



Cowichan Power and Sail Squadron

A Unit of Canadian Power and Sail Squadrons

Website: <http://cpscowichan.com>



Cowichan Power & Sail Squadron - 2018 Annual General Meeting

**Minutes of the 59th Annual General Meeting of Members at the Maple Bay Yacht Club
April 25, 2018 at 1900**

1. CALL TO ORDER

The Chair, Cdr. Bob Wheadon, called the meeting to order at 1908.
Squadron Secretary, Peggy McLennan acted as Secretary of the meeting.

2. WELCOME

Cdr Wheadon welcomed the following special guests:

- Commodore of the Maple Bay Yacht Club Bob James and his wife Ann,
- District Commander Ion Barnes,
And Past Commanders
- P/Cdr. Russ Jenkins (2013-2015)
- P/Cdr. Jim Peakman (2009-2011)
- P/Cdr. Ion Barnes (2007-2009)
- P/Cdr. Phil Devitt (2005-2007)
- P/Cdr. Wayne MacDonald (1994-1996)

3. MOMENT OF SILENCE

Cdr Wheadon requested all present to observe a moment of silence in respect for the passing of our members during the past year.

- Member James Elliott
- Len Mayea

4. ROLL CALL

At the request of the Chair, the Secretary then read out the Roll Call of Squadron Officers attending the meeting:

- Commander Bob Wheadon
- Past Commander Marguerite Vogel
- Executive Officer Paul Richards
- Administrative Officer Colin Hall

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- Membership Officer / Communications / Ian de Verteuil
- Public Relations Officer Roger Morgan
- Secretary Peggy McLennan
- Educational Officer Nancy Dower
- Financial Officer Wayne MacDonald (P/Cdr)
 - Webmaster Rue Pope
- Cruise Master Sue Coleman
- Editor "Seabreeze" Dave Osborne
- Environmental Officer Gary Cline
- Historian Julie Dainton
- Safety Officer Greg Sutfin
- Supply Officer Phil Devitt (P/Cdr), and
- Technology Officer Wayne Smiley

and appointees

- Assistant Educational Officer for Advanced and Electives Jim Peakman (P/Cdr)
- Student Cruise Coordinator Patrick Thomson
- Roster / Seabreeze Sales Rep Mat Gilliam
- Assistant Historian Ted Giles (P/Cdr)

The Secretary then asked that all present please sign the circulating sheet for the Squadrons record which reflected the following in attendance:

Cdr Wheadon	Ian de Verteuil	Wayne Smiley	Russ Jenkins
Paul Richards	Gary Cline	Rue Pope	Steve Lake
Colin Hall	Greg Sutfin	Jim Peakman	Ion Barnes
Nancy Dower	Dave Osborne	Pat Thomson	
Wayne MacDonald	Phil Devitt	Frances Osborne	

5. NOTICE OF MEETING

The Secretary then stated that the notice calling this Annual General Meeting had been duly given in accordance with the Model Squadron Regulations and tabled a copy of the Notice of Meeting.

The Chair stated that a quorum for the meeting was present and she declared the meeting properly constituted for the transaction of the business for which it had been called.

6. MINUTES OF THE PREVIOUS YEAR'S MEETING 2017

The Secretary stated that copies of the minutes of the Annual General Meeting, held on April 19, 2017 had been circulated to members who attended where possible and that they were

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available for anyone who wished to review them.

Motion: that the reading of the minutes of the Annual General Meeting held on April 19, 2017 be dispensed with and that they be approved as circulated.

Moved: Peggy McLennan Seconded: Ian de Verteuil

Carried

7. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

8. TREASURER'S REPORT – Wayne MacDonald

2017 – 2018 Year End Financial Report

As at March 31, 2018, Cowichan Squadron has banked cash on hand of \$7740.04 plus an investment account of \$10118.40 for total available cash resources of \$17858.88

Total cash resources increased \$60.27 March 31, 2018 vs March 31, 2017

Disbursements exceeded revenues by \$95.20 for the financial year 2017 – 2018.

Revenues were \$3267.84 more than budget; the significant item was course fees at \$3240.00.

