



## MSC AGM Meeting Minutes

**Date:** Feb. 27, 2021

**Attendance:** Meeting was conducted via a Zoom Webinar video conference due to the COVID-19 isolation requirement.

**Executive:** Neil Trevail (Treasurer); Mike Schmidt (Membership); Dave Haight (Facilities Officer); Anne Pugh (Sailing); David Black (Communications); Deirdre Mallehe (Social); Gary McIlroy (Commodore); Dave Tebbit (Secretary).

**Other:** Angelo Petrolito (Nominations)

**10:00 AM - Meeting Called to Order:** Gary McIlroy, Commodore.

- 1. Confirmation of Quorum:** 20% of membership confirmed by Mike Schmidt (46 Senior, 1 Honourary, 2 Crew, 1 Junior).
- 2. Conflict of Interest:** Confirmed by Executive.
- 3. Approval of Previous AGM Minutes.** Moved by Dave Tebbit. Seconded by Dave Haight. **All in Favour:** Unanimous.
- 4. Commodore's Report:** Gary McIlroy

### COVID

- Not a lot has changed. We should be able to sail, but social distancing, face masks and hand sanitizing will be important part of club routine.
- City guidelines will be communicated when available.

### Launch Ramps

- Expect to see same demand on the ramps. We expect the City to be better at monitoring and handling situations.

### Club Strengths

- Members going above and beyond to create a great sailing/social experience.
- Members who are world class and renowned are sharing their expertise and of course our environment.

### Club Weaknesses

- It takes twice as many hours to run the club than the minimum allotment.
- We still rely heavily on a small percentage of members to contribute excessive time and effort. Attracting new and younger members.
- Size of our yard and accessibility to the Club for disabled members.

### Opportunities

- Partnering with PCYC to establish an effective training strategy and luring potential dingy-class members to MSC.
- More awareness in City of Mississauga on MSC's offering.
- Automation and tooling that are reducing our volunteering effort.
- Local residential development may increase awareness to sailing.

### Threats

- Full cost of ownership for boat and membership fees and volunteering commitment.
- Growing popularity of shared launch ramp and COVID.

### Moving Forward to 2021 Season

- More awareness of Vision, Values and Mission.
- We must be cognizant of City of Mississauga's Respectful Workplace.
- Gary reviewed the executive's view on these items.

### Past Season Accomplishments

- Treasurer automated accounting system and member database.
- Facilities Officer managed large committees tending to facility and compound upgrades / maintenance.
- Race Officer managed to keep some informal racing going during COVID.
- Communications Officer excelled in club communications and coordinating website updates.
- Social Officer had great plans for social gatherings but was unable to proceed due to COVID.
- Secretary digitized documents for off site archives, put together virtual AGM and developed a personal handicap system for racing.
- Membership Officer in tandem with Mike Loo remarkably brought in 10 new members during the COVID crisis and with limited use of our facilities.
- Webmaster, Karen Ann Xavier, worked extremely hard with the executive with updates to our website.

### Past Commodore

- As Past Commodore, Gary will be helping the new Commodore any way he can while working on developing committees and volunteer hour recording with Angelo Petrolito.
- Gary expressed his extreme gratitude for this Executive and everything they have done. They are a great group of people and friends.

## 5. Treasurer's Report: Neil Trevail

### Mission

- Provide timely transparency on the financial health of the club to executives and other senior members in order to facilitate effective decision making.
- Ensure swift and effective account processing under a controlled environment.
- Ensure effective liquidity management.
- Maintain effective financial inventory of assets.
- Manage reserve fund.

### Strategic Objectives

- Reduce manual effort.
  - o Expense processing.
  - o Fee Collections.
  - o Budget Planning.
  - o Financial Reporting.
  - o Reconciliations.
  - o Tax Reporting.
- Promote convenient and safe mechanism for members to pay electronically.
- Eliminate single-subject-matter-expertise.

### Last Year's Successes

- Integrated Plan functionality into QuickBooks On-Line.
- Fully automated fee collections.

