



## **BURNABY CANOE & KAYAK CLUB**

### **Minutes of the Annual General Meeting**

**Date** September 28, 2005  
Copeland Arena – Lakeview Room, Burnaby.

**Present** Dana Juba                      Debbie Wollbaum  
Graham Smith                  Larry Juba  
Jeff Raymond                  Hugh Alley  
Katja Rademacher              Heidi Halldorson  
Mark Tanner                      Heide Eden  
Darrell Pearse

Meeting called to order at 7:10pm

➤ **Refers to an ACTION ITEM**

**1) Adoption of September 29, 2004 annual general meeting minutes.**

Dana Juba moved to adopt the AGM Minutes of 2004, Debbie Wollbaum seconded. Carried and adopted unanimously.

**2) Commodore's Report (Jeff Raymond)**

See appendix 1 for details: Another successful year bringing us closer to our vision. The addition of a new head coach, new paddling programs (dragon boat, war canoe, masters) as well as new equipment purchases have made a difference. A different approach toward recruitment is needed for next year.

Everyone present agreed and thanked the commodore for an inspiring report.

**3) Financial and Auditor Reports (Dana Juba, Hugh Alley)**

Financial Report (Dana Juba)

Dana presented the financial statement for the period September 2004 till August 31, 2005 (for details see appendix 2). Revenue and expenditures are separated into general funds and casino funds as it is required that the casino funds be accounted for and an annual report filed with the Direct Access Grant department.

Revenues:

- Membership fees were down slightly compared to the previous year
- Coaching fees more than quadrupled
- War Canoe and Dragon Boat programs provided another nice source of income for the club

Expenditures:

- Salaries and benefits higher this year compared to previous year (new head coach)
- Biggest expenditure was boat purchases to support BCKC programs.

A question came about whether WCB contribution fees only relate to summer coaches. All BCKC employee should contribute

- Jeff to confirm contributions made to WCB.
  
- Dana to check with CRBC if Lynn's contribution was made. Head coach Lynn is paid by CRBC through an account the clubs pay into.



It was announced to present members that we succeeded with the Casino Grant Application for 2005/2006 and the club has been awarded \$26,000.

Special thanks go to Matt Lovett for spearheading the preparation of our grant application.

Minor mistake was noticed during the review and was discussed. A revised report was sent to the commodore on September 30<sup>th</sup> as requested during adoption of the reports.

Auditor Report (Hugh Alley):

The auditor reported that no material discrepancies were found and thanked the treasurer for a very organized accounting system. A detailed report was provided to the commodore.

#### 4) Membership Report (Dana Juba for Krista Rasmussen)

Overview:

- 348 total number registered with CRBC
- 19 Family memberships (consisting of 59 individuals)
- 15 Single memberships
- Drop in program was once again successful, similar numbers to previous year.
- New dragon boating program provided boost registered participants.

CCA Competitive members were up compared to previous year:

Atom	1
PeeWee	5
Bantam	8
Midget	2
Juvenile	3
Junior/Senior	6
Master A	10
Master B	7

Total 42

CCA Non-competitive members:

Total 306

- **A reminder to everyone to make sure CRBC insurance forms are filled out before going out on the water using BCKC or CRBC property or participating in BCKC sanctioned activities.**

#### 5) Coaches' Report (Jeff Raymond for Lynn Dagenais - head coach and Julie Gorman - program director)

Two reports were submitted to the commodore before the meeting: 1) Head coach Lynn Dagenais and 2) program director Julie Gorman (including reports from summer coaches Carly and Erin).

By enlarge we had a successful season and all programs were well received. All of our programs have room for more athletes with significant growth potential for the club and thus we can provide greater service to our community. Though the number of competitive athletes is still below our expectations, many of our athletes experienced significant improvements over the summer and our regatta participation was good throughout the year. The following are a few suggestions and improvements for the upcoming year:



- Coach boat motor is unreliable and needs to be replaced to not impact practices any further.
- Recruitment and advertisement: Visiting schools seemed less effective – need to be re-thought, better advertising for summer programs is essential.
- BCKC should pay for regatta entries and boat transport to help encourage more athletes to participate.
- Master program: Quite a variety of skill levels on the water at the same time. Challenging to coach as a group. More organized practices are in the plan for the future.
- Fall/Winter Training: Lots of ideas on weights, swimming, running – contact made with a physio clinic near the lake for weight room usage – to be discussed next general meeting in Oct/Nov.
- Suggestions for more beginners boat purchases as well as other training equipment were made in reports but not discussed at the AGM

Parents commented on how impressed they were with coaching this season. This was also reflected in a very positive performance review for Lynn.

Discussion of advertising opened up after report:

- School should remain target for advertising campaigns but need to be done earlier (April/May).
  - Potentially talking to parents rather than the kids themselves could increase awareness
- Fall/Winter coaching plans to be put on agenda for next general meeting

## 6) Officials Liaison Report (Larry Juba)

Level I/II training was held in Burnaby this season and attended by a number of BCKC members: Jeff Raymond, Darrell Pearse, Catherine Trask, Graham Smith, Debbie Wollbaum, Katja Rademacher and Larry Juba. That brings the number of trained officials up to 11, including previously certified members, Heidi Halldorson, Susan Tanner, Mark Tanner and Catrine DeRobert. It was also noted that BCKC and CRBC appreciate the help of non-certified volunteers such as boat drivers Ron Wollbaum and Dave Nosella.