Disbursements were \$2378.04 more than budget; significant items were course materials at \$1543.78, meetings and events at \$1981.89

\$1575.00 was budgeted in 2017 – 2018 for the VHF simulator but paid out in the 2016-2017 year, therefore creating a positive as compared to budget.

The books and records of the Squadron have been returned by the Squadron's reviewer, Mandy Richards. She verified the data and prepared the standard CPS Internal Review Report indicating that everything was in order. It is now ready for presentation to the Bridge and Membership for final approval prior to submission to CPS headquarters.

Respectfully submitted, P Cdr. Wayne MacDonald **N**, Treasurer.

Dated: April 23, 2017

Motion: that the Treasurer's Report be received as reported to the meeting and filed with the Secretary.

Moved: Wayne MacDonald

Seconded: Phil Devitt

Carried

9. OFFICERS' REPORTS

a. Educational Officer Report: Nancy Dower

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This is my first annual report as Cowichan Power and Sail Squadron Educational Officer. The year was interesting and challenging but many squadron members have helped me with the load. AEO Advanced and Electives, Jim Peakman, did a stellar job organizing the Sailing Course and the RADAR Course. Greg Sutfin, AEO Maritime Radio, ran two radio courses, and also taught the RADAR Course. Thanks to former AEO Bruce Allward for his contributions to the Fall Boating 2 and Boating 3 courses. Gary Cline jumped into the breach, while I was travelling and took charge of Boating 2 and continued to contribute unstintingly to Boating 3. Also, I would like to thank Tom Hart who seldom said no, and shouldered a big teaching load. Don Hargrove was a very reliable proctor—thank you. Barry Ensign (Nanaimo Squadron) gave a lively session on Anchoring, while Ion Barnes was at the National Conference.

I would like to thank all of our instructors, cruise skippers (especially Pat Thomson), proctors, Executive and Bridge Members for invaluable aid with our Squadron teaching duties. Shari Patterson was helpful and flexible with our CowEx bookings. Jim Davidson (Kin Hut) and the Cowichan Wooden Boat Association accommodated some of our classroom needs and Carol Messier at the Maple Bay Marina allowed us to have our on-the-dock seminars. None of the teaching could have happened without Phil Devitt going above and beyond in securing the course materials.

Our courses were posted in September due to some technical glitches. All students who had expressed interest at the Dean's Marine event and at the Cowichan Exhibition were contacted by email and/or phone with the course schedules.

We had inadequate interest in Boating 1 to run the course in September 2017 or January 2018. This may be because the Canadian Power and Sail Squadron web-site directed people to take the PCOC on-line. The wording is somewhat better today as it offers a choice:

Get your boating license online or in class!

Everyone who operates a power-driven boat must carry proof of competency. [Get it online](#) now, or [register for a class](#) near you.

Pacific Industrial Marine in Cowichan Bay requested a Maritime Radio course that Greg Sutfin ran in July 2017 at their facility.

Here is a summary of the student registrations for the 2017-18 year:

Boating 2	19
Boating 3	13
Maritime Radio	12
Sailing	12
<u>RADAR</u>	<u>13</u>

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Total 69

Our Training Department:

Total active instructors with Registered Instructor status: 13

Other instructors: 6

Total squadron members with Registered Examiner status: 6

Respectfully submitted, Nancy Dower ETO Cowichan Squadron

b. Membership/Communications Officer Ian de Verteuil

Our current membership consists of:

Regular	146
Family Member	28
Life Members	15
Lady Associates	6
Associates	3
	199

Our total membership is down by 6 from last year at this time which is a drop in total membership of about 3.5%. Most of the lapsed members have been contacted by phone or email where possible. There are many reasons given for not renewing and many are personal, whether it be health, cost or just wanting to do something different.

Some interesting Statistics:

Total Membership	199
# of Life Members	15
# of Members who have earned MM's	72
Total Merit Marks earned	671
Most Merit Marks Ted Giles	36

Two members have earned their first Merit Mark this year having been a member for less than two years.

Three of our members have been members for 50+ years (the longest - 56)

Sixty-one members have been with us for over 20 years

Although a member has to volunteer a minimum of 20 hours in a year to earn a Merit Mark, many have contributed much more. Our Squadron and CPS as a whole is deeply indebted and grateful for each and every hour that our members have contributed to promoting Safe Boating. Thank you to all those who have given so generously of their time.

