

APPROVED MINUTES
Dartmouth Yacht Club (DYC)
Management Committee Meeting
December 10th, 2024

Present

Tyler Rutledge	Paul Mackley
Garrett Landry	Debbie Mountenay
Marco Plasse	Greg Morrison
Jim MacDonald	Brian Weatherbee
Brian Donohue	Tom Sancton

In Attendance: Mary Ridgewell Recording Secretary, Angela Chisholm General Manager

Regrets:

The meeting was called to order at 6:59 p.m.

No.	Description	Action
1.	Introduction of new MC member Tyler welcomed and introduced Garrett Landry Rear Commodore.	
2.	Approval of Agenda Motion: Moved by Greg, seconded by Jim, that the agenda be approved as distributed. Motion carried.	
3.	Approval of Minutes November 12th, 2024 Motion: Moved by Tom, seconded by Brian W, that the minutes be approved as distributed. Motion carried.	
4.	<p>Report from Management Committee Members</p> <p>Yard – Tom Sancton Tom reported that all boats should be out of the water by Dec 6, the travel lift will be offline for 2 weeks, and the trailer for 6 weeks. Tom is working on weekly maintenance reports. Tom is looking at flashing warning lights and or movement alarm for both the Bobcat and the Travel lift. Tom noted that the fence is not fixed yet in NE corner, but will be soon.</p> <p>Bar, Entertainment – Greg Morrison</p> <p>Christmas Brunch – Sunday December 15, 2024 The Christmas brunch will have live music from 11:00am-2:00pm. Tickets are \$10/person with children under 5 free. Santa will make an appearance. Peter Grant has agreed to play during the event.</p> <p>New Years Eve Eve – December 30, 2024 New Years Eve Eve will run from 7:00 pm – Midnight. FeedBack will be playing from 8:00pm – 11:00pm. Tickets are \$25 before December 20 and \$30 after the 20th.</p> <p>New Years Day Levee – January 1, 2024 The New Years Day Levee will run from 1:00pm - 3:00pm. The kitchen will prepare Moose Milk & Finger Foods.</p>	<p>Tom</p> <p>Tom</p> <p>Greg</p> <p>Greg</p> <p>Greg</p>

<p>Live Music Lineup Friday Night Music Friday, December 20th TBD, January 3, 2025 Larry Dauphinee, January 17 Kyle Boudreau, January 31 Cory Mercer, February 14 Geoff Kennedy, February 28 Brooklyn Blackmore, March 14 Kyle Boudreau, March 28 Geoff Kennedy, April 11 Cory Mercer, April 25 Will Dobson, May 9 Larry Dauphinee.</p>	<p>Greg</p>
<p>Miscellaneous Items Discussed at Entertainment Meeting Entertainment Committee meetings The meeting has been rescheduled for Saturday December 14, 2024 at 11:00 am to firm up any outstanding details for the Christmas events. Greg will work on meeting dates for the new year.</p>	<p>Greg</p>
<p>Miscellaneous commentary around: Friday night music moving forward to be acoustic only with no speakers or microphones. It has been suggested that music be available only in the summer when the music is moved to the patio or switch to another night. Friday night meals are a work in progress, and we will continue to try new items to see what works as well as ways to speed up the process. New winter cocktail/mocktail menu will be ready for the kick off to Christmas event.</p> <p>Greg reported that our POS system at the bar has a number of limitations. A major problem is the lack of being able to obtain reports. Alternatives were suggested. Angela is looking into this.</p>	<p>Greg</p> <p>Greg/ Angela</p>
<p>Rear Commodore, Racing – Garrett Landry Rear Commodore Awards Night Garrett reported with the change of Rear Commodore, they are behind schedule with planning for an awards night on Jan 11. He proposes we move it to January 25. He needs to assemble the team and start/continue the planning process.</p>	<p>Garrett</p>
<p>DYC Opening Regatta. The J105 Class Association has expressed interest in attending the DYC Opener this year. The scheduled date of the DYC Opener, June 14/15, works well in their schedule. This is exciting news and, if confirmed, would bring an additional 9 fast boats to the event with 5-8 crew per boat. They require dedicated starts with windward/leeward courses, which he have confirmed to them that we can accommodate. We will work on securing Dan Conrod again as PRO.</p>	<p>Garrett</p>
<p>Facilities – Jim MacDonald Club House Jim reported that the water stained tiles have been painted as a temporary fix until we are sure the pipe sweating issue has been resolved. Next week the one stained tile in the board room will be exchanged for a clean one from the storage area or coat room. Jim had a second meeting with 20 Degree Inc to clarify notes on our current system and to get suggestions on a permanent fix. This will require additional meetings with other contractors to confirm we are on the right track.</p>	<p>Jim</p> <p>Jim</p>
<p>Old Club House Jim has started to put together a committee to examine repairs required so the building is suitable for our junior sailors as well as to solicit suggestions for alternative uses for the space.</p>	<p>Jim</p>
<p>Marina Centre Jim has just learned that it is not complete inside. This will be addressed before spring. Vice Commadore, Human Resources – Paul Mackley</p>	<p>Jim</p>

