

False Creek Yacht Club  
Board of Directors

Minutes of the Meeting of May 14, 2019  
Board Room, FCYC

Present: Craig Minielly, Commodore; Anne Graham, Vice Commodore; Dominic McIver Lopes, Secretary; Roger Walsh, Treasurer; Alan Maddox, RC House; Jamie Arens, Fleet Captain; Simon Gould, Member at Large

Regrets: Phil Beaty, RC Marina; Lee Boyden, Member at Large

**1. CALL TO ORDER**

The Commodore called the meeting to order at 18:00. Stating that a quorum was present and that notice had been given in the proper manner, he declared the meeting regularly and duly called and ready for the transaction of business.

The Commodore then moved that the Vice Commodore be appointed to preside. The Secretary seconded. There being no further discussion, the question was put and carried unanimously. The Vice Commodore assumed the chair.

**2. ADOPTION OF THE AGENDA**

By unanimous consent, the agenda was adopted, amended to make the conduct review and disciplinary matter the first order of business.

**CONSENT AGENDA**

**SECRETARY'S BUSINESS**

**2.1 ADOPTION OF THE MINUTES**

The minutes of the meeting of April 18, 2019 are adopted.

## 2.2 BOARD TRANSITION

Paperwork needed to transition to the current Board has been filed with legal counsel. This item is complete.

## 2.3 FLEET CAPTAIN

The Fleet Captain has agreed to remain in position in light of the Board's undertakings at its April meeting. This matter is concluded.

## 2.4 POLICIES AND BOARD BOOK

An almost complete draft is ready to circulate with the Board and legal counsel for comment and correction. The goal is to finalize for the June Board meeting. The outstanding items will be a crisis and succession plan and records retention policy.

## 2.5 EGM

Notice has been given for an EGM AT 19h00 on May 15, including a full agenda.

## 2.6 AGM

The AGM date is December 4th at 19h00 in the Club House. Agenda preparations will begin in September.

## 2.7 BYLAW AMENDMENTS

The Secretary will request legal counsel's recommendations on housekeeping changes to the Bylaws in advance of the September Board meeting.

## **COMMODORE'S BUSINESS**

### 2.8 STRATEGIC PLANNING COMMITTEE

All those invited to participate have accepted, and names will be announced shortly. The committee contains an ideal combination of expertise and leadership. Bob Ingratta will chair.

### 2.9 LONG RANGE CALENDARS

A shared spreadsheet has been created for Directors to list major Club events within their areas of responsibility. Directors are asked to fill in the calendar.

## VC BUSINESS

### 2.10 SAIL PAST

The GM reports that about forty boats participated on a windy day in False Creek, and there were about 180 members and guests in attendance. Everyone who wanted to get on a boat was accommodated by our members, thanks to those who welcomed guests. Sheila's catered and the feedback was positive. We did not have a good way to determine who was actually attending (boaters, social, etc.) amongst the 128 'Yes' replies received, so the GM has drafted an excellent Evite for next year to help us track and manage attendance much more easily. Thanks to Court Touwslager again for his excellent document outlining all the Sail Past activities.

The Commodore expressed thanks to all for coming together and putting on a fabulous party, with a fantastic turnout. It was a new experience for many, but that did not slow down the great time or results.

Lessons learned:

1. The Evite needs to go out at least one month in advance, as ViP turnout was virtually non-existent and it is not a good use of the GM's time to validate all their information and issue invitations unless we get some acceptances. This year a real scramble on the GM's part was required to increase the catering numbers at the last minute when RSVPs skyrocketed.
2. The Sail Past documents need to be updated to clarify the exact sequence of events on the day. The VC will undertake this task.
3. The Cinco de Mayo theme worked well for food, music, and celebratory spirit, but did not encourage costume participation. Themes were originally introduced to open up the event to those less inclined to participate in yacht club dress. Pirate and Caribbean themes have been the best for dress and decorating participation, so perhaps should be considered again, maybe even on a permanent basis.
4. Members suggested having a charitable component to Sail Past and either imposing a small fee for all members (as other yacht clubs do) or a fee for guests above a certain level. In some cases RSVPs included ten and fifteen guests, which is a significant expense to the club. The VC will capture this on the Bright Shiny Objects list in Asana, and it will be discussed by the 2020 Sail Past committee and a recommendation presented to the Board in due course.
5. Consideration should also be given to holding the event on a Saturday, although that is traditionally the Burrard Yacht Club Sail Past, and we have members who belong to both clubs.

