

# Cataraqui Canoe Club of Kingston

Minutes, Annual General Meeting

18 October, 2022

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The meeting was a virtual one, connection by Zoom.

The Commodore, Mary Buchanan, called the meeting to order at 19:00. She opened the meeting with the following remarks:

Good evening everyone . I am Mary Buchanan your current Commodore and Chair of this meeting. Welcome to the 2022 AGM — the third time for this meeting to be held online. The Board decided to err on the side of caution and hold our meeting by Zoom once again. Based on the current resurgence of Covid in our community, it appears to have been the right decision.

Peter Bedoukin, Club Webmaster, and Steve Manders , and I are set up in an office in downtown Kingston, to ensure quality Internet service for conducting this meeting. Peter can control who can speak and what is displayed on your screen. With a group of this size, it is best to exercise control over the muting and unmuting of microphones. Usually I, as chair, will have the mike, but board members who will be presenting reports will have the mike turned over to them.

When questions are invited, you can show your interest by typing a message in the chat feature or click on the raise your hand icon. Peter will invite you to speak and will turn on your mike.

We will also have a number of occasions to vote. Your vote is anonymous. Peter will display a pop-up poll on your screen and show the results of the poll after voting. Ed Jezak will be taking the minutes. The first thing we are going to do is record attendance including the number of proxy votes. Following attendance we will turn to the agenda for this meeting.

## 1. Review and approval of agenda

The Commodore suggested that the Election of Board members be moved forward to accommodate members who might need to leave early. Steve Manders requested that New Business be added, where he intends to make a proposal.

The amended agenda was approved on a motion by Gregory Lye seconded by Jane Lye.

## 2. Approval of minutes Annual General Meeting of 14 October, 2021

Minutes of the Annual General Meeting of 14 October, 2021 were approved on a motion by Jim MacLachlan with second by Paul Jepson.

## 3. Election of Board members

### Slate of Candidates for the Board

**Commodore** - Mary Buchanan

**Vice-commodore** - Stacey Airhart

**Treasurer** - Paul Jepson

**Secretary** - Jim MacLachlan

**Directors at Large** - Peter Bedoukian  
Clive Hansen  
Stephen Abbott  
Steve Manders  
Connie Ball  
Gregory Lye

**Motion** That this slate of candidates for the Board of Directors of Cataraqui Canoe Club be approved by acclamation.

Moved by Susan Young, seconded by Mary-Jean McIntyre.

**Carried.**

#### 4. **Reports**

(a) Treasurer

Paul Jepson presented the Treasurer's report. He posted the detailed reports on the screen.

Welcome everyone. I will be presenting the financial reports for our latest financial year which runs from April 1st 2021 to March 31st, 2022.

Before I start discussing the financial reports, I would like to mention that back in March 2018, the Club began to accept e-Transfers for payment of membership dues, boat storage rentals etc. As of this past financial year, 89% of payments have been made electronically, 10% by cheque and 1% by cash. I would like to thank all those who are able to pay electronically as this has significantly simplified my job as Treasurer.

In the interests of time, I will not go through each line item but will talk about the key items. But, please feel free to ask any questions about any specific item.

#### **Income and Expense Report**

First the big picture.

Total income is \$19,167.84. You can see that this is approximately \$3,107 greater than the previous financial year (\$16,060)

Total expenses are \$11,910.90. These expenses are about \$6,813 less than the previous year (\$18,724).

Net income for this year is \$7,256.94 or about \$9,920 more than the previous year (negative \$2,663).

#### **Now the details**

##### **Income:**

Contributing to our income, we have equipment rentals and clinic income of \$240.

We also had \$10,205.00 in total memberships and \$6,319.00 from the boathouse, primarily the boat storage rentals. As you can see, membership income is up significantly by \$1,950 from the previous year. Boathouse income was also up by \$758.

Miscellaneous Revenue of \$1,669.00. The large other revenue item of \$1,514 was mostly due to one member inadvertently tapping on an extra zero to her membership and boat storage fees when using her phone for an e-transfer. By the way, we did promptly refund the overpayment. [Other members failed to cash their key deposit cheques]. The remaining \$155 consists of members choosing to donate

their key deposits and overpayments of clinic instruction and memberships to the club instead of being refunded.

Finally, investment income is \$734.84, about \$738 less than last year. As you know, interest rates over 2020 and 2021 have been consistently dropping.

### **Details of Expenses**

Advertising/Publicity – ad in Frontenac Provincial Park magazine, Donated professional services, honorarium to financial reviewer, Organization membership - ORCKA.

Telecommunications - \$226.00; the cost of Zoom subscriptions for Board and AGM meetings

Office Expense

PO Box rental accounts for most of Postage, Shipping and Delivery.

