

**2020**  
**Annual General Meeting**  
**of the**  
**Sea Kayak Association of BC**  
**(SKABC)**



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## **SKABC Annual General Meeting – Agenda**

**Monday, November 2, 2020**

**Zoom Meeting will start promptly at 7:30 p.m.**

1. Verify a quorum of club members
2. Adopt the agenda
3. Adopt the minutes of the 2019 Annual General Meeting
4. Report of the Treasurer and adoption of the 2019-2020 Financial Statements
5. Executive Committee reports
6. Election of Directors and other Executive members. A nominating committee has developed a list of nominees, but all positions are open for nominations from the floor. Positions may be held by one or more individuals. A secret ballot may be requested.

Nominations for the Board of Directors

President: George Prevost

Vice President: John Leung

Secretary: Philip Kubik

Treasurer: Nick Heath

Chair of the Training Committee: Chantal Ethier

Programs Officer: Kevin Hall

Member of the Conservation Committee: Deb Merchant

Howe Sound Site Steward: Steve Best

Website: Susan Jensen

Nominations for the remaining positions on the Executive

Assistant treasurer: Mary Yee

Chair of the Membership Committee: Walter Aragon

Member of the Membership Committee: Enoth Hei Ho

Member of the Training Committee: Yekaterina Yushmanova

Chair of the Trips Committee: Allan Edwin

Member of the Trips Committee: Mike Gilbert

Outreach Officer: Clark Perry-Bater

Safety Officer: Scott Tebbutt  
Library Officer: Lorraine Sharpsteen  
Member of the Social Committee: Jayne Hardy  
Member of the Social Committee: Alice Wong  
Member of the Conservation Committee: Kapila Jayaweera  
Social Media Officer: Mike McHolm  
Member at Large: Sue Johnson  
Past President : Chantal Ethier (not open for further nomination)

Unfilled positions : Chair of the Social Committee, Communications Officer

7. New Business:

Club dues for 2020-2021  
Next Club Meeting - tentatively December 7, 2020

8. Next Annual General Meeting - date and format to be determined.

9. Adjournment

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Presentation by guest speaker Steve Best on Howe Sound sites on the Sea to Sky Marine Trail

## 2019 Annual General Meeting Minutes

### SEA KAYAK ASSOCIATION OF BC

November 4, 2019 7:30 pm - Sunrise Community Association Hall

Nick Heath called the meeting to order.

Minutes by Sherron Soo

Quorum of membership verified

George P moved to accept the agenda as presented. Passed

Motion to adopt the 2018 minutes. Steve Best moved. Passed

Business arising: no new business

Report of the Treasurer by Nick Heath. Adoption of the financial statements. Moved to accept by Nancy More. Passed.

Exec committee members submitted reports. Motion of thanks by Paul Geddes. Passed.

Awards: Silver Paddle Awards presented to Sue Johnson and Calvin Sam

Election of Officers ( \* denotes Director)

President Chantal Ethier\* by acclamation

Vice President - vacant

Secretary - Sherron Soo\* by acclamation

Treasurer - Nick Heath\* and Mary Yee by acclamation

Communications - Kirsten Hathaway by acclamation

Outreach and Promotions - Calvin Sam by acclamation

Webmaster - Susan Jensen by acclamation

Conservation - Katya Yushmanova by acclamation

Social media - Mike McHolm by acclamation

Howe Sound Site Stewardship - Steve Best by acclamation

Librarian - Lorraine Sharpsteen by acclamation

Safety Officer Scott Tebbutt - by acclamation

Social Committee Chair - Andrea Kovitz by acclamation

Training Officer - Chantal Ethier by acclamation

Trips Officer - Allan Edwin, George Prevost , Kapila Jayaweera by acclamation

Programs Officer - Kevin Hall by acclamation

Membership - Walter Aragon and John Leung by acclamation

Noted that we still need volunteers to be Directors

Karin has volunteered to take a Director role. Three positions remain open.

