



## **Kelowna Flying Club - Board Meeting Minutes**

**17:30 Thursday April 19, 2018**

**Interior Savings Boardroom, Bernard St, Kelowna**

Attendees: Dave McElroy (DCM), Charlene Wowchuk (CW), Jon Itterman (JI), Rupert Gruen (RG), Gene Creelman (GC), Michael Blair (MB), James Sexton (JS), Jim Hannibal (JH)

Regrets: Chad Gartly

**Called to Order** 17:45

**1. Welcome**

DCM mentioned that the KFC board members had done a lot during the past year and thought we should all be congratulated.

**2. Minutes last meeting** JS Moved acceptance, JI seconded. Unanimously approved.

**3. Consent Agenda Items** – Consent items are the reports to the board from all directors and/or members who hold a “portfolio” – ie. those members who have committed to head up one or more programs or functions within the Club. It was agreed that each Portfolio Manager will send in a report to the Secretary on the Thursday preceding each Board Meeting (May 10 for the next one) and the Secretary will forward each report as an attachment to the agenda. If there has been no activity, a NIL report will be filed. It is expected that each board member will read the reports, and at the next board meeting all reports are automatically accepted as submitted unless there is discussion around any part of any one of them which would require its amendment. Directors are welcome to ask any questions on any report, and unless there are questions/comments, they will then be automatically attached to the minutes as presented.

**4. Communications** – CW has agreed to take this role and will coordinate our various methods of communication.

**5. Website**

BCGA calendar will replace KFC's because it updated regularly by many clubs

## 6. Flying Program Update

Given Chad's recent injury, the Flying Program Committee will shrink from four members to three: JS, JH & DCM. JH will assume the role of Chair as well as Program Manager.

JH presented his report on the program. We have flown 157 hours because of winter and this will grow during the spring and summer. At an April 14 meeting, attended by 15 flying members (10 absent) and three guests, all agreed to an increase in the annual fee. People on the standby list for the Flying Program were the guests. A full report is attached. JH will call another meeting in August and ask who is staying in the program. Reports on the Flying Program budget are also attached.

JH suggested we let someone into the flying program for the next five months while Chad is unable to fly. This was agreed by all, on the understanding, of course, that Chad has first right to sign up for the next year if he wants. All present accepted JH's reports.

7. **Finance** - JS reports as per the attached. He said 46 members have paid up and are in good standing. Report accepted by all and is attached.

## 8. Upcoming Events

- **Rust Remover** - DCM said all is ready for the Friday BBQ and Rust Remover.
- **May general meeting speaker** - Martin Colwell, President of SAR Technology Inc, is the speaker on May 1. With his extensive SAR experience and broad scientific training, Martin Colwell has published numerous papers on the theory and practice of SAR incidents. Note – this has since been changed to a discussion with the members.
- **Give Hope Wings Presentation at OK College auditorium** - All welcome. Date is May 16 as per attached poster. There will be a social hour between 6 and 7 pm and then guests will go into the auditorium. DCM said we will have an MC who will introduce the CEO of Hope Air, a couple of people whose lives have been changed by Hope Air will be presented, and then DCM will present his South American flight on behalf of Hope Air fund raising. There will be NO CHARGE except for drinks, and Hope Air will provide appetizers. KFC will have a booth there, plus probably RBC. The evening is being presented by Kelowna Flying Club, and all members should be encouraged to promote the Event and invite all their contacts. As the theme is INSPIRATION, we should also be encouraging young people to attend.
- **Board meeting times and locations** – meetings will start at 1745 instead of 1730 and be held on the third Tuesday of each month. Next meeting will be on Tuesday, May 15. There will be no food at future board meetings. Meetings will normally be held in our Club House at YLW. In June, July and August we will try to hold meetings out of Kelowna, probably one at Mabel Lake, another perhaps at Nelson and one elsewhere.
- **COPA 4 Kids June 16** - JI said everything is planned. JI is going on vacation and co-organizer Larry Buckmaster will take over, helped by RG. People registering will do

so on Eventbrite and deposit \$10 per ride which they will get back if they come. We will overbook slightly. RG reported a Food truck from Mission Lions Club has been booked for the day. With regard to the use of the club plane, JH said he would like four members to fly during COPA for Kids. Larry Buckmaster to make decision on four or two (note: Larry said later that four is ok); Dany Laliberte has offered his helicopter to take kids on rides, this also to be discussed with Larry (note: Larry and Dany have agreed that the helicopter will be a static display).

