



## BURNABY CANOE & KAYAK CLUB Minutes of the Annual General Meeting

**Date**           **September 29, 2004**  
Copeland arena, Lakeview Room  
Kensington Ave, Burnaby

**Present**       Matt Lovett                   Katja Rademacher  
                  Dana Juba                    Krista Rasmussen  
                  Larry Juba                  Hugh Alley  
                  Mark Tanner                Joanna Lovett  
                  Citrine DeRobert         Dave Nosella  
                  Graham Smith             Debbie Wollbaum  
                  Darrell Pearse            Brad Techy  
                  Jeff Raymond             Yoshiko Kubo

Meeting called to order at 7:00pm

### ➤ **Refers to an ACTION ITEM**

#### **1. Adopt the previous minutes**

Dana Juba moved to adopt the Minutes of 2003 AGM and June 7, 2004. Mark Tanner seconded. Carried, unanimously.

#### **2. Old Business - Actions**

Major items of note at the 2003 AGM are:

- a) A decision had to be made on how to disburse the Casino Grant funds. A strategic planning meeting was held on Oct 1, 2003 to decide how the funds were to be spent.
- b) A big topic was on how to manage cash, particularly for Wednesday night drop in. Dana Juba helped out in handling the cash.

Items from June 7, 2004 meeting:

- a) Boat repair would continue throughout the summer
- b) Two coaches were trained on level 1, and are almost certified.
- c) There was a suggestion to have a club meeting once a month. Moved by Joanna Lovett. Seconded by Citrine DeRobert.
- d) There is now a new sign on the club door, and a mailbox has been made. Thanks to Dave Nosella for securing the items, and to Brushworks Signs and Rex Manufacturing for donating the items.

➤ Krista to send a Thank you note to Brushwork Signs and Rex Manufacturing

#### **3. Safety (Dave Nosella)**

There has been training on safety, but enforcement of safety regulations is still lacking. There have been cases of no safety boat or lifejackets when there are paddlers on the water. We must follow bylaws and coastguard safety rules, particularly when a paid coach is supervising youth members.

It has been communicated to Jordan that if a safety boat is within 500 meters of the paddlers, or, the safety boat must be ready to go if the paddlers are within 500 meters of the dock. When the motor for the safety boat was broken, the Dolphin was considered acceptable.

- There needs to be clarification on what the rules are from the Coast Guard regarding the Safety Boat; how close it has to be to paddlers, and also if a Dolphin is considered an acceptable alternative. Catherine Trask to call a meeting within a month to discuss.

Also, there was a discussion on whether there are whistles on all the lifejackets. Graham Smith bought out the entire stock of whistles at the store; if more are needed, he can get them if he knows how many are needed.

Safety has been a high priority this year, so was separated out as its own topic. As things have improved, it will now fall under "Regular Business".

#### **4. Business**

##### **a) Commodore's Report (Matt Lovett)**

The Management Team grew, and many things were accomplished this year. The club has grown a lot, particularly the Masters. Disappointingly, there is a fall out of paddlers around age 14-15, but there is hope that the new Regional Centre will help retain the paddlers as they get older.

Matt Lovett, as outgoing Commodore, asks that all members support the new Executive.

See the Appendix for the full Commodore's report.

##### **b) Coaches' Report**

There was no coaches' report.

##### **c) Financial Report / Auditors Report (Graham Smith, Dana Juba)**

###### Financial Report

This year was a challenge for Graham as the club grew substantially, and the basic accounting procedures currently in place made it difficult to keep up with the growth.

The cash flow was much improved this year, thanks to several factors:

- The membership doubled in a year
- Two successful pub nights
- Two Casino Grants in one fiscal year
- A Government grant to subsidize the Coach's salaries

Also on the upside is that a long-standing debt to the CRBC has been repaid, and the club is now debt free.

On the downside, coaching fees were less this year because of lack of understanding of the fee structure, and lack of enforcement. There is a need for a better plan of how much things cost and what a person gets for what they pay. There was a recommendation to have different fee structures to accommodate recreational, competitive paddlers, and paddlers with regular and irregular attendance. This was deferred until a future meeting.

The club has committed \$1000 to the Fraser Valley Regional Centre. This money was committed a year ago when the initiative was started. The initiative is progressing; more details can be found later in these minutes.

It was recommended that the fiscal year change, as there is a lot of fiscal activity at the end of our current fiscal year, Sept 30. The recommendation is to match the membership year of April 1 – March 30.