<p>Human Resources Paul reported that Ryan Burton has taken on the Yard Foreman position and we are actively recruiting for the Dockmaster position.</p> <p>Policy and By-laws Paul reported that the Policy Manual and By-laws will be reviewed in December and January. A small committee will be structured to assist with the project.</p> <p>Treasurer – Debbie Mountenay Financial Highlights to November 30th, 2024 Statement of Profit and Loss Total Revenue YTD \$ 253,598, Total Expenses YTD \$81,917, Net Income \$ 171,681 Balance Sheet Cash \$ 395,125, Capital Deferment Fund \$ 125,971, Accounts Receivable \$95,726</p> <p>Notes: It was noted that the high Receivables amount reflect the Senior Dues billing that went out recently. This number will decrease.</p>	Paul M
<p>Marina, Moorings, Breakwater – Brian Weatherbee Brian reported looking into the cost and requirements for a new barge. He noted that a new one must be certified. Brian will report again under Agenda Item #11 – Relocation of Junior Sail launching area.</p>	Brian W
<p>Communications, Technology, Security, Safety – Brian Donohue Security Brian reported, with more concerning activity in and around the club, the decision has been made to keep the gate locked at all times. Angela is taking the lead at re-opening communication with Don Cameron and Gordon Hart to prod on their support with updating the club security system.</p>	Brian D/ Angela
<p>Priorities include: Additional cameras (gate camera, perimeter observation). Replacing storage and backup in office so that cameras can be recorded beyond a couple of days.</p>	Brian D/ Angela
<p>Safety Now that we have filled the rear commodore position, Brian will speak with Garrett about options for lighting our race buoys. Follow-up with Brian W. on plan to light No Wake Sign and to ensure deployment of mooring field buoy.</p>	Brian D Brian D/ Brian W
<p>Communications Brian inquired on the timeline for the office to update and standardize the member list excel sheet so he can predict the timeline for the member directory update. Brian asked again about whether or not we are willing to set up a non-commercial board for members selling items. Brian asked Garrett if he wanted to reach out to Shaun to get Admin/Owner access to the DYC Sailing community so they can bring this under their portfolio. Brian asked Greg when we may expect a 2025 entertainment calendar. He will work with Greg to get this updated as soon as possible for the new year. The Holiday message is on the entry sign. Brian will focus time with Angela to find the Signboard email for access to enable the office to maintain the electronic signboard in the bar. Brian thanked Angela for updating the signboard. Brian recommended the purchase of a larger signboard (bigger TV) for the bar.</p>	Angela Garrett Greg Brian D/ Angela
<p>Fleet Captain Sail, Sail Training – Marco Plasse</p>	

	<p>Marco advised the following 2025 Training Schedule and fees and potentially add ROC(M). Wetfeet (5-8 years), Session Dates Jul 7-11 2 Jul 14-18 3 Jul 21-25 4 Jul 28-Aug 1 5 Aug 4-8 6 Aug 11-15 7 Aug 18-22 8 Aug 25-29 CANSail (levels 1-6), Session Dates Jul 7-18 2 Jul 21-Aug 1 3 Aug 4-15 4 Aug 18-29, CANSail Fall Sessions (levels 3-6), Session Dates May 31 - Jun 29 2 Sep 6 - Oct 5, Basic Cruising Standard (2 evenings + 2 weekends), Session Dates TBD. Note: Candidates to receive complimentary social membership for remaining of season. Start Keelboat Sailing (2 days) Session dates TBD.</p> <p>Marco advised the BAMSE Cup will be held on July 30 – 31, 2025 - a two day event.</p> <p>Discussion followed around the Adult Program regarding Instructor requirements. The purchase of the Tanzer 26 was tabled until the January meeting.</p> <p>Junior Sail Marco reported the Coaches/instructors will be handed contracts soon. Marco recommends that we sell the 2 strokes O/B and replace with a new one as a spare. We can use the 15% Mercury Rebate Program. He noted the retubing requirement of the boat with the 70HP motor. Marco reiterated the requirement for Long term planning for our programs and upgrading of the boats. Marco reported the DYC Training Program handouts printing will be generic with insert and reference to website for dates and prices. These will be printed ASAP.</p> <p>A discussion followed the suggestion for the acquisition of an Event Background banner for events and award pictures. Cost is approximately \$500 for an 8' x 10' including a stand. The Management Committee agreed with this purchase. Marco to follow up with Angela.</p> <p>There was discussion around the deteriorating Junior Sail shed on the south side of the yard. It was agreed that the shed should be removed and some form of shed/building be put on the northwest side of the yard when the Junior Sail launching area is completed.</p>	<p>Marco</p> <p>Marco</p> <p>Marco</p> <p>Marco</p> <p>Marco</p> <p>Marco/ Angela</p> <p>Marco/ Angela</p> <p>Marco/ Jim</p>
<p>5.</p>	<p>Report from General Manager – Angela Chisholm Angela submitted the following report: Executive Summary November was a productive month focused on operational consistency and finalizing the FY 2024/2025 Budget. Significant progress was made to ensure transparency with Management Committee members while aligning financial strategies with club objectives. Regular engagement with staff and stakeholders continued to strengthen communication and collaboration.</p> <p>Finance & Administration Budget DRAFT: Conducted individual meetings with Management Committee members to review their respective portfolios and align on key priorities. FY 2024/2025 DRAFT Budget review has been completed in collaboration with the Finance & Audit Committee, ensuring alignment with operational priorities and resource allocation. Revised portfolio budgets were shared to reinforce financial transparency. Revised and updated the Chart of Accounts in QuickBooks to enhance clarity and provide better categorization of specific revenue and expense items.</p> <p>Day-to-Day Operations Staff Engagement: Conducted daily/weekly check-ins with staff to ensure operational tasks were addressed efficiently and challenges were mitigated promptly. Started preparation for performance reviews in March 2025, focusing on team contributions and growth opportunities.</p>	<p>Angela</p> <p>Angela</p>

