

False Creek Yacht Club  
Board of Directors

Minutes of the Meeting of October 16, 2019

Board Room, FCYC

Present: Craig Minielly, Commodore; Anne Graham, Vice Commodore; Dominic McIver Lopes, Secretary; Phil Beaty, RC Marina; Lee Boyden, Member at Large; Simon Gould, Member at Large

Regrets: Roger Walsh, Treasurer; Alan Maddox, RC House; Jamie Arens, Fleet Captain

**1. CALL TO ORDER**

The Commodore called the meeting to order at 18h05.

**2. ADOPTION OF THE AGENDA**

The agenda was adopted as amended.

**CONSENT AGENDA**

**SECRETARY'S BUSINESS**

**2.1 ADOPTION OF THE MINUTES**

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

**2.2 ACTION TAKEN BY EMAIL: SNUG COVE OUTSTATION RULES**

RCM moved to amend the Snug Cove Outstation rules by adding that

The maximum allowable vessel beam eligible for moorage at the FCYC Outstation at Snug Cove be 18 feet. Allowance for fenders is not included in the 18 foot vessel beam restriction.

The new rule aims to provide all users with efficient and safe use of the FCYC Snug Cove Outstation. It is based on a review of outstation activities through the past year, feedback from many members, and complaints from the Burrard Yacht Club about their outstation being blocked; and it has the agreement of the Union Steamship Marina. A recent survey of all active members with moorage leases at FCYC determined no boats are over 17 feet wide.

The new rule is adopted by a vote of 5-2.

RCM also moved that to amend the rules by adding that

During Low Season (October 1 to May 31), the maximum number of consecutive nights permitted at the FCYC Snug Cove Outstation during any one visit is five.

Current rules provide no limit on consecutive nights stay at the docks during the Low Season. The new rule will ensure fair access to the Outstation throughout the year. The maximum days per month will still be fifteen.

The new rule is adopted by a vote of 6-1.

### 2.3 ACTION TAKEN BY EMAIL: SECURITY PATROLS

The Board agreed, on October 9, to extend security patrols to the end of the month, with reduced hours to target time of peak criminal activity, at a cost of \$900 per week. The extension permits time for the Board to consult with members at the Town Hall and to recommend a long-term security plan.

### 2.4 ACTION TAKEN BY EMAIL: NEW MEMBER ADMISSIONS

On October 5, the Board admitted Tom Graff to the class of social members. On October 7, the Board admitted Gerry Prefontaine to the class of senior members.

### 2.5 MEMBERSHIP AND NEW MEMBER ADMISSIONS

The Club has lost three active members, one cruising member, and three social members. An active member and two social members have been added.

The Board admits Tony and Noreen Davis, who are currently corporate members, to the class of social members.

The Board admits Thomas Ngai to the class of active members and Nathalie Sinclair to the class of social members.

### 2.6 POLICY MANUAL AND BOARD GUIDE

The Policy Manual and Board Guide is adopted. The document contains a member code of conduct, a procedure for complaints, and policies on conflict of interest, confidentiality, privacy,

and whistleblowers, as well as information for new Board members about the Club, the Board's structure, and how the Board works. The next Board should add a policies on guests, the removal of directors, and record retention, as well as a crises and succession plan. The Secretary will post the document on the Club's new web site.

## 2.7 BYLAW AMENDMENTS

The Board will propose housekeeping and other essential bylaw amendments at the AGM. The Secretary is drafting text and will ensure that it is distributed in compliance with the notice requirements.

## 2.8 COMPLAINT UNDER PIPA

The Secretary provided information to the Privacy Commissioner in compliance with BC's PIPA and on the advice of the Club's legal counsel.

## 2.9 KEY UPCOMING DATES

A town hall is scheduled for 19h00 on October 17 and the AGM is scheduled for 19h00 on December 4. The deadline for distributing AGM agenda items to members is November 19. The Commodore's Ball is November 23.

# **VC BUSINESS**

## 2.10 STRATEGIC PLANNING COMMITTEE

The committee has completed a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) and will start to take the Member Engagement responses into account when crafting a draft Strategic Plan for the Board to review in November. The committee is planning to have a one page Strategic Plan which can be shared with the Members at the AGM, at which point this committee will rise and move into execution phase.

# **TREASURER'S BUSINESS**

## 2.11 FINANCIAL

The Treasurer submitted a summary report. The aim is to capture various items of data to assist in planning and budgeting, such as ratio of members to guests and staff hours and cost.

## 2.12 IT SYSTEM

Extensive delays in the installation caused by Northstar required the Commodore to step in.

Lan, Sam, and Nadia, with input from member Marianne Zakhour, have worked well to stay on top of the project.

New statements have been issued via the system and payments are being processed. F&B purchases are now being processed into the system with pads.

The Board approved a subscription to the Event Management module.

## **RC HOUSE BUSINESS**

### 2.13 MAJOR REPAIRS

Major repairs are those authorized by Board resolution. There are no major repair projects at this time.

### 2.14 MINOR REPAIRS

The door handle from the kitchen to the bar door broke off. A quote from Broadway Locks was too high. John Schueller is going to fix.

The dishwasher attendant was called in twice to fix the glass washing machine and the dish washing machine.

A list of recommendations by the fire inspector is being addressed and RCH has been in touch with the inspector to assure them that progress is being made.

The ice machine is not making ice fast enough, a technician has attended and the issue persists, so replacement might be necessary.

A technician has twice attended to address multiple issues with the small fryer and the large fryer in the kitchen.

Air Stream tech came in to assist with very loud air flow in the office and the kitchen getting over heated. Found out the tubing was broken apart and air was not flowing properly.

