



**YUKON CANOE & KAYAK CLUB**

**Executive Board Meeting  
January 3<sup>rd</sup>, 2022  
Meeting Minutes**

**Attending:** Lawrence Brennan, Derrick Law, Theresa Landman, Michelle Klaben,  
Karen McColl, Luke Morris

**Regrets:** Lauren Wonfor (proxy to Michelle), Dave Swinson (proxy to Theresa)

**Call to Order: 7:15pm**

**1) Approve Agenda for January 3<sup>rd</sup>, 2023 Meeting.**

1. Approve Agenda
2. Review Dec. 7, 2022 Minutes
3. Financial Report
4. ED Report
5. Pool Update
6. RTR Update
7. Canoe Kayak Canada Safe Sport Policy Manual Update
8. 2023 Event Calendar
9. Website Upgrade
10. 2023 Canoe Raffle

**Motion to approve:** Karen

**Second:** Luke

**Vote:** Passed

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**2) Review of minutes from the December 7<sup>th</sup>, 2022 Meeting.**

**Motion to approve:** Theresa

**Second:** Karen

**Vote:** Passed

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**3) Financial Report (as of January 2<sup>nd</sup>, 2022)** (Lawrence B.)

Attachment: [3.Operation\_Budget\_22-23\_Jan2.xlsx]

- Current Bank Account Balance: \$51,046.49
- 22/23 Operating Budget Net Income: **-\$4,859.84**

<b>Projected Income</b>	
Foundations & Podium Pathways Grants (January/February)	3500.00
Environmental Action Fund (January/February)	11,500.00
Go Digital! Fund	3000.00
Map & Booklet Sales	1616.79
<b>Total</b>	<b>\$19,616.79</b>
<b>Projected Expenses</b>	
Mendenhall Outhouse Rental (Northwest Vacuum Services)	~5650.00
Teslin River Report	~2250.00
Gear Purchase (Raffle Proceeds)	1274.84
ED Wage	7000.00
<b>Total</b>	<b>\$16,175.00</b>
<b>Projected 2022/2023 Net Income:</b> (Projected Income – Projected Expenses + Jan.3 Net Income)	<b>-\$1418.05</b>

**Upcoming Funding Opportunities**

- CPRA Reaching Each and Every One Grant (Federal Government)
  - Decision date pushed to January 2023
  - \$50,000
- Sport for Social Development in Indigenous Communities Fund Application (Federal)
  - Application due date January 17, 2023
  - 100% of eligible expenses
- Participaction Community Challenge Grant (National non-profit)
  - Application due February 1, 2023
  - \$5,000



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- Product Development Partnership Program (Yukon Government)
    - Application due April 1, 2023
    - \$25,000
  - Community Development Fund Tier 2 (YG)
    - Application due April 15, 2023
    - \$20,000 to \$75,000
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### 4) Executive Director's Report (Lawrence B.)

#### *Fostering Community*

- Drafted 2023 Event Calendar
- Followed up on venues for Paddling Film Festival

#### *Summer Programming*

- Met with Kailee Marland to discuss possibility of contracting Kailee to run open youth WK summer camp (4 days in July)
  - With Kailee's fee & transportation costs, YCKC would see very little profit, if any
  - If focused on underrepresented youth (ex. new arrivals to Canada, another FN camp) YCKC could access more funding
- Continued to work on Tripping Manual and Whitewater Kayak Course Instructor Manual

#### *River Stewardship*

##### RTR

- Worked with EDI to develop Work Plan for Concept Study.

##### Mendenhall Outhouse

- Will have meeting with Yukon Parks Director in January to discuss next steps
  - There are 3-4 other sites that are in a similar situation that YG is considering

##### Teslin & Yukon Rivers Management

- Waiting for final edit from Ric & Abi



## YUKON CANOE & KAYAK CLUB

### *Club Governance*

- Map sales coordination (Facebook) – sold 13 as of Dec.30
- Reviewed eLearningU videos (required for Go Digital! Funding, 4 x 30mins)
- Board meeting prep
- Secured \$500 in gift certificates from Air North for Katrina & Kalob Flights as well as a door prize for 2023 Rodeo.