Boathouse expenses are \$6,486.68. The largest expense is the \$5,058.47 which includes the renovation of the mens washroom and painting of the boathouse. One used (Impex Gale) kayak was purchased by the club (\$1,400).

Hydro utilities have increased to \$781.12 but despite sending numerous e-mails to the Kingston Rowing Club, we failed to get a response which would enable us to pay our share of the water utilities fixed cost (approx. \$700). Total utilities therefore are \$301 less than the previous year.

Computer Services (\$418.67) include the cost of web hosting, domain name renewal as well as software for managing the club web-site (backup s/w, web forms etc.). Recently discovered that one item of s/w (\$102.36) was claimed twice – this has been refunded and will show in the 2022–23 financial reports.

Insurance at \$1,236.60 is about \$167 greater than previous year due to the club's increased membership.

Finally, Membership refunds are mostly due to a refund to that one member who overpaid by 10 times!

### **Balance Sheet**

Total Assets & Liabilities - \$80,044.78

Total Net Equity - \$67,434.38, an increase of \$7,256.94 from last year which you will see is our net income this year.

We now have 3 accounts at the KCCU, the first is the Operations or Chequing account; the second is the Dividend Savings Account and the 3rd, since January 2020, is a High Interest Savings Account. Due to changes effective January 1st, 2020, the Dividend Savings Account no longer pays any interest. The KCCU recommended we open the HISA. We are no longer using the Dividend Savings account; all deposits are made to the HISA and we transfer funds from this account when needed to cover cheques.

Bank balances are substantial - why do we need so much?

1. The roof over the canoe/kayak storage section was last replaced in 2008 at \$23,000. We have recently received a quote for the washroom roof along with a section of the KRC's roof of \$52k. Our portion, should the board decide to upgrade the washroom roof, has been estimated at \$20k.

While the canoe/kayak storage section today is in good shape, the Club should be prepared to replace this section of the roof when needed. Based on this current quote, the boat storage section would cost another \$44k. With inflation over the next few years, this could be substantially more.

2. Replacement of boats – for the 2019-20 fiscal year, we spent over \$4,000 on 2 new kayaks. For the 2020–21 fiscal year we spent over \$4,000 on 2 used kayaks, new kayak paddles and skirts. For 2021–22, we spent \$1,400 on one used kayak. For the 2022 - 23 fiscal year (to be reported on next October), we have so far spent over \$3,000 on new equipment. The club will continue to assess the condition of its existing equipment on a regular basis and modernize accordingly.

3. We currently do not have theft or damage insurance for the contents of the boathouse. In the past, previous boards did not think this was necessary as all of the boats were old and not worth much. Today, this is not the case. I will be recommending that the new board consider this additional insurance.

#### Financial Reviewer’s Report

Here Paul displayed report from Lyla Cho-Kee. All is in order.

This financial report was accepted on a motion by Jim MacLachlan with second by Beth Orr.

#### (b) Membership

Stephen Abbott presented the following:

Cataraqui Canoe Club Membership Numbers Year over Year

Year	Totals	Individuals	Family	New	Renewal
2022	289	289	N/A*	106	183
2021	293	172	121	127	166
2020	254	149	105	75	179
Change from 2021	Minus 4	N/A	N/A	Minus 21	Plus 17

\*Note: family membership category eliminated in 2022

#### (c) Scheduling

Connie Ball presented her report.

For a very long time, as evidenced by newsletters going back to 1984, the Canoe Club has taken pride in offering an outdoor related activity almost every weekend of the year. This tradition continued with 28 members leading 66 unique trips in the Kingston area. Other volunteer tasks to support the program includes website listings and updates, monthly Bulletin production and mail out, boat rental oversight, hosting of member social and schedule party, event scheduling and more.

Due to Covid, the traditional December Social and Scheduling Party was cancelled. A summer social was hosted in August allowing members to mingle and club events to be planned until February 2023.

Save the Date: We are planning our December Social and Scheduling Party on Saturday December 3, 2022 with additional information to follow.

Club Scheduled Events: October 1, 2021, to September 30, 2022

Activity	Oct 1, 2021-September 30, 2022	2020-2021
Total scheduled events	73	63
Scheduling party	1	1
Overnight excursions	4*	3
Hikes or skis	28	21
Whitewater trips	0	0
Flatwater trips	40*	11

\*includes one multi-day trip comprised of 5 paddles and 4 overnight camps

Our trips are possible due to the dedication of our volunteer leaders allowing members the opportunity to experience a variety of activities at various skill levels in a safe and respectful environment. To everyone who participated and enjoyed our trip program, thank you for your enthusiasm, dedication, and support.

