



Saskatchewan Underwater Council Board of Directors Meeting		
Date: 10June2021	Meeting Time: 19:00 hrs	Zoom Meeting
Meeting called by	Name	
Type of meeting	Saskatchewan Underwater Council Executive Meeting	
Facilitator	Justin Rings, President	
Note taker	Tracy Wilson, Secretary	
Timekeeper		
Attendees	Justin Rings (JR), Brad Nelson (BN), Sheldon Funk (SF), Fred Cardinal (FC), Tracy Wilson (TW), Donovan Onishenko (DO), Trevor Mayo (TM), Chris Peterson (CP), Shawn Silzer (SS), Richard Reed (RR), Dennis McCullough (DM), Brian Lanktree (BL), Cliff Adolf (CA), John Kennedy (JK)	
Regrets		
Call to Order	Meeting Called to Order by JR at 19:15 hrs	
1. Call to Order		
11:48 hrs	JR called the meeting to order	
Discussion		
Motion		
2. Minutes of Sunday, March 14, 2021		
Time allotted	Presenter	
Discussion	i. Minutes are still in transcript form, TW will transpose them to minute format and will be reviewed at the next meeting	
Motion		
Action Items	Person Responsible	Deadline
Transcripts put into minute format	TW	Date time
3. Additions to Agenda		



Time allotted	Presenter		
Discussion	i.		
Motion	The Agenda be adopted with no additions (CA; BB) CARRIED		
Action Items	Person Responsible	Deadline	
		Date time	
4. Correspondence			
Time allotted			
Discussion	i. SPRA hosting a Financial Management Basics: Best Practices for Groups, Boards and Non-Profits webinar; TW sent to board on 13May2021; resent during meeting		
MOTION			
5. Reports			
Time allotted	Presenter		
Discussion	i.		
President's Report (JR)	i. Nothing to report; just going through everything as new President		
Vice President (FC)	i. Nothing to report		
Secretary (TW)	i. Welcome to new board members ii. Don't have new member welcome package but am working on it iii. Working on all documentation for SPRA		
Treasurer (SF)	i. Nothing to report ii. Financial statements for April, May, June sent out to Board		
Grants Director (FC)	i. Nothing to report		
Program Director	i. Position to be elected under New Business ii. CA - applied for applications of programs we want to put on; not in position anymore so it will come more into my club report		
Publications Director (JR)	i. Filling both President and pubs director role ii. In process of rewriting publications director role and would like to finish it before handing the role over to someone else		



Membership Director (DO)	i. Nothing to report
BN	Nothing to report
CP	Nothing to report
RR	Nothing to report
SS	Nothing to report
TM	Nothing to report
Kelsey Skin & Scuba Club (CA)	<ul style="list-style-type: none"> i. Did submit some applications for some programs to move forward ii. Regardless if there's funding or not, we need to say whether it's under the auspices of the SUC or not iii. We need to know if we should advertise under the Underwater Council or not iv. Club is doing well, lots of stuff on the go, DIP sessions set up for the fall and programs set up for the fall v. BN – how do we become a member of the Kelsey Scuba Club vi. CA – be a paid member of the SUC and be trained by the Kelsey Scuba Club vii. BN – discussion of vision and mission statement from SPRA (recreation for all) viii. CA – moving forward we could look into opening it up; KSSC has always been based on you have to be an SUC member; “so send me a dollar and I’ll make you a member” ix. TW – you’re saying that you have to be an SUC member to be a KSSC club member, but on the membership roster that was sent for KSSC, you’ve got 69 members listed but only 11 of those are SUC members x. CA – that list was from last year xi. BN – should we be getting a current list xii. CA – restated “send me a dollar and I’ll make you a member” xiii. Further discussion ensued, but was tabled at the current time
Battleford’s Scuba Community (DM)	<ul style="list-style-type: none"> i. Not much has changed ii. First discover scuba since COVID is taking place this weekend iii. Finalized the arrangements for Women’s Dive Day at Turtle Lake at Lodge Beach iv. Other than that, business is normal
Moose Jaw Barracuda’s (BL)	i. Likely be alternating between Brian and Cathy Charpentier as club reps