### Next Year's Planned Actions

- Acquire volunteer assistant(s).
- Refine process documentation.
- Cross train back-up / successor.

## **Power Point display and review of the Club audited financial statements**

- slides attached.

## **Motion to Approve Financial Statements for the fiscal year ending October 31, 2020**

- Moved by Neil Trevail. Second by Mike Schmidt. **All in Favour:** Unanimous.

## **Motion to appoint Hufton Valvano Grover Philipp LLP. as the auditor for Mississauga Sailing Club for the fiscal year ending October 31, 2021**

- Moved by Neil Trevail. Second by Mike Schmidt. **All in Favour:** YES – 41, NO - 1.

## **Motion to approve 2021 Fiscal Budget**

- Moved by Neil Trevail. Second by Mike Schmidt. **All in Favour:** Unanimous.

## **Questions**

Q: Can members get the meeting slide report after the meeting?

A: Yes.

Q: What is BOOM program.

A: It is the Ontario Sailing program to teach sailing to adults and youth. We pay for the program and charge a fee.

We do not try to profit from it but see it as an opportunity to bring sailing to the community and gain exposure of our club.

## **6. Constitution and Bylaw Amendments (detailed in attached slides): Gary McIlroy**

### **Proposed Constitution and Bylaw Amendment #1 - 2.01 Board of Directors.**

- Gary made motion to approve the additional position of "Assistant Facilities Officer" to section 2.01 Board of Directors.

- Moved by Dave Tebbit. Seconded Dave Haight. **All in Favour:** Unanimous.

### **Proposed Constitution and Bylaw Amendment #2 - 3.08 Facilities Officer.**

- Gary made motion to approve the position & responsibility description of "Assistant Facilities Officer" to section 3.08 Facilities Officer

- Moved by Dave Haight. Seconded Anne Pugh. **All in Favour:** Unanimous.

### **Proposed Constitution and Bylaw Amendment #3 - 6.07 Application for Membership.**

- Gary made motion to approve the update to the Mississauga resident requirement from 80% to 60% as detailed in section 6.07 Application for Membership.

- Moved by Mike Schmidt. Seconded Neil Trevail. **All in Favour:** YES – 42, NO - 1.

### **Proposed Constitution and Bylaw Amendment #4 - Article 3 -Policy and Rules Regarding Storage Compound.**

- Gary made motion to approve the change from "Facilities Officer" to "Membership and Facilities Officer" in Section 1 and the addition of a section (8) defining what is permitted in a storage space.

- Moved by Dave Haight. Seconded Mike Schmidt. **All in Favour:** YES – 37, NO - 7.

### **Proposed Constitution and Bylaw Amendment #5 - Article 4 -Club Safety.**

- Gary made motion to approve the following updates:

1. Responsible safety regulator from Coast Guard Canada to Transport Canada (section 2).
2. Required safety lighting (section 3g).
3. Removal of minimum 8 metre painter (section 3i).

- Moved by Anne Pugh. Seconded Dave Black. **All in Favour:** Unanimous.

## 7. Membership Officer Report: Mike Schmidt

### Role

- Grow and maintain membership.
- Boat / bay allocations in compound.
- Communicate any issues that arise with members.

### Last 8 Months

- Onboarded 13 members.
- Streamlined application and approval process.
- Thanked Mike Loo for his support as an informal assistant.
- Off season membership enquiries surprisingly active.

### Yard

- Getting full. Next season goal is to find more space. Will work with Facilities on this.
- Currently approximately 5 vacant spaces. This will increase due to member resignations.
- Expect to reach near capacity by spring.

### Initiatives

- Volunteer hour opportunities for club ambassadors. Show interested parties around the club and answer questions.

Q: Could you name new members so we can cheers them?

A: Ali Al Wafi; Derry Bunting; Nick Mehta; Alex Batek; Dawn Allaby; David Hood; Mark Bruni; Andy Warwick; Moaz Tasabehji; Alejandro Cespedes; Greg Van De Mosselaer.

