

The meeting was held at the Ongwanada Resource Centre.

The Commodore, Mary Buchanan, called the meeting to order at 19:02. She opened the meeting with the following remarks:

Welcome everyone to the Annual General Meeting of the Cataraqui Canoe Club. The last time we met here was in 2019. It feels great to be back meeting in person. We do have our business to discuss which should take about an hour, followed by a 5 minute stretch and refreshment break. We will quickly reconvene to hear an exciting presentation by Carol and Glenn.

1. Review and approval of agenda

The agenda was approved on a motion by Larry Struthers, seconded by Susan Young.

2. Approval of minutes Annual General Meeting of 18 October 2022

Minutes of the Annual General Meeting of 18 October 2022 were approved on a motion by Mieke Van Geest, seconded by Ed Jezak.

3. Reports

(a) Treasurer

Paul Jepson presented financial reports for the latest financial year, which runs from 1 April 2022 to 31 March 2023.

Income and Expense Report: the big picture

Total income is \$18,345.91. This is approximately \$822 down from the previous financial year (\$19,168).

Total expenses are \$11,282.48. These expenses are about \$628 less than the previous year (\$11,911).

Net income for this year is \$7,063.43 or about \$194 less than the previous year (\$7,257).

Details of Income

Contributing to our income, we have equipment rentals and clinic income of \$595. Remember that this is from the previous summer of 2022.

We also had \$10,115 in total memberships and \$6,210 from the boathouse, primarily the boat storage rentals. Membership income is down slightly by \$90 from the previous year. Family memberships were discontinued shortly after last year's AGM as each individual is now required to complete a membership application including digitally signing a liability waiver. However, a few members pre-paid their family membership for 2022-23 just before the AGM.

Boathouse income from boat storage rentals was \$6,210, down slightly from previous year by \$109.

Investment income is \$1,372.91, about \$638 more than last year (\$735). In 2022, interest rates were increasing. The Club took advantage of that by transferring \$45,000 to Bank of Nova Scotia for a much higher GIC (term deposit) interest rate than the Kingston Credit Union was able to provide.

Details of Expenses

Advertising/Publicity relates to an ad in Frontenac Provincial Park magazine. Donated Professional Services refers to the honorarium to the financial reviewer. Membership – Organizations is our membership in ORCKA.

Telecommunications expense of \$226 was the cost of Zoom subscriptions for Board and AGM meetings.

Boathouse expenses were \$3,663.50. This is about \$2,823 less than last year (\$6,487) primarily because in 2021-22 there was a significant renovation in the men's washroom. Small equipment purchases of \$1,246 were for new PFDs. Boat purchases of \$1,808 were for 2 paddle boards with paddles and leashes.

Utilities have increased to \$1,540.18 or an increase of \$759 from the previous year. This is because the KRC did respond this year to sharing of their water utilities for which we pay half the total annual cost, equal to \$691.14. Note that last year, despite sending numerous e-mails to the Kingston Rowing Club, we failed to get a response that would have enabled us to pay our share of the water utilities fixed cost.

Meeting costs were \$2,155.16. They were zero the previous year because of COVID restrictions. Most of this expense was due to Meeting Refreshments, which included the Volunteer Appreciation Dinner (\$1,562), the Open House and New Member events.

Miscellaneous Expenses were mostly Computer Services (\$349.05), which include the cost of web hosting software, domain name renewal as well as software for managing the club website (backup software, web forms, etc.).

Insurance at \$1,752.84 is about \$516 greater than previous year. Membership in 2022-23 was about 300 while membership in 2021-22 was reported to be less than 250. There is a significant jump in rates when membership exceeds 250.

Balance Sheet

Total Assets & Liabilities – \$87,353.20. The large drop in the High Interest Savings account (\$33,615.88 vs. \$72,880.71) from the previous year is due to purchasing a \$45,000 GIC at Bank of Nova Scotia. BNS offered a much higher interest rate than the Kingston Credit Union.

Other Current Liabilities include pre-paid revenue and key deposits totalling \$12,745. These cannot be included in the Total Equity – the rationale being that if the Club were to close at the fiscal year end, the Other Current Liabilities would have to be paid back.

Total Equity – \$74,497.81, an increase of \$7,063.43 from last year, which was our net income this year.

Financial Reviewer's Report

Paul displayed a letter report from Lyla Cho-Kee dated 23 May 2023. All is in order.

The Treasurer's financial report was accepted on a motion by Norm Ball, seconded by Paul Branscombe.

(b) Membership

Stephen Abbott reported that we have at this time 267 members, of which 84 are new members.