It has been a pleasure to work with the Bridge and especially with Cdr Bob Wheadon and the other members of the Executive and I look forward to working with the new bridge in the coming year.

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Respectfully submitted, Ian de Verteuil Membership Officer Cowichan Squadron

c. Commander Bob Wheadon

(This evening only three of the officers will report verbally. I encourage you to read the other Officers' Reports as submitted. These reports will be included in the Minutes of this meeting and will appear in the next edition of the Seabreeze.)

The Cowichan Power and Sail Squadron has completed its 59th year. I am pleased to report that we are strong and active, looking forward to our 60th year. The year was not without its challenges, particularly in the area of demand for our Boating Basics course. To enhance demand, we are exploring opportunities like offering boating safety training to local fire departments with rescue boats and developing boating seminars to meet the needs of the Maple Bay yacht club membership and the needs of our own members.

I would like to thank all the volunteers who supported our programs this past year. It has been a steep learning curve for me over the last year and I would like to thank our Past Commander Marguerite Vogel for all the direction and guidance she has provided. Tonight, we will recognize thirty (30) volunteers who, over the past year, have volunteered for 20 or more hours and have earned a Merit Mark. Two of these volunteers will become Senior Members having received Merit Marks for 5 years, one will receive his 10-year tab and three will receive their Life Membership having received Merit Marks for 20 years. Total documented volunteer hours this past year is 2602.5.

The Cowichan Squadron's membership stands at 199 very close to the numbers we have seen since the start of the year. Membership Officer, Ian de Verteuil is to be commended for the steps he has taken to follow up on the lapsed members.

Wayne MacDonald, our Financial Officer keeps a firm hand on our budget. That said, even though we saw a reduction in the number of courses taught this past year our financials remain strong. We appreciate his efforts and diligence.

Our Educational Officer, Nancy Dower has run a very successful Education program. Two elective courses; Sailing and Radar were very well attended, and feedback was excellent. She worked with Mt Brenton Squadron to create the sharing of courses between Squadrons and kept in close contact with the Maple Bay Yacht club to keep them aware of our training plans.

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Our promotional booth organized by Roger Morgan was manned at the Cowichan Exhibition. Interest was generated from numerous individuals that set the stage for successful Boating 2 and 3 courses. He enhanced the listing of courses on our signs to cover the full year. At Roger's suggestion in an effort to reach out to more people, Rue Pope was asked to use Face Book and explore the use of Instagram to promote our courses.

Under the direction of Administration Officer, Colin Hall, he and the Cruise Master Sue Coleman, offered up a full slate of social activities including our Mother's Day Rendezvous, rendezvous at Salt Spring Marina, Wallace Island and Tod Inlet and a Thanksgiving rendezvous at Genoa Bay Marina. Two Member's nights were held with guest speaker John Davis speaking on Antarctica and James Gordon speaking on a National Marine Conservation area in the Strait of Georgia. A Christmas dinner and dance was held at the Glenora Hall that was well attended. Thank you, Colin and Sue.

I was pleased to appoint Paul Richards as our Executive Officer, thank you Paul. We are close to completing our priority of a Procedures Manual thanks to Marguerite.

During the past year with support of several squadron members we have attended three District Council Meetings, the joint VIND/VISD Annual General Meeting at Cow Bay and the District Rendezvous at Quailicum Beach RV Campground. I was unable to attend the Rendezvous last year and look forward to attending this year. We have an excellent working relationship with VIND. Their Commander and Executive Officer are both members of our Squadron. We often look to them for advice and direction and value their support. It has been a privilege to serve as Commander this past year. Thanks to all of you for your dedication and contributions.

Respectfully submitted Bob Wheadon, Commander Cowichan Squadron

Motion: that the reports of the Officers be received as reported to the meeting and filed with the Secretary.

Moved: Russ Jenkins

Seconded: Wayne MacDonald

Carried

10. BUSINESS AND MOTIONS

The Secretary confirmed that no Notices of Motion were received for this meeting.