### 2.11 MEMBER OUTREACH

Now that Sail Past is complete, RCM and VC will start to meet with members to explore how to increase member engagement.

## 2.12 NON-MEMBER ISSUE

We have a non-member, Robert Sink, who has been visiting the club on a regular basis ever since the Boat Show. The GM and VC have both spoken with him about membership, and other members have also done some arm twisting, to no avail. He behaves as if he is a member and actually got invited out to Sail Past, yet he has not been vetted for membership in any way.

The VC will add an item to Bright Shiny Objects column in Asana: we should think about how we want to treat friends and relatives of members who come to the club without the member with them. We need a guiding policy for the bar staff.

In addition, the Board authorizes the VC to write to Mr Sink advising that he must become a member if he wishes to continue accessing club facilities. The Board also directs that bar staff enforce this directive should he come to the club again without being a member.

## 2.13 TREASURER'S BUSINESS

General:

Lan has prepared financials in good detail and she is now making changes to include more detailed breakdowns so that we can see Marina and House costs more accurately, as well as the "G&A cost to manage," which will lead to more accurate reporting to membership as well as future budgeting.

The report on Tuesdays from Lan and Joanne on key results from past week as well as key points for current week, still needs some work on content. We will be adding a summary of events booked and under negotiation and can review events completed. Still aiming to simplify the content to a one page summary that can then be circulated to the Commodore, VC, RC House and RC Marina.

The CRM/Accounting options are close. The best appears to be a mix of a custom marina program plus Silk Start plus Quick Books. Staff are trying to determine if we can find a simpler and friendlier POS system than Squirrel. I will have a summary for EGM.

Operations:

Monitoring food and beverage closely and having it in a brief for so GM and Edge can focus on it immediately.

This week we will start a system for members to make comments and suggestions. Completed forms will be reviewed by the GM and can be shared with Edge and the Board to assist in meeting members needs.

Moorage: ninety-five received for a total of \$423,000.

Dues: eleven receivables from 2018/11/01 remain outstanding and are being followed up.

Assessments and statements sent as at 05/01/2019. Following up overdrawn accounts.

I am trying to get a closer feel for how we can allow GM to streamline various operational categories. The task list should help with this.

Cash & Accounts Receivables:

Bank balance is approximately \$333,335.

There is still work being done on reconciliation of assessments and receivables from ATP.

## **RC HOUSE BUSINESS**

### **2.14 HVAC**

Pending EGM budget approval, a letter of intent has been sent to Airstream, which has equipment ordered. Airstream is ready to proceed immediately.

### **2.15 CLUB HOUSE BLINDS**

New blinds are on order and should be installed by the end of the month.

### **2.16 STAIRWELL REPAINT**

The company that painted the deck also painted the stairwell and the stairs to the club house. Todd Anderson committed to this project but did not follow through. He has been billed for half the cost.

### **2.17 MINOR REPAIRS**

Ted McAulley will serve as handyman at an hourly rate, working from a list of repairs presented to him to maintain the club. The cost is expected to be lower than using an outside service.

### **2.18 EDGE CATERING**

The RC House, Treasurer, and GM met with Edge Catering and proposed replacing the exclusive arrangement with a preferred arrangement. The new agreement will cover a period ending in December 2019. As part of the agreement, we will buy the remaining 50% of the chairs (we now own 50%), as previously approved by the Board, at an expected cost of \$2500. Negotiations on the new agreement are close to complete.

## 2.19 HOUSE VOLUNTEERS

Randy ??? will attend to security and RC House is in discussions with Seyed ??? about club house design and remodelling.

## GM BUSINESS

### 2.20 FINANCIAL TRANSACTIONS

Payments for moorage are still coming in and lounge balances are also being paid. Hand held (Clover) devices and the Bambora computer portal are helping to keep processes up to date.

