

False Creek Yacht Club
Board of Directors

Minutes of the Meeting of March 18, 2020

Lounge, FCYC

Present: Anne Graham, Commodore; Tim Slater, Vice Commodore; Craig Minielly, Past Commodore; Dominic McIver Lopes, Secretary; Enrique Arce, Treasurer; Simon Gould, RC House; Pierre Plourde, RC Marina; Phil Beaty, Fleet Captain; Doug Anderson, Member at Large

1. CALL TO ORDER

The meeting came to order at 20h00.

2. ADOPTION OF THE AGENDA

Note: all items on the following Consent Agenda are adopted, without discussion, when the agenda is adopted. Members who wish to discuss an item on the Consent Agenda should move to amend the agenda.

CONSENT AGENDA

GENERAL

2.1 ACTION TAKEN BY EMAIL: ADOPTION OF THE MINUTES

On February 24, the Board adopted the minutes of the meeting of February 20, 2020. On March 13, the Board also adopted the confidential minutes of the meeting of February 20, 2020.

2.2 ACTION TAKEN BY EMAIL: NEW MEMBER ADMISSIONS

On March 1, the Board admitted Mike Bocking, Andrew Laroque, Am Pratt, Joel Schluter, and Courtney Tabuenca to the class of active members; Ivan Antoniuk, John Horning, Chris Nicola, and Ali Safaei to the class of cruising members; and Andrew Hill and Cameron Mollard to the class of social members.

On March 10, the Board admitted Marianna Ciarniello, Kamila Elbarbary, Mark Kennedy, and Sean Smith to the class of social members.

2.3 ACTION TAKEN BY EMAIL: MEMBER CONDUCT REVIEW

On March 2, upon receipt of a complaint from a member about the alleged conduct of another member, the Board agreed, with one director dissenting, to proceed to a conduct review.

2.4 ACTION TAKEN BY EMAIL: POLICY ON SPENDING CONTROLS

On March 13, the Board amended its Policy on Spending Controls to add the following:

Recurring or routine expenses greater than \$2000 require more than one quote. This requirement applies in the first instance only and does not apply in subsequent instances provided that (1) the price has not increased by more than ten percent and (2) the vendor is providing an acceptable level of service.

(For example, RCM obtains three quotes for power washing in 2019 and Company PW is selected. In 2020 Company PW quotes the same amount. RCM was happy with their past service. RCM may contract with Company PW in 2020 without obtaining three quotes.)

2.5 ACTION TAKEN BY EMAIL: MOORAGE CONTRACT

On March 13, the Board adopted a new moorage contract drafted by the Club's legal counsel. The new contract reduces the Club's liabilities and better equips the Club to deal with problems in a way that protects the interests of the Club. The contract incorporates the Moorage Rules, which will now be updated and modernized.

2.6 ACTION TAKEN BY EMAIL: LETTER OF CAUTION

On March 17, the Board agreed to send a letter of caution to a member.

2.7 ACTION TAKEN BY EMAIL: STATEMENT ON COVID-19

On March 17, the Board agreed to make the following statement to members.

In the light of recent updates to the status of the COVID19 in BC which the Board has been monitoring on a daily basis, we are immediately implementing the following steps:

1. To close the Clubhouse to all but office staff until further notice, with the exception of the scheduled Board Meeting on Wednesday, March 18 which will proceed as planned.
2. To postpone all calendar events between now and April 30 including dances, presentations, and external events.

3. To extend the 2nd Quarter Assessment for a period of two weeks once the lounge reopens.

4. To allow Sheila's to access the kitchen for the purpose of providing a "skip the dishes" type service to members and non-members in the area. Sheila's reserves the right to cancel this service at their discretion at any time.

We will continue to make all decisions with public health and the health and safety of members as the paramount consideration, and we look forward to returning to full operations when it is prudent to do so.

2.8 BOARD TRANSITION

Paperwork for the Board transition remains in progress.

2.9 IMPORTANT DATES

The Board will meet at 18h00 on 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

2.10 NUMBERS

The membership roster stands at 160 active, 23 cruising, 53 social, 15 non-resident, and 34 others. The total is 285.

2.11 RECRUITING

There are no further developments to report at this time.

2.12 ENGAGEMENT

The Club has now implemented completed almost all requests made by members during the focus groups in the fall of 2019. The Newsletter will provide a comprehensive update before the end of March.

2.13 MEMBER DISCOUNTS

There are no updates to report at this time.

HOUSE

2.14 MINOR REPAIRS

New kitchen appliances were bought and installed. The health inspector attended the week of March 9.

2.15 MAJOR REPAIRS

The deck beautification project presented at the 2019 AGM is in process and on budget. RC House is obtaining quotes for two gas fire pits and cast acrylic panels to cut down on the wind.

Electrical work to the trailer was authorized to accommodate Sheila's Food Truck and trailer. Sheila's is bearing the cost.

2.16 CATERING

Dishwashers and kitchen staff are no longer on the Club's payroll; Sheila's is staffing, managing, and paying all kitchen staff from their food revenues. This is expected to have a positive impact on surpluses in the lounge.

The remaining area of contract discussion is the galley fee. An alternate arrangement has been proposed in consultation with the Club Administrator and RC House, and the goal is to finalize the arrangement before the end of March.