Club dues: Steve Best moves that membership fees remain at the same amount for 2020.

Passed unanimously.

Motion to adjourn at 8:00.

# Report of the Treasurer

Submitted by Nick Heath

2:17 PM

10/13/20

Accrual Basis

## Sea Kayak Association of BC

### Balance Sheet

As of September 30, 2020

	Sep 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
Business Investm Savings-Legacy	6,554.52
Chequing-Community Service	18,065.23
E-Banking-Community Service	2,475.62
Membership Shares-Chequing	375.51
Membership shares - E-Banking	5.16
Stripe Account	404.71
<b>Term Deposits</b>	
Term Deposit - -974 (Feb 26/21)	10,439.73
Term Deposit - Leg1-035 (03/21)	48,709.92
Term Deposit -Howe210(Oct 2/19)	10,303.45
<b>Total Term Deposits</b>	69,453.10
<b>Total Chequing/Savings</b>	97,333.85
<b>Other Current Assets</b>	
Interest Receivable (Term Dep)	184.46
Prepaid Expenses	492.75
<b>Total Other Current Assets</b>	677.21
<b>Total Current Assets</b>	98,011.06
<b>TOTAL ASSETS</b>	<b>98,011.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	100.76
<b>Total Accounts Payable</b>	100.76
<b>Total Current Liabilities</b>	100.76
<b>Total Liabilities</b>	100.76
<b>Equity</b>	
Retained Earnings	112,594.73
Net Income	-14,684.43
<b>Total Equity</b>	97,910.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>98,011.06</b>

2:55 PM  
10/13/20  
Accrual Basis

Sea Kayak Association of BC  
Profit & Loss  
October 2019 through September 2020

	Oct '19 - Sep 20
Ordinary Income/Expense	
Income	
Dues & Program Income	
Membership Dues	8,020.00
Training Courses Fees	204.00
Trips Fees	480.00
Total Dues & Program Income	8,704.00
Interest Income	2,504.10
Total Income	11,208.10
Gross Profit	11,208.10
Expense	
Admin expenses	
Bank charges	18.00
Insurance	1,460.25
Membership expenses	96.00
Paypal Processing Discounts/Fee	9.62
Recognition awards	89.65
Rent (Programs)- Meeting Room	810.00
Stripe processing fees	345.65
Website	449.63
Admin expenses - Other	225.42
Total Admin expenses	3,504.22
BC Marine Trails expenses	15,271.68
Conservation	404.75
Howe Sound Stewardship	6,421.98
Library	125.79
Programs	562.99
Social Committee	
Meeting refreshments	70.14
Volunteer Dinner	515.49
Xmas party	1,591.33
Total Social Committee	2,176.96
Training Expenses	
Training - Other	170.26
Total Training Expenses	170.26
Trips Expenses (Newcastle)	483.90
Total Expense	29,122.53
Net Ordinary Income	-17,914.43
Other Income/Expense	
Other Income	
Donations	230.00
Grants - Howe Sound	3,000.00
Total Other Income	3,230.00
Total Other Income	3,230.00
Net Other Income	3,230.00
Net Income	-14,684.43

## **Executive Committee Reports**

### **President and Vice-presidents' Report**

**Submitted by: Chantal Ethier, President and George Prevost, Vice-President**

2020 has been a year to remember, full of firsts and unanticipated events. It has been a stressful and difficult time for most of us. Some struggled with anxiety about their own or their loved one's health, about the rapid changes, the sometimes-confusing information, the isolation and the uncertainty.

The SKABC Executive was looking forward to an exciting year for the club when the pandemic hit and brought the planned events and activities to a halt. The Directors and Executive responded promptly to the demands for responsible actions to flatten the curve and keep our members safe (as much as we could).