11. PRESENTATIONS

Commander Wheadon introduced our special guest D/Cdr. Ion Barnes and

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they presented the following 30 Merit Marks to:

Name	Merit Marks	Comments
Peggy McLennan	1	
Julie Dainton	2	absent
Nancy Dower	2	
Bruce Allward	3	absent
Eleanor Creighton	3	absent
Rue Pope	3	
Dan Coleman	4	absent
Frances Osborne	4	
Dave Osborne	4	
Roger Morgan	5	absent
Bob Wheadon	5	5 year
Colin Hall	6	
Gary Cline	7	
Greg Sutfin	7	
Wayne Smiley	9	
Russ Jenkins	10	10 year
Paul Richards	11	
Marguerite Vogel	11	absent
Sue Coleman	12	absent
Ion Barnes	17	
Mat Gilliam	20	20 year
Jim Peakman	20	20 year
Pat Thomson	20	20 year
Don Hargrove	23	absent
Ron Spilsbury	23	absent
Phil Devitt	24	
Tom Hart	24	absent
Ian de Verteuil	29	
Wayne MacDonald	32	
Ted Giles	36	absent

Special Awards were presented to the following:

Cdr's Citations: Gary Cline, (Tom Hart: absent), Peggy McLennan, Jim Peakman and (Marguerite Vogel: absent).

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Hector Stone Award: Nancy Dower

12. NOMINATING COMMITTEE REPORT: P/Cdr Russ Jenkins on behalf of P/Cdr Marguerite Vogel

The Chair then stated that it was in order to proceed with the election of the Officers of the Squadron, notice of which was given in the Notice of Meeting and in the Report of the Committee on Nominations, which accompanied it. The Chair then asked that the current Bridge Officers, other than the Secretary, step down and that P/Cdr Russ Jenkins, Committee on Nominations, act as Chair of the Meeting.

13. CHANGE OF WATCH

P/Cdr Russ Jenkins asked the Secretary if any further nominations had been filed, other than those contained in the Report of the Committee on Nominations. The Secretary replied that there were none.

P/Cdr Russ Jenkins stated that since there were no other nominations filed, other than those contained in the Report of the Committee on Nominations included in the notice of this meeting, there was no need for a general ballot.

The Secretary then cast a single ballot for election of the names in the Report of the Committee on Nominations.

The ballot having been cast, P/Cdr Russ Jenkins obo the Chair, Committee on Nominations, declared those persons to have been duly elected to the offices set out opposite their names, to serve until the next Annual General Meeting, all in accordance with the provisions of the Squadron Bylaws.

P/Cdr Russ Jenkins asked the Secretary if any other nominations had been received for the position of Internal Audit Review Committee other than the nomination contained in the Report of the Committee on Nominations. The Secretary replied in the negative.

P/Cdr Russ Jenkins then advised that the Nominee of the Committee on Nominations, Mandy Richards has been investigated and found eligible for appointment at this meeting as the member of the Internal Audit Review Committee for the Cowichan Power & Sail Squadron.

Motion: that Mandy Richards be appointed as the Internal Audit Review Committee of Cowichan Power & Sail Squadron to hold office until the next Annual General Meeting.

Moved: Greg Sutfin

Seconded: Pat Thomson

Carried

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14. PLEDGE FOR OFFICERS

P/Cdr Russ Jenkins called upon the D/Cdr. Ion Barnes, to pledge the new Commander and the new Officers.

Commander Bob Wheadon then took the Chair and Peggy McLennan resumed as the Secretary of the meeting.

15. ADDRESS

The Commander for 2018 -2019, Bob Wheadon gave a brief address to the meeting.

17. NEW BUSINESS

The Chair asked if anyone had any new business to bring before the meeting. There was none.

Cdr. Wheadon announced the following dates:

April 29	District Council	Beban Park, Nanaimo
May 2	Executive meeting	
May 9	Bridge meeting	
May 11 - 13	Mothers' Day Rendezvous	
June 1	VIND & VISD AGM	10 am Cowichan Bay
June 6	Executive meeting	
June 9	VIND Rendezvous	Qualicum Bay/ Beach RV Park

The next Squadron AGM is Wednesday, April 24, 2019.

18. TERMINATION OF MEETING

There being no further business to come before the meeting, the Chair declared the meeting terminated at 1957.

_____ (Signed)

Commander Bob Wheadon

_____ (Signed)

Secretary Peggy McLennan