

APPROVED MINUTES
Dartmouth Yacht Club (DYC)
Management Committee Meeting
January 14th, 2025

Present

Tyler Rutledge
 Garrett Landry
 Marco Plasse
 Jim MacDonald

Paul Mackley
 Debbie Mountenay
 Greg Morrison
 Tom Sancton

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

Regrets: Brian Donohue, Brian Weatherbee

The meeting was called to order at 7:02 p.m.

No.	Description	Action
1.	<p>Approval of Agenda Motion: Moved by Jim, seconded by Greg, that the agenda be approved as distributed. Motion carried.</p>	
2.	<p>Approval of Minutes December 10th, 2024 The minutes were amended from 'old clubhouse' to 'old shed' in item #6. Motion: Moved by Debbie, seconded by Tom, that the minutes be approved as amended. Motion carried.</p>	
3.	<p>Report from Management Committee Members</p> <p>Yard – Tom Sancton Tom reported that all boats are out of the water, repairs are started and the fence in SE corner has been repaired. Tom reported the steering rebuild has been started on the travel lift and new cylinders for the trailer are being built. Tom advised that safety training/certification is being looked into for employees.</p> <p>Bar, Entertainment – Greg Morrison Greg listed the upcoming functions as follows: Sunday February 9, 2025 – Superbowl, Friday February 14, 2205 – Valentines Day, Saturday March 1, 2025 – Rear Commodore Awards Night, Monday March 17, 2025 – St. Patrick’s Day, Sunday May 11, 2025 – Mother’s Day, June 14, 2025 – Opening Regatta, June 15, 2025 – Opening Regatta -and- Father’s Day Tuesday July 1, 2025 – Canada Day, Wednesday July 30 – Thursday July 31, 2025 – Bamse Cup, Saturday September 6 – Sunday September 7, 2025 – Convoy Cup, Saturday September 27, 2025 – Beancrock, Tuesday December 30, 2025 – New Years Eve Eve.</p> <p>Clubhouse – Jim MacDonald</p> <p>Club House Jim reported the leak we had during a wind driven rain was certainly a disappointment. Initial assessment indicates that the water has come in through the soffits. If this proves to be the case the whole building is vulnerable. Further assessment is required.</p> <p>Jim has initiated repairs on the privacy screens in the men’s washroom. This problem has been an issue since the club was opened. No backing plate was installed during the initial construction and patch work repairs have damaged the tile wall. One fitting was broken. The</p>	<p>Tom/ Angela</p> <p>Greg</p> <p>Jim</p> <p>Jim</p>

current repair entails through bolting the fittings through the existing wall and the storage shelving in the next room. Hopefully this will solve the problem for the future.

Jim reported the planned club upgrades include repairing the bar stools where the fabric has worn through. This initiative is well underway in that quotes were obtained, fabric was selected, and one chair was covered to ensure the fabric improved club day core. If all goes according to schedule this project will be complete tomorrow.

Jim/
Angela

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 of the space. This meeting is now scheduled for January 18th. This should give us lots of time to get ready for junior sail.

Jim

General

Jim and Angela met this week and attempted to look at the year’s work. When finished they had a total of about forty items that should be addressed. Jim noted that we will not have sufficient funds for everything but he will endeavour to do as much as possible with the resources available. This includes dollars and human resources. It is not too late to add to the list. If you see something that should be addressed, please bring it to our attention and, if possible, it will be added.

Jim/
Angela

Tyler requested that the list of items to be addressed be sent to him.

Angela

Fleet Captain Sail, Sail Training – Marco Plasse

Marco reported that 2025 rebate for any Sail training for club members is 10% with an additional 5% for early birds, or for each member of the same family if two or more. The maximum rebate is 15%.

Marco and Angela have conducted interviews for Junior Sail coaches and have secured four coaches for the summer 2025. Ideally, we require six coaches, possibly seven, so we are currently recruiting for more coaches. Job postings will be published next month.

Marco
Angela

2025 Adult Sail Training Schedule. Website Sail Training pages to be updated accordingly for content and dates.

Course	Dates	Notes
Basic Cruising Session 1	12-22 Jun	Two Thursday evenings and two weekends
Start Keelboat Sailing Session 1	5-6 Jul	Weekend
Basic Cruising Session 2	16-27 Jul	Two Thursday evenings and two weekends
Start Keelboat Sailing Session 2	2-3 Aug	Weekend

An adult training instructor and boat will be contracted. DYC will not acquire a sailboat this year.

Marco/
Angela

Rear Commodore, Racing – Garrett Landry Sponsorship:

Garrett reported that the committee is planning to engage with sponsors in January.

Garrett/
Cttee

Rear Commodore Awards Night:

This function has been moved to March 1st. Planning has started and invites will be sent.

