

False Creek Yacht Club  
Board of Directors

Minutes of the Meeting of February 19, 2020

Board Room, FCYC

Present: Anne Graham, Commodore; Tim Slater, Vice Commodore; Dominic McIver Lopes, Secretary; Enrique Arce, Treasurer; Simon Gould, RC House; Craig Minielly, Past Commodore; Phil Beaty, Fleet Captain

Regrets: Pierre Plourde, RC Marina; Doug Anderson, Member at Large

Guest: Sam Scales, Club Manager

**1. CALL TO ORDER**

The Commodore called the meeting to order at 18h15.

**2. ADOPTION OF THE AGENDA**

The agenda was adopted as amended.

**CONSENT AGENDA**

**GENERAL**

**2.1 ACTION TAKEN BY EMAIL: ADOPTION OF THE MINUTES**

On January 22, the Board adopted the minutes of the meeting of January 15, 2020. On January 23, the Board also adopted the confidential minutes of the meeting of January 15, 2020.

**2.2 ACTION TAKEN BY EMAIL: NEW MEMBER ADMISSIONS**

On January 18, the Board admitted Joe Marriott to the class of active members.

On January 20, the Board admitted Enrique Arce to the class of cruising members for the duration of his tenure as a director of the Club.

On February 4, the Board admitted Michael Anderson to the class of active members and Paul Daniels to the class of social members.

### 2.3 ACTIONS TAKEN BY EMAIL: BOARD OF DIRECTORS VACANCIES

On January 20, the Board appointed Enrique Arce to the office of Treasurer of the Club.

### 2.4 ACTION TAKEN BY EMAIL: MOORAGE INSURANCE

RC Marina consulted with an insurance broker specializing in marinas who advised that the Club should require mooring members to insure their vessels with liability coverage of not less than \$2 million. This is also the minimum required at Union Steamship Marina, the Bowen Island Outstation.

On January 20, the Board agreed that mooring members shall be required to have vessel insurance that includes third party liability coverage of not less than \$2 million. The Board also requires that any member using the Bowen Island Outstation maintain third party liability coverage of not less than \$2 million.

### 2.5 ACTION TAKEN BY EMAIL: OUTSTATION CHANGES

On January 22, the Board agreed, on a recommendation from Court Towslager, that Saltspring Marina and Otter Bay Marinas be added to the list of marinas that qualify for the FCYC Cruising Program, and that Ganges Marina be removed from the Program. North Island Marina had already been removed from the program.

### 2.6 ACTION TAKEN BY EMAIL: DUES EXTENSIONS

Three members requested additional time to pay for dues and assessments for reasons of hardship.

On January 25, the Board agreed that, on grounds of hardship, for two members, the final payment date for dues and assessments shall be March 1.

On February 15, the Board agreed that on grounds of hardship, for one member, the final payment date shall be May 31.

Particulars are recorded in the Confidential Minutes of the Board.

### 2.7 ACTION TAKEN BY EMAIL: SNOW REMOVAL CONTRACT

On February 4, the Board approved a contract with Alblaster Snow Removal and Salting for snow removal and salting services. The costs are shared with other occupants of the club house building.

## 2.8 ACTION TAKEN BY EMAIL: MEMBER DISCOUNTS

On February 7, the Board approved Grouse Mountain as member benefit partner. FCYC members will be eligible for a discount of 15% on Grouse Mountain products.

## 2.9 ACTION TAKEN BY EMAIL: SPENDING AUTHORIZATIONS

On February 11, the Board agreed that all disbursements shall be approved as follows. The General Manager (or Club Manager) approves disbursements less than \$1000. The responsible Board member must also approve disbursements from \$1000 to less than \$2000. The General Manager (or Club Manager), responsible Board member, and an additional Board member must approve disbursements from \$2000 to less than \$3500. Disbursements of \$3500 or more require approval by resolution of the Board. This policy has been added to the Board Book.

## 2.10 ACTION TAKEN BY EMAIL: CLUB MANAGER COMPENSATION

On February 11, the Board approved the 2020 compensation package for the Club Manager. The details are recorded in the Confidential Minutes of the Board.

## 2.11 ACTION TAKEN BY EMAIL: POLICY ON QUOTES

On February 15, the Board agreed to a policy on quotes. For disbursements requiring approval from one Board member, at least one advance quote is required. For disbursements requiring approval from two Board members, at least two quotes are required. For disbursements requiring approval from the full Board, at least three quotes are required. This policy has been added to the Board Book.