The Executive met in March and elected to cancel the club meeting planned for April 6, but to keep future trips and courses posted for the time being with the understanding that they would be cancelled with reasonable notice if conditions continued to make it unsafe to proceed with them. Later, as the pandemic continued, it was decided to err on the side of caution and cancel all trips and courses until further notice. However, members were encouraged to get on the water and observe the prescribed safety guideline; small groups, local trips, no carpooling, no food sharing, endeavour to observe physical distancing, etc. We were pleased to hear that many members were doing just that as activities in the outdoors, including out on the water, are rejuvenating and promote health.

The Directors met in June to discuss the club's response to the pandemic. Over the summer protocols were developed that could be used to enable us to restart activities in a safe manner and that began to happen. We hope that the club trips that took place in September and October have provided confidence that we are now able to safely resume many of the club activities that we've enjoyed in past years. We believe that these trips, and new training protocols shared with and by others, will serve as models of how to proceed appropriately. We are also planning to begin holding monthly club meetings via Zoom, starting with our AGM in November and then continuing each month through the winter and spring. Some presenters are already lined up.

One area where the club was very active this year was in our support for BC Marine Trails initiatives in Howe Sound. A significant portion of our Legacy Fund was put toward site development and much was accomplished, thanks mostly to the efforts of Nick Heath and Steve Best. Steve will provide more details in his Howe Sound Site Steward's report and he has also prepared a video presentation showing some of the work that has been done. You can watch it as

part of our AGM and it will be posted on the website. Club members can be very proud of the contribution that we have made to this very important project whose impact will be felt for many years.

As for next year, our nominating committee has recruited a strong slate of directors and executive members who are willing to work hard to make sure that the coming year is a good one whatever happens with the pandemic. There is a lot to look forward to and we hope that we will see lots of enthusiastic and safe participation in club activities and member-organized trips.

## **Financial Report**

**Submitted by: Nick Heath Hon Treasurer**

The unusual year thankfully did not create financial problems for us, despite greatly reduced activity and sharply reduced membership.

We used Stripe rather than PayPal for revenue collection and had no related problems except that issuance of some course fee refunds was made somewhat late and a couple of members appear to have not detected that refunds had been issued to their credit cards.

We saved some money on insurance costs and now renew and pay annually in November rather than in April, which was a very awkward time of year for booking training events because we were unable to prove that we held coverage for the date in question at the time that we were trying to book facilities. The new date will make this much simpler in future and better coincides with our financial year.

We have been spending some of our accumulated savings – we call the Legacy Funds. These are being used for long –term investment in the local paddling area. See below for more on this topic.

Some other building projects were completed this year without drawing on the Legacy Funds

Built composting toilet at Bain Creek	approx. \$5000
Built tent platform Thornbrough Channel	approx. \$1000
Built guard rail on tent platform Zorro Bay	approx. \$200
Commissioning 5 composting toilets	approx. \$500

Mary Yee again provided excellent assistance with her careful record-keeping and reconciling our bank statements. Karin Hartner was very obliging in attending a necessary banking session during the peak of service outlet closures and dealing with numerous mailed requests from me for a signature on documents or cheques. Thank you!

## Report on use of SKABC Legacy Funds

Over a number of years, the question of how best to spend these funds has been discussed thoroughly by several Executive Committees and by a small ad hoc committee. This year, we have been actively spending a portion of our Legacy Fund savings on site improvement work in Howe Sound and on a contribution to an Archaeological Impact Assessment at Apodaca Provincial Park – a paddle-in campsite on Bowen Island that SKABC members will be able to enjoy in future. We are hopeful that these expenditures will prove to be wise investments for our sport in coming years.

