



**BOARD OF DIRECTORS MEETING**  
**Monday, July 26, 2021 at 7 pm**  
**by ZOOM meeting**  
**MINUTES**

	<b>ATTENDANCE</b>
	<b>PRESENT:</b> Denise Crook, Debbie Scott, Galin Doubleday, Betty Stockli, Pam Sutherland, Joanne Bolam, Dave Longman, Jen VanderBeek <b>REGRETS:</b> Heather Fatkin, <b>GUESTS:</b> Mary Stardom
	<b>WELCOME</b>
	Called to order at 6:59 pm.
<b>A</b>	<b>AGENDA</b>
<b>A-1</b>	<u>Review</u> - additions and changes NOTE: starred items below (*) were amended here
<b>A-2</b>	<u>Agenda Additions:</u> (see also in each section and in N - NEW BUSINESS): 1. Corporate Outings – see H-2 2. Online Waiver (add to the website) – see Drop In (H-3)
<b>A-3 NEW</b>	<u>Guest Items:</u> (Mary) Skip to Section F
<b>B</b>	<b>MINUTES OF LAST MEETING</b>
	Review (additions and changes); Move to accept: Joanne                      Second: Debbie                      Carried With changes: E-3 – “Cranberry Festival Society” should be “Cranberry Festival”.
<b>C</b>	<b>REPORTS</b> – (For review) <i>see attached.</i>
<b>C-1</b>	<b>DIVISIONS</b>
	Dragon Boat (DB) – <i>attached</i> Voyageur/Rec Canoe (VOY) – <i>attached</i> Outrigger Canoe (OC) – <i>attached</i>
<b>C-2</b>	<b>COMMITTEES</b>
	Members at Large – <i>attached</i> Safety – <i>attached</i> Communications – <i>No report at this time</i>



<b>F-2 NEW</b>	<u>FLCC Safety Manual</u> – (Mary); <b>NOTE</b> document was sent to you for final review via email from Jen/ <a href="mailto:secretary@fortlangleycanooclub.ca">secretary@fortlangleycanooclub.ca</a> on July 22, 9pm (ish);
<b>F-3 NEW</b>	<u>FLCC Communicable Disease Plan (July 2021)</u> – (Betty) update; [see email link to document sent on July 21 from Betty; hard copy attached below; to be posted on website] <b>MOTION:</b> Dave makes a motion to approve the Safety Manual; Joanne seconds. Passed.
<b>Pam</b>	<b>MEMBERS AT LARGE - BUSINESS</b> - <i>See attached report;</i>
<b>G-1</b>	<u>Security Cameras</u> – (Gralin) Gralin talked to Telus about setting up a Telus Business account. Work is being done on setting up Wi-Fi on the docks so that we can use cameras there. Cellular modem would be used to access internet. Gralin will check further/do more research. Purchasing the materials through Amazon will be a lesser task, once it is determined what equipment will be needed. The canoe dock would be hooked up first and then get the other dock would be set up.
<b>G-2</b>	<u>Howes House:</u> (Gralin) Gralin is working on sourcing some lumber; potentially fir or hemlock posts and chain link fencing for sides. Things are starting to move slowly. Suggested: Talk to Kris who has a potential contact.
<b>G-3</b>	<u>BCS Letter re: Dock Closed to Public</u> (Joanne) The letter was not sent. Tab has suggested that FLCC hold off for now; options are being reviewed by BCS.
<b>G-4 NEW</b>	<u>Flow Meter Device</u> ; (Gralin) Potential purchase might come through BCS? This tool will act as a guide for those using the river. Joyce is doing some research on mounting potential or permanent fixture and the cost of purchasing a device. We will wait to see those results.
<b>H</b>	<b>DRAGON BOAT</b> - <i>See attached report;</i>
<b>H-1</b>	<u>Medical Form for DBers</u> – (Pam) There seems to be a form with old logo.
<b>H-2</b>	<u>Corporate/School Outings</u> – (Pam) Use of proper Covid-19 protocols will need to be in place. (Hand sanitizer, distance as much as possible, etc) <b>ACTION</b> – Debbie will check to see if this might be added to the website. Pam will do the same for Dragon Boat.
<b>H-3</b>	<u>Waiver Link on Website</u> – (Pam) Pam would like a list of people who have signed a waiver when signing up their membership. <b>ACTION:</b> Dave will communicate with Joyce to let her know that the link is not working for the waiver.



website, come out and paddle, encourage a friend to try it out for a drop in fee of \$10. Keep an eye on the FLCC Voyageur Facebook page for more information about paddles.

### **DragonBoat Report – Pam Sutherland – July 2021**

Dragon boating is back! On July 11, the Buks made a glorious return to the Canoe Dock. Many thanks to Fusion and Titanium for cleaning, rigging and moving the boats.

July 13 the paddlers returned too. It only seemed appropriate that our most Senior member be the first into the first boat to return to paddling since our shutdown in March 2020.