## 2.12 BYLAW FILING

The Bylaws as amended at the 2019 AGM were deposited by legal counsel with the Province on February 13.

## 2.13 BOARD TRANSITION

Paperwork for the Board transition remains in progress.

## 2.14 POLICY ON REMOVAL OF DIRECTORS

In light of Bylaw revisions made by the 2019 AGM, the Board is required to adopt a policy on the removal of directors. The old Bylaws conflated removal of directors with discipline of members. Directors are removed on different grounds from members and the process is less onerous. The Board adopted a policy.

## 2.15 IMPORTANT DATES

The Board will meet at 18h00 on March 18, April 15, May 15, June 17, September 16, October 21, and November 18, 2020. Sail Past is May 3. Bowen Rendezvous is May 16–18. The Commodore's Ball is November 21. The AGM is December 2.

## **MEMBERSHIP**

### 2.16 NUMBERS

As of February 14, 2020, the count is Active 157, Cruising 21, Non-Resident 12, Senior 15, Social 51, Other 19, for a total of 278 members.

### 2.17 RECRUITING

For the Boat Show, thirty-two volunteers covered off forty-one shifts both at BC Place and in our lounge. The Boat Show recruiting drive resulted in eleven sign-ups with the possibly four more coming in the month of April. The Open House saw forty-seven visitors over the five day period and generated just over \$1700 in gross sales to non-members.

The establishment of a Membership Committee to review applications and submit recommendations to the Board is ongoing. The first meeting will be on February 26 or 27.

### 2.18 ENGAGEMENT

There are no further developments to report at this time.

### 2.19 MEMBER DISCOUNTS

Sunsail offers charters in Tahiti, the Caribbean, and the Mediterranean. The Board approved an arrangement with Sunsail Charters to offer Club members a 15% discount.

Current member to member discounts (which do not require Board approval) are offered by Hotsauce Creative Head Shots and Business Portraits; Kaylin and Hobbs Pickles; Local Group Pest Control, Carpet, and Trauma Cleaning; Polar Fleet Wearables; and TL Open Range Meats.

## HOUSE

### 2.20 MINOR REPAIRS

Orkin attended to deal with mice, the latch on the first floor lobby door was replaced, the pool table was re-levelled, and the glass washer was serviced. The fryers are not performing well and replacements are being sought.

### 2.21 MAJOR REPAIRS

RC House is planning to propose patio upgrades to be completed before boating season commences.

### 2.22 CATERING

A zero-subsidy contract has been informally negotiated with Sheila's Catering. Effective mid-February, Sheila's is paying for and managing all kitchen staff, which will significantly improve our lounge financials. The Club has also agreed on a March launch for a food truck in the parking lot, which will enable Sheila's to devote more resources to the lounge. The food truck will focus on lunch hour and afternoon sales. The Board had previously discussed a plan to operate the food truck over night in order to keep the parking lot busy and help with security, but Sheila's could not justify two staff in the truck for the expected level of business, and the Vice Commodore expressed security concerns on their behalf. A written contract is in process and will be circulated by email within the next week for Board approval.

Sheila's has also been asked to come up with special menus that will draw diners to the lounge: Wednesday Date Night and Friday Feasts, each twice a month.

RC House reports that a liquor control specialist has been contracted to assist with proper inventory control, bar stocks, and ordering. Liquor costs have been at 55% when they should be below 30%.

### 2.23 EVENTS

For the period January 11 to February 19, there were four corporate events totalling \$2000 and one personal event at \$2000 for a sum of \$4000 net of GST. Club events comprised a Super Bowl night and Boat Show open house.

### 2.24 BAND NIGHT GUIDELINES

The Club will host one band night per month. The Club Manager proposed a set of Guidelines drafted to ensure that band nights are financially sound and run smoothly. The Board adopted the Guidelines.

## 2.25 IT SYSTEM

The new web site was launched before the boat show. Most members have been able to sign in and see their transactions. Work is still required to complete the marina module. Moorage contracts and invoices will likely be sent out using the old system this year. Staff continue to experience problems with assessments and statement creation. Data is being entered manually.

## 2.26 SECURITY

Traffic through the property is almost non-existent while security is present, and is limited to joggers and binners. There has only been one report of a vehicle break-in since the last update.

