

CLUB DE VOILE DE LA RIVIÈRE GATINEAU RIVER YACHT



2006 ANNUAL GENERAL MEETING

CHELSEA COMMUNITY CENTRE
November 30th, 2006

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Agenda

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3. Reports
 - a. Treasurer (see financial handout)
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Commodore's Report

I was reviewing old GRYC documents when I came across the 1998 *Annual Report*. I noted that in 1998, I was a departing board member. I noted that I was thanked for my many years of hard work and dedication on the board. And it was not quite one year ago now that I agreed to become the steady hand on the helm of the good ship GRYC. My "second coming" to the board of the GRYC has been interesting.

I am pleased to report that we had a good year. Our sailing and social events were well attended. The Youth Program was well received. Our finances are in order. There is a waiting list of people wishing to join. Our docks are almost at full capacity. Thanks to the hard work of the board and various committees for achieving this. I also want to recognize the efforts of our manager, Neil Rask, who went beyond the call of duty so many times this season.

We are a unique organization. We are chaotic and unruly, and organized and disciplined. We are exasperating, and a joy to be a part of. We are a cooperating organization—the more we participate, the more effective we are. The result is a beautiful place by the river that we can all enjoy, share and pass on. We owe our founding members a debt of gratitude.

In 1998, Commodore Paul Hanvey concluded his report with the hope that he had left the GRYC at least as good, or better, than he had found it. As outgoing commodore, my wish is the same.

It has been a privilege to serve you as commodore this past season.

Paul Fydenchuk
November 27, 2006

Secretary's Report

This was a busy year for memberships. A total of 5 families were invited to join, and 11 new applications were received.

Currently the total membership for the club is as follows:

Membership types	Number	Total number
Adult	22	22
Family	106 primary + 95 secondary	201
Junior	--	--
Total adult members	--	223
Children	--	159
Total people		382
Honorary	16	16
Retaining	3	3
Lapsed	10	10

According to the by-laws the membership total may not exceed 234 adult memberships.

The membership formula is as follows:

Total Membership = Adult members + Primary family members + Secondary family members + Junior members.

There is continuing interest from residents of Chelsea and non-residents alike to join the club. Currently there are 43 families on the waiting list; up from last year by 6 applications. The following is a breakdown of the list in order of priority:

Past member/local	Local with sailboat	Local without sailboat	Past member not local	Other with sailboat	Other without sailboat	Total
3	14	16	1	5	4	43

I would like to take this opportunity to thank all those who supported me this year in my role as secretary – the members of the Board, and especially Neil Rask and Brenda Cerson.

Nicki Paulun

Communications and Web Site Report

During the past summer, we sent out the GRYC newsletter each Tuesday or Wednesday, as we did the previous two years. Sending the newsletter on a regular schedule in advance of Club Night ensures that it is read in time for members to plan the rest of their week and the upcoming weekend. We tried to avoid sending out more than one message a week so that we didn't "spam" the membership with frequent emails. The letter included the results of the previous weekend's racing, coming events, jobs to be done, kudos for jobs done well, as well as reminders and requests to the membership about the club and its facilities. We also posted a brief version of the upcoming events on the web site home page.

- In total, 24 e-newsletters and notices have been sent to GRYC members in 2006.
- We have maintained an up-to-date mailing list, including the alternative or supplementary e-mail addresses as members requested. (Some prefer home and office, some home only, some office only.) Currently, the GRYC subscriber list contains 210 emails. The list generally ranges between 208 and 218 emails over the course of the year.
- Members can unsubscribe from the service, or send a reply, which automatically is forwarded to the sender's email account. This year, eight GRYC members unsubscribed at least one of their emails from the mailing list. We suggest that all members continue to be asked on their annual fees statement to confirm their e-mail address and to state whether they want to receive the newsletter.
- We also received mail that we forwarded to the Board, because some members on reading the newsletter just use the automatic reply feature on their browsers.
- To distribute the newsletter, we use an online e-mailing service that records whether each e-mail went to its destination and was opened by the recipient. The service also tracks if the email could not be delivered because 1) the email address is no longer valid, 2) the recipient's mailbox was full or 3) the recipient's email system rejected the newsletter as "spam".
- We initiated the season by publishing the calendar of events, as prepared by Manager Neil, and then updated the web site from time to time as information reached us from the members and the Board about inconsistencies or out-of-date material.
- We use web traffic software that analyses visits to the web site over the course of the year. As a result we know that members consult the web site most at the beginning of the season, with the most frequently visited pages being the Youth Program section, the

Calendar of Events and the home page. As the summer continues, there are fewer hits on the website. We conclude that as the summer progresses, most people read and rely primarily on the newsletter for information.

- Communications and the club Web Site have been a no-cost item for the past three years, thanks to iStudio, which has allowed GRYC to piggyback the website on the company's professional e-mailing/marketing program.
- We would like to congratulate Neil on the "Club Album" photo web site he inaugurated this year.
- We have enjoyed our three years as the club's Communications and Web Site people. We can provide our files, newsletter templates and e-mail addresses to whoever takes over the two jobs.