- **Lottery License** - JS is working to get a license for 1000 tickets to be sold for a Westjet flight to anywhere it flies with the funds going to the KFC building fund. We are responding to the Lottery Commission with the paperwork they have requested. In the meantime we will pre sell tickets based on receiving Lottery Commission approval. It was noted that Doris Livingstone, our Social Convenor, obtained the two tickets to anywhere Westjet flies and that she is the driving force behind the proposed Clubhouse lottery. (Note: Currently on hold due to classification question with BC Lottery).

## 9. **Membership**

Sylvain Leone joined the meeting at 1850 having agreed to take over the membership role. We discussed the matter of how to email new membership cards to members who have paid their annual dues and Sylvain said there is a Google program which will make that possible. We agreed unanimously that he should be given the membership role.

## 10. **Discussion on how we work together as a board (DCM paper is attached)**

DMC showed two pages which he suggests be our **board operating principles** and it was agreed that once a decision has been made by the board that all members will speak with one voice on that decision. DCM's report is attached.

**Job description for every portfolio.** DCM asked each Portfolio Managers to define their jobs - using the format in our Bylaws, submit to him for discussion, then present it to the Board for ratification. GC is available as a resource to help put all this in place.

**All directors have a portfolio** – this involves reporting on the portfolio to the board as above-mentioned: Thursday prior to board meetings.

JS suggested that we send our reports on the Thursday before the board meeting

**Survey** - Gene suggested that we ask all members to take a survey, as was done last year, because we now have 50 new members to comment. Gene will have a draft ready for next board meeting. It will be given to all members for their current responses.

DCM said we should make sure that the Flying Program members feel part of the club, and that Flying Club members volunteer for a lot for club events – as many of them already are.

**Airport Operations Committee (AOC)**- DCM mentioned that he attended the AOC meeting on April 17 and reported that the passenger count is increasing and the airport

building is being extended to the south. **DCM talked with Philip Elchitz, No. 2 at YLW,** and asked for utility costs if we were to build a new clubhouse.

### **11. Board Terms and Officers**

The board is composed of nine Directors and the by-laws of the Club state that one third of the directors will be elected each year.

The board unanimously confirmed the following directors and their terms of office:

James Sexton	3 years - Treasurer
Jim Hannibal	3 years
Chad Gartly	3 years
David McElroy	2 years - President
Charlene Wowchuk	2 years
Jon Itterman	2 years
Michael Blair	1 Year - Secretary
Rupert Gruen	1 year
Gene Creelman	1 year

**12. KFC Strategy and Objectives** – We discussed our objectives for 2018 as per DCM’s attached document. It was decided that we need procedure manuals for all positions and all events, and that we have numerous positions/responsibilities to be filled. GC and others are working on these. The addition of Sylvain Leone to further develop membership is a good start on our drive to increase membership by 33 per cent to 150. Each portfolio manager is reminded to develop their job description.

### **13. Other Business**

**Communications with club members** – JS reported that the Club Runner program hosts emails, secure log-ins & advertising, and costs about \$70 per month. JH said the Qualicum flying club has Club Runner and that it works very well. Charlene/Rupert to investigate and report.

- **Renewal of memberships** – For members who have not renewed, GC said we must withdraw some benefits such as their YLW pass which is meant to be returned to the airport for those ceasing to be members.
- Must provide **annual membership cards** with the expiration date clearly visible so that only members will be able to take advantage of benefits such as lower fuel price
- **Gate codes** are changing May 1 and will not be put on web site for security reasons
- **Discrete website member sign-in feature must be installed. Rupert.**

14. Meeting adjourned at 2015.

Next Club meeting is on Tuesday, May 1 with a BBQ at 1800. Next Board meeting May 15 starting at 1745.

Attachments - see reports.