(c) Scheduling

Connie Ball presented the following report regarding scheduling:

The Cataraqui Canoe Club takes pride in offering year-round outdoor activities for its members. Most weekends, and during the week, hikes (winter-includes skiing and snowshoeing- and summer) as well as paddles are offered. This program continued with 27 members taking on the role of leader. Two new members agreed and provided new and interesting locations for us to explore. Other work that volunteers take on to support this program includes website and calendar listings and updates, monthly Bulletin production and mail out, boat rental oversight, hosting of a members

social/scheduling party, trip scheduling, and the necessary tracking and administrative tasks.

Only with volunteers can we provide 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 trips/events thank you for your enthusiasm, dedication, and support.

Activity	10/01/2022 - 09/30/2023	10/01/2021 – 09/30/2022
Total Scheduled Outings/Events	85	73
Social/Scheduling Event	2	1
Overnight camping opportunities	9	4
Hikes/Skis	28	28
Whitewater Paddles	0	0
Flatwater Paddles (includes excursion days)	46	40

There were 85 opportunities to attend a CCC outing. Two multi-day trips allowed for 9 nights of camping and 7 additional day-tripper paddles. Not included above were two Members Social/Scheduling Parties (May 2023 and August 2023), and a Leaders Roundtable in April 2023.

(d) Boathouse

Steve Manders reported that the boathouse operated smoothly and quietly this past year. He displayed several short videos and slides of the boathouse. He described that a library and collection of photos have been set up just outside the equipment room. Books may be borrowed on the honour system. We have new paddles and PFDs in the equipment room. The security cameras, inside and outside, are working properly.

(e) Instruction

Jim MacLachlan displayed a table presenting the various instruction clinics and lessons in the current paddling season.

Kevin Hogan conducted four intro to kayaking clinics in June and July. Based on experience from last year, Kevin offered two levels in this intro clinic – one level for raw beginners and another for kayakers with a bit of experience. He had 18 students in the clinics. Jim MacLachlan conducted a kayak rescues clinic in August, with 6 students.

Jim also received phone calls for individual lessons. He gave three lessons – basic canoeing, kayak rolling and intro to kayaking.

A total of 27 students received some form of instruction, which represents about 10% of the current membership.

(f) Volunteer Coordinator

First Stacey spoke to a table giving statistics on participation in boathouse paddles. For the 46 boathouse paddles so far in 2023 (2 more to go), there were 304 paddlers. After accounting for repeat participation by some paddlers, a total of 98 unique people participated, 17 of which were unique guests.

Boathouse Paddles Statistics

Total Open Paddle Sessions	46
Total People/Paddlers	304
Total Unique People	98
Total Members	274
Total Unique Guests	17

Stacey identified the most active members in boathouse paddles.

Top 3 Boathouse Paddlers

- #1 – Gerard Bondt – 21
- #2 – Andy Hu – 19
- #3 – John McNinch - 13

She noted that Gerard Bondt has recently moved out of town, so the competition for the top spot has opened up for next year.

Stacey listed three significant volunteer events since the last AGM.

Volunteer Events

- Volunteer appreciation dinner held on November 13, 2022
- Boathouse paddle volunteer training held on May 4, 2023
- Trip leader roundtable held on April 23, 2023

(g) Commodore

Mary Buchanan made the following report:

The first meeting of the new Board was held in November and was conducted via Zoom. At this meeting Steve Manders reported that he had received communication from the Rowing Club seeking our Club's financial support for a new roof. Quotes were provided by the Rowing Club. The topic of

whether to be involved in a roof replacement at this time was fully discussed at several meetings. Following a physical examination of our section of the roof by several Board members it was deemed that our section of the roof has been well maintained and did not require replacement at this time. We informed the Rowing Club that we did not wish to be involved in the roof replacement project.

In mid-November the Club hosted a volunteer appreciation dinner at the Mandarin. Stacey Airhart organized the event and it was attended by approximately 40 volunteers, and those attending seemed to really enjoy the evening. December brought the return of COVID concerns and it was decided to forgo our scheduling party. Connie Ball didn't let that impede the scheduling of winter events. She reached out to trip leaders and managed to line up a full schedule for the winter season. Connie started in this role 2 years ago, and although a relatively new member herself, she has created a strong connection with trip leaders and we have enjoyed a full schedule of events due to her efforts.

Early in the new year Greg Lye raised the possibility of the Club creating more rental space in the boathouse. We currently have a lengthy waiting list and the Board discussed possible options to increase boat rental space. One idea was to explore the possibility of adding a large storage container on site. The Board authorized Greg to set up a meeting with city officials. This meeting, comprised of 3 city officials and 3 Board members, was held at the boat-house site. The city officials, for a variety of reasons were not open to adding a container on site. They did however indicate they would allow interior renovations of the building, should we decide to fund such a project. There is a possibility that boat rental spaces could be increased by removing one of the large washroom and shower areas, but this would require a great deal of study and analysis. No further action has been taken on this matter to date. However, the Board felt it was a good use of our time to meet with City officials and other topics such as licensing were discussed.