Officiating is FUN and one gets closer to the action as timer, starter, finish line judge, referee or others. There is a new online sign-up page for officials available on [www.crbc.ca](http://www.crbc.ca) where officials can register in advance for preferred officiating roles at specific regattas.

Officials do have to register every year with CRBC to ensure they are insured properly.

## 7) Safety Report (Debbie Wollbaum)

No accidents were reported during the past year. Safety equipment was added to the dragon boat.

- **Debbie** to send a reminder to all BCKC members about winter paddling requirements (use of PFD, protective clothing, rules about paddling in the dark...).
- Reminder of winter paddling considerations to be included on agenda for next general meeting.
- **Whistles are needed for all new PFD's**



## 8) Regional Center Report (Graham Smith)

The regional center finished up its first year successfully after hiring Krystof Lepianka as Regional Centre Coach. Krystof helped to identify Lynn as head coach for BCKC and FLCC. Krystof issued a report to the regional center highlighting the following:

- All club coaches will have continued support by the regional coach.
- Recruitment is one of our most important priorities for moving forward. All clubs are facing similar challenges. A rule of thumb says that only 3-4 athletes out of a group of 100 starting flatwater paddling will succeed and become national caliber athletes. Krystof's goal is to have a base of 100 kids per club within the region in order to grow the province to a nationally competitive level.
- Need of more travel funding for athletes. The current lack of high-level competitions in the region for midget/juvenile/junior/senior level athletes limits their advancement. Funding is needed for travel expenses to go to competitions back east rather than only relying on parents to pay.

Overall, BCKC is getting very good value for our investment in the regional center.

- **Graham** to find out if Krystof's report is open to all regional center members or if at least a summary can be provided to the members.

## 9) Equipment/Boathouse Report (Katja Rademacher)

A lot of members have helped out getting the boathouse more organized and repairing boats. A detailed list can be found in appendix 2.

We also purchased a number of new boats for beginner (trainers) and advanced athletes (high performance K2's), paddles (war canoe) and PFD's (dragon boat) to make the club a better and safer place to paddle.

Our existing boat fleet has been used heavily throughout the summer and many repairs will be needed during the winter months.

### Adoption of above reports (2-9)

Hugh Alley motioned to accept all the reports under the expectation that the financial statement will be corrected as discussed, Darrell second. Carried and adopted unanimously.

Note: Jeff reviewed the updated financial statement and it has been corrected as specified at the AGM.

## 10) Discussion on budgeting priorities proposal (Jeff Raymond)

Jeff proposed the following ranking for budgeting of Casino funds in the upcoming year:

1. Coaching (Salary, Equipment)
2. Retention/recruitment
3. Entry level boats/equipment
4. Intermediate/high performance boats
  - Teamboats 1<sup>st</sup>
  - Singles 2<sup>nd</sup>

Discussion points:



- Graham Smith noted that coaching should become self sufficient in the future and be paid by membership and coaching fees rather than grants. In addition, specific coaching funds are available for summer programs.

⇒ All agreed that general funds should go almost exclusively towards coaching salaries.

-Coaching separated into salary and equipment. Equipment could still come out of casino funds. A new motor was identified by the coaches as an important item for the next season.

-Retention could include paying for our members regatta entry fees and boat transportation.

-Teamboats have priority over high performance singles. Hard to keep singles in good operating conditions if used by several athletes (set up). Until such time as more funding is available, athletes that develop to a high performance level will be expected to own their boats. Also teamboats provide high quality training opportunities and build team spirit.

- Hugh Alley proposed to associate actual \$ numbers with each item above.

We agreed on the following guideline to be used by the next executive:

1. Retention/Recruitment	\$3000
2. Motor(s)	\$3000
3. Coaching	\$5000
4. Paddles	\$2000
5. Boats	\$7000
o HP K4	
o Intermediate K2	
o Recreational Canoes	

Mark Tanner motioned to accept the above budgeting recommendations for the next season, Hugh Alley second. Carried and adopted unanimously.

### 11) Fundraising (Jeff Raymond for Satnam Basra)

- Next pub night has been scheduled for Nov 19<sup>th</sup> at the Firemen's Club in Burnaby
- End of the season event at the lake (BBQ, fun events on water...) potentially to be held on Oct 14<sup>th</sup>.

➤ **Satnam** to email out details on upcoming events.

### 12) Election

Chair: Graham Smith

#### **Executive:**

Commodore	Jeff Raymond
Vice Commodore	Darrell Pearse
Treasurer	<b>TBD at October general meeting</b>
Secretary	Krista Rasmussen

#### **Directors:**

CRBC Liason	Hugh Alley
Boathouse/Equipment	Katja Rademacher
Fundraising	<b>TBD next general meeting</b>
Newsletter/Photography	Heide Eden
Website	Graham Smith
Safety	Debbie Wollbaum
Regatta Coordinator	Graham Smith



Officials Liason  
2006 Auditor  
Trailer  
Club Handbook

Heidi Halldorson  
Hugh Alley  
Dave Nosella (accepted in an email to commodore)  
Coaches

Graham Smith motioned to accept elections as above, Dana Juba second. Carried and adopted unanimously.