To the best of memory, the following expenditures have been made from the Legacy Fund since we started to accumulate these savings:

2011 Contribution to set up BC Marine Trail Network Assn ('seed money')	\$5,000
Contribution to purchase of Small Inlet Prov Park lands	\$2,000
2014? Funded Big Brothers day event (most other years paid from operating)	\$1,000
2019 Contribution to AIA Apodaca Prov Park	\$3,272
2020 Contribution to building of composting toilets at Tantalus Landing	\$3,343
Islet View	\$8,657
Ramillies Channel	\$8,237
Thornbrough Channel	\$9,749
2020 Contribution to purchase of West Ballenas Island Prov Park lands	\$1,000
2020 Committed to other Howe Sd site improvements, site safety	\$5,000
Balance remaining 13 Oct 2020	\$54,164

All members are encouraged to submit suggestions for future expenditure.

## Membership

**Submitted by: John Leung and Walter Aragon, Membership Committee**

At the start of the year (before the pandemic restrictions), the membership team attended to the membership table at each club meeting with new name tags created for the new members. Also, at the start of the year, there were some issues with the new payment system where some members' membership expiry date didn't get updated, but our webmaster has resolved those issues and we don't have any more membership renewal problems any more. Majority of the members are paid online with a very few exceptions that are paid by cheque (before the pandemic) and have to be manually processed.

During the pandemic restrictions, most of the activities have been answering queries about possibilities of club trips and courses (which have been re-directed to the trips and training officers).

Membership committee mailed 30 New Member packages. These consist of a welcome letter, instructions on how to print their membership card, and outlines the benefits of our club, including our new social media platforms. SKABC reflective decals and a letter and brochure from BC Marine Trails are the enclosures.

This year, there is a drop in membership renewal. At the end of last year (December 31, 2019), the membership count was 254. However, this year, as of October 27, 2020, the current membership count is 207.

## **Training**

**Submitted by: Chantal Ethier, Training Officer**

SKABC's Training Officer and Instructors were excited to offer our full line up of courses once again in 2020. Unfortunately the pandemic put a damper on our plans. We kept the first few courses on the schedule in the hope that the measures that our government and public health officers Bonnie Henry & Theresa Tam had requested that all Canadians follow might help turn things around to a point where we could resume training activities, unfortunately that was not the case and it was with a heavy heart that all training was eventually cancelled for the safety of all SKABC members and instructors.

We were thrilled to receive inquiries that demonstrated our members' desires to get out on the water and acquire new skills to paddle safely or further advance already acquired skills and knowledge.

We will be putting together a schedule of courses for 2021 to be delivered safely and we trust that all participants will demonstrate reasonable, safe and considerate behaviour for their sake and that of their fellow club members.

## **Social committee report**

**Submitted by: Andrea Kovits, Social Committee Chair**

The Social Committee provides refreshments at monthly meetings and plans and organizes social events throughout the year.

We started our social calendar with our annual Christmas party in early December 2019. We gathered again at the Billy Bishop in Kitsilano and had a good turnout of around 70 SKABC members and guests. Volunteers helped to decorate the hall and tables, and the atmosphere was very festive. SKABC provided the turkey, mashed potatoes, stuffing and gravy, and attendees contributed appetizers, side dishes and desserts. It was a delicious feast enjoyed by all. The evening included music by a DJ, a special kayaking rendition of the 12 Days of Christmas, and a photo video of members' kayaking adventures from the previous year. A good time was had by all and little did we know that would be the last time we would gather all together for the foreseeable future.

The pandemic was declared in March 2020 and all social events for the rest of the year were cancelled. This included the Spring Fling, Summer BBQ, and Volunteer Appreciation Dinner. It was especially sad to not have the opportunity to recognize and honour the many volunteers who engage and contribute so much to the success of our association. Know that you are appreciated, and we will look forward to gathering to raise a glass and celebrate everyone's contributions when the world is once again, back to normal.

## **Howe Sound Site Stewardship**

**Submitted by: Steve Best, SKABC Howe Sound Site Steward**

**Bain Creek Toilet** – Nick Heath developed a new concept for a prototypical composting toilet. Drawings were prepared by Mick Allan. Materials were delivered to the site October 9, 2019 by a landing craft from Sunshine Coast Water Taxi. The toilet was built by volunteer labour over the fall and winter. The toilet was completed and commissioned April 9. The performance of this prototype will be evaluated over time for possible use at other Marine Trail sites.

