



**Flatwater Paddling Yukon**  
Executive Meeting Minutes  
April 12, 2017  
7:00 pm – 9:00 pm  
Yukon Arts Centre

**Present:** Kim Porter, Kim Hobus, Ali Morham, Niki Parry, Matt Wilkie, Dan Girouard, Helen Anne Girouard

Meeting called to order: 7:05 pm

Motion made by Kim H. to accept meeting agenda. Seconded by Niki. Passed.

Motion made by Kim H. to accept minutes of March 9, 2017 executive meeting. Seconded Niki. Passed.

**Information Items:**

1. Welcome to Kim Porter our new Treasurer. Papers were submitted to Societies to remove Manon Desforges and add Kim Porter. The former treasurer will work with Kim to get the accounting software set up and is available for background support if needed. Sage Software was purchased with access for two users on the Cloud. The treasurer will be the primary user and the book keeper will be the second. This will make it easier for the two to work together.
2. Contract with YCKC signed on April 4/17 for the use of the boats and containers for the summer.
3. Youth Investment Fund application submitted on April 3<sup>rd</sup> for funding to help pay the wage of the Dock Hand and also to help cover cost of travel to Watson Lake for rural CanoeKids. As soon as have word will proceed with posting the position to hire dock hand. (Helen Anne & Dan)
4. Application is in to CKC for club membership, payment has been sent. The application is in the hands of the DDC Chair who will be bring this application to the committee for initial approval. Then it will go to the Sprint Racing Council for final approval. Ian Mortimer is our main contact at CKC.

FPY will also need to become a member of the Pacific Division for Sprint, and likely a club under CKBC. MJ Abbot has brought our inquiry to the CKBC board and it is on their agenda to discuss how to have us as club/member of the division. Helen Anne will follow up.

5. Flatwater Yukon was successful in the application for the Canada Summer Jobs Grant for 2 positions = 720 hours of wage subsidy for the Coaches positions.
6. Update on employees: Contracts sent to employees. Must wait to finalize Canada Summer Jobs applications before finalizing contracts.
7. Reimbursements for expenses to date can be submitted to Treasurer.

## Discussion items

1. Discussion regarding *Appeal policy and Dispute Resolution policies* (Draft proposed by Kim H). Some concern was shared regarding the cost (\$100) of the Appeal process. It was agreed to leave the fee as is, and revisit in the future if necessary.

**Motion made by Helen Anne to accept Dispute Policy and Procedures and the Appeal Policy.** Seconded by Ali 2<sup>nd</sup>. Passed.

2. Presentation of YS4L and YRAC Applications for 2017-2018 (Dan)

**Motion made by Niki to submit application as presented. Seconded by Ali. Passed.**

3. YS4L Accountability report (submitted to Sport and Rec on April 11). Monies provided by Sport and Rec for enhanced athlete development, and specifically for Spring Training and CKC Coaches conference expenses (\$3500).

**Motion made by Niki to reimburse \$1000 per athlete for Florida expenses and \$500 for Head Coach's attendance at CKC Conference in Ottawa. Seconded Ali, passed. (abstaining due to COI: Helen Anne and Kim H)**

4. Review and discuss Executive Director / Head Coach Contract and Job Description. Tabled for discussion on April 26, 2017 (due to lack of time)
5. Book keeper: Tanja has provided quote for providing pay roll set up and bi-weekly pay throughout the summer. Tanja is willing to work with Treasurer for support as needed.

**Motion made by Helen Anne to engage Tanja Stalder on contract for spring/summer 2017. Seconded by Ali. Passed.**

6. Review and discuss *Club Safety Policy*  
Niki will provide amended wording for Lightning Policy.

**Motion made by Helen Anne to pass Club Safety with changes as discussed. Seconded by Ali. Passed.**

7. Two quotes for Membership Insurance and Board and Council Liability Insurance were discussed. HA will investigate one more insurance option, if it is comparable will return to Executive for discussion. If not, HA will proceed with securing insurance through Everest Insurance Company (SBC Insurance) .

### **8. National Coaches Conference Ottawa November 17-19**

Discussion regarding the importance of having Head Coach AND a member of the board attend the conference in order to: 1) gain understanding of the sport on a larger scale, 2) create a presence for Yukon Flatwater on the national scene, make contacts, etc. 3) workshops include board professional development and club creation, etc. A request for funding for two people to attend this event submitted to YS4L/YRAC.

Meeting adjourned at 8:30 pm. Next meeting date: **April 26<sup>th</sup> 6:30 pm** (location to be determined)