Special mention was made to recognize the outgoing executive (Treasurer Dana Juba and Vice-commodore Graham Smith) and portfolio manager (Officials liason Larry Juba) for all their hard work over the past year.

**Assignment of 2006 Nomination Committee will be done at next general meeting**

- **Jeff** to add election of missing position and assignments onto agenda for next general meeting in Oct/Nov.

**Meeting adjourned at 9:25pm.**



## Commodore's Report

September 28, 2005

I just want to take a moment to highlight some of BCKC's key accomplishments of this past year.

- Hiring Lynn as our Head Coach and obtaining grants that allowed us to hire Julie as our Program Director and Carly and Erin as summer camp instructors.
- We purchased equipment that assists our entry level and high performance athletes of all ages.
- We established a war canoe program with a novice team that practiced once a week culminating in our first race at the World Masters Games in Edmonton.
- We kicked off the season in April with a very successful BBQ and training regatta at the club in order to provide opportunity for us all to register for the season and to provide opportunity for potential new members to come down to get exposure to the club.
- We managed to arrange access to the pavilion for use by the athletes after practices for stretching/exercising out of the cold, wet weather.
- Our club participated in a cooperative effort with Delta Outrigger Canoe Club in which we visited their club for a day of outrigger canoe paddling, getting an opportunity to learn about and try an aspect to canoe paddling and racing different from ours.
- We obtained a free dragon boat from CRBC for which we have established a successful drop-in program that has provided even more opportunities for our athletes, their families and the community to participate in club activities.
- Our 2<sup>nd</sup> annual long distance regatta was another big success with the participants once again being quite excited about our unique method of awarding prizes.
- We also hosted a successful sprint regatta that was used to help select Team BC for the Canada Games.
- We resurrected the club's small trailer, complete with a fresh coat of Burnaby Lake green paint and it has proved itself quite handy for transport of boats.

A key area where we can improve is to expand our exposure of the sport of flatwater paddling to kids in our community. Considerable effort was put forth by our coaches to publicize the BCKC programs to schools and to the community but resulted in lower than expected program enrollment. To improve the return on our investment we may have to change some of the methods we've been using to communicate with the public. I suggest that the new executive consider budgeting some funds toward this objective and that the membership support and become more active in club recruitment efforts.

It was a real treat to be able to work with Graham, Dana and Krista as BCKC executive over the past year. We worked well as a team, meeting regularly over the fall/winter/spring to deal with some tough issues and to establish programs and personnel that would help continue our predecessors' progress in making BCKC a great place for us all.

I am grateful to Dave and Vicki for hosting our monthly general club meetings at their home. I am also grateful to the regular group, you know who you are, who take the time to come out to these meetings to assist in discussion of issues and to provide feedback to guide the executive's decisions.

Most importantly I am pleased that BCKC has once again been treated with fantastic volunteer support. Everyone is to be congratulated for contributions such as: working on trailers, officiating at regattas, making lunches for officials, BBQing for a hoard of hungry paddlers, operating the motor boats at regattas, setting and taking down race courses, gathering prizes, organizing regattas/events, paddling against the wind to hold the finish platform and finish officials from being blown away during the sprint regatta, repairing boats, repairing motors, replacing boathouse light bulbs, cleaning the boathouse, building paddle racks and war canoe carrying carts, driving trailers and athletes to training and races and so much more. Our volunteers continue to be one of our greatest strengths.

I am proud of the progress the club has made over the past year and I believe the club is poised to make substantially greater advances in the coming year.

Sincerely,

Jeff Raymond, BCKC Commodore 2004/5



## Appendix 2

### Equipment Report

AGM Sept 28.05

#### New Equipment Purchases:

- Plastex Eureka 150Kg K2
- 4 Guppies Kids K1
- Plastex Swift Trainer K1
- 2 SRS Lasers Trainer K1
- Liangjin Thunder 170Kg K2

#### Repaired Equipment:

- Coffee boat has a new deck and is operational (John)
- White Orion got new footboard and is operational (Darrell)
- Grey Orion got new footboard and tiller bar but cables still detached (Darrell)

#### Boathouse Improvements:

- Installed boat numbers on all boats within boathouse (Dave, Katja & Catherine)
- Displaying boat numbers on boat racks to implement boat storage system (Julie, Carly, Erin)
- Shelf underneath Kayak paddles (Fred)
- Dragonboat paddle holders (Fred)
- Reorganization and labeling of front shelf system (Julie, Carly, Erin)
- Upgraded dock (City of Burnaby)

#### Outstanding work:

- Fix Kirton K2 footboard
- Minor fiber-glassing work on several boats in use (Laser, Lancers, Hawks)
- Number remaining boats
- Better system for storing life jackets
- Get a small desk for front area

Katja Rademacher