



Flatwater Paddling Yukon
Executive Meeting Minutes
March 9, 2017 (6:30 pm - 8:30pm)
@ Niki's house

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

Regrets: Ali Morham, Manon Desforges,

Meeting called to order: 6:30 pm

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

Motion to accept minutes of Feb. 23, 2017 executive meeting Kim. Seconded Niki. Passed.

Agenda

1. **Update from YCKC – agreement and YS4L and YRAC funding** (Helen Anne)

YCKC voted to accept our counter offer of \$5000 for the use of the boats for the summer. Payment is to be in two installments of \$2500 (mid-June and mid-August). Trevor Braun is going to write up a contract for his board to approve and then for us to approve.

John Quinsey was not prepared to meet today as requested by Helen Anne and Trevor Twardochleb to discuss the YS4L and YRAC remaining funds. Daniel sent YCKC the fund account balances and details of spending on Tuesday (for the YCKC executive meeting). Helen Anne sent John the reimbursement requests by email March 8th (requesting reimbursement for CKC Conference and for financial aid for the athletes attending spring training camp in Florida.) We are hoping that YCKC will be able to allocate some of the funds to these projects (which are in the flatwater funding applications) before the March 31st deadline, at which time, the unused funds must be returned to YG.

2. Kim Porter will be meeting with Manon D. and Helen Anne to discuss being Treasurer on Thursday March 9. Helen Anne will bring news back to executive.

3. Review and approve contracts for employment and job descriptions (Helen Anne)

CanoeKids Coach – possibility of bonus of year-end bonus

CanoeKids Lead Coach -

Regatta Ready Sprint Coach – 9-week salary position due to the travel and unusual hours

Dock Hand – discussion about having the requirement for the employee in this position hold a Pleasure Craft Operator's license. This would mean the employee must be 16 yr or older. In the long term, the person in this position would ideally be a certified lifeguard. This position is 8 weeks of Canoe Kids in Whitehorse. Will not be required to travel to Watson Lake.

Motion made by Kim Hobus to accept job descriptions and contracts for the above positions (with suggested changes applied). Seconded by Niki Parry. Passed.

Due to time constraints, the job description and contract for Executive Director/Head Coach table to future meeting. At which time the executive will discuss the roles of the executive and the executive director to be clear as to what the role of everyone is.

4. Review projected budget. Daniel presented executive with previous year's number and budget.
 - a. Discussion about specific needs for boats to run programming this summer. We currently do not have the funds to purchase more than 2 boats for the 2017 summer season, as they need to be ordered asap for them to get to Whitehorse in time for programs.

Motion: Purchase 2 x K2 ASAP. Future wish list will be compiled and approved at future meeting and submitted for CDF Funding application for May 15 with deliver later in the season. Motion Helen Anne. Niki second. Passed.

- b. Discussion potential to hire a 3rd CanoeKids coach as the Lead CanoeKids Coach. We discussed the finances needed to hire this coach and the extra revenue generated by opening up the registration to 27 participants.

Daniel will interview and check potential employee's references bring a recommendation forward to decide if we extend a letter of offer for employment for the summer.

Motion: To open CK registration for each week to 27 participants and hire a 3rd CK Coach (if recommendation is brought forward from Daniel). The third coach will be Lead CanoeKids coach who will mentor other coaches, arrange other programming where needed and as time permits, etc.)

5. Review and approve applications for YS4L and YRAC (Daniel)
Tabled to send by email. Application deadline April 13, 2017.
6. Review and approve application for Youth Investment Fund (Helen Anne)
Tabled to be sent by email for discussion/approval. Application deadline April 3, 2017.
7. Website/registration discussion - outstanding things to do? How is it all running?
Email addresses: info@flatwater, camps@flatwater.ca, board@flatwater.ca
8. **Things to do:**
 - Affiliation CKC (Helen Anne)
 - Insurance (Helen Anne)
 - Schwatka Lake access (Helen Anne & Daniel)
 - Dispute Resolution and Appeal policy (Kim)
 - Safety policy (Helen Anne)
 - Treasurer formalities with Societies/software (Helen Anne)

Meeting adjourned at 8:55 pm

Next meeting date: April 13, 2017.