

MINUTES of the VISD COUNCIL MEETING

**Held on Sunday, 24 November 2002
at Mary Winspear Community Cultural Centre, Beacon Ave, Sidney, BC.**

1. **Meeting was called to order at 1215** by D/C Peter Jennings. 16 elected Officers and 6 Squadron Commanders were in attendance, constituting a quorum.
2. **A Minute of Silence** was observed in Memory of Dr Barrydale Veasey, member of Sooke Squadron, who passed away in October.
3. **MOTION:** To approve the minutes of the previous DCM of September 22, 2002, as circulated.

Moved by: D/Lt/C Bev Gerry

Seconded by: D/Lt Len Fallan

CARRIED

4. **Business Arising**

(a) Plans for participation in Safe Boating week 2003:

D/Lt Lyle Sauter attended the Squadron Commanders meeting and discussed several options.

Bumper Stickers: 3 ½ x 12 inch bumper stickers advertising CPS and VISD can be obtained in lots of 250 for a cost of \$360. Lyle will check with John Gullick at HQ over possible use of 50/50 funding to purchase these stickers.

Bus Advertising: 50 signs for display in local transit busses can be purchased for \$1200. The signs would be the property of VISD. Cost to display the signs would be \$500 per sign. The consensus was that we would not reach the recreational boating market with this type of advertising. Highway Bill Board advertising was suggested as an alternative.

May Day Parade: A vehicle, driver, insurance and decorations would have to be provided. There was no interest amongst the Squadron Commanders with regards to participation.

D/Lt Len Fallan has written to all Thrifty Store managers and Schools in the neighborhood with regards to participation in a Poster display for the Youth involvement in Safe Boating Week. Squadrons would be able to include nautical items, brochures and advertising for courses in these displays at their local Thrifty Store.

(b) Update on VISD Trailer cost and possible funding:

D/Lt/C Don Lassey reported that a Deluxe model, light weight trailer, 7 ft x 10ft x 6ft high with arched roof, rear ramp, stabilizers and condensation barriers has become available for \$5000 (normally retails at \$8000). This is the same price as the basic model discussed at the bridge meeting. The trailer will accommodate all VISD equipment for the Gathering and Boat Show displays and will be available for use by the Squadrons. Cost with Taxes will be \$5725, plus \$200 for annual insurance, with a further \$300 for decals. Storage and ownership details to be finalized later. An application to the BoatPro Fund could be made for reimbursement of costs.

MOTION: To purchase the Trailer as discussed, including insurance and decals, up to a total price of \$7000.

Moved by: D/Lt/C Bev Gerry

Seconded by: Cdr Ken Reeves

CARRIED

(c) Software considerations for Roster production:

P/D/Lt/C Shirley Hamilton reported that the Roster Committee had decided to continue with the present publishing software but recommended the purchase of Adobe Acrobat to aid with transferring the final document

to the printers. D/Lt Linda Larsson will investigate the possibility of obtaining the software under an educational discount.

(d) Policy Manual updates:

D/Lt/C Bev Gerry noted that the information on the Gathering was only at the first draft stage in the current Manual. Updates are also required for the policies on Change of Watch and the Responsibility for the VISD Mailbox. Bev will update these policies and present them for approval at the next DCM.

(e) Kay Spence Memorial Donation:

D/Lt Lloyd Guenther confirmed that a cheque had been sent to the CPS Foundation in memory of Kay Spence.

5. Old Business

(a) Conclusion of AGM 2001 - Report from the Brentwood Bay Committee

Cdr Lloyd Guenther presented the Final Report and Budget on behalf of the AGM Committee. Brentwood Bay Squadron was pleased to report a slight profit on the event, and a cheque for the surplus was delivered to the District Treasurer. (Report attached).

(b) February Boat Show:

D/Lt Lyle Sauter has reserved booth A1 at the Boat Show on Feb 28th - March 2, 2003 at Perkes Recreation Centre for VISD participation. Lyle will check with the organizers to see if we can park the VISD Trailer in a prominent place in the parking lot. Squadrons will be contacted shortly for volunteers to man the booth.

MOTION: That VISD sponsor a Free Boating Course Draw at both the Victoria and Sidney Boat Show 2003.