2.17 BAR

The consultant hired to monitor liquor inventories has reported missing stock for the period February 12 to March 11 valued at \$1165 in lost revenue. RC House has met and will continue to meet with staff. He has confidence in their good will and will work with them to get to the bottom of the problem.

RC House also noted that in some weeks labour costs are matching revenues. He is working with the bookkeeper to create an easy to read accounting statement showing sales, cost of sales including labour, our gross surplus and bottom line surplus or loss before fixed costs every two weeks.

A new cleanliness program is being implemented in the lounge.

2.18 EVENTS

For the period January 11 to February 19, there was one Club event, two social events, and two corporate events. Contract amounts net of GST total \$4250.

Two future events have been cancelled and three have been postponed due to the COVID-19 pandemic.

2.19 IT SYSTEM

The web site back end is providing most of the basic functionality the Club requires but is not yet performing as fully as expected. For example, cruising reimbursement is not yet working to specification.

The web site front end essentially complete except for cosmetic improvements by Lisa Marsden. Since the templates provided by Northstar are very basic and since Northstar is not prepared to enhance them, Ms Marsden will evaluate what can be done and will work within Northstar's constraints for the time being.

The Seattle Yacht Club, which was one of Northstar's references, has been experiencing the same challenges. Moreover, they run a much more complex operation. They have invited key staff down to demonstrate how they have made the system work for them. The Club will stay with Northstar if the system to be made to work adequately, otherwise the Board will consider alternatives.

2.20 SECURITY

A new security camera and associated electronics are on order. Fence and gate upgrades will commence shortly.

2.21 ANDERSON PURCHASE

The Commodore reported that she is consulting with legal and financial experts to identify immediate deal-breakers. She anticipates preparing a report for the April Board meeting, when a decision should be made as to whether to continue further due diligence. Since members are polarized on the matter, the Board will ensure full consultation to determine whether any offer will be made.

MARINA

2.22 MINOR REPAIRS

There are no further developments to report at this time.

2.23 MAJOR REPAIRS

There are no major repairs in progress at this time.

2.24 WEST SIDE MARINA RENOVATION

There are no further developments to report at this time.

2.25 WATER LEASES

The West Side lease has been renewed with the Province for a term of thirty years.

The Province has advised that a year will be required to make a decision on the request to use an extra three metres of mooring space south of our lease. The Fleet Captain is completing a Management Plan template.

With respect to the east side lease with Concord Pacific, Fleet Captain has not been successful in arranging a meeting with Grant Murray, and therefore recommends agreeing to the lease that has been offered for 2020–21. However, the Commodore and Past Commodore continue to reach out to Concord Pacific.

2.26 BIRD-NETTING

There are no further developments to report at this time.

2.27 MOORAGE RENEWALS

Moorage renewals have been forwarded to mooring members. The Club is not renewing the contracts of a small number of members who are significantly out of compliance with the terms of the contract.

CRUISING

2.28 SAIL PAST

Fleet Captain recommends postponing or cancelling the 2020 Opening Day and Sail Past 2020.

2.29 SAFETY DAY

Safety Day is still set for May 9. Fleet Captain recommends proceeding without the social element so that most interactions are person-to-person and not in group.

It was noted that the Transport Canada Recreational Vessel Courtesy Check training class arranged by the VPSS has been cancelled due to the COVID-19 pandemic. On-line training is available for RVCC inspectors.

2.30 CRUISES

Fleet Captain is arranging a videoconference for members to plan a cruise season.

3. BUSINESS ARISING FROM THE MINUTES

3.1 FINANCIALS

The Treasurer reported that some GICs have been renewed and more will mature in May. The Board agreed that GICs should be laddered to maximize liquidity in anticipation of improvements to the West Side docks. West Side dock improvements will proceed only following consent from members at the 2020 AGM.

The Treasurer also reported that his priority has been to oversee implementation of the new bookkeeping system. This continues to be a work in progress. At the same time, he is meeting with the Commodore this week to review a forensic audit and package of recommendations kindly supplied by a member. The Commodore noted that the recommendations are helpful. The Board will be briefed in April.

The Treasurer is updating the bookkeeper's job description and salary.

3.2 CLUB ADMINISTRATOR

The Commodore updated the Board on the Club Administrator's conditions of employment. The details are in the Confidential Minutes of the Board.

4. NEW BUSINESS

4.1 COVID-19 PANDEMIC RESPONSE

The Board is monitoring the potential impact of the pandemic, giving priority to public health and the health and safety of members. At the same time, the Board wishes to minimize any financial losses to the Club.

As noted above, measures have already been taken by email.

The Board further agreed that all non-essential capital projects are suspended for the time being, including patio and lounge upgrades. Any projects needed to ensure safety and security will go ahead.

The Board also agreed that the Sail Past is provisionally cancelled. However, essential planning will continue in case circumstances change and there is an opportunity to go ahead with a scaled-down version of the event.

4.2 DOCK

A dock that has been stored at the marina for some months has been offered to the Club for purchase. The Board discussed possible uses but noted that capital purchases have been halted. RC Marina will offer continued storage at the marina for six months while the matter is further studied.

4.3 MEMBER CONDUCT REVIEW

The Board took appropriate action in respect of a complaint about a berth not kept clean, tidy, free from litter and a failure to properly secure Club property. Details are in the Confidential Minutes.

5. ADJOURNMENT

There being no further business, the meeting adjourned at 21h35.