**Drop-in** is also back on the calendar, Saturday mornings, on the water for 9:30am. Please sign up on the web site, [www.fortlangleycanoecub.ca/dragon-boat-drop-in/](http://www.fortlangleycanoecub.ca/dragon-boat-drop-in/)  
There is a need for a person to do the very simple job of coordinating drop-in.  
Please contact [dbrep@fortlangleycanoecub.ca](mailto:dbrep@fortlangleycanoecub.ca)

**For those teams who have returned to paddling, boat usage fees are due on August 1, 2021.**

**The prices and payment are all available on-line**  
[www.fortlangleycanoecub.ca/product/dragon-boat-fees/](http://www.fortlangleycanoecub.ca/product/dragon-boat-fees/)

**Paddles up everyone!**

### **[C-2] COMMITTEES**

#### **Members at Large Report – Betty Stockli and Gralin Doubleday – July 2021**

##### **Security / Cameras**

Currently in the process of ordering equipment and inquiring into mobility account options.

### **OC6s**

Repairs to the tri-color Bradley OC6 have been completed and it has been launched and returned to service. New foam seats have now been installed on all the OC6s.

### **Voyageurs**

After the hull bottom of the Voyageur was washed, it was noted a few small repairs were required. Kris completed the repairs to the gelcoat and the boat has since been launched at the Canoe Dock.

### **DBs**

Re glued the gunwhale cap on the Red BuK.

### **Tiller Box – Canoe Dock**

The new tiller box lid is now installed and the box is back in service. Work on the BuK tiller, that was being repaired, has been completed.

### **Canoe Dock**

The storage unit has been cleaned out and the latch on the blue door re-aligned. Several deck boards were screwed down.

### **New Dock**

New larger rings were installed on the deck to accommodate the locking cables for the OC6s that are now being stored on the dock. The BuK DBs have been returned to the Canoe Dock for active service. Currently designing some low cradles for the OC6s stored on the New Dock.

### **Gas Cage**

The two motor gas cans have been filled with fresh gas (Chevron 94 Octane only). We are currently assessing the contents of the gas storage container and reviewing what needs to be removed as it is very cluttered. Some of the gas cans and fuel tanks contain fuel that is at least 2 years old.

### **Yard Storage**

New insurance decals have been installed on the trailers and updated insurance papers left in their storage boxes where available. Boats and tarps were bailed where needed and tarps re-secured on the OC trailer.

### **Coach/Safety Boats**

A number of teams have now booked the coach/safety boats. The Coach/Safety calendar has been updated and an updated Procedures & Rules for the Coach/Safety boats has been posted on the website.

### **Safety Coordinator Report – Mary Stardom - July 2021**

Freshet Rules Have Ended and COVID Restrictions Have Changed

Paddlers who have anxiously awaited the end of Freshet are now re-entering the river. Dragonboats, Voyageurs and OC6s are able to paddle as teams. COVID restrictions and protocols have now changed to the FLCC Communicable Disease Plan. Current concerns are for occasional **excessive heat**, and **possible air quality concerns from wildfire smoke**. Paddlers are encouraged to assess whether they can handle a long paddle or training in changing conditions. Wear sunscreen, drink lots of water, and consider taking frequent breaks or avoid training in poor air quality.

#### Incidents

One incident July 20<sup>th</sup>, OC1 – damage to hull. No injuries.

#### Safety Manual - Club

Final changes have been made.

#### Safety Manual – Voyageur Division

Betty has put a ton of work into a first draft, and the committee is planning to review

### **Communications Committee Report – Betty/Joanne/Jen – July 2021**

*No report at this time*

### **[C-4] ASSOCIATE CLUB – FCKC**

#### **FCKC Commodore Report - Sandra Young, Commodore – July 2021**

- We started the summer off with a boat cleaning party...ok, party may be stretching the truth.
- We're back on the dock! This will likely be a bumpy start so we appreciate how kind and patient everyone has been.
- Summer camps and evening All Ages paddles (8 to 108 years) are up and running, so it will be busy on the dock. For more info go the 'Registrations' tab on our website (fortcanoekayak.ca)
- We are using our new Communicable Disease Prevention Plan. This means we will be busier on the dock, with no social distancing, not using the taped sections, and only those who wish to wear masks will be. We will be recommending our members get vaccinated for any communicable diseases.
- While we work to get back on the water, we're trying to build our young development sprint group up, so you may see lots of young, tentative paddlers...in really tippy boats. Wish them luck ;)
- Coach Kris has been repairing more boats and is working to build up our adult Masters Sprint Group. email [fortcanoekayak@gmail.com](mailto:fortcanoekayak@gmail.com) for more info.
- All of our High Performance athletes attended Provincial Time Trials at Burnaby this month. Many are preparing for a modified Sprint Nationals in Ottawa at the end of August.
- We're watching Brian Malfesi from our local Maple Ridge club (RCKC) compete at the Olympics! Go Red!
- We're excited to start attending regattas again this summer (as long as COVID cooperates with us...fingers crossed).

