

Flatwater Paddling Yukon
Executive Meeting Agenda
12 January 2017 (6:30 pm - 8:30pm)
Wine Room – High Country Inn

Present: Helen Anne Girouard (President/Chair), Kim Hobus (Vice-President), Niki Parry (Director Competitive), Ali Morham (Director Recreational), Daniel Girouard (Executive Director), Matt Wilkie (Member – communications committee)

Regrets: Manon Desforges (Secretary/Treasurer)

1. Call to order by Helen Anne: 6:30 pm

2. Review/approve agenda for meeting.

3. Regular Executive Meeting.

Schedule Regular Executive Meeting for the 2nd Thursday each month from 6:30-8:30 pm at Sport Yukon. (Next meetings Feb. 9, March 9)

Motion made by Kim. Seconded by Ali. Passed.

ACTIONS: Helen Anne will book room at Sport Yukon. Niki will pick up key at Sport Yukon before 4:30 the day of each meeting.

4. Update on status by Helen Anne.

- Application for non-profit society approved Dec 22, 2016.

ACTION: Helen Anne upload certification of corporation to google docs.

- Business license and Payroll Deduction Program with Canada Revenue Agency (CRA) approved Jan 10, 2017.

- Affiliation with Canoe Kayak Canada: Helen Anne spoke with Ian Mortimer (Director of Development) at Canoe Kayak Canada (CKC) to discuss steps necessary to become a member of CKC as the Territorial Sports Organisation (TSO) for sprint. Helen Anne will write a letter to CKC explaining our status and desire to be affiliated, Ian will discuss with CKC Sprint Board. We will need to join a Sprint Division (either Prairie or Pacific Division), Ian is going to look into policies to see if there is a division for the territories.

ACTION: Helen Anne will continue to communicate with CKC to continue the process for affiliation.

- Affiliation with Sport Yukon: Flatwater Yukon has been approved as non-profit society for Flatwater Paddling Yukon. Helen Anne confirmed with Sport Yukon that we are in the process of becoming a member of CKC and are working on getting our status as Sport Governing Body for Flatwater (Sprint) in Yukon. Clarified that we are not affiliated with

YCKC.

- News from YCKC that they are planning on running Canoe Kids Camps this summer and applying for Canada Summer Jobs funding to hire coaches. Helen Anne is in contact with Walter who is working to arrange a meeting with YCKC President (John) and Vice-President (Erin) and Flatwater Yukon to ensure that the two organisations are not working in competition.

ACTION: Helen Anne to work with Walter and YCKC.

5. **Communications update** – Matt and Kim

Domain: www.flatwateryukon.ca (\$15/year) Owner: Helen Anne, Admin: Kim, Tech: Matt

Website provider: Weebly (approx. \$40-60/ year depending on add-ons)

Sportical: for registration, events, calendars (\$40/month)

Google docs: for linking document to Weebly site (free)

Email: info@flatwater.ca (to go to Kim as V-P responsible for communications)
board@gmail.com (to go to all board members)

Mail Chimp: for email lists and mail outs

Facebook: page under Daniel Girouard will be renamed to Flatwater Yukon

Launch of website and web presence set for mid-February.

Meeting Jan 26, 2017 at 6:30 at Matt's to review website.

Estimated \$150/year to have web presence.

Motion to accept the above communications plan made by Kim. Seconded by Ali. Passed.

ACTIONS:

Matt and Kim set up website, domain, Sportical, etc. Payments required will be paid for personally, and reimbursed in the spring.

Helen Anne send info to Kim for website for different programming.

Daniel contact Fearghus, Émile and Andrew for headshots and bio for website.

6. **Proposed summer programming** – Helen Anne & Daniel

Summer programming in Annexe A "Summer Programming 2017 v4" to be advertised in Whitehorse Summer Rec guide. Deadline Jan. 16, 2017. Programming to be used as a base for funding applications.

Motion made by Helen Anne to accept summer programming as found in Annexe A "Summer 2017 Programming." Seconded by Ali. Passed.

7. **Things to do :**

- Application for Canada Summer Jobs (CSJ) – according to proposed staffing in annexe. –

Helen Anne

- Contract for employees – table for next meeting. Generic contract available for review.
- Job description for employees – **Helen Anne** (needed for CSJ application)
- WCB for employees – tabled until employees hired (spring)
- Confirmation of week-long program in Watson Lake. (July 24-28)
- Insurance for board/members – **Kim** will enquire locally, **Helen Anne** will enquire with CKC what is available nationally
- Create membership registration/policy – **Niki** will review membership policies of other clubs
- Policy creation and get board approval for policies – **Helen Anne** will bring forward policies needed to become TSO to be voted on at the next board meeting Feb. 9, 2017.
- Summer paddling courses offered by Ali? – will discuss possibilities in the spring
- Youth investment fund for dock/camp assistant (Deadline April 1) – tabled to Feb. meeting

8. Meeting adjourned 8:30 pm.

Next meeting January 26, 6:30-8:30 at Matt and Kim's (re: Communications)

Next Executive meeting: February 9, 2017, 6:30-8:30 at Sport Yukon.