### *Projection for next month*

- WK and Tripping Manual, will have some YCKC Leaders review before presenting to Board
- Sport for Social Development in Indigenous Communities Fund Application
- YESSAB & Water Board Applications
- Paddling Film Festival
- Sponsorship Policy

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## **5) Pool Update** (David S.)

### *Background:*

- Next kayak polo session is January 6<sup>th</sup> and open pool session January 7<sup>th</sup> (Lawrence B. to make FB post / email membership) Removing attendance tags for rest of polo season.
- Dave S. will meet with CGC in January to organize pool sessions for rest of winter/spring.
- Request from ED:
  1. May 13 (WK instructor training)
  2. May 20 (Youth WK program)
  3. May 27 (Adult WK Program)
  4. June 3 (WNBA WK Program)

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## **6) RTR Update** (Lawrence B.)

*Attachment:* [6.EDI\_Robert\_Service\_Way\_2022\_Fish\_Habitat\_Project\_Dec23\_2022.pdf]

### *Background:*

- Will take 3-4 months
- Include review of existing Information & field investigations
- To include high water data, will be ready in September 2023
- ~\$50,000



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- Community Development Fund (CDF) Tier 2 application due April 15.
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**7) Canoe Kayak Canada Safe Sport Policy Manual Update** (Lawrence B.)

*Attachment:* [7.CKC-Policy-Manual\_FINAL\_Dec2022\_EN.pdf]

*Background:*

- Canoe Kayak Canada joined Abuse-Free Sport on December 6, 2022 (new National independent program to prevent and address maltreatment in sport).
- Canoe Kayak Canada has adopted the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS)
- Updated Policies include:
  - Protection Policy
  - Code of Conduct & Ethics
  - Discipline and Complaints Policy
  - Investigations Policy
  - Dispute Resolution Policy
  - Appeal Policy
  - Event Discipline Policy
  - Social Media Policy
  - Screening Policy

**Motion to adopt CKC's UCCMS:** Karen

**Second:** Theresa

**Vote:** Passed.

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**8) 2023 Event Calendar** (Lawrence B.)

*Attachment:* [8.2023\_DRAFT\_Event\_Calendar\_Dec30.xlsx]

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**9) Website Upgrade (Derrick L.)**

*Background:*

- *yckc.ca* is currently hosted by Netfirms and uses the Joomla CMS platform.
- Current PHP version is 7.4.10 which is end of life and no longer receiving security updates, this is directly impacting core components of the website not to mention the overall security concerns.
- Netfirms has no fixed time (sounded like they weren't interested in it) to update platform to version 8 PHP
- Netfirms hosting and domain fees comes to \$220.39
- Current hosting contract with Netfirms expires March 20, 2023
- Local hosting company Polaris Computing can host utilizing Joomla and PHP 8
  - Hosting fee: \$19.95/month (billed annually) = \$239.40/year (includes domain name renewal fee)
  - Co-owned by Derrick L.

**Motion to migrate to Polaris Computing:** Karen

**Second:** Theresa

**Vote:** Passed

**Abstain:** Derrick

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**10) 2023 Canoe Raffle**

*Background:*

- 2022 raffle sold 872 tickets in two-weeks, net profit of \$5690
- Prize costs will be smaller this year
- Need a motion passed to apply for Lottery License
- ED recommends having the draw same day as Gear Swap.

**Motion to hold 2023 Canoe Raffle:** Michelle

**Second:** Theresa

**Vote:** Passed

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Next Meetings: Special Resolution Meeting January 17<sup>th</sup>, 2023 7pm Sport Yukon  
Board Meeting February 7<sup>th</sup>, 2023 7pm Sport Yukon

Meeting End: 9:09pm