



**Flatwater Paddling Yukon**  
Executive Meeting Minutes  
23 February 2017 (6:30 pm - 8:30pm)  
@ Sport Yukon

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

**Regrets:** Ali Morham, Manon Desforges, Daniel Girouard

Meeting called to order: 6:30 pm

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

Motion to accept minutes of Feb. 9, 2017 executive meeting Kim. Seconded Niki. Passed.

**Information/discussion:**

1. Website questions/discussion (Kim)
  - Website and all associated platforms are up and running and working well. First registration came in this week with very positive feedback from parent. Hats off to Matt and Kim for all the hard work that went into getting the site ready for launch. The Whitehorse Rec Guide was published Feb 20, 2017 and FPY site launch day was Feb. 19, 2017 and went off without a hitch!
  - Need to have a better way to share documents between board members - Google Docs needs some work/organising
  - **ACTION: have a meeting with Daniel and board members to explain how the systems work. Proposed meeting date Thursday March 2<sup>nd</sup>.**
2. Discussion regarding contract for use of flatwater material from YCKC for this summer and beyond.

Discussion about our position regarding the offer on the table from YCKC to use the equipment this summer. YCKC is requesting a lease of \$6000 (in consideration of the equipment rental, loss of membership and program revenue consideration loss) and the following stipulations:

- a. FPY carries their own liability insurance with YCKC listed as additional insured
- b. Maintenance and care of provided gear and equipment
- c. Marking of YCKC gear
- d. Beginning and end inventory

It was decided that we will get some legal/governmental advice before coming up with a contract for this summer.

**ACTION:** Helen Anne will investigate and email and discuss an agreement in the next few days, ideally before Wednesday March 1.

3. Update on YS4L and YRAC funding (Helen Anne)

- Helen Anne has requested a meeting on Thursday March 2<sup>nd</sup> with John Quinsey and Trevor T to discuss how to access the YS4L and YRAC funding that YCKC holds for flatwater paddling. Daniel requesting to be reimbursed for the CKC Conference in the fall, and requesting funding for athletes going to spring training camp in Florida.

4. Policy for Volunteer/staff screening (Helen Anne)

- Policy outlines the differing levels of risk for people working within FPY. This policy is not intended to be cumbersome or limiting people to volunteer, or onerous to the board. The intent of the policy is for volunteers to be aware of the limits and responsibilities of their role, and for FPY to ensure the safety of their members. FPY will evaluate the implementation of this policy as operations are up and running to ensure its effectiveness.

- **ACTION:** Policy will be submitted to Sport Yukon as the final policy needed for their Sport Governing Body requirements. (Helen Anne)

- See policy in attachment.

- **Motion by Kim to approve Volunteer and Staff Screening Policy with changes as discussed, Niki seconded. Passed.**

5. Promotion and advertising plan

Matt will change the Facebook page name announce the programs. Matt and Dan are administrators on the page. The page is linked to Dan's personal account and does not belong to YCKC. Once the name is changed we will write an initial post explaining the transition to Flatwater Yukon and then plug the page with link to website for registration regularly. Sharing FB Page and link to website liberally on our personal pages is encouraged.

Consider one-pager for schools.

For during summer:

UpNorth – magazine for a story about the club.

What's Up Yukon -

Yukon Nugget – costly, not much reach.

6. What's next? Brainstorm next steps for the next weeks

- Treasurer: we need to get a treasurer who is able to participate actively in the board.

**ACTIONS:** Helen Anne will contact Kim (Veronica Porter's Mom) who had expressed some interest in being involved. If needed in the interim, Niki will work with Manon to set up a financial platform (Sage Accounting/Quick Books). Helen Anne will contact I'AFY to inquire about accounting support

- Bank account – Kim March 2<sup>nd</sup>. **ACTION:** Helen Anne Book appointment at CIBC for Kim Hobus to be put on as a signator on the bank account.

- Insurance: **ACTION:** Niki will investigate insurance for the organisation. Questions: how can YCKC be listed as an insured on our policy for liability, board member insurance, member insurance, etc.
  - Contracts for employment we need to get the contracts prepared for the hiring of staff for the summer. **ACTION:** Kim will work on contracts for employment for summer staff. Helen Anne will send Kim the NGO guide to use as a template for the contracts.
  - Job descriptions for hired (and volunteer) coaching staff to be created. **ACTION:** Daniel and Helen Anne will come up with detailed job descriptions for the summer staff, including the reporting structure. (Also – job descriptions for designated screener role)
  - WCB – for staff – no action needed at this time, process simple, and will happen when staff are hired.
  - Application for **Youth Investment Fund** (April deadline). **ACTION:** Helen Anne will put together application and bring to executive.
  - Applications for **YRAC and YS4L** (April deadline) **ACTION:** Helen Anne & Daniel will prepare application for funding to bring to executive.
  - **Community Development Fund:** Do we need it this year what would the money be used for (Mid-may) – discussion tabled until further meeting.
  - **City and fires:** Kim expressed the need to do a risk analysis for the city regarding the bonfires around the containers at Schwatka Lake. If this is to be a continuing issue, Kim will discuss – risk analysis (Kim)
  - **Lease agreement** with City of Whitehorse – **ACTION:** Helen Anne and Dan will meet with the city next week to discuss the lease.
  - **Receipts:** Board members who have expenses to be reimbursed keep receipts and as the registration money comes in, we will be able to reimbursed.
7. **Board appreciation** Friday March 3<sup>rd</sup> 5:00 pm – Gathering at Helen Anne and Dan’s – in recognition for all the hard work, time and energy that has been put into the rapid and efficient creation of this board.

Meeting adjourned at 8:20 pm

Next meeting March 9, 2017 at Sport Yukon  
Tentative executive meeting scheduled for March 30, 2017