The Vice Commodore is arranging to have two more cameras added to the Club's system. Fencing is needed along the west side seawall for protection during high tides. In the meantime, the security presence will be increased to during high tides at night. **The Board asked the CM and RC Marina to obtain quotes for fencing.**

## 2.27 ELEVATOR AND LOBBY REDECORATION

The elevator and lobby redecoration is complete. The Board thanks RC House for his initiative and dedication. This item is complete.

## 2.28 LIGHTING

Landscape lighting has been installed in the trees along the drive to the club house. The Board thanks RC House for his initiative and dedication. This item is complete.

# MARINA

## 2.29 MINOR REPAIRS

The pump out station is up and running. RC Marina is planning to create a tutorial video for members.

## 2.30 MAJOR REPAIRS

There are no major repairs in progress at this time.

## 2.31 WEST SIDE MARINA RENOVATION

There are no further developments to report at this time.

## 2.32 WATER LEASES

Paperwork for the West Side lease renewal has been deposited with the Province. The Board thanked the Past Commodore for spearheading the renewal process.

The Club received an offer from Concord Pacific for a one year lease of East Side docks with a 10% fee increase. The Commodore and Fleet Captain are meeting with Concord Pacific to determine if there is a way we can get a longer lease.

Fleet Captain has applied to the Province for permission to use an extra three metres of mooring space south of our lease. The application is not for a lease extension but for formal permission to use this space, without it being tenured, for thirty years. The Province has not yet responded.

## 2.33 BIRD-NETTING

There are no further developments to report at this time.

## **CRUISING**

### 2.34 SAIL PAST

Sail Past is Sunday, May 3, 2020, the first Sunday of May, in keeping with FCYC tradition. Fleet Captain has reviewed the plan with Court Touwslager, and the plan is in place. Notice will be posted in the last week of February in the Newsletter, and a formal invite from the Commodore will be sent to every member in mid-March. Removal of tarps, boats and dock cleanup, and pressure washing of the docks is all part of the preparations.

### 2.35 SAFETY DAY

Safety Day is Saturday May 9, 2020. It is possible that enough Club members will be qualified to certify member boats by then, in which case we will not need to coordinate with the Canadian Power and Sail Squadron.

### 2.36 CRUISES

The Annual Club Summer Cruise is proposed for July 27 to August 5. A meeting to discuss a destination itinerary will be held March 5. These dates will be announced in the Newsletters of February 25 and March 3. The balance of the 2020 Cruise Schedule is to be announced March 3.

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

#### **3.1 FINANCIALS**

The Treasurer reported that staff expect to have completed a first quarter report by the end of the month. The goal is to present quarterly reports to the Board and to the members within a month of the end of each quarter. The first quarter reports have been delayed due to the transition to the Northstar club management package. Further development is required to fully automate member transactions.

The Treasurer also reported that he is studying a comprehensive set of historical numbers provided by Sam Joe and will make a report in due course. A good history taken together with accurate reporting will enable him to prepare stretch budgets taking into account various eventualities.

It was noted that a strong finance committee will be needed this year to provide advice on the matter discussed in 4.2 below. The current committee comprises Jim Connolly, Arsineh Garabedian, Sam Joe, and Craig Williams. The Board would be grateful to any members with financial expertise who are willing to volunteer.

### **4. NEW BUSINESS**

#### **4.1 MEMBER CONDUCT REVIEW**

The matter of a possible review of the conduct of a member was postponed to the next meeting of the Board. Particulars are provided in the Confidential Minutes.

#### **4.2 REQUEST FOR READMISSION**

The Board discussed a request from a former member for readmission to the Club. The request was declined. Particulars are provided in the Confidential Minutes.

#### **4.3 ANDERSON PURCHASE**

The Board recently learned that Anderson is selling its interest in the Club grounds and building. The Commodore immediately asked a variety of members to comment on whether the Club should or should not contemplate making an offer to purchase. The Board reviewed a detailed and length list of pros and cons. The Board also noted that some members passionately support making an offer while others are equally passionately opposed to the idea. The Board concluded that its obligation in the circumstances is to undertake a full study the prospects of a purchase. A full study will identify all the risks and opportunities and factor them into a determination of a price that would be reasonable for the Club to pay. Any final decision will be made by members at an EGM following a town hall.

Therefore, the Board agreed to proceed with a full analysis and evaluation of the financial and club implications of buying out the Anderson interest in the Club property, prior to seeking a vote by members on whether or not to make a purchase offer within a specific price range.

## **5. ADJOURNMENT**

There being no further business, the meeting adjourned at 19h35.