



**YUKON CANOE & KAYAK CLUB**

**Executive Board Meeting  
March 7<sup>th</sup>, 2023**

**Minutes**

**Attending:** Lauren Wonfor, Michelle Klaben, Theresa Landmen, Lawrence Brennan

**Regrets:** Karen McColl (proxy to Lauren), Derrick Law, Luke Morris, David Swinson

**Call to Order:** 19:15

**1) Approve Agenda for March 7<sup>th</sup>, 2023 meeting.**

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|--------------------------------|------------------------------|
| 1. Approve Agenda              | 7. Sponsorship Opportunities |
| 2. Review Jan. 3, 2023 Minutes | 8. Paddle Purchase           |
| 3. Financial Report            | 9. Intake Maintenance        |
| 4. ED Report                   | 10. Website Upgrades         |
| 5. Calendar Update             | 11. Club Gear Use            |
| 6. Sponsorship Policy          | 12. COW Recreation Grant     |

**Motion to approve:** Lauren

**Second:** Michelle - Passed

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**2) Review of minutes from the January 3<sup>rd</sup>, 2022 meeting.**

**Motion to approve:** Lauren

**Second:** Michelle - Passed

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**3) Financial Report (as of March 6, 2023)** (Lawrence B.)

*Attachment:* [2.Operation\_Budget\_22-23\_March6.xlsx]

- Current Bank Account Balance: **\$52,670.42**
- 22/23 Operating Budget Net Income as of March 6, 2023: **-\$3,235.66**



**YUKON CANOE & KAYAK CLUB**

<b>Projected Income</b>	
Environmental Action Fund (January/February)	5850.00
Go Digital! Fund	2000.00
<b>Total</b>	<b>\$7850.00</b>
<b>Projected Expenses</b>	
Gear Purchase (Raffle Proceeds, cheque delivered)	1029.76
Cheque #2772.85 (ED wage, picnic table, pool shirt purchase)	2772.85
ED Wage	2000.00
<b>Total</b>	<b>\$5802.61</b>
<b>Projected 2022/2023 Net Income:</b> (Projected Income – Projected Expenses + Mar.6 Net Income)	<b>-1188.27</b>

### Upcoming Funding Opportunities

- Sport for Social Development in Indigenous Communities Fund Application (Federal)
  - Waiting on Decision
  - Request \$23,000
- Participation Community Challenge Grant (National non-profit)
  - Waiting on Decision
  - Request \$5,000
- Product Development Partnership Program (Yukon Government)
  - Application due April 1, 2023
  - \$25,000
- City of Whitehorse Recreation Fund
  - Application due March 15, 2023
  - \$14,000 available (gear and leadership training)
- Community Development Fund Tier 2 (YG)
  - Application due April 15, 2023
  - \$20,000 - \$75,000



## YUKON CANOE & KAYAK CLUB

### 4) Executive Director's Report (Lawrence B.)

#### *Fostering Community*

- Paddling Film Festival
- Met with Amaya Cherian-Hall from CTFN Re: Summer kids camp and outhouse at the Wheaton Takeout
- Teacher from French High school approached ED with interest in some paddling program May31 - June2

#### *Summer Programming*

- Tripping & Kayak Program Manual
- Leader recruitment

#### *River Stewardship*

- Confirmed Yukon Parks will install outhouse at Mendenhall Landing summer 2023
- Finalized Teslin River Report
- YEC Community Advisory Group Meeting
- YESSAB & Water Board application
- Met with David Morrisette to discuss Intake Wave improvements

#### *Club Governance*

- Go Digital! Funding lessons and final report
- Submitted application to *Sport for Social Development in Indigenous Communities Fund Application and Participaction Community Challenge Grant*
- Sponsorship Policy – met with Up North & Tatshenshini Expediting.
- Submitted updated Constitution with Yukon Corporate Affairs

#### *Projection for next month*

- 2023-2024 Budget
- City of Whitehorse Rec Fund Application
- CDF Application
- Paddling Film Festival
- Manuals
- Program Registration
- Meeting with Yukon First Nations Education Directorate.



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**5) Calendar Update** (Lawrence B.)