At the Board Meeting in February of this year a motion was passed to honour Ed Jezak with a Life Membership. This is something that is done rarely, and to my knowledge only once before with the recognition of Cookie Cartwright for her exemplary service long ago. While we have many extraordinary volunteers in this Club the Board chose to recognize Ed for his exceptional long time and ongoing service. For those of you who know Ed this should come as no surprise. For those of you who do not, just a little bit of background. Ed served consecutively for 32 years on the Board, holding the positions of Treasurer, Secretary and Commodore multiple times. In addition to that he leads several trips each year, volunteers regularly at the boathouse paddles, handles boat rentals, and helps out at special events whenever needed. In ad-

dition to all of that he has taught, in clinics or private lessons, countless new members how to paddle a canoe. Ed, please stand just in case there might be someone here who doesn't know who you are. You represent everything this Club is all about.

In February the Board made a change to non-member participation in trips. It was decided that non-members could only participate on trips as the guest of a member. The member will seek the approval of the trip leader for a non-member to attend. Members get first priority to attend and guests will only be allowed if a trip leader deems space available. The member will also advise the trip leader of the guest's skill level and assist with the completion of the Club waiver. This change in policy was made to reduce trip leader workload and to reduce Club liability for non-members.

With the coming of spring Board activities really ramp up. On a Sunday morning in late April the Board members gathered at the boathouse for our annual spring clean up. Stacey Airhart makes it a family outing and even her two little ones pitch in with the clean up. Floors get scrubbed, bathrooms cleaned and boats are dusted off.

Later that afternoon many of us gathered at Greg Lye's condo for a trip leaders' roundtable. It had been some time since such an event was held and Jim MacLachlan led the group session, reviewing the trip leaders guide and other documents. The group was given an opportunity to raise questions and concerns and the day ended with pizza and other refreshments. A special thank you to Greg for so kindly hosting this event.

May was also a busy month for the Board as we hosted Open Houses at the boathouse on two evenings and Stacey organized the first boathouse volunteer orientation meeting. She hosted 30 volunteers on a very chilly May evening. Volunteers learned all about our procedures, how to use the forklift and how to assist new members in choosing an appropriate boat on paddle nights. Following the session the volunteers had some free time to socialize and get warmed up with hot coffee and pizza.

I would like to update you on a Board project that has been going on for awhile. It originated with an idea of Peter Bedoukian to document details of Club trips for future reference. This information will be kept confidential to the Board and stored on our shared drive. Peter set a format for documentation, which includes past leaders' information on specific details such as put-ins, parking and lunch spots. Detailed maps are included with the trip descriptions. The Board was looking for assistance with this huge project and at the trip leaders' roundtable a new Club member, Louise Langlais, offered her services. Since then, to our astonishment Louise has documented more than 80 trips, through a process of search on our website and through personal con-

tact with many trip leaders. Louise is updating maps with GaiaGPS. Jim MacLachlan is the Board liaison contact with Louise and he provides regular updates on Louise's progress. The Board wishes to express our appreciation to Louise for the extraordinary amount of time and effort she is putting into this project.

During the trip leaders roundtable discussions it was noted that going to the boathouse to pick up and return the first aid kit was inconvenient for many leaders. This became a topic of discussion at the next Board meeting. It was decided that it would be a good use of Club funds to purchase a first aid kit for each trip leader. So Louise Langlais and I did some research and decided to purchase compact size first aid kits from the Canadian Red Cross. The kits have been distributed to current leaders and some are held in reserve for new leaders.

The Club boathouse is a very busy place throughout the summer. In addition to our regular evening and Saturday paddles several other events were held on site. On a Sunday afternoon in June I organized our new members barbecue and open paddle. Approximately 20 new members attended and Club volunteers assisted with instruction and refreshments. It was a fun opportunity for new members to meet each other and paddling connections were made. On Monday nights in June the boathouse was the site of our introductory kayaking clinics. We were very fortunate to have Club member Kevin Hogan offer several very informative and well organized sessions.

Our facility was also used by two community groups thanks to the assistance of Board members Jim, Paul and Stephen. Paul captured in photos the youth group enjoying the use of our kayaks, canoes and SUPs. The boathouse was also the site of the finish line for K2O Rideau race. Board members Clive and Stacey organized volunteers to be present on site and race organizers really appreciated the use of our facilities. We are pleased to share our facilities with our community and thanks to the tireless efforts of Steve Manders, our boathouse manager, we are now proud to show off our facility. And for the past several years we have been updating our fleet, purchasing new and used kayaks, and this past month we purchased a new Delta kayak and a brand new very light weight Nova Craft canoe. A vibrant ever-growing membership is making these purchases possible. At our September meeting a couple of smaller purchases were approved. On the recommendation of a trip leader the Board decided to purchase a set of walkie talkies for trip leader use. Sam Cheng has volunteered to store the set and trip leaders interested in trying them out will arrange to pick them up from Sam. The Board also approved the purchase of a lock box for the boathouse door. The lock box, which stores a tethered key, solves the problem of key distribution to boathouse volunteers.