Moved by: D/Lt Lyle Sauter

Seconded by: Cdr Pat Moar

CARRIED

(c) VISD Budget finalization:

D/Lt Lloyd Guenther presented the final budget for VISD and reviewed the figures. An explanation of the Basic Costs was given and the reason for excluding Course Materials from the figures was discussed.

MOTION: To accept the VISD Budget as circulated.

Moved by: D/Lt/C Bev Gerry

Seconded by: D/Lt/C Marg Griffin

CARRIED

6. New Business

(a) Merit Marks hours for Jan 1, 2002 to Dec 31, 2002

D/C Peter Jennings asked all present to pass on their Merit Mark hours to D/Lt/C Don Lassey for compilation. Peter must complete the Merit Mark forms by the end of November and send them to the Chief Commander.

(b) Approval of Budget and Registration Form for AGM 2003

D/Lt/C Bev Gerry gave an update on the Committees progress and congratulated them on planning the event. The theme will be Logging and Lumberjacks. Location will be the Sooke Legion. Friday night will be fancy dress and steak dinner. Moms Pantry will cater Saturday lunch and the Legion will cater for the D/C's Dinner. Plans for the VISD Bridge Meeting breakfast at the Colwood Golf Course are being finalized.

Cdr Marg Traver presented the AGM Budget for approval. Cost for a Full registration will be \$65, which is

lower than previous years. In order to break even, 100 tickets must be sold for the Saturday D/C's Dinner. District and Squadron members are urged to participate in making this a success. (Report on File)

MOTION: To accept the VISD AGM 2003 committee budget as presented.

Moved by: D/Lt Len Fallan

Seconded by: D/Lt Barrie Gilbertson

CARRIED

D/Lt/C Don Lassey presented a sample of the AGM 2003 Registration Form and Program. A spouse's tour is planned and details will be forth-coming. Final Registration Form will be presented at the January meeting for approval and copies will be distributed for inclusion in Squadron newsletters. D/C Peter asked members to forward requests for meetings to Bev as soon as possible so that they can be included in the Itinerary section on the registration form.

P/Cdr Sharon Lassey will be handling the registration process. An information booklet on Sooke accommodation will be sent out to all registrants. Costs for mailing have been factored in to the budget.

MOTION: That VISD provide Sooke Squadron with a \$500 advance to cover initial AGM 2003 expenses.

Moved by: D/Lt/C Bev Gerry

Seconded by: D/Lt Len Fallan

CARRIED

(c) Billing of Squadrons for District Assessment

Lloyd suggested that the assessment should be made on the membership numbers in March of the previous year instead of September of the current year as this would give a more accurate account. It would appear that the September figure gives a false low assessment which leads to a loss in revenue for District.

MOTION: It was proposed that VISD change its financial policy to assess the squadrons on membership numbers of March of the previous fiscal year for invoicing in September of the current year.

Moved by: P/D/Lt/C Shirley Hamilton

Seconded by: Cdr Ken Reeves

CARRIED

(d) New VHF exam requirements for GMDSS & DSC

D/Lt Barrie Gilbertson explained that our VHF examiners will need to upgrade their ROC (Maritime) qualification in order to instruct and examine students for the new GMDSS & DSC requirement which will soon be in place. Operators of DSC capable radio equipment will be required to upgrade their ROC to the new requirement. CPS will have the responsibility of training recreational boaters for this qualification, and the District VHF Officers have been charged with the task of training their local examiners.

Barrie advised on cost and availability of courses for GMDSS training in our area. Pacific Marine Training Centre in Vancouver has space available on their February 17 - 18 course at a cost of \$250 plus \$5 for a manual.

MOTION: That VISD provide funding for D/Lt Barrie Gilbertson to attend the 2 day GMDSS training course in Vancouver up to a cost of \$600

Moved by: D/Lt Linda Larsson

Seconded by: D/Lt/C Marg Griffin

CARRIED

(e) Information Systems workshop for District/Squadron Officers

D/Lt Linda Larsson offered to conduct a workshop for any interested officers to learn how to use CPS Eforms, the Roster Database, and the newly proposed Squadron Management System from National. Squadron Commanders were asked to bring the names of any interested members to the January DCM so that a date and location can be finalized.