- some confusion with instructor availability for Wilderness First Aid Course (currently schedule April 14/15) – Lawrence to confirm with Wilderness Medical Associates
  - Lawrence request Tutshi Day trip to be moved from August 19 to 21 (Saturday to Monday)– Board supports move
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**6) Sponsorship Policy** (Lawrence B.)

*Attachment:* [3.DRAFT\_SponsorshipPolicy.docx]

*Background*

- Board reviewed Draft Policy at December meeting – instructed Lawrence to discuss with vendors before moving ahead - ED met with Up North Adventures & Tatshenshini Expediting
- Recommendation, that each sponsorship deals should be flexible and YCKC reserve Mondays for social media posts dedicated to sponsor advertisements.

**Motion to approve updated policy:** Michelle

**Second:** Lauren - Passed

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**7) Sponsorship Opportunities**

- Up North Adventures
  - provide 15% to club purchases, 10% off to club members to purchases under \$500
  - would like YCKC to promote buying local
- Aquabatics
  - Provide 15% off to club members on courses (no gear)
  - YCKC needs to contribute to <https://paddlingmaps.com/>
- Alpine Aviation
  - ED meeting with owners (Gerd & Janet) March 7<sup>th</sup>, will provide verbal update at meeting
  - Will financially support Paddling Film Festival
  - Provide raffle prize (most likely gift certificate) for 2023 Rodeo

**Motion to accept sponsor deals:** Michelle

**Second:** Lauren - Passed



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**8) Paddle Purchase (Lawrence B.)**

*Background:*

- It has been noted by instructors and program participants that club has very few longer kayak paddles (197cm & 200cm)
- ED recommends purchasing [Werner Straight Shaft Rio](#)
- Up North is local Dealer
- Est. \$200/paddle (includes shipping, tariffs and 15% discount)
- 6-10 paddles

**Motion to purchase 10 paddles (197cm x5, 200cm x5):** Lauren

**Second:** Michelle - Passed

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**9) Intake Maintenance (Lawrence B.)**

*Background:*

- Flooding event in 2021 has shifted rocks on 1<sup>st</sup> island and has negatively impacted surf wave in first channel
- Under current Water License YCKC needs to have an engineer licensed in the Yukon to sign off on maintenance plan and post work inspection
- David Morrisette engineering quote: \$3960
- Jaytech can provide operator for free, equipment rental would be between \$600-\$1000/day plus delivery and pickup fee
- Recommend part of 24-25 Budget (utilize *Product Development Partnership Program*)

Board supports effort.

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## YUKON CANOE & KAYAK CLUB

### 10) Website Upgrade

#### Background:

- Through Go Digital! Fund, ED had consultation through eLearningU  
*Attachment:* [4.SEO Coaching Notes – Yukon Canoe & Kayak Club.pdf]
- One recommendation is website redesign.
- Est. cost is \$2000-\$5000 (local contractor)
- Recommend part of 24-25 Budget

Board supports effort.

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### 11) Club Gear Usage

#### Background:

- Gear use by YCKC members has been generally used for programs, planned trips, clinics and events.
- Some use on smaller club trips that have not been advertised
- Some use by leaders outside of programs, clinics, events on Yukon River but users have been YCKC members.
- Concern about club gear being used is insurance purposes and not taking away rental business from sponsors.
- Clarity from Board before start of season will be useful for protecting the club and relationships with sponsors.
- Leaders being able to use gear can be used as reward for volunteering – difficult to manage who is eligible, what boats to be used
- Request from Keelan Robins to use tandem kayak at Sima Slush Cup (April 15)

Lawrence to DRAFT policy for April meeting. Board supports Keelan using tandem kayak for Sima Slush Cup

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### 12) City of Whitehorse (COW) Recreation Grant

#### Background:

- \$7000 available for On Going Programming (boat & gear purchase)
- \$2500 available for volunteer training (Wilderness First Aid course)
- Application requires motion from the Board approving application

**Motion to apply to the 2023 COW Recreation Grant:** Michelle

**Second:** Theresa - Passed

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**Meeting End:** 8:45

**Next Meeting:** April 4<sup>th</sup>, 2023. 7PM @ Sport Yukon.