### 2.21 IT SYSTEM

The club's web site is no longer allowing member or administrator access. Kool IP will reboot the server. They advise that the site software has not been regularly updated and updates now could completely collapse the site.

Squirrel Technical Support team is unable to see why members are being kicked out of the system. The software version is old.

The GM is waiting to speak with a Jonas representative and is also looking at similar programs, Northstar and Club Express. All offer an all-in-one package including web site, CRM, online payments, and membership access to account details, POS, and accounting and payroll package.

### 2.22 REPAIRS

The coffee maker water supply issue is resolved. A lock on the accessible washroom has been repaired and power washing has been done. The fryer broke down on May 1, slowing down service, and has been repaired.

The handyman has made repairs to washroom lights, the electrical service in the bar, and the motion switch in the accessible washroom. In the queue are the baby change table, security monitor wall mount, ceiling tiles, and paint in the office. Tools have been purchased for the club.

### 2.23 EVENTS

Concluded events are: three wine tasting events (during the week), the use of the parking lot for filming, birthday/anniversary parties, and a VPSS event.

Upcoming Events: a Regada Night on June 8, all White Affair, two weddings, and a VPSS event. A varied line up continues for Friday nights.

## **RC MARINA BUSINESS**

### **2.24 WATER LEASES**

The Commodore reports that he received confirmation from Claudia Mahon at the Province confirming a thirty year renewal of the west side lease, with the proviso that the Club keep its uplands lease current with City, as per the City's terms. The lease will take two to three months to complete and will be forwarded to the Club at that time.

### **2.25 DOCK MAINTENANCE**

There is nothing further to report at this time.

### **2.26 DOCK REPLACEMENT**

There is nothing further to report at this time.

### **2.27 FOLK BOAT**

The Commodore reports that Sherri Kreklau will help with the folk boat, in a minimal time capacity, evaluating the current condition, ascertaining repair requirements, and then setting up a review and information session to organize further work.

## **3. MATTERS ARISING FROM THE MINUTES**

### **3.1 CONDUCT REVIEW AND DISCIPLINARY MATTER**

The Board made a determination with respect to the conduct of a member and appropriate discipline. A record of this matter is in the Confidential Minutes of the Board.

Upon conclusion of this business, the Commodore assumed the chair.

### **3.2 SECURITY**

The GM reported that Duite Simms is ready to proceed with a security report and will get started within two weeks.

RC House reported that a member is helping to set up a test of parking lot security, as cars are still being broken into on a regular basis. The expected cost is \$5000 to \$7000.

He also expressed concern about undesirable behaviour at a recent Friday evening event. The Vice Commodore will obtain a template letter of caution to be sent to members whose guests conduct is a matter of concern. The Board also agreed to pilot hiring a security guard to patrol the parking lot and club house during these events.

### 3.3 AUDIT

The Club's legal council advises that, according to its Bylaws, FCYC is required to conduct an audit only by Board resolution or a resolution in general meeting. In addition, FCYC Land Holdings Ltd must conduct an audit except with the unanimous consent of shareholders. The Club is the sole shareholder of FCYC Land Holdings Ltd.

The Board agreed to postpone this matter to the September meeting of the Board.

### 3.4 NEW MEMBER ADMISSIONS

The Board admitted George Hare and Tim Snyders to the class of social membership.

### 3.5 WIFI AND LIGHTING

Mr Gould reported that the light post in the parking lot has been fixed and is now low enough to provide unobstructed illumination. An electrician will attend to connect a light fixture within two weeks.

He also reported that GM Communications has installed signal boosters to address weak spots in the marina wifi coverage. The Wharfinger will map signal strength throughout the marina within the week. The Commodore will communicate with marina tenants to ask them to measure signal strength aboard their vessels. The Board agreed to authorize full payment of the first invoice from GM Communications, holding payment of the final invoice until signal strength is confirmed to be acceptable.

## 4. NEW BUSINESS

### 4.1 BRIGHT SHINY OBJECTS

The Commodore reminded the directors to familiarize themselves with the Asana project management tool.

## 5. ADJOURNMENT

There being no further business, the meeting adjourned at 20:45.