Seymour Hamilton and Katherine Fletcher

Youth Committee Report

Youth Program Overview

The Youth Program was full for all sessions this season with 20 campers in each two-week session, with one session holding 21 campers to assist in balancing the need for another Bronze student.

Staff

Program Manager: Bronwyn Pritchard

Sailing Instructors: Roma Czop, Thomas Yeo, Vincent Dupuis

Swimming Instructors: Bronwyn Pritchard, Thomas Yeo, Vincent Dupuis

All sailing instructors held their Blue Instructors qualification; the swimming instructors, their Red Cross Instructors. All staff, plus several of the CITs attended the GRYC sponsored Waterfront Lifeguard course given by Danny Burns, one full weekend in early July.

CITs: Mathew Russell, Leo Landry, Wes Rumball, Rory Pritchard, Graham Scott.

Canteen: Scott Goodman

Budget

Total revenue \$36,798.90

Total expenses \$33,092.27

Net Revenue \$3,706.63

Note: we received \$8,595.23 in grants this summer. Please see the Club budget for final figures.

Daily operation

Although the Youth Program Committee assumes full responsibility for organizing and administering the Youth Program, the Youth Program operates within the GRYC and is affected by the Club's activities. The Board and membership have openly endorsed the Youth Program and have, through discussion with the Youth Program Committee, come to recognize the importance of a collaborative, interactive and involved relationship with the Youth Program. This year the Chair of the Youth Committee assumed a full and active role on the Board of Directors. This was highly successful in facilitating open communication and understanding between the Youth Committee members and the Board however further examination and clarification as it relates to the workload of the Youth Committee Chair needs further consideration.

This season the Youth Committee endeavoured to take a more active, hands-on role in the supervision and operation of the camp and the staff with an aim to addressing several operations and communication challenges faced the previous season. This approach was helpful, however further consideration of more effective strategies should be considered. Program Development, Group Management, Recreation and Leadership skills are all very desirable staff skills and should be considered when hiring future staff members.

The Youth Committee takes pride in running a participant-centred program that strives to ensure the success of each participant in both sailing and swimming, in a safe, respectful and enjoyable environment. This year the Youth Program was filled to capacity and employed 4 instructors.

The essential elements of a successful Youth Program at GRYC are:

- 1 Qualified, enthusiastic, mature and responsible instructors
- 2 Reliable and adequate number of boats, both sailing and rescue
- 3 A strong program base, supported by policies and procedures
- 4 Positive and supportive relationship with the Club Manager and Board of Directors

Recommendations

For 2007, the Youth Program recommends:

- The program-increase session size to 22 to allow for better-cost recovery of expenses and to address the projected budget increased required to more accurately reflect true operational costs.
- Cap program levels per session according to type of boats available
- More focus on swimming program. Swimming specialists will improve quality of AQ instruction and swimming activities for older participants. Although it's difficult to offer Bronze Medallion, we can coach participants interested in pursuing this level, on their strokes and conditioning.
- Keep waterfront course at end of first session
- Contract seasonal canteen operation
- Keep 2 CITs/session however change title to CA (Camp Assistant to more accurately reflect the role)
- Hold one registration day-AM for members, PM for non-members
- Joint-Hiring Committee of Board and Youth Committee is formed to address all GRYC staff hiring requirements.

- Procedure Manual with clear job descriptions, expectations and responsibilities for all Committee Members is created.
- Staff Job descriptions be reviewed and redefined to better reflect the expectations and responsibilities of each staff member.
- Staff salaries must accurately reflect the qualifications and responsibilities of each staff member therefore salary bonus' will no longer be included within the annul budget.
- Boat repair be considered a priority-operational boats, both rescue and sailing
- Two Joint meetings: between the Youth Program Manager and Chairperson and the Club Manager and Commodore to confirm shared / divided responsibilities, with respect to shared space and equipment essential to the Youth Program
- Board assistance with communicating program needs to membership - i.e., registration nights, the need for new committee members

Youth Committee 2005

We acknowledge the dedication, commitment and time of the committee members.

Chairperson: Laura Massie

Sailing/Program Advisor: Warren Place, Laura Massie

Registration - Sheila Wolvin, Marjorie Wiebe

CIT Program - Barb Selinski-Scott

Grants - Barb Babinski

Staffing - Elizabeth Roscoe, Sylvie Delisle

Program promotion and assistant to all - Nancy Landry

Past Chairperson: Lee Anne Johnson

Respectfully submitted,

Laura Massie

Chairperson, Youth Committee

Youth Program Director

Rear Commodore's Report

Since I had only just joined the club last year I had to rely heavily on volunteers, and past Rear Commodores. So firstly I wish to thank them all for helping me perform the visible and invisible tasks of this position.

The events were as follows:

Bridge Down: We fed the volunteers Coffee, Tim-bits, soup and sandwiches. The old freezer made its final departure, being carried across the catwalk.