## FLCC Board of Directors (BoD) MINUTES

- We've been fundraising:
  - a partnership with our own and very generous Fort Langley Republica Coffee Roasters. Every few months we send in an order. Want some coffee? email [fkcfundraisingcommittee@gmail.com](mailto:fkcfundraisingcommittee@gmail.com)
  - our continued virtual bottle drive (drop a clear bag of refundables at a bottle depot and print a label using 604-626-4482 to support FCKC)
- We've been applying for grants (wish us luck), such as:
  - BC Gaming Grant
  - BC Boating Grant
  - CKBC BC Games Grant
  - JumpStart Grant
  - Via Sport Grant
- We've been organizing our boats...and may have some older boats for sale.
- We've hired Shelby Vermette, a very part-time administrative person to assist with registration, etc.. [fkcregistrat@gmail.com](mailto:fkcregistrat@gmail.com)
- Have a great summer!

### **[C-5] OTHER REPORTS and/or CORRESPONDENCE**

FLCC Communicable Disease Plan – July 2021 (scroll DOWN to next page to view)





**COMMUNICABLE DISEASE PLAN – JULY 2021**

**Reducing the Risk for Communicable Disease:**

- FLCC Board of Directors and Safety Coordinator to review their Communicable Disease Plan (CDP) on annual basis or as additional prevention measures are required by a medical health officer or provincial health officer.
- FLCC to report any outbreaks of communicable disease to Bedford Channel Society (BCS) in timely manner.
- FLCC will abide by any direction given by BCS, local governments and regional or provincial health authorities or any governing body.

**Supporting Members who have symptoms:**

- Members who are showing signs of a communicable disease or flu like symptoms (e.g. coughing, sneezing, fever or chills) should stay home... do not go to practice.
- Those members should notify their team leader/captain, whose responsibility it is to notify the club Safety Coordinator [safety@fortlangleycanoeclub.ca](mailto:safety@fortlangleycanoeclub.ca) and keep them apprised of member's progress.

**Hygiene:**

- All members are encouraged to practice healthy hand hygiene, including regular hand washing and covering coughs and sneezes with your arm.
- Members are encouraged to wash hands or use hand sanitizer at the start of each practice, and after using the washroom.

- Bedford Channel Society (BCS) to provide hand washing supplies in the Athletes Training Centre (ATC) washroom.
- FLCC will provide hand sanitizers at the Paddlesport Boat house, the Canoe Dock, Basement storage and work area and inside the yellow container at the gas gage.
- Mask wearing is recommended in indoor public spaces (ATC & Basement) for all people 12 and older who are not yet fully vaccinated. Fully vaccinated means 14 days after receiving your second dose but no proof of vaccine is required. Some people may choose to continue to wear a mask after they're fully vaccinated and that's ok.

**Cleaning:**

- Members to sanitize club OC1s, OC6s, Coach/Safety boats and related equipment stored at the Paddlesport boathouse and FLCC's New Dock after every use. Boats to be sprayed with an alcohol-based sanitizer which will be left on the boat for 5 minutes. This compound will evaporate from the boat surface and not pose any threat to fish or fauna in or along Bedford Channel. OC1s and Coach/Safety boats then can be returned to the boat house, OC6s will remain secured on the New Dock.
- Members to sanitize Dragon boats, OC6s, Voyageurs, Tandem Canoes and related equipment (pfd's, paddles, tillers) stored at the Canoe Dock after every use using alcohol-based sanitizer, which will be left on the boat for 5 minutes. This compound will evaporate from the boat surface and not pose any threat to fish or other fauna in or along the Bedford Channel. Boats stored at the Canoe Dock will remain on the water during sanitizing.
- Sanitizing spray for boats and hand sanitizer will be supplied by FLCC and stored both at the Paddlesport boathouse and in the Canoe Dock storage.
- Division Coordinator/Team leader will wipe down high-traffic areas which include railings, locks and sliding door handles at both the Paddlesport Dock and Canoe Dock.
- Members using the ATC facility/exercise equipment must wipe down all high touch surfaces and equipment and remove and dispose of all garbage properly. BCS will supply spray and paper towels and provide regular cleaning of the ATC facility.
- Fuel for the Coach/Safety boats will be retrieved from and returned to the gas cage storage lock up. All contact surfaces are to be sanitized when accessing the gas cage. Hand sanitizer and wipes supplied by FLCC are stored in the yellow storage container.

### **Communications**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> | <p>All member's will be notified to review and familiarize themselves with the FLCC CDP (Communicable Disease Plan).</p> <p>The CDP as well as any updates or revisions will be emailed to all members, posted on the FLCC website, and a copy will be posted in the Paddlesport boathouse as well as on the Canoe Dock Storage shed.</p> <p>Appropriate signage showing steps for proper handwashing and hygiene, as well as proper sneezing /coughing protocol will be posted at both boathouse/dock facilities.</p> <p>If any member has questions or concerns about this plan they should contact the FLCC Board of Directors <a href="mailto:info@fortlangleycanoecub.ca">info@fortlangleycanoecub.ca</a></p> |
|---|--|