – Invitation from YCKC to partner in their gear swap event – Helen Anne – organizer from YCKC is away until the end of the month, HA will follow up.

Yukan Canoe Potluck – April 17, 2018. Invitation to present some photos and have a table at the event. ACTIONS: HA will send regrets and see if it is an option for us to have a slide show in our absence. Niki will make posters to have ready for Tuesday.

9. **Proposal to update/increase the site at Schwatka** – Daniel
Daniel presented ideas for the roof structure and fencing to put on the sea cans at Schwatka Lake. The proposed changes include: extending the pad to add a third sea can, building a clear rough between the sea cans, installing a fence to close the openings and create an enclosed storage area, paint the sea cans, install racking to increase the storage capacity and change rooms on the back of one of the sea cans. ACTIONS: Daniel will follow through with contractors to have quotes for the project. Kim H and Dan will work with the city to get the permissions to do the proposed work. Helen Anne will put together a CDF application for the mid-May submission.

10. **Icebreaker Race/Paddle-a-thon/open hours/bbq (Demo Days)** – June 2, 2018 (Helen Anne)
ACTIONS: Daniel will confirm 100% with YRQ if they are open to us organizing the event.

Paddle-a-thon: Helen Anne will create the paddle-a-thon forms, we are going old-school, paper copies. Funds raised goes toward the purchase of new Hody boats for this summer. Helen Anne will work with Brianna to distribute to youth and get them signed up, etc.

Icebreaker Race: In the case that we run the race: advertise to the wide paddling community. Race participation is free for members of FY. FY will run BBQ as fundraiser at the finish line. Ensure we have two safety boats.

BBQ: use as a fundraiser for FY. Reach out to other parents to help organize.

11. **School paddling programs** (Helen Anne) – Actions: Daniel will send the proposal to executive and send advertisements to schools. ½ day and full day paddling camps in May/June. Participants must sign up for day membership and sign waivers.

12. **Motion to pass Gender Inclusion Policy** – *Motion to accept the CKC Gender Inclusion Policy for Flatwater Yukon made by Helen Anne. Seconded Niki. Passed.*

Meeting adjourned: 8:08 pm

Next meeting date: May 3rd, 2018 6-8pm CGC

- Florida Report
- CDF proposal for addition to sea cans
- June 2 – event details
- Paddle swap