###### Auditor's Report

Dana Juba presented the Auditor's report. Her recommendations are:

- She agrees with Graham that more accounting procedures need to be put in place.
- The membership and bookkeeping should be separated. The Constitution says that it is the Secretary's job to do Membership, so that will now fall under the Secretary's duties.

#### **d) Membership Report / Marketing (Graham Smith, Matt Lovett)**

##### Membership

Graham Smith reported a significant growth in membership. In short:

- 198 members registered at the CRBC
- 47 competitive members
- 30 family memberships
- increase in drop ins

There was a decrease in the number of participants in the summer program. This was attributed to the inability to get into the schools to make presentations.

A new waiver form has been implemented for anyone that goes in a boat. The new form was implemented to better protect the club.

Most members are on the [bckc-announce] list. For those who are not, here's how to subscribe.

Send an email to [bckc-announce-subscribe@burnabylake.com](mailto:bckc-announce-subscribe@burnabylake.com) and then follow the instructions on the return email. Or email Graham at [info@burnabylake.com](mailto:info@burnabylake.com) and he will manually give you a subscription.

##### Marketing

Matt Lovett reported on Marketing activities over the last year. The limited Marketing that has been done has all proven very successful. Activities were:

- Ads in the Leisure Guide
- A sign on the club door
- An article in the CCA newsletter
- A sandwich board on Kensington
- Pam's announcement about Wednesday drop-ins

#### **e) Equipment/Maintenance/Boathouse Report (Katja Rademacher, Jeff Raymond)**

The equipment and boathouse have seen huge improvements this year, including:

- Many boats repaired
- Storage racks for the paddles
- Incident report book to track damage to boats
- Organized peripheral equipment, such as straps, boat numbers, bibs, footboards, etc

There is a short supply of boat numbers, and several number bibs were lost at the regattas; there needs to be more of an effort to keep track of them at regattas.

Four of the dolphins have been moved to the grandstands for the winter, and the Bear C4 has been moved into the clubhouse.

#### **f) Fundraising Report/Wednesday Drop-in Report (Joanna Lovett, Catrine DeRobert)**

##### Fundraising

There were two successful pub nights this year. Joanna has already set up the next pub night for November 6 at the Fireman's club by Bonsor. Everyone mark their calendars!

Joanna Lovett will be stepping down from the Fundraising this year, but will continue to lend a hand when needed.

##### Wednesday Night Drop-in

Wednesday night drop-in was incredibly successful. So successful that there weren't always enough boats! There were new faces every week, but quite a few people returned several times. Our coaches' enthusiasm, particularly from Pam and Alex, aided in making the nights so successful.

There were comments that there was a lack of follow-up for drop-ins; that the drop-ins and even those that were in the summer program had no idea how to become members if they wanted to.

**g) Officials Report – Matt Lovett**

Thanks to all those that officiated at regattas this year: Larry Juba, Matt Lovett, Heidi Halldorson, and to Ron Wollbaum for helping out with driving safety boats. Apologies to anyone we may have missed.

Clubs organizing regattas need officials, so we encourage any parents who aren't busy at a regatta to get certified. If there is a group of six people interested, BCKC can have someone come to our club to do the certification.

**h) Trailer report (Dave Nosella)**

The trailer that has been dragging the club boats around the West Coast, while mechanically sound, insured, etc, needs a bit more equipment; namely straps, padding and boxes added to it.

The club has acquired a second trailer. Darrell Pearse will provide storage space while the repairs are made.

**i) Documentation Report**

The responsibility for documentation is now going to fall under the Secretary. All of the documentation needs to be reviewed since the club is growing to ensure the documents are updated, and there are enough forms at the clubhouse.

- Graham is going to collect all of the forms and burn a master CD.

**j) Other reports**

No other reports.

**5. Other Business**

**a) Recap of Nationals Regatta / BC Championships regatta, etc**

Paddling is quite a popular sport in other parts of the country, and that is seen at the annual National Championship Regatta, where there are usually 27 boats in every race. It is a great experience, and something for the younger kids to strive for, as Nationals will be in Regina in 2006.

The five BCKC members who attended Nationals this year in Dartmouth, NS saw first hand how popular paddling is, and they brought home great results: a bronze medal, many appearances in the finales, and placing 27<sup>th</sup> out of 38 clubs.

Canmas was held the day after Nationals, and BCKC took home an impressive seven medals at that Regatta.