(f) Implications of CPSI Contract for CPS

D/C Peter Jennings explained the CPSI contract and its implications for CPS. The Governing Board Motion from C/C Springate concerning the contract was emailed to all Squadron Commanders and District Officers within VISD. Discussions followed on the outcome of the motion. Peter stated that he vote against the motion to ratify the contract and asked for his vote to be recorded in the GB minutes. Only 2 other Governing Board members voted against, and the motion carried.

(g) Insurance Policies for Squadron Multimedia Equipment & VISD Trailer:

D/Lt Lloyd Guenther expressed concerns over insurance as Squadrons move towards purchasing Multimedia equipment, and also in regard to the new VISD trailer. Suggestions were made as to acquiring a District Insurance Policy to cover such equipment and reduce the Squadron burden. Most squadrons have to insure their electronic equipment as an add-on to a private home insurance. Specific policies are expensive. Lloyd will investigate the possibilities and report back to the next DCM. It was suggested that further discussion take place between the Commanders. D/Lt/C Bev will also investigate insurance options.

(h) MAREP Hydrographic Awards:

D/C Peter Jennings presented D/Lt Peter Browning with an award for the District with the Best Involved Effort in MAREP Hydrographic Reporting. CHS donated a T-shirt with the award, which was also presented to Peter.

D/Lt Peter Browning presented Sooke Squadron Commander Marg Traver with an award for Best Individual Effort in MAREP Hydrographic Reporting. This award goes to Albin Johnson of Sooke Squadron, and he also receives a CHS T-shirt.

(i) Squadron Data Management System

D/C Peter outlined the proposed new Squadron Data Management System which the National Information Systems Committee would like to pilot test in 2003. Copies of the information were made available at the Commanders Meeting and Training Meeting. (Copy on File)

(j) National Communications Committee

D/C Peter Jennings asked all commanders who haven't yet done so to please respond to R/C Catherine McLeod's request for email information. The National Communications Committee is compiling a database of Squadron and District addresses for the following positions: Cdr, Exec Officer, Admin Officer, Training Officer, PRO and Communications Officer. R/C McLeod is the recently elected Chairman of this new National Committee.

7. Reports from District Officers

District Commander, D/C Peter Jennings: Information from OPCOM and all recent events was sent to District Council members via email.

Executive Officer, D/Lt/C Don Lassey: Nothing further to report. ([Trailer Report attached](#))

PRO, D/Lt Lyle Sauter: Nothing further to report. (Report on file)

MAREP Hydrographic, D/Lt Peter Browning: Recent Tour of Hydrographic Office was a success. 10 Marep reports have been processed to date. (Report on File)

MAREP Weather, D/Lt Jim Andrews: Jim raised his concern over the lack of direction and communication from the National MAREP Weather committee. Few reports are being submitted and the program does not appear to be worth while. ([Report attached](#))

Environmental Officer, D/Lt George Winn: Updated version of the Green Boating Guide and a laminated

Whale watching guide have been donated to CPS for handout to students. George gave an interesting account of changes to environmental regulations and attempts to involve Marina's in environmental awareness. Plans are underway to include an environmental page on the VISD website. ([Report attached](#))

Safe Boating Award Officer, S/Lt Sara Steil: Sara reported on a tragic rescue attempt in rough seas off Port Renfrew. Names of the rescuers have been submitted to HQ as possible candidates for this year's award. ([Report attached](#))

Admin Officer, D/Lt/C Bev Gerry: Bev gave a detailed report on plans for the 2003 AGM in Sooke. ([Report attached](#))

Supply Officer, D/Lt Pat Moar: Pat provided a list of all course materials supplied to the squadrons for Fall classes. Three squadrons still have to order for the Spring Boating Course before the December 1st deadline. ([Report on attached](#)).

Roster Editor, P/D/Lt/C Shirley Hamilton: Shirley met with the Roster Committee and a production schedule has been finalized. ([Report attached](#))

Historian, P/D/Lt/C Shirley Hamilton: No report. Albums are being updated with new material.

