



BOARD OF DIRECTORS MEETING
Monday, February 22, 2021 at 7 pm
by ZOOM meeting
MINUTES

	ATTENDANCE
	PRESENT: Heather Fatkin, Denise Crook, Debbie Scott, Gralin Doubleday, Betty Stockli, Joanne Bolam, Dave Longman, Pam Sutherland, Jen VanderBeek REGRETS: none GUESTS: none
	WELCOME
	Called to order at 7:03 pm.
A	AGENDA
	Review (additions and changes); Move to accept: Debbie Second: Denise Carried
B	MINUTES OF LAST MEETING
	Review (additions and changes); Move to accept: Pam Second: Dave Carried
C	REPORTS – <i>see attached.</i>
C-1	DIVISIONS
	Dragon Boat (DB) – <i>attached</i> Voyageur/Rec Canoe (VOY) – <i>no report at this time</i> Outrigger Canoe (OC) – <i>attached</i>
C-2	COMMITTEES
	Members at Large – <i>attached</i> Safety – <i>attached</i>
C-3	Motion to accept ALL attached division and committee reports: Move to accept: Joanne Second: Debbie Carried
	ASSOCIATE CLUB
	FCKC – <i>Attached</i>

D	TREASURER BUSINESS
D-1	<p><u>Treasurer’s report</u> – <i>available to members upon request</i> Move to accept: Dave Second: Pam Carried</p>
E	GENERAL CLUB BUSINESS
E-1	<p><u>FLCC Communications Committee</u> – [Joanne reported] Members of Committee are Catriona Eigenfeldt, Joanne, Betty, Jen; webmaster is Joyce May. New website went live January 26, 2021. Control of the site will be handled by the board. The committee is adding functionality as needs require. Betty is leading in handling document review prior to adding to website/storage. Blogs are being updated by Joanne and Jen. Committee meets regularly. Site designer, Joel Deteves at Perfect Leap will be hosting the site.</p>
E-2	<p><u>Governance: risk assessment for FLCC leadership</u> – [Joanne reported] Initiative was first presented by Catriona E. ACTION = Denise will connect with Catriona to see about moving forward.</p>
E-3	<p><u>Cranberry Festival Society</u> – [various reporters] A group of area businesses have formed a group involved in annual Cranberry Festival. FLCC should be involved. ACTION = Debbie will ask Grant Rawstron for a copy of the letter about this; will collect more information.</p>
E-4 NEW	<p><u>Outstanding Volunteer Award Plaques</u> – [Joanne reported] Betty and Gralin received the award at AGM. The permanent placement of paddle will be decided in future. Comment: “As club volunteers, Glenn Howes and Cheryl Mac did a LOT for the club and set a benchmark for future award recipients so it is touching to receive the volunteer award with this in mind.” ACTION = Jen will look into past minutes to verify the name of the award. MOTION = Joanne moves that FLCC spend \$400 to purchase 5 additional award paddles from Peter Pawluk. Second = Pam Carried</p>
E-5 NEW	<p><u>New Board of Directors Welcome: A Review of Past and Current Roles:</u> Discussion followed on jobs/items that the executive wanted to share or reassign. Heather Commodore; will assess and redistribute tasks to share the load for each BoD member Denise Vice-Commodore; will promote FLCC to community (like FCKC does?) Dave treasurer; Treasurer manages club finances and reporting. The Board agreed current FLCC signees would remain the same, pending a review of the By-Laws. Communication on expenditures over \$400 will be available till the review is completed. Jen secretary; newsletter, agenda and minutes of meetings. Joanne OC Rep; has been busy this past year because OC is the only club division that has been active; has inspired others to assist and volunteer for club duties</p>

	<p>Pam DB rep; will find a way to expand DB reach during this quiet season</p> <p>Debbie VOY rep; will look at VOY boats with an eye to maintenance; will promote VOY division during this quiet season</p> <p>Betty MaL; has been instrumental in getting the new dock built (her first year) and has since been busy with club boat repairs and maintenance; willing to surrender boat bookings for safety boats (note: this will be done through new website).</p> <p>Gralin MaL; has been working with Betty on club boat maintenance, storage and repair.</p>
E-6 NEW	<p><u>Fort Langley Development Proposal – Conwest/Vicini Homes</u> - [Betty reported] Betty has reached out; a FLCC voice in this initiative is important; Betty was asked by Heather to reach out to Conwest as she was involved in the initial meeting and condunity would be advantageous.</p>
E-7 NEW	<p><u>Riverside/Pub Dock</u> – [Gralin reported] FLCC discussion is required – does the club keep a connection with the pub dock or let it go/ ‘walk away’.</p> <p>Pros = extra ‘on water’ boat access; an enlarged FLCC footprint on the waterfront</p> <p>Cons = dock needs maintenance/work; liability/security with summer (teens); shared access with pub and paddle wheeler</p> <p>E-8 may present a possibility</p>
E-8 NEW	<p><u>Co-op Grant</u> – [Gralin reported] Money is available (grant) to be used for a community project. Idea presented to investigate whether an application for the grant with an eye to using this to “redo” the pub dock to make it shared space for three clubs (FLCC, FCKC, and rowers) and members of the public.</p> <p>ACTION = Betty will connect with Karen and Tab to find out about ToL plans for the pub dock.</p> <p>ACTION = Denise and Heather will investigate further and report findings to BoD</p>
F	<p>SAFETY BUSINESS - <i>See attached report;</i></p>
F-1 NEW	<p><u>Safety Officer Job Description</u> – [Joanne reported]</p> <p>More discussion required. Two amendments made to existing draft: 1) Title of Safety Coordinator (instead of Officer) to ensure no liability falls on this role; 2) to Canadian Outrigger Racing Association (CORA), add Dragon Boat Canada (DBC) and Recreational Canoe Association of British Columbia (RCABC)</p> <p>ACTION: Betty will forward another existing draft of Safety Coordinator Roles and Responsibilities to BoD members for consideration.</p>
G	<p>MEMBERS AT LARGE - BUSINESS - <i>See attached report;</i></p>
G-1	<p><u>Canoe Dock and Deflector:</u> [Betty and Gralin reported] The deflector logs and other logs around the canoe dock need to be moved or replaced.</p>