Garrett

	<p>Opener: Garrett reported that In addition to the J-105's we have been in contact with the RS21 association and will likely have 2 one design fleets in the opener. Garrett has reached out to Dan Conrod to confirm his availability and fee to act as PRO for the Opener, BAMSE, and Convoy Cup.</p> <p>Treasurer – Debbie Mountenay Financial Highlights to December 31st, 2024 Statement of Profit and Loss Total Revenue YTD \$291,208, Total Expenses YTD \$171,004, Net Income \$120,204 Balance Sheet Cash \$361,915, Capital Deferment Fund \$125,971, Accounts Receivable \$ 24,866</p> <p>Notes: Audit and Finance met on Dec. 18th and finalized the budget. Budget will be presented for approval at this MC meeting.</p> <p>Marina, Moorings, Breakwater – Brian Weatherbee Brian was unable to attend the meeting.</p> <p>Vice Commodore, Human Resources, By-Laws, Policies – Paul Mackley Human Resources Paul reported that Kevin Eckert has been hired for the Marina Services role and started on January 6th.</p> <p>Communications, Safety, Security - Brian Donohue Brian was not able to attend the meeting and sent the following report: Brian advised to defer to Angela regarding progress on cameras. Brian has determined footage from the mast crane video last year is not suitable and will have to refilm in spring. Brian reported that he has handed off all newsletter duties and bar screen to Angela. He advised that Angela has done an incredible job taking over this, and he will no longer have to edit or review the weekly newsletter. Kudos to Angela</p> <p>Jim mentioned that a number of members have inquired about bringing back the Membership Book. Discussion followed. Pricing and requirements to follow the required government regulations will be researched.</p>	<p>Garrett</p> <p>Debbie</p> <p>Brian D</p>
4.	<p>Report from General Manager – Angela Chisholm Angela submitted the following report: Executive Summary December was a productive month with a strong focus on staff alignment, holiday event execution, and completing seasonal operational priorities. Progress included advancing staff recruitment, completing marina/yard operations, and refining internal processes for improved financial and operational oversight.</p> <p>Finance & Administration</p> <ul style="list-style-type: none"> • Cost Reporting: Introduced a new cost-reporting framework to compare actual expenses against revenue during holiday events, establishing improved financial monitoring tools. • Contracts Review: Implemented consistent staff contracts following internal reviews to ensure alignment with operational needs and compliance. • 2025 Budget: Continued updates and refinements to the FY 2024/2025 Budget, ensuring readiness for AGM presentation and adoption. 	<p>Angela</p> <p>Angela</p> <p>Angels</p>

	<p>Operations</p> <ul style="list-style-type: none"> • Staff Recruitment: Conducted meetings and extended offers to 4 of 7 coaches: four accepted, with three positions remaining unfilled. Options to either hire additional staff or adjust program offerings are under evaluation. Successfully hired the new Marina Manager on January 6. • Haul outs: Completed all boat haul outs by December 6. • Yard/Marina: Winterization and securing assets successfully completed. • Facilities Maintenance: Finalized essential maintenance tasks to maintain operational readiness. • Security Enhancements: Held discussions on improving security, focusing on the need for additional cameras and redundancy in backup systems. <p>Events and Sponsorship</p> <ul style="list-style-type: none"> • Eight (8) Holiday Member & Private events were successfully executed, with positive feedback from members and guests. Financial and operational insights from the events will inform future planning. • Held a Sponsorship Committee meeting in December, with an invitation for a Sponsor Appreciation event sent in January to strengthen relationships with key partners. <p>Policy and Governance</p> <ul style="list-style-type: none"> • Participated in a review of existing by-laws and policies to identify areas requiring updates or clarification. 	Angela Angela Angela
5.	<p>New Member Applications Luke Higgs - Crew/Social Shannon Tilley – Senior, Power</p> <p>Motion – Moved by Paul M, seconded by Jim, 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
6.	<p>Suggestion Box A member asked if there could be a place for a children's play area. Discussion followed. One concern was liability of the club.</p>	
7.	<p>Correspondence A member wrote regarding their newsletter subscription not being received. The member's firewall was the problem.</p>	
8.	<p>In Camera Session An in camera session will be held, if required, after the meeting ends.</p>	

Unfinished Business

9.	<p>Stray Current Issue This project will continue in the Spring when the boats are back on the marina.</p>	Brian W
10.	<p>Policies and By-Laws Paul M reported that a committee had been struck. Paul thanked the members of the committee.</p>	

	<p>By-Laws Motion: Moved by Jim, seconded by Greg, to adopt the By-Laws as presented.</p> <p>Policies Motion: Moved by Paul, seconded by Marco that the Policies be adopted as presented. Discussion followed and the motion was amended to delete the words boardwalk, gazebo, and dock from policy 37 regarding smoking. Motion: Moved by Jim, seconded by Debbie, to adopt the Policies as amended. Motion carried.</p>	Finalized
11.	<p>Sponsorship Angela reported that a committee meeting had been held with some of the previous members to review the Sponsorship plan for the past year. Angela will send the information to the Management Committee members.</p>	Angela

Ongoing Projects

12.	<p>Junior Sail launching Area Brian was not available to attend the meeting.</p>	Brian W/ Cttee
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New Business

13.	<p>Budget Debbie presented the final budget. Motion: Moved by Paul M, seconded by Garrett that the proposed budget be approved as presented. Motion carried.</p>	
14.	<p>AGM Tyler advised that there will be a change in the AGM agenda. Each Management Committee member will not give an individual report. Information for members is to be sent to Tyler. Tyler will present at the meeting.</p>	All

Date of Next Meeting

Tuesday February 11th, 2025 at 7:00 p.m.

Meeting Termination

Motion: Moved by Jim, seconded by Greg, to terminate the meeting. Motion carried. Time 8:54 p.m.