**Annual Report** – SKABC's third Annual Report on the Howe Sound Sites was submitted January 14 to Recreation Sites and Trails BC (RSTBC), based on site inspections performed in the fall of 2019.

**SKABC/RSTBC Meeting** – Nick Heath and Steve Best met with Alistair McCrone, District Recreation Officer and Ryan Tate, Recreation Technician on January 23 to discuss plans for 2020.

**4 Howe Sound Toilets** – It was decided to proceed with contractor-built toilets at all four remaining sites, based on an adaptation of the two-chamber composting toilets used on the Sunshine Coast Trail (based in turn on composting toilets on the Appalachian Trail). Drawings were prepared by Steve Best and contracts were let with Thimbleberry Contracting. Trans Canada Trail provided \$18,000 in grants, BC Marine Trails provided some donations, and the remainder came from SKABC's Legacy Funds.

The first toilet was completed at Tantalus Landing in early June. At the same time, a large, dangerous granite flake was scaled from a cliff above the boat run by a rock climber/scaler; a hazard tree was felled; a new camping area (“The Penthouse”) opened up above the existing clearing; and rock steps were built to access the new area.

The second toilet was completed at Islet View at the end of June. The contractor also used his chainsaw skills to push a trail through to a new camping area on a plateau at the west end of the site. A follow-up volunteer work party kayaked to the site, built rock steps on the new trails and leveled two tent pads in the new camping area.

The third toilet and access trail were completed at Ramillies Channel at the end of September.

The fourth toilet and access trail were completed at Thornbrough Channel, the most challenging site, at the beginning of October.

**Thornbrough Channel Tent Platform** – Volunteers camped out and built the frame for a tent platform on the high rock bluffs over two days in August, using materials previously delivered to the site in October of 2019. A follow-up volunteer work party completed and stained the platform at the beginning of September.

**Thornbrough Channel Bridges** – Thimbleberry Contracting returned to Thornbrough Channel October 21 to build bridges across two channels of the creek.

**Apodaca Provincial Park** – SKABC has received a \$3000 grant from the Parks Enhancement Fund for trail work at this park. A site visit with BC Parks staff is upcoming, with the trail work to follow.

A special thank you to Nick Heath for his tireless and endless contributions to the Sea to Sky Marine Trail.

**Volunteers:**

Steve Best	Susan Jensen
Nick Heath	Darlene Heath
Gene Gapsis	Cynthia Kennedy
Allan Edwin	Owen Blackwell
Mick Allen	Nicole Brass
Cam Redenbach	Reed Clarke
Philip Kubik	Martin Feuchtwanger
Brian Pegg	Kevin Hall
Nick Heath	Sacha Sulaver
Gene Gapsis	Kurt Connell
Trudie Vanderburg	Paul Geddes
Richard Jensen	Willa Geddes

## **Safety Report**

**Submitted by: Scott Tebutt, Safety Officer**

It is almost incomprehensible that the initial SKABC Executive announcement to members regarding COVID-19 was sent out on the 22nd March of this year: and now here we are on the 2nd November--using a virtual platform--for the business and collegiality of our club's AGM. From a safety perspective, given the paucity of official on-water trips and training, it is at least a 'sliver' of a silver-lining that nothing untoward has happened.

I can remember early club videos of enterprising folks "getting out there" and developing "distanced rescues." I hope many of you were inspired and tested these new techniques out! A huge thanks to all club members who have taken on organizing trips and many other initiatives during the past many months, whilst ensuring safety - no matter how strange it seems to be.

Thanks to the ever-present leadership of Susan Jensen, SKABC has developed COVID-19 Protocols for all current and future events, and members are encouraged to carefully read these on the SKABC website. We will need to abide by such guidelines for the foreseeable future.