	ACTION: Gralin will talk to club reps on Bedford Channel Society (Jonathan Wilkins, Catriona E., Terry McMullen) about a possible grant to repair deflector logs because this will secure all the docks downstream.
G-2	<u>New Dock Ramp:</u> [Joanne reported] It must be noted that, during freezing conditions, river ice builds up on the ramp on the new dock and this must be removed to prevent damage to the ramp and/or dock.
G-3 NEW	<u>Deflector Repair & Potential money from ToL:</u> [Gralin reported above in G-1 section]
H	DRAGON BOAT - <i>See attached report;</i>
H-1 NEW	<u>“Paddle Across Canada”</u> - This event is sponsored by another canoe club. Kayakers and other small boats are invited to participate. ACTION: Pam will investigate this; will see if this might be something to promote to FLCC DBers during this quiet season “to keep them involved”; will report (email) to BoD by Monday, March 1.
J	OUT RIGGER - <i>See attached report;</i>
J-1	<u>Covid-19 Impact</u> – [Joanne reported] Access to the docks was denied recently due to Covid-19 ACTION: Heather will connect with Sandra (Commodore of FCKC) to inquire about protocols for dock cleaning when a case of Covid-19 is verified
J-2 NEW	<u>Ama storage racks</u> – [Joanne reported] ACTION: Joanne will pursue the installment of ama storage rack using funds from OC budget. (Jonathan W. will build this) NOTE: BCS has approved this (structural addition).
K	VOY/REC CANOE – <i>No report at this time;</i>
K-1 NEW	<u>Tandem Canoe Purchases</u> – [Debbie reported] MOTION: Debbie moves to spend \$1500 to purchase two tandem canoes. Gralin seconded Carried NOTE: Grant and Ralph Bittner will assist in looking for boats to buy. ACTION: Joanne will check VIA Sport for written confirmation that two people in the same household can do a sport in close proximity.
M	ASSOCIATE CLUB – FCKC BUSINESS

N	NEXT MEETING		
N-1	<u>Next BoD meetings</u> – Monday, March 22 at 7pm via Zoom		
N-2	MEETING ADJOURNMENT at 9:04 pm		
	Move to accept: Pam	Second: Dave	Carried

ATTACHMENTS - Section "D" : Combined Reports

CLUB

Members at Large Report – Betty Stockli and Gralin Doubleday – February 2021

Repairs to the Calmars in the basement ground to a halt this month as temperatures were just too cold to apply the final coat of paint to the deck. The plan is to get them finished as soon as temperatures permit.

During the freeze up it was noticed that ice was stacking up on the ramp of the new dock.



This was caused by the incoming tide pushing pieces of float ice and stacking them up like a deck of cards. We attended with Joanne to break this up so as to remove the excess weight from the dock.

The southern most section of the canoe dock debris deflector has become disconnected at the north end of the log. This is one more item that needs attention on this deflector.



DIVISIONS**OC Report - Joanne Bolam – February 2021**

I want to thank all the volunteers who have stepped up and added their name to the volunteer list. Once we are able to gather again.. we will be in touch. With the latest health order being extended for an indefinite period of time it is still only oc1's at this stage.

We did move the 2 oc6's that were on the water to the new dock ahead of the big freeze. With the more delicate ama's attached to the canoe and moving ice we are concerned about damage to ama's. With the new dock, very easy and simple to pull the canoe up.

The v12 is just fine to stay on the water..even if it gets frozen in place. With the deep freeze and bitter wind, oc1 paddling for club boats was cancelled for 8 days.

CORA has extended the time to send in your times for the 2nd virtual cora race until Feb.28th as so many paddlers could not get on the water.

