

DOLPHIN SCUBA CLUB
MINUTES FROM THE EXECUTIVE MEEETING
4 November 2008

Attendees:

Leo Lund	President
Kevin Leblanc	Vice President
Paul Hambleton	Treasurer
Mike Hill	TSO/Chief Instructor
Anthea Chang	Secretary

Absentees:

Chris Haslip	Eqpt Manager
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Leo Lund welcomed the executive members and thanked everyone for attending. The meeting was called to order at 2025h.

Previous Minutes Read

Motion to approve previous Executive Minutes, dated 7 September 2008, moved by Paul Hambleton. Seconded by Kevin Leblanc.

Carried

Section Reports

1. Financial (Treasurer):
 - a. Paul Hambleton presented an overview of current financial standings on documents, Budget 2008 and Activity Report (for period: Aug 01/08 – Oct 31/08), dated 3 Nov 08. Present balance is \$9,798.73.
 - b. Mike Hill reminded everyone that the club's annual servicing of regulators will require annual inspection which is cost that should be planned for.
2. Equipment (Equipment Manager by email read by Leo Lund):
 - a. Leo Lund presented update that we are still awaiting high pressure valve from DiveTech.
 - b. Feb will be the most likely time frame to have equipment servicing done as it is usually a very slow month for rentals. As usual getting the VIS done in house of the tanks will be cheapest and best for the club which can be done.

3. Training (Chief Instructor)

- a. Mike Hill reported a weak season this year for training: close to 40 basic, 20 advanced and 4 dive masters. His report is pending final numbers. For next year, Mike Hill intends to run next year's training in the same pattern as previous years, i.e. with monthly basic courses and advanced training on demand.

4. Safety (TSO)

- a. Nothing to report.

Old Business

5. Front Desk Attendants

- a. Kevin Leblanc has discussed outstanding issues with Regis, reference the lack of security at the front desk of KMCSC. The attendants are now requesting ID before issuing keys. No issues have arisen since.
- b. Use of the compressor as a safety concern was raised, as its use could pose various hazards. It is recommended to update the Safety Orders to have an individual operating the compressor alone notify someone when doing so. Issue deferred to the next meeting.

6. Future Courses

- a. There was discussion about how to advertise and generate interest in scuba courses. It has been observed that a form, "General Interest and Information Sheet" may still be in circulation and is out-of-date, though currently is the only mechanism for the Chief Instructor to query interest.

7. Club Timings

- a. Issues about when winter hours began and how to increase accessibility to the club. There should be more of an effort to drum up volunteers to open the club on a regular basis and advertise the benefits of volunteering. Issue deferred to the next meeting. In the interim, Leo Lund will post a sign on the club door with his contact information.

New Business

8. AGM Date

- a. The AGM will be held on Sunday, 7 December 2008 at 1500h. Mike Hill will confirm venue. Nominations for election must be received by 1 December 2008. Anthea Chang to action the advertisement of these dates as well as a general notice to renew memberships for 2009.

9. Compressor / TSO Committee

- a. Having recently received approval for the purchase of a new compressor, it will be left to the Compressor Committee to action the purchase and installation in accordance with the approved proposal.

10. Membership and Executive Rules

- a. Leo Lund observed that the differentiation between Regular, Ordinary, and Associate Members should be clearly delineated. Anthea Chang to action the revision of the form and send suggestions to Mike Hill (who holds the template).
- b. Leo Lund confirmed that, although several key club individuals fall outside this definition, the persons that are identified as "Executive" are defined as such in the Club Constitution.

Open Discussion

11. Paul Hambleton observed that email amongst club members is getting out-of-hand. Inappropriate emails received by the Executive shall be forwarded to the President.
12. Paul Hambleton raised the issue of invoices from Dive Tech and various issues concerning the receipt and processing of payments. He will confirm the club's account with Dive Tech. Mike Hill clarified that instructors are not authorized to charge costs related to courses to the club. All orders over \$150 are required to be counter-signed by the Treasurer.
13. Changes to the Club Constitution, By-Laws and Safety Orders recently proposed shall be incorporated into draft and be ready for presentation on or around the date of the AGM. Anthea Chang to action.
14. Membership cards are proposed as a minimal cost solution to various issues as membership status and club access. Issue to be deferred to next meeting as New Business.

Adjournment

15. Leo Lund made a motion for adjournment at 1247h. Seconded by Kevin Leblanc.

Carried

1. CLUB PRESIDENT

//Signed//

Sgt Lund A.L.

Date: 12 Nov 08

2. REC COORDINATOR

//Signed//

Regis Bourchard

Date: 19 Nov 08

3. REC COUNCIL CHAIRMAN

~~APPROVED / NOT APPROVED~~
~~RECOMMENDED / NOT RECOMMENDED~~

//Signed//

Paul Butt

FS&R Dir

8731

Date: 19 Nov 08

DISTRIBUTION LIST

ACTION

FS&R Dir

Rec Coord

Club President

INFO

Club Members (by website)