### 2.15 EVENTS

Events between September 18 and October 10 included two charity events (\$300 net of GST), one music night, and the club fishing derby. Upcoming events are one wedding, a wine tasting, two monthly meetings, and two band nights. The rental rate is \$2000.

Lounge nights receipts net of GST are \$3039 for September 18-20, \$2378 for September 25-27, and \$1234 for October 2-4. Food sales are steadily declining. There have not been many issues with food sent back.

Sam Scales will expand the variety of entertainment on music nights.

## 2.16 CATERING

Sheila's assisted with catering through August and September and is now on board as the preferred caterer. In a very short time Sheila's noticed a cash loss. RC House agreed that the Club would provide temporary support while adjustments are made in October. The situation will be reviewed in November.

Sheila's will be keeping a trailer in the upper parking lot. This will alleviate space issues in the kitchen, as it will provide cold storage for frozen/cold food and an additional area for prepping food for larger events. An electrical plug will need to be installed for the trailer.

Sheila's has taken on existing staff. Wyatt, who is currently working Monday to Friday, will be adjusting his schedule to work Tuesday to Saturday. It was agreed by Wes and the FCYC team that there is not enough work to have Wyatt work on Monday. He will assist Sheila's with various events on Saturday. This will help cut back on the staff hours for Club catering. Currently a dishwasher and a prep cook assist Wyatt. A job posting will be sent out soon for a new employee who can do the dishwashing and assist Wyatt with prep, replacing two positions with one, reducing staffing costs.

Issues with long wait times for food are due to poor time management. Another issue is running out of certain dishes on the first day of service (Wednesday). Forecasting needs to be more precise for prep on Tuesdays, and a report can be run to show sales by items.

## **RC MARINA BUSINESS**

### 2.17 MAINTENANCE

There are no developments to report at this time.

### 2.18 FOLK BOAT

The folk boat is operational and has been on the water.

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

#### **3.1 MEMBER ENGAGEMENT**

Thirty replies have been received, which is about a ten percent response rate. Since we are looking for more input, will have a Plan B survey approach. The first meeting, on October 11, was very insightful, and members' willingness to attend events and to help organize them as volunteers was overwhelmingly positive. We also collected a lot of constructive criticism, which was spot-on. When we consolidate all the input from the rest of the meetings in October, a full report with prioritized action items will be sent to all participants and the Board.

#### **3.2 NEW GM**

RC House will take the lead on writing a job description, posting an ad, and interviewing candidates. The search will commence once the new IT system is in place.

#### **3.3 SECURITY**

The Board will consult with members on a long-term plan for parking lot and dock security. The main option so far considered is to hire a security patrol on an ongoing basis. This is expensive but appears to have had a significant effect. Some alternatives include a program to reimburse glass deductibles, entirely fencing in the upper parking lot, and renting secure parking space in Vancouver House. Some of these options might be less expensive than ongoing security patrols. The Board will commission expert advice in advance of the AGM and expects to present members with more than one option to choose from.

An email address, [security@fcyc.com](mailto:security@fcyc.com), will be set up for break-in reports. Members are asked to file reports. Few reports lead to an arrest, but a pattern of reports leads to increased VPD presence.

#### **3.4 WEST SIDE RENOVATION**

There are no developments to report at this time. A proposal for cost recovery and the design stage will be ready for the AGM.

#### **3.5 WATER LEASES**

A thirty year West Side lease has been approved in principle by the Province and text has been drafted by the Province's legal department. The final text is awaiting high-level approval. The Club is aware of and is prepared to meet certain conditions the Province will impose prior to finalizing the lease.

Treasurer and RC House will shortly approach Concord Pacific to renew the East Side lease.

### 3.6 WIFI AND LIGHTING

Marina wifi coverage has been mapped and is acceptable in its consistency and coverage. The Club provides a signal only to the docks, not below decks. Owners with weak signals below decks are advised to install wifi signal boosters. The wifi project is now complete. Outstanding invoices will be settled.

The lighting project was delayed due to vandalism. Equipment that was destroyed is on order and will be installed this month.

### 3.7 TOWN HALL AND AGM PLANNING

The IT system implementation has delayed financial planning. The Board discussed whether to delay the AGM to the new year in order to provide time for budget planning. The matter was tabled to email discussion in the third week of October.

### 3.8 2020 NOMINATIONS

The Commodore reviewed what positions on the Board will need filling. The Secretary reviewed the procedure in the new Bylaws for nominations. The Commodore will strike a nominating committee.

## 4. NEW BUSINESS

### 4.1 MEMBER CORRESPONDENCE

The Board discussed a request from a member to “grandfather” from a rule of the Club. It was agreed that the Board should not, in general, grant requests to “grandfather” from Club rules. All rules should normally apply to all members.

### 4.2 LONG TERM SLIP LEASES

The Board discussed a request from a mooring member to exceed the six-month maximum for subleases. The matter was tabled to email discussion.

### 4.3 THANKSGIVING CRUISE

The Commodore reported that the use of FaceBook to organize the Thanksgiving Cruise was a success. FaceBook can be used in the future to organize cruises without top-down leadership, distributing responsibilities.

#### 4.3 BOWEN OUTSTATION DOCK CAMERA

The Commodore reported that he is looking into an image capture system on a fifteen minute time delay to enable members to determine dock availability and to help the Club track usage at the Snug Cove dock. The time delay will protect member privacy. A full proposal will be developed for Board approval.

At the request of Union Steamship Marina, the Board agreed to move the sign-in book from the office to the Club's dock.

#### 5. ADJOURNMENT

There being no further business, the meeting adjourned at 20h55.