Q: Dry storage location and dimensions

A: Total spaces - 90. Dimensions 52 – 8' wide and 38 – 10' wide. Allocated spaces – 85.

## 8. Facilities Officer Report: Dave Haight

### General

- Despite the clubhouse reno's, 75-80% of projects completed.
- COVID caused plans to be delayed due to reduced work hour adjustment.
- Dave thanked all the members that went way beyond their required hours.
- The City repaired the upper deck guard rail.
- The City painted pavement marking just outside the compound indicating MSC use only.

### Projects

- New dock flipper system will save time and increase safety. Thanks to Ross Thompson and John Elsebroek!
- Racoon gate installed at entrance to top deck.
- Completed asphalt crack repairs in compound should keep weed growth under control for few years.

### Other

- Reviewed Assistant Facilities Officer Position.
- Kitchen cupboard upgrade scheduled.
- Building signage being planned.
- Planning a ground level patio at rear of clubhouse.
- Encouraged members to volunteer for projects early.

## 9. Sailing Officer Report: Anne Pugh

### Racing

- In spite of the COVID impact, we were able to get 22 races in. No regattas.
- A new personal handicap system was implemented this year. This will be used in addition to the Portsmouth system.
- BOOM sailing instruction program was cancelled this past season. Ontario Sailing will not be offering the program, at least in its current format.
- The club is looking at other learning opportunities.
- The club is investigating acquiring boats for club use.

### Sailing Calendar

- We still do not know what we will be facing as far as COVID sailing restrictions go.
- A calendar will be issued so people can volunteer for race duty.
- There will be no regattas scheduled.
- Anne would like to get some training sessions scheduled.
- Thanked all the volunteers involved in the sailing program.
- Anne recognized the support Matt Cooper gave to the club over the years. Matt passed away in October 2020. He will be very much missed!
- Looking for committee volunteers.

## 10. Communications Officer Report: David Black

### Role

- Communicating to members what the executive are saying.
- 2020 was a challenging year.
- Website and social media are big part of communications channel. Thanks to Karen Ann for all of her support.
- PCYC's Winter Speaker Series attendance (virtual) was extended to MSC members.
- Looking for volunteers to support / enhance our communications efforts.

## 11. Social Officer's Report: Deirdre Mallehe

- COVID prevented any events this past season.
- Hopefully the 2021 season will allow for social events.
- Invited ideas for social gatherings from members.

## 12. Secretary's Report: Dave Tebbit

- Main task was to maintain corporate records which included AGM and executive minutes, as well as bylaws both in digital and hard copy formats.
- Also, to assist in communications with the City. Updating our constitution / bylaws is a work in progress.
- This year presented a new challenge on how to conduct our virtual AGM.
- After some research and attending other virtual AGM's we came up with what we hope turns out to be a successful virtual AGM.

## 13. Ratification of Business: Gary McIlroy

- Gary McIlroy asked for ratification.
- Moved by Dave Tebbit. Seconded Mike Schmidt. **All in Favour:** Unanimous.

## 14. New Business: Gary McIlroy

- Gary asked attendees to 'Raise Hand' if they would like to speak.
- Nothing requested.

**15. Nominations:** Angelo Petrolito (Nominating Committee)

Positions Up for Election

- Assistant Facilities Officer (2 years)
- Facilities Officer (2 years)
- Membership Officer (2 years)
- Secretary (2 years)
- Treasurer (2 years)
- Commodore (1 year)

Assistant Facilities Officer

- Nominees: Todd Cordery and Craig Nogas
- Elected: Todd Cordery

Facilities Officer

- Nominees: Dave Haight
- Elected: Dave Haight

Membership Officer

- Nominees: David Black
- Elected: David Black

Secretary

- Nominees: Nicolas Liebel
- Elected: Nicolas Liebel

Treasurer

- Nominees: Neil Trevail
- Elected: Neil Trevail

Commodore

- Nominees: Dave Tebbit
- Elected: Dave Tebbit

**11:56 AM Adjournment:** Moved by Dave Haight. Seconded by Dave Black. **All in Favour:** Unanimous.