We can hope that more trips and events occur in 2021, and please stay safe and well.

## **Library**

**Submitted by: Lorraine Sharpsteen, Librarian**

The SKABC library consists of books and CDs covering the following topics:

- kayaking destinations
- charts
- cooking
- strokes/surfing
- wilderness etiquette
- repairs
- fishing
- wildlife
- weather
- navigation
- travelogues

Currently we have three plastic bins of books and CDs stored at our meeting room and 94 additional items on loan. Members can contact me ([lsharpsteen@gmail.com](mailto:lsharpsteen@gmail.com)) to arrange a way to return items no longer needed.

## **Web Committee**

**Submitted by: Susan Jensen, Webmaster**

The club website continues to be a source of information on paddling and club activities for members and the public. Resources for the public includes trip planning resources and general information about club activities. Logged in members can read details on activities, trip leadership, and club policy. They can use forums, find a member list and register for events. Additionally, the site includes a section of instructor resources, an executive section, a database of members and events for planning purposes.

New this year because of COVID 19 are updated policies and a COVID questionnaire for event coordinators. Event reminders emails that are sent through the website were modified to include appropriate reminders.

Forum use was hampered for a few months this summer with email notification problems. This has been fixed and the forum was active this fall.

## **Outreach and Promotions**

**Submitted by: Calvin Sam, Outreach & Promotions Officer**

Paddling Film Festival –I was unable to hold the film festival this year due to time constraints. It was fortuitous that we did not invest time and finances to hold the event this year as COVID 19 struck as restrictions were put into place right about the time that we would have held our event.

All other planned events such as Western Canoe & Kayak Paddle Expo, Big Brother/ Big Sister paddle, and MEC Paddlefest were canceled due to COVID 19.

## **Conservation**

**Submitted by: Katya Yushmanova, Conservation Officer**

For Conservation the update is as follows: all trips have been put on hold due to COVID 19. Currently working with BCMT on potential inter-club collaboration ideas for the upcoming year. Hoping to re-engage conservation trips in the spring.

## **Programs**

**Submitted by: Kevin Hall, Karin Hartner and Sue Johnson Programs Officer**

After a good start to the year with three excellent presentations, COVID-19 put a stop to our in-person meetings. We're kicking off our virtual meeting presentations after the November AGM and more will follow with the intent to provide regular virtual presentations until it's safe to resume our in-person meetings.

January: Danielle Turner – “Shooting In the Wild” using your camera to take better photos/video and create media presentations.

February: Thom Harvey Kline – presentation on a Bowron Lakes tour with Bob Salo, Graham Lorimer and Sue Johnson.

March: Brian Pegg – a tour of archaeological sites that can be found in the inter-tidal zone.

April – October: cancelled

If you have something you'd like to share with the club, have an idea for a presentation or know someone that would be a good candidate please send an email to [programs2@skabc.org](mailto:programs2@skabc.org). We're always looking for ideas for interesting and relevant content to bring to a club presentation.

## **Social Media**

**Submitted by Mike McHolm, Social Media Officer**

Social Media postings were for the most part put on hold at the start of COVID-19 with the release of the SKABC COVID-19 statement.

### **CLUB GOALS FOR SOCIAL MEDIA**

1. Expand club exposure to paddlers and potential new members.
2. Disseminate information about events, meetings, trips etc. with consistent brand identity.
3. Provide a platform for members to have their club activity media posted online (photos, videos etc.)
4. Display our values of sportsmanship, teamwork and community spirit.

We currently have the current numbers of followers on our various accounts:

Facebook 750+

Instagram 260+

Twitter 110+

## **Member At Large**

**Submitted by Michael Gilbert, Member at Large**

I have nothing to report in this position

## **Trips Committee**

To be posted when available

## **Communications**

To be posted when available