(d) Boathouse

Steve Manders started his report by showing a map of historic Kingston, indicating our boathouse location. The Federal Government proposes to clean the river in front of our boathouse. This would involve removal of the contaminated sediment. This might affect our activities. He also discussed the security cameras. They were useful in identifying the perpetrators of a theft of an outboard motor from the Rowing Club. A section of our roof (over the storage area) has been repaired not that long ago, and is in good shape. The section over the rest areas is old and needs repair. It will probably be done when the Rowing Club does its roof. The estimated cost for our part is about \$20,000.00.

(e) Instruction

Jim MacLachlan presented the report:

Jim held a clinic on June 26 for Family Canoe Skills

3 adults and 3 kids attended

Welcome to Kevin Hogan, a new member and experienced instructor

He conducted 3 Intro to Kayaking sessions in the spring 14 students attended

Thanks Kevin!

(f) Volunteer Coordinator

Stacey Airhart introduced her report with thanks to volunteers.

On behalf of the CCC board, we would like to thank the over 60 volunteers we have had over the past three years. Our volunteers are instructors, trip leaders and boathouse paddle volunteers. A special shout out to Meg Freer who facilitates all the boathouse paddle volunteers over the summer months.

In recognition for all our great volunteers, we will be hosting a volunteer appreciation dinner on Sunday November 13th at the Mandarin restaurant. All current members who have volunteered over the past three years will be invited.

She compiled the following statistics:

**Boathouse Paddle Statistics**

- There were 48 paddles from the boathouse, from May 11 to Sept 28
- Someone got into a boat 352 times
- Of the 352 times, 284 were members and 31 were guests.  
The remainder were special groups

- Of the 284 ‘member times’, 130 were unique members
- Kayaks were used 237 times and Canoes were used about 47 times.
- The brand new SUP was used once!! On Sept 28! (way to go Ed!)  
The remainder is unknown (not recorded).

### **Top 3 paddlers**

#1 Andy Hu - 25 times

#2 James Puffer - 19 times

#3 Brian Hoad & Martha Munezhi - 17 times

All in all a good year!

#### (g) Commodore

This year the club has been very active, with a return to almost all pre-Covid activities. We started the fall season with a full schedule of events, thanks to a very productive scheduling party in late August. Unfortunately the December and March scheduling parties were cancelled due to Covid concerns. However, a season long schedule of events was implemented due to the efforts of Connie Ball, our scheduler. She personally contacted past leaders and people responded positively. A month by month schedule was highlighted in the bulletins, crafted by Stephen Abbott. In addition to his duties as membership secretary and boat house rental administrator, Stephen, formatted these attractive monthly bulletins, a very time-consuming process. And thanks goes out to all photographic contributors.

During the fall term the Board made some minor policy changes. Paul Jepson, in addition to all his many duties as Club treasurer, takes the lead on formulating policy changes. Updated versions of the membership and boathouse rental policies can be viewed on the website.

At our December Board meeting Peter Bedoukin proposed the idea of modernizing the look and functionality of our website. A Board steering committee comprised of Peter, Paul Jepson, Jim MacLachlan and me was formed to monitor and test out Peter’s ideas. And in January the new website was launched, following over 50 hours of work on Peter’s part. Thank you Peter for undertaking this mammoth task.

With the arrival of spring, Stacey Airhart organized the Board members at the boathouse for our annual spring cleanup. She even brought along her entire family, who worked tirelessly cleaning toilets, scrubbing floors and washing off kayaks and canoes. It was a particularly onerous task this year, due to the layer of concrete dust on everything. This was a result of the winter renovations of the bathrooms at the adjoining rowing club. At the end of the day the boathouse was spic and span. At our open house evenings in May members and newcomers were able to view the boats and all the new signs, posters, maps and book displays. Steve Manders, our boathouse manager, assisted by other Board members, worked tirelessly over the last couple of years to enhance the appearance of our boathouse. It is now an attractive place to visit and many boathouse paddlers have expressed their appreciation.

June saw the return of our introduction to kayaking clinics, organized by Jim MacLachlan and taught by Kevin Hogan. The reviews were very positive for these clinics. June also saw the return of the new members event at the boathouse. I was able to organize this event after a two-year layoff due to Covid. Assisted

by several volunteers, new members were invited to test out a variety of boats and were treated to a barbecue lunch. Twenty new members participated and everyone seemed to have a great time.

The boat house was a busy place all summer long as Stacey's statistics show. This couldn't happen without all the boathouse volunteers and Meg Freer organizing the volunteer schedule.

Our boathouse was also utilized by various community groups throughout the summer. Thanks to Board members volunteering to facilitate activities, several youth groups were able to enjoy the use of our boats and equipment. The Club also participated once again at the Lakes and Trails Festival in Sydenham and thanks goes to Clive Hansen for setting up a booth and being present at this event.