Telephone Answering Service, S/Lt Helen Louwerse: Report read by the Admin Officer in Helen's absence. ([Report attached](#))

USPS Liaison, P/D/C John Bishop: No Report. John plans to attend the Spring meeting of USPS.

CCG Liaison, D/Lt Ken Weller: Absent. No report

DTO, D/Lt/C Marg Griffin: Marg reported on progress and numbers in the Fall Boating Course. The Life-jacket tryout session held at the Commonwealth pool was a surprising disappointment. A detailed report on items from the National Training Meeting in Toronto was given. ([report attached](#))

ADTO & VHF Officer, D/Lt Barrie Gilbertson: Barrie reported details of the Commonwealth Pool event, and progress with VHF seminars and exams in the district. ([Report attached](#))

YTO, D/Lt Len Fallan: Len report on progress with school BoatPro classes and plans for a new online program. CCG is considering modifications to PCOC exams. ([Report attached](#))

BoatPro Officer, S/Lt Lesley Head: Absent. No report.

Treasurer, D/Lt Lloyd Guenther: Lloyd presented the current financial statement. ([Report on attached](#))

MOTION: To accept the Treasurers report as presented.

Moved by: P/D/C Ken Clarke

Seconded by: Cdr Brian Tolman

CARRIED

Secretary & Electronic Communications, D/Lt Linda Larsson: No report. A Training resources page has been added to the VISD Website for members to exchange Power Point presentations on the Boating Course. New format for posting minutes in PDF format seems to be compatible with most systems for downloading.

8. Reports from Squadron Commanders

Chairman, Cdr Ken Reeves outlined topics from the Commanders Meeting. Advertising possibilities were discussed at length, as was obtaining funds from the BoatPro Fund.

Brentwood Bay Squadron - Cdr Lloyd Guenther (verbal report)

Juan de Fuca Squadron - Cdr Bo Jensen - read by the Secretary ([report attached](#))
Oak Bay Squadron - Cdr Tom Tompson - read by the Secretary ([report attached](#))
Pender Island Squadron - Cdr Sara Steil ([report attached](#))
Saanich Peninsula Squadron - Cdr Ken Reeves (report on file)
Saltspring Island Squadron - Cdr Brian Tolman (report on file)
Sooke Squadron - Cdr Marg Traver ([report attached](#))
Victoria Squadron - Cdr Pat Moar ([report attached](#))

9. Other Business

Cdr Pat Moar received a VHF Recognised Examiner Application form for Barrie Gilbertson. The application has been signed off by Victoria squadron and was presented to VISD for approval.

MOTION: To approve the application of Barrie Gilbertson to be a VHF Recognized Examiner for VISD.

Moved by: D/Lt/C Marg Griffin

Seconded by: D/Lt Len Fallan

CARRIED

D/C Peter Jennings received a memo from C/C Tony Gardiner. A request from John Churchill of the Office of Safe Boating has been made to CPS to have 10 volunteers, from across Canada, to attend an all expenses paid meeting in Ottawa to re-visit the requirements for the PCOC qualification. Four volunteers are sought from the West Coast, 2 from the Island and 2 from PMD. VISD would like to recommend Barrie Gilbertson and Len Fallan to represent our interests. With their consent, Peter will forward their names to the C/C.

D/Lt Linda Larsson advised that the VISD Mailbox agreement had been terminated due to a renewal invoice not being paid. The invoice was placed inside the mailbox, but neither the Secretary nor the Treasurer was aware that VISD had a Mailbox. It was subsequently rented to another party. Discussion followed as to whether the mailbox was necessary. The consensus was that District must have its own mailing address. The Box number is printed on the VISD Stationary. D/C Peter will renew the agreement and pick up the keys.

P/D/C Ken Clarke reported that he had made some preliminary calls regarding the nomination report for 2003. The committee will work on final deliberations in January. Information and entry forms for the Commanders Challenge will also be available in January.

P/D/Lt/C Shirley Hamilton advised that the Jim Bryce Memorial Trophy was in need of repair and refurbishment. Shirley will obtain an estimate of cost for the next meeting.

10. Meeting was adjourned at 1558

Recorded by D/Lt Linda Larsson N
VISD Secretary
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