BCKC also had an impressive showing at the BC Championships regatta in Maple Ridge. The 23 BCKC atom, peewee, bantam and Master athletes who attended put in a strong showing and brought home the Masters and Pee Wee Girls Burgees.

**b) Regional Center**

The Regional Centre, which will be overseen by a regional head, is going to start this fall, with the appointment of Krzysztof Lepianka as the regional coach. Krzysztof has extensive national and international coaching experience, including the head coach positions at Saskatoon Racing Canoe Club and at Wascana Racing Canoe Club as well as coaching world cup and world championship teams from Australia and United States.

Krzysztof plans to have a camp in November to see all the kids paddle. Thus we encourage our youth paddlers to continue their training to maintain their good form for November. He is looking towards the future and is planning on developing talent for the Canada Games 5 years from now.

**c) Junior coach development.**

Both Naomi and Carly have one component left to complete their Level 1 certification. They need to coach six kids with Paul watching before moving on to Level 2. This may be arranged at Burnaby Lake as they are keen to complete their Level 1 before Paul leaves his current job.

**d) Assignment of 2005 Nomination Committee**

Catherine Trask was assigned.

**e) Assignment of 2005 Auditor**

Hugh Alley was assigned as 2005 Auditor.

**6. New Business**

Parents Meeting: The next parent’s meeting will be at Dave Nosella’s house on Wednesday October 20 at 7:00pm. Catrine will call the parents.

Club Meeting: The next club meeting will be at Dave Nosella’s house on Wednesday October 27 at 7:00pm. Catrine will call the parents.

Coaching Contract: The coaching contract is due to expire at the end of September. The new executive will deal with it.

**Part 2: Elections**

**Executive**

Commodore .....	Jeff Raymond
Vice Commodore .....	Graham Smith
Treasurer .....	Dana Juba
Secretary .....	Krista Rasmussen

**Management**

Safety .....	Debbie Wollbaum
Equipment, Safety Boat, Facilities ...	Katja Rademacher
Fund Raising .....	Brad Techy
Coach Liaison .....	Catrine DeRobert
Marketing, Public Relations .....	Heidi Halldorson
Website .....	Graham Smith
Membership .....	Falls under Secretary
Documentation .....	Falls under Secretary
Trailer .....	Dave Nosella
Officials .....	Larry Juba
Regatta Coordinator .....	Graham Smith
Casino Applications .....	Matt Lovett
CRBC Liaison .....	Catherine Trask

Special mention was made to recognize the outgoing executive and portfolio managers for all their hard work over the past year. As more of us become involved in the management of the club, less work falls on each of the volunteers. Special thanks goes out to Matt Lovett (and family) for his commitment to the club as commodore for the past 3 years. We are all enjoying the fruits of the labour put in by Matt and the team he has worked with during his time as commodore.

**Meeting Adjourned at 9.30pm.**

## Appendix

### Commodore's Report

#### Commodore's Report - Burnaby Canoe and Kayak Club, Sept 29, 04

As outgoing commodore, this report will be my last of the fiscal year and it also marks an end to the 2003/4 management mandate. Over the past year, I can say that I am pleased with our performance and believe that our successes outnumbered the difficulties.

Almost one year ago now, in the days and weeks following the AGM, many of us met and discussed strategy. It was apparent with the optimism there, that we had a club with tremendous potential and that with teamwork, much could be done. I believe that we can be proud as we reflect on the accomplishments of the past year. The list includes running our first Community Racing program, conducting our first regatta in many years, significantly building our finances and membership, finishing 27<sup>th</sup> out of 39 teams at the nationals, and winning burgees at the provincial championships. All of these are great things to be proud of. Also this year marked the strong growth of our masters group, the certification of our first junior coaches, upgrading our equipment fleet and the establishment of the Fraser Valley Regional Center. Last but not least we cannot forget the re-commissioning of our beloved trailer..!

The past year has not been without difficulties, however. My hope is that by drawing attention to our problems, we will begin to find solutions to improve. From my standpoint, probably the greatest disappointment has been the difficulty in building a competitive base of committed athletes past the bantam age. My hope is that our involvement in the regional center will be part of the plan to improve this area.

Now as we look forward, it is our job to build a strong executive and management team for the future. I ask that you consider assisting in whatever way that you can and most importantly, to put your full support behind the new executive team. They will be looking out for our best interests and leading us through our new achievements and challenges.

BCKC is a great club with good people and tremendous potential. With planning, teamwork and effort, the rewards and enjoyment will come and we will accomplish great things.

Sincerely Matt Lovett, Commodore 2003/4