

DOLPHIN SCUBA CLUB  
MINUTES FROM THE EXECUTIVE MEEETING  
7 September 2008

Attendees:

Leo Lund	President
Kevin Leblanc	Vice President
Paul Hamberton	Treasurer
Chris Haslip	Equipment Manager

Absent:

Anthea Chang	Secretary
Mike Hill	TSO/CI

The President welcomed the executive members and thanked everyone for preparing for the meeting. Called the meeting to order at 1110L

Previous Minutes Read

Motion to approve previous Executive Minutes as read Leo Lund  
Second Kevin Lablanc

**Carried**

Section Reports

1. Treasurer:

- a. The Treasurer gave a run down of current financial standings.
- b. The Treasurer raised the issue of an outstanding bill from Dive Tech to the sum of 289.00 dollars that was for course supplies last February. The balance will be paid as soon as possible and the executive will look further into ensuring that these issues are corrected.

2. Equipment Manager:

- a. The Equipment Manager reported that all gear is serviceable and ready for upcoming courses.

Old Business

3. New Compressor Presentation:

- a. The President stated that the presentation is still in the hands of base but should be hearing from them this month.
- b. The President would ensure that the presentation is kept up to date in the event that it has to be re-briefed to base funding.

## New Business

### 4. Keys and Club access:

- a. The President stated that the keys have been changed to the club due to un-accounted for keys. 8 new keys were issued to the club.
- b. The Vice President mentioned that Regis Bouchard was adamant that we maintain control of these keys due to the locks only recently being changed 2 years ago.
- c. The President stated that the 5 members of the executive, The Chief instructor, and Activities Coordinator should each have a key. Leaving one key available for instructors with current dive training through the club being conducted.
- d. A Motion was made by the President that positions President, Vice President, Treasurer, Secretary, Equipment Manager, Chief instructor, and Activities Coordinator possess a key to the club with the understanding that they would hand over key within 1 week of leaving their position. The 8<sup>th</sup> Key will be signed out for dive courses to the dive instructor who have an in house course as coordinated by the Chief Instructor. The instructor will sign the key back to the club at the completion of dive course and reissued as required.  
Seconded by Vice President **Carried**

### 5. Front Desk Attendants:

- a. The President noted that the last time he went into sign for a key the attendant on duty neither checked his ID nor the book to see if he was on the list. As well when he was given the key he was initially not required to sign for it. The Vice president also noted lax rules in signing for key from front desk.
- b. The Vice President said he would talk to Regis Bouchard about this and have it corrected. So that front desk attendants remain vigilant to the fact of how much gear the club has.

### 6. Future Courses:

- a. The Vice President stated that he would like to see more specialty courses run within the club. The Treasurer agreed and made note of the fact that some times it's been hard to generate interest in some of these courses. The Vice then mentioned that maybe we need to use some sort of club survey to see if this would be possible maybe through email. The executive agreed that a plan would have to be initiated to see about specialty courses and wait for input from the CI.

### 7. Equipment Assistant Call out List:

The Equipment manager mentioned that it was getting difficult to find help with the club equipment sign out. The Vice President mentioned that the club had a few instances where volunteers could not show up on their assigned days due to work commitments. And that with the use of a call out sheet we might be able to prevent that from happening in the future if somebody can

take there place at the last minute. The executive agreed that this would be a good idea and will generate a call out list of volunteers that could open up the club. Although this is not the best solution it will be implemented in the intern.

8. Club Timings:

The Treasure stated that we might have to adjust the timings for the club due to the operational tempo of many units on base a lot of members might be hard pressed to meet the 1600 timing. It was proposed to move the timing to 1630 – 1730 to give members a chance to finish off work projects at end of the day and provide more notice when not able to complete volunteer time at the club. The President asked the Equipment Manager to check with the volunteers and see if they would consider this then query the membership. At a later date to gauge opinion on this.

9. Equipment:

The Equipment Manager requested that money be set aside for emergency repairs and replacements of minor materials in the club. The President supported this request an inquired the Treasurer if this would be possible. The Treasurer informed the executive that this would not be a problem and the President made a motion to approve the amount of 150.00 for emergency repairs to club equipment with all receipts being accounted for at the end of the month. The Treasurer seconded **Carried**

The Equipment Manager stated that several fin straps were on the verge of breaking and that it would be feasible to consider spring straps as a replacement due to there durability. The Vice President stated that it seemed like a expensive endeavor and if the cost will justify the means. The Equipment manager stated that Dive Tech has given him a deal of 24.00 dollars a pair. The executive agreed that this might be a worth will trial price and the President made a motion to approve a amount not to exceed 150 dollars for 5 spring straps to replace current straps on fins. Seconded by the Vice President **Carried**

10. Community Involvement:

The Treasurer mentioned that we need to present our self to the community more often. The Equipment Manager said that this would be a good idea to strengthen ties with the community and would add good publicity when dealing with the base on maters of interest to the club. The Equipment manager would like to encourage the club to do community.

**Carried**

11. Adjournment:

The President made a motion for adjournment at 1247. Seconded by the Vice President.

**Carried**

1. CLUB PRESIDENT  
//Signed//  
Sgt Lund A.L. Lund

Date: 21 Oct 08

2. REC COORDINATOR  
//Signed//  
Regis Bouchard

Date: 22 Oct 08

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3. REC COUNCIL CHAIRMAN  
RECOMMENDED

RECOMMENDED / NOT

//Signed//  
Paul Butt

\_\_\_\_\_  
FS&R Dir  
8731

Date: 22 Oct 08

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#### DISTRIBUTION LIST

#### ACTION

FS&R Dir  
Rec Coord  
Club President

#### INFO

Club Members (by website)