At our September board meeting we turned our attention to possible new purchases for the Club. It was decided to purchase 2 SUPs, 2 kayak paddle leashes and 10 paddling vests, from Frontenac Outfitters. Thanks go to Clive Hansen for facilitating the purchase and delivery of these items. I have a feeling these items will be well received by our boathouse paddlers come May. It has been a busy year with lots of events and membership growth. The new enhanced website and the Facebook postings, done by Stacey, continue to attract new members. I want to thank all the Board members for their tireless contributions to the club, which has made my job very enjoyable. We work as a team, each person contributing to the ongoing success of this Club. One of our Board members, Ed Jezak, will be performing his Board duties for the last time tonight. Many of you know Ed very well and I don't have to tell you what he has done for this club over the years. But for those of you who do not know Ed I would like to give you a little bit of background. He has been a Commodore, three times no less, the Treasurer for many years and most recently the Secretary of the Board. Ed is the kind of guy who will just go where he is needed, do whatever needs to be done. His contributions to the running of this Club for many many years is immeasurable. He will be greatly missed on the Board, but I'm happy to say he's not going anywhere. We know he will continue to lead trips and volunteer wherever needed. So, on behalf of all members, thank you so much, Ed.

## 5. New Business

Steve Manders told the members that in the mens washroom there is a plaque commemorating a \$20,000.00 contribution from Kingston Kinsmen toward the construction. (That washroom belonged to the Rowing Club before we exchanged sides.) Given the relatively good condition of Club's finances, he suggested that we donate that sum to the Kinsmen. He made the motion:

**Motion** That the Club donate the sum of \$20,00.00 to the  
Kingston Kinsmen.

The Commodore asked for a seconder. Margaret Wild seconded the motion.

A discussion followed.

Ed Jezak spoke against the motion, as not a good use of our funds.

Paul Jepson reminded everyone that he had identified in his Treasurer's report that the washroom roof renovation had been estimated at \$20k and, should it become necessary

in a few years to repair the canoe/kayak storage roof section, this could possibly be an additional \$44k or more due to inflation. The total cost of roof repairs would use up most, if not all, of the Club's equity. In his view, it would not be prudent to give away funds at this time. He was not in favour of the motion.

Peter Bedoukian asked the Commodore if this idea had been discussed by the board. She said yes, but without agreement. Peter then noted that this idea does not have board support.

Stephen Abbott pointed out that the original donation was not a loan; we have no obligation to return any part of it.

Gerard Beaupre thought that if we have excess funds, we should consider helping a paddling group; perhaps in starting a club.

Stacey Airhart stated that it was very nice of the Kinsmen to donate those funds, but we should use our funds within our own club.

Curtis McKague did not think that giving money was a good fit; a thank you letter might be more appropriate.

Finally a vote was taken. The motion failed; the vote was 2 for and 29 against.

#### 6. Termination of formal meeting

The formal meeting was closed by Mary Buchanan at 20:19.

#### 7. Presentation by Steve Manders

Mary Buchanan introduced Steve, a long-time member of our club. He gave a presentation entitled:

### Kayaking in Greenland

in which he described, with many photographs, his two recent trips there.

The Zoom meeting ended at 20:50.

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#### Members present:

Mary Buchanan	Karen Alexander	Louise Langlais
Stacey Airhart	Lois Austin	Dave Linton
Paul Jepson	Norm Ball	Jane Lye
Jim MacLachlan	Donovan Bangs	Scott Matheson
Peter Bedoukian	Gerard Beaupre	Mary-Jean McIntyre
Clive Hansen	Roger Beech	Curtis McKague
Stephen Abbott	Leslie Benecki	Beth Orr
Steve Manders	Gary Birrell	Debbie Radloff-Gabriel
Connie Ball	Dugald Carmichael	Matt Shephard
Gregory Lye	Willem (Wim) de Vries	Greg Smith
Ed Jezak	Marc Desrochers	Robert Tolley
	Janice Firth	Mieke Van Geest
	Donna Francom	Margaret Wild
	Meg Freer	Rick Woodhouse
	Peter Grills	Ted Worth
	Ian Kilborn	Susan Young



**Proxies from**

Maureen Beamish  
Gerard Bondt  
Sam Cheng  
Susan Feltham  
Beverly MacLean  
Marlene Rothenbury  
John Telgmann  
Kim Turner  
Mark Wideman  
Pat Wideman

**Proxy held by**

Beth Orr  
Dugald Carmichael  
Mary-Jean McIntyre  
Debbie Radloff-Gabriel  
Rick Woodhouse  
Connie Ball  
Debbie Radloff-Gabriel  
Beth Orr  
Mieke Van Geest  
Mieke Van Geest