Ice Breaker BBQ: This was the first official BBQ of the year, and thanks to Anne Burbidge for stepping in for me, as I was out of the country, it went very well.

Commodore's Sailpast: We had Strawberries and Champagne. The commodore seemed to have great fun throwing water on the river, and shooting corks on the upper deck.

Regatta: This was the club and Y-Flyers combined event. Two breakfasts were provided, Pizza and sandwiches for lunches, and a great BBQ lovingly prepared by the Johansson's. As to a technical difficulty with the new freezer, doggie bags were sold off, much to the delight of the commodore.

Sailorama: A light lunch was provided with the assistance of Louise Gauthier-Morrell.

End of Year Banquet: Marc Levac and Pat Curry organized an excellent feast. The Chelsea Bakery did the catering, and all enjoyed the live entertainment.

Club Nights: One of the most visible parts of the social year is the Club Night BBQ. Paul and Mary organized six of the seven nights, and Jack and Barbara helped the other night. The Wednesday night feasts, (for that is what they are), were excellent. And the great weather added to the enjoyment. Thank you to all the volunteers that made these nights possible.

Equipment: We purchased two new BBQs, and a new chest freezer and the facilities team provided some needed fixes to the kitchen, and a great new paint job.

The job of Rear Commodore cannot be accomplished without the support of countless volunteers; the angel who cleaned and pressed the tea-towels, Mary and Paul for organizing the Club Nights, the past Rear Commodores who helped out with advice, direction and help, and to all the volunteers who came out to the many events we hosted this summer. And especially to my wife Nicki who helped provide support, and assistance through the summer. Thanks to ALL!

Michael Henderson

Facilities Report

The 2006 season saw a number of activities that resulted in the improvements to the GRYC facilities. Some of the highlights, in addition to doing the many on-going maintenance activities, were the building of a new Island Dock from two salvaged docks, rebuilding two island docks, resurfacing the deck by the Pram Shed, refinishing the flag pole, building steps at the back of the back deck, cutting down two dead pine trees, building a new kitchen cupboard, repairing the Gas Shack lid and lots of painting and staining, including the Club House floor, the kitchen, picnic tables and the racing shed. Thanks to all who contributed their time and talents.

The sticker program has been a great success. It is completely managed by the Manager. We now have a complete inventory of all Members boats, canoes, kayaks, etc. and their respective mooring or rack locations as well as up to date dues being collected. The sticker information was integrated with the Member inventory, which allowed us to add the information to last year's Member renewal form, and will be done again with next year's Member renewal form.

As of the end of this year, we had 20 boats moored on the finger docks with 2 empty spots, 18 boats on the Island docks with 2 empty spots, 26 boats in the laser racks with 6 vacant spots, 58 canoes and kayaks on the canoe racks with about 10 empty spots and 3 wind surfers. There were also 51 lockers occupied with 12 empty although 6 cannot be locked. The fees for boat mooring, storage and lockers brought in \$5,815 this year.

Mooring space is becoming a premium. This year, two new boats were added to the Catwalk and two boats to the Island docks. Two spaces remain on the Catwalk that have a low draft and two space remains on the Island docks after a new Island dock was added. For some time, we had a waiting list for Island docks. As the demand for mooring space continues to grow, we may want to look at reallocating mooring spaces that are paid for but not used.

Some projects identified for this year have been deferred to next year. The main project is the replacement of the windows in the Club House. Tony Lahey has done much planning and should be ready to go next year. The main difficulty is getting materials for the non-standard construction used for the windows. Other projects deferred were the rebuilding of the side deck by the kitchen and repairs to the Locker and Tool sheds. Some work was done to improve the kitchen but more has been identified.

One of the main concerns is the strain on the cables holding the Catwalk in place. With the additional mooring of "big boats" and the aging and rusting of these cables, there is a danger that these cables may break, especially in stormy weather. One cable broke a few years ago and was spiced together. The cable anchors should be changed or at least reinforced. The anchor on the Island is currently a pine tree and the anchor on the shore is the structure holding the main gate, which is moving, likely from the pull of the cable.

Other projects identified are repairs to the Windsurfer and Locker sheds although their use should first be assessed, building new stairs to the Crows Nest to make use of this area by the Junior Program, shoring up the rotting foundation of the Tool shed as well as reorganizing the Tool shed by adding more shelves and drawers to help keep it tidy (possibly organizing an area under the Club house to store items such as gardening tools and paint supplies), building a raised walk from the Catwalk ramp on the Island to part way up to the Club House to stop further erosion, rebuilding or replacing an Island dock and converting some of the vertical laser racks to horizontal racks.

As a final note, I have indicated that I will no longer be carrying on as the GRYC Facility Director. After nearly 10 years of hammering, being the chief hammer in the last 2 years as the Facilities Director and several years previous to that as the Harbour Master, I will happily continue to do my volunteer effort by hammering but under the direction of a new Facilities Director. I would recommend the new Facilities Director look into ways of lessening the workload by distributing the work to others.

Erik Rask