



Penticton Yacht Club Board Meeting MINUTES

MEETING DATE: April 4, 2018

LOCATION: Penticton Yacht Club

MEMBERS PRESENT: Commodore Marc Tougas Mark Macdonald
Jesse Duncan (7:05pm) Doug MacMillan
Derek Collins Mark Ramoudit
Matt Krause Ron Ramsay

MEMBERS ABSENT: Nathan Roy

STAFF PRESENT: Graham Perrie

RECORDING SECRETARY: Wanda Crowell

Meeting called to order by Commodore Marc Tougas at 7:01 pm.

1. **Adoption of Minutes**

1.1 **March 28, 2018 minutes**

Moved by Marc Tougas **Seconded by** Ron Ramsay

RESOLVED

THAT the minutes of the General Meeting held March 28, 2018 be approved.

CARRIED

1.2 **Items Arising**

2. Appointment of New Board Director

Moved by Derek Collins **Seconded by** Doug MacMillan

RESOLVED

THAT the Board appoint Jesse Duncan as a Board Director.

CARRIED

7:05pm Jesse Duncan joined the meeting.

3. Business Report – General Manager

Staffing – Admin position in office was advertised. The person currently doing the position has decided that she would like to stay. The Board is supporting the HR Committee & the General Manager in establishing her job description and salary. Maintenance position advertised & have found someone who will do a working interview this week. Other candidates if he doesn't work out. Looking for other staff for kitchen/clubhouse.

Operations – Phones (4) are being installed & connected. Gas Bar is being re-configured to include more retail space. Waiting for final prices on new gas pumps.

Docks – working on getting all old docks to landfill. Crane in now scheduled for April 14th (18th for houseboats). All to be done in one day. Will take care of the billing. 6 big boats are being put in by their owners, this week. Email blast will go out to all members with Club news.

R Dock almost done, ready for electrical on April 5th

M Dock should be done by April 17-20.

Y Dock should be done after April 27th but possibly sooner.

N Dock should be done by 23rd.

4. Commodore's Report

No report.

5. Human Resources Committee Report

We now have a signed contract with the General Manager.

6. Treasurer's Report

As of April 3rd, Marina Account - \$230,085.36 Debit Account - \$849.91

7. Secretary's Report

Determining what files are going to be stored where.
Recommending an Emergency Procedure Plan be designed & posted for staff & customers. Will check to see what other marinas have in place. Input will be sought from the HR Committee.
Heading up a flood response section for the Emergency Plan.
Recommending a Planning & Priority Committee with members from the Board & the Club membership.

7.1 Long Term Strategic Planning Committee

Moved by Ron Ramsay **Seconded by** Mark Macdonald

RESOLVED

THAT the Board create a Long Term Strategic Planning Committee with Board members and Club members, to look at long term planning for the future of the Marina; and

Appoint Ron Ramsay as Chair, Jesse Duncan & Mark Ramoudit as members.

CARRIED

8. Marina Infrastructure Committee Report

Commodore & GM have reviewed recent Board motions for infrastructure repairs, budgeted items & contracts to ensure there will not be a shortage in budget needed.

8.1 Docks Report

Moved by Derek Collins **Seconded by** Matt Krause

RESOLVED

THAT the Board spend up to \$25,000 to cover the cost of repairs & maintenance for docks for 2018.

CARRIED

8.2 Committee Member Appointments

Moved by Doug MacMillian **Seconded by** Mark Ramoudit

RESOLVED

THAT the Board appoint Derek Collins as Chair, Jesse Duncan as member, to the Marina Infrastructure Committee.

CARRIED

9. Fleet Captain Report

Will be looking for Club members to help organize sailing activities.

10. Staff Captain Report

Will be looking for Club members to help organize boating activities.

11. License to Use Committee Report

Next meeting on April 18th. Discussing date changes and language of License to get consideration of the future operational planning.

12. Clubhouse Committee Report

Trying to open May Long Weekend, possible soft opening earlier. Starting to try & find staff for kitchen and bar.

13. Entertainment Committee Report

No report.

14. Old Business

14.1 Insurance Update

Not cost effective to insure the docks for replacement as the City covers them. Looking at liability insurance for docks and adequate coverage on Clubhouse building.

15. New Business

15.1 Policy & Procedure Committee

15.1.1 Appointment of Committee Members

Moved by Doug MacMillian **Seconded by** Derek Collins

RESOLVED

THAT the Board appoint a Policy & Procedure Committee to work with the General Manager to review the Club's existing policies & procedures; and that Mark Macdonald and Doug MacMillian be appointed as members.

CARRIED

15.1.2 Review 1997 MMC Policy

Moved by Jesse Duncan **Seconded by** Derek Collins

RESOLVED

THAT the Board rescind the Marina Management Committee Policy dated 17 September 1997.

CARRIED UNANIMOUSLY

16. Meeting adjourned at 9:00 p.m.
The next meeting will be April 25, 2018 at 7:00 p.m.

APPROVED BY:

PREPARED BY:



M. Tougas, Commodore

W. Crowell, Recording Secretary