Also at our September meeting Connie Ball and I reported that we had received correspondence and feedback from several members regarding Club use of the Team Up software. Several trip leaders expressed the opinion that the software could possibly be better utilized to lighten their workload. It was decided that a committee would be formed to look at this issue. Board members Connie and Stacey will head up this committee and they will recruit knowledgeable members to join them in this initiative.

This brings to a close my summation of the year's activities. It has been a busy and quite productive year. Your Board members have put in many volunteer hours on behalf of the members, and I would like to thank them very much for their contributions, many of which I've highlighted in this report. We were particularly pleased when Jim MacLachlan, our former Commodore, agreed to become secretary, and he has done exceptional job in that role. Clive monitors all communications from the website and responds personally or directs issues to the appropriate person on the Board. Peter updates and makes regular improvements to our website. And there is one Board member that wears multiple hats and that is Stephen Abbott. In addition to his responsibilities as membership secretary and boathouse administrator, he formulates the many bulletins and special mailings you frequently receive. He is that quiet person who just gets things done. I really appreciate all the help and support I've received from you, Stephen. You have made my job so much easier. And finally we have Paul, who in addition to his heavy role as treasurer, assists with so many other tedious tasks, such as organizing all the slides for tonight's meeting. Thank you Paul for your efforts here tonight and throughout the year. And this concludes my report.

4. Election of board members

After two years as Commodore, Mary is stepping down to become Vice Commodore. Peter Bedoukian has agreed stand for Commodore. Greg Lye declined to stand for the Board again, but Lois Austin put her name forward as a candidate. All other Board members agreed to stand again in their current capacities on the Board.

Mary presented the proposed slate of candidates and asked for a motion to approve:

Commodore	Peter Bedoukian
Vice Commodore	Stacey Airhart
Treasurer	Paul Jepson
Secretary	Jim MacLachlan
Past Commodore	Mary Buchanan

Directors at Large:

Clive Hansen

Stephen Abbott

Steve Manders

Connie Ball

Lois Austin

The above slate was approved on a motion by Ed Jezak, seconded by Dukke van der Werf.

Mary made a special acknowledgement of Meg Freer who is retiring from being the boathouse paddle volunteer coordinator. Meg has done this big job for many years and her work is much appreciated. Stacey plans to absorb this role into her responsibilities.

Peter Bedoukian said that Mary deserves a big thank you from the Club for her excellent leadership over the last two years as Commodore. This appreciation was demonstrated by applause from the attendees.

4. Termination of formal meeting

The agenda being completed, Mary adjourned the meeting at 19:49 pm. She invited attendees to take a five minute break for refreshments and to return for a presentation by Glenn Green and Carol VandenEngel.

5. Presentation by Glenn Green and Carol VandenEngel.

Members Glenn and Carol presented a slide show entitled “Canoe for Change: A Journey North”. This was about their travels in the Yukon (Yukon River and Kluane National Park) and Haida Gwaii over a period of four months in the summer of 2022.

Members present:

Mary Buchanan
Stacey Airhart
Paul Jepson
Jim MacLachlan
Peter Bedoukian
Clive Hansen
Stephen Abbott
Steve Manders
Connie Ball
John Karagianis
Jane Knibbs
Catherine Lappan

Lois Austin
Norm Ball
Paul Branscombe
Esther Buckareff
Dugald Carmichael
Robert Clooney
Susan Feltham
Janice Firth
Meg Freer
Glenn Green
Ed Jezak
Bob Macdonald

Donna Paige
Fred Pentney
Vicki Schmolka
Larry Struthers
Laurie Sylvester
Dukke van der Werf
Mieke Van Geest
Carol VandenEngel
Rick Woodhouse
Peter Yu
Susan Young
Beth Orr

Proxies from

Louise Langlais
Robert Tolley
Margaret Wild
Kim Turner
Gunter Heyland
Paul Newhouse
Gary Birrell
Phil Jacobi
Grey Lye
Jane Lye
Sam Cheng
Dave Linton
Marlene Rothenbury
Mark Wideman
Pat Wideman
Leslie Benecki
Kelly Purpura

Proxy held by

Connie Ball
Norm Ball
Norm Ball
Connie Ball
Mieke Van Geest
Mieke Van Geest
Beth Orr
Beth Orr
Dugald Carmichael
Dugald Carmichael
Rick Woodhouse
Rick Woodhouse
Dukke van der Werf
Susan Young
Susan Young
Steve Manders
Steve Manders