Also our own time trials are continuing ! need any questions answered or to send in your times email. timetrials@fortlangleycanoecub.ca

Voyageur Report – Debbie Scott – February 2021

No report at this time.

DragonBoat Report – Pam Sutherland – February 2021

There is little to report this month. The boats still on the water survived the big freeze. Dragon boat BC has already announced that all events in 2021 are cancelled and the same thing applies to the Senior Games.

However, care and maintenance of boats and equipment continues under the watchful eyes of Betty and Kris. Once the restrictions are lifted and the weather improves, cleaning of our boats will be a big priority.

Again, many thanks to all who continue to bail and keep an eye on things.

I would like to extend a big welcome and thank you to the new members of your Board of Directors. Debbie Scott will take on the role of Voyageur rep. Two avid dragon boaters have stepped up to fill the other positions. Thank you , Heather Fatkin and Denise Crook for choosing to take on the duties of Commodore and Vice-Commodore respectfully.

There is now a full Board to keep FLCC running in these unusual times.

COMMITTEES

Safety Officer Report – Mary Stardom - February 2021

We've had some wild weather, causing the shutdown of docks and boats, but temperatures are improving along with the return of the light!

Cohorts & OC1s

Cohort paddling is still not permitted. This order by the Public Health Officer has been extended indefinitely.

Please practice social distancing (**3 meters**), use hand sanitizer, disinfect boats and wear masks. Only **4 people** permitted at a time in the Boathouse or on the dock **or on the water**.

No gathering at the top of the ramp or on the dock.

After paddling, please leave the dock area as quickly as possible.

Let's continue to do our part to avoid spreading the COVID virus.

Weather

Weather is warming, but temperature drops can happen quickly.

- Continue to check the convenient AccuWeather report on the FLCC website.
- Be cautious of slippery docks, and stay off the water in club boats if temps drop below zero

Please review procedures for safe winter paddling. These are available on both the FLCC and the CORA websites:

<https://www.fortlangleycanoecub.ca/safety/cold-weather-paddling>

<https://canadianoutrigger.ca/wp-content/uploads/2019/05/MasterCORASafetyManualNov2009-1.pdf>

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Incident Reports

No new reports! Way to go, Folks!

...Dock was closed for a short time for a COVID deep clean, but this was not due to an FLCC exposure

Please stay at least 30 metres from the south shore while East of the Bridge. This appears to be where the bulk of the branches and logs appear to be hiding.

Thank You to:

- The folks who stepped up to support our club by serving on the Board of FLCC

ASSOCIATE CLUB – FCKC

February 2021 FCKC Commodore & Coach report – Sandra Young, Commodore

- We are really lucky to be able to continue practicing and paddling (when it's not snowing ;) We know how much activity helps our athletes maintain their overall health and well-being. I am impressed by the creativity of our athletes and coaches in figuring out how to keep practices going in the great outdoors. ...We have had one hike and there are plans for more.
- We continue to wait for the magical date in April 2021 to hear if the 2021 Canadian Sprint Nationals will be go ahead in Rideau, ON.

- Kris continues to work on our boat repairs and updating the boathouse racks to store more boats (Big thank you Kris!)
- Our youth athletes continue swimming once per week at the Walnut Grove Pool.
- We are working hard to find a new substitute coach and sprint coach now that Coach Alex will be gone.
- Our upcoming AGM will be by Zoom on February 24, 2021.
- This month we say goodbye to Coach Alex as he moves on to begin his career with Canada's Armed Forces. We are sad to see him go, but happy that he is moving forward with his career goals. Our members are VERY proud of him. We thank him in advance for his willingness to serve our country, protecting us all, and wish him all the best.
- This pandemic has tested everyone's patience, but also our ingenuity in figuring out how to follow restrictions, while keeping on with our lives to maintain our well-being. We want to thank FLCC members for how collaboratively they have been able to work with us and for their patience with our unavoidable mis-steps. We wish everyone all the best in 2021.



DRAFT – (for Board Approval)

FLCC Safety Officer Roles and Responsibilities

Roles:

Support *Board Members (The Board)*, *Coaches* and *Members* to set, implement and monitor safety policies for all club members. This is to allow club members to enjoy safe paddling in accordance with *Club Safety Policies*, including those for each *Division*.

Responsibilities:

- Monitor local risks, including weather and water flow
 - In collaboration with *The Board* maintain Club Safety Plans and rules.
 - In collaboration with *The Board* produce Emergency Action Plans.
 - Communicate to all members.
- In collaboration with *The Board* and with input from *Coaches* and *Members*, assess risks
- Educate and train members in risk assessment and safe practice.
- Maintain up to date displays of safety information on club docks.
- Produce an annual safety audit.
- Foster the reporting of all incidents using the *FLCC Incident Report* online system and further develop safe practice.

- Review safety issues regularly, ensure that these are a permanent agenda item at monthly Board meetings.
- Understand and encourage implementation of CORA (<https://canadianoutrigger.ca/>) and viaSport (<https://www.viasport.ca/>) policy and guidance.