	<p>Recruitment underway for Marina Services Manager to start in January 2025. Completed an end of contract with a Bar Staff individual to address and mitigate ongoing member feedback regarding health and safety concerns.</p> <p>Facilities Maintenance: Prioritized essential maintenance tasks to set a baseline of standards going forward. These areas included a deep cleaning of the kitchen, outdoor/indoor washrooms, foyer and hallway floors.</p> <p>Operational Enhancements: Continued the review and streamlining of daily procedures to enhance overall operational efficiency. Implemented 24/7 entrance gate closure and minor adjustment to the security system to ensure safety of assets.</p> <p>Stakeholder Engagement Continued engaging with club members and suppliers to gather feedback on services and operational efficiencies. Maintained a presence during events to directly observe member concerns.</p> <p>Policy & Governance Reviewed policies identified in day-to-day procedures with intention to propose updates for areas requiring clarity or modernization.</p> <p>Looking Ahead In December, efforts will continue to focus on revising the Budget in preparation for the AGM, managing the increased volume of events during the Holiday season, and progressing with the implementation of the updated staff structure. Additional priorities include securing staff for the Sail Training Program, completing applications for Summer Grants, finalizing 2025 Program Dates, and beginning preparations for the February Boat Show. Looking ahead to January, the focus will shift towards AGM preparation, recruiting and securing key staff, and launching initiatives aimed at enhancing club services. Continuous improvement in operational efficiency and member satisfaction will remain a central priority.</p>	<p>Angela</p> <p>Angela</p> <p>Angela</p> <p>Angela</p> <p>Angela</p>
6.	<p>New Member Applications Becca Hiltz - Crew/Social Jacques Soucy - Crew/Social Aidan Griggs – Senior, Sail Murray Gordon - Crew/Social John Cochrane – Senior, Sail Jaak Sildoja – Senior, no boat yet</p> <p>Motion – Moved by Jim, seconded by Brian D, that the above applications be approved subject to final verification by the General Manager with the Commodore’s review and final approval. Motion carried.</p>	All
5.	<p>Sponsorship night The Sponsorship Night will be moved to January.</p>	Angela
7.	<p>Suggestion Box There were no suggestions in the box.</p>	
8.	<p>Correspondence A member wrote inquiring about a prorated fee for a senior member who now has a permanent disability. Discussion followed. It was agreed that the Management Committee</p>	

	needed more information. The office followed the club policy.	
9.	In Camera Session An in camera session will be held, if required, after the meeting ends.	

Unfinished Business

10.	Stray Current Issue This project will continue in the Spring when the boats are back on the marina.	Brian W
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Ongoing Projects

11.	Junior Sail launching Area Brian reported that we have received a quote from Eagle Beach and are waiting on other quotes. It is noted that the dinghy dock will have to be relocated. Further investigation is required. It was suggested that a can be obtained to store the Junior Sail equipment when the old shed is removed. This would be stored on the north side of the lot.	Brian W/ Cttee
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New Business

12	Policies and By-Laws Paul advised that at the Annual General Meeting in January, a Notice of Motion will be put forward to approve changes made to the By-Laws and Policies. A committee is working on ensuring that both are up-to-date and agree. Paul will be requesting feedback from the members on changes made.	Paul M
13	Sponsorship Angela requested a committee review the list of sponsors for the club and the racing committee to ensure no duplication.	Angela
14	Budget Debbie thanked the Management Committee members for the good discussions around their budgets.	All
15	AGM date Tyler advised the AGM will be held on January 30, 2025.	All
16	Information for procedures session Paul M offered to hold a one hour information session of procedures etc for the new Management Committee members. They will set a date to meet.	Paul M

Date of Next Meeting

Tuesday January 14th, 2025 at 7:00 p.m.

Meeting Termination

Motion: Moved by Paul M, seconded by Garrett, to terminate the meeting. Motion carried. Time 9:12 p.m.