



Flatwater North
Executive Meeting Minutes
Date: September 19, 2019
Time: 6:15-8:15 pm

Present: Niki Parry, Kim Hobus, Carmen Gustafson, Kim Porter, Denise McCann

Regrets: Daniel Girouard

Meeting called to order: 6:17 pm

Motion to accept meeting agenda Helen Anne. Seconded Kim H. Passed.

Motion to accept meeting minutes from August 25th, 2019 Helen Anne. Seconded Kim H. Passed.

Information Items:

1. **Ventilation system** – Philip Gibson is taking on the logistics of the project to install vents in the sea cans to cut down on humidity build up. We have \$3000 from YRAC to complete the upgrades. It is hoped that this project will be completed before the winter.
2. **City of Whitehorse Rec Grant** – two final reports were submitted for Spring and Fall funding that was received.
3. **Canada Summer Jobs** – Year-end report submitted, the final transfer of funds should be soon.
4. **Lotteries travel funding** – report submitted for Maple Ridge Travel Funds that will be used to support athletes.

Agenda Items:

1. **Budget** - year end is on September 30.
 - The budget is in order and the club is carrying a small surplus into the next fiscal year. These funds will be used to continue to programming through the winter.
 - Kim P requests that we please submit any outstanding receipts to her asap in order for the projects to be finalised before the end of this fiscal year.
 - It will be important follow up asap with participants in Dragon boat who still owe money from their drop-in sessions. Dan and Helen Anne will follow up with this.
2. **Reports from 2019 summer season**
 - Reports by the Executive Director (Daniel Girouard) and Head Coach (Lynwen Birch) were

brought forward and accepted by the board. There are many valuable points that will be taken into consideration when we are in the planning stages for next year this winter.

- It is requested that the board members read and consider the reports for future discussion.

- It was also mentioned that it would be important to have board meetings, even if they are informal meetings throughout the summer. It is almost impossible to have all board members present due to summer activities and travels, however, informal meetings would improve communication and ensure that events are planned in a timely manner.

- It was discussed that the season is very short, potential for the youth to continue paddling for recreation after school in the month of September with an adult (not necessarily coach, but an adult who supervises).

- The work load for coaching staff needs to be balanced in order to be a sustainable position for them.

3. **Membership rates**

- Discussion around raising membership rates. Flatwater North membership rates are comparable to other sport organisations in Yukon and the revenue from the membership fees covers about 80% of the club's insurance fees.

Consensus to keep membership rates at current rates for the next fiscal year. We will consider changing the amount transferred from Canoe Kids Registration when we discuss programme pricing for next summer.

Dragon boat drop in – Kim H suggested using punch pass that participants purchase up front on Sportical and when they attend a session they punch. A more efficient system for dealing with drop in participants is required.

4. **AGM** - planning

November 12th (CGC board room)

5:30 appreciation dinner (pizza)

6:30 – 8:30 AGM (kids go to the pool)

Certificates of participation/achievement will be presented to all Regatta Ready and Sprint athletes. Invitation will be sent to parents of those athletes inviting them to the evening and that their child will be recognised. The kids can go to the pool while we have the AGM for both Flatwater Yukon and Flatwater North.

To do:

Niki will book the room at the CGC and finalize poster

Helen Anne will do certificates and compile a list of volunteer positions that we are looking for help with throughout the year.

Denise McCann will organize food

Kim H will advertise on-line and in the paper, email out to all members inviting them and then

reminding them

5. **Winter programming**

4:30 – 5:30 pm Tuesday and Thursday

Punch passes for the entry at CGC will be purchased

Encourage athletes from other sports to come and work out with this group of youth

Daniel will volunteer coach for this programming, he will likely reach out to other parents for support on days he cannot attend.

6. **Bottle Drive**

October 19th – send out email to regatta Ready participants

7. **City of Whitehorse Recreation Grant** – next submission October 15.

Kim Hobus brought forward the idea of using the Rec Grant submission to request funding to cover the cost of repairs (equipment) and servicing of canoes/kayaks.

Boat repair, fiberglass, seats, rudders, cables, etc.

8. **Upcoming events:** Fall Classic on the McLintock River (Marsh Lake)

- This event is run by Peter Coates. It is not a Flatwater North event. If any of our athletes want to attend they will do so with their parents' supervision.

9. **Sponsorship recognition/thank you**

- Niki will make poster for thanking 2018-2019 sponsors. We will give a CanoeKids shirt to each sponsor

10. **BBQ** – Canadian Tire – Helen Anne

- The club is in need of a new BBQ for next season. Helen Anne will write a letter and approach Canadian Tire requesting they sponsor a bbq for the club.

11. **Emergencies/evacuations** – Kim Hobus

Kim Hobus has proposal of a contingency plan for emergencies. The plan includes procedures for evacuating the Flatwater site with youth participants in the case of forest fire. The protocol includes sheet for inside of sea cans with important numbers and posters indicating where the participants have evacuated to.

This protocol will be included in staff training that happens before the start of program.

(Suggestion that staff training take place in May)

Meeting adjourned: 8:15 pm 7:00 pm

Next meeting: 7:00 pm October 24th Wine Room High Country Inn