Regina Scuba & Snorkel Club (JK)	<ul style="list-style-type: none"> i. Inaugural event on Sunday, June 13th (underwater clean up and fun dive at Lovering Lake) ii. Looking at setting up bi-weekly evening to go diving 	
DISCUSSION	<ul style="list-style-type: none"> i. Maybe put places for air fills on the website so people know where can get fills around the province ii. TW – everybody put their air fills list together and I will work on putting it on the website 	
Motion	Motion to adopt the reports as presented (TW, SF) – CARRIED	
6. Ongoing Business		
6.1 SPRA Requirements to re-establish funding		
Time allotted	JR/TW	
Discussion	<ul style="list-style-type: none"> i. List of criteria we need to meet to re-establish funding ii. Still uncertain at this point iii. Once we provide them with all of the info, they should move forward with funding iv. The one thing that is of concern, is that the SUC underwent an eligibility review back in 2015, lots of those same issues are still in existence; that means that our documentation needs to be bulletproof because any weak points that reflect back to the 2015 report v. TW – will try and delegate stuff out; as the documents are put together, they will be disseminated to the board for your review vi. CA – so are you saying that it wasn't taken care of in 2015 vii. TW – SPRA sent me the documentation from this; the new rep of the SPRA did not follow up after the previous rep left viii. JR – many of the items on the new eligibility review are similar to the 2015 one; as we hear more, we will let the board know ix. SS – can new board members get a copy of the report/complaint that was done in the spring x. SS – when is reporting due to SPRA? xi. TW – documents are due June 30, 2021 xii. JR – read list of SPRA requirements 	
Action Items	Person Responsible	Deadline
Send copy of complaint to new board members	TW	Date time
Prepare documents as per SPRA eligibility review requirements	TW	Date time



6.2 Auditor Appointed/Auditor Requirements		
Time allotted	TW	
Discussion	<ul style="list-style-type: none"> i. TW – contacted Marcia Herback; had a lengthy discussion about what was required for the audit ii. Marcia Herback has agreed to do our audit again this year 	
Action Items	Person Responsible	Deadline
		Date time
7. New Business		
7.1 Election of Programs Director		
Time allotted		
Discussion	<ul style="list-style-type: none"> i. DM – possibility of a program committee with a chairman ii. CA – history of program director; not sure of what qualifications everybody has on the new board; who all on the board are scuba instructors iii. JR – listed himself, BN, SF, DM 	
Nomination	TW nominate BN, seconded by DM	
Nomination	DO nominate RR, RR declined	
Nomination	CA nominate TM, seconded by FC	
Motion	DM move nominations cease, seconded by SF	
VOTES	BN – 9; TM 2	
Action Items	Person Responsible	Deadline
BN nominated as Program Director		Date time
7.2 Overpayment of Former Executive Assistant Cliff Lange		
Time allotted		
Discussion	<ul style="list-style-type: none"> i. 13 cheques issued to Cliff Lange as opposed to 12 	



	<ul style="list-style-type: none"> ii. TW – documents were sent out and goes all the way back to 2016 and shows that for each year, his contract was paid in full between April 1st and March 31st of the fiscal year iii. TW – during the 2021 year, his contract was for \$39,964.41 but he was actually paid out \$43,294.60 iv. The papers that were sent out to the board have the dates, the amounts and the cheque numbers
Motion	TW – that we contact Cliff Lange and ask him to return the overpayment, seconded by BN; CARRIED
Action Items	Person Responsible Deadline
Reach out to Cliff Lange and find out what’s going on with this	JR Date time
	Date time
7.3 Canada Day BBQ	
Time allotted	
Discussion	<ul style="list-style-type: none"> i. JR – with some of the COVID restrictions being lifted, that could have a good turnout; that event has been Brad Nelson’s passion ii. BN – Canada Day BBQ and Beach Clean-up, July 1, 2021 (barring anything weird with COVID); meet at Diefenbaker Lake at 10 am; cost associated with all non-SUC members; free to SUC members and surface support; sign-up sheet with level of certification to keep track of everybody that attends; information will be disseminated iii. BN – will pay out of pocket at this time; if we get funding back in the fall, I will submit all receipts and the board can decide to reimburse or not iv. CA – is this an approved SUC event or not? v. JR & BN – it will be vi. CA – then a program report has to be submitted at the end vii. JR – release of liability for SUC, all clubs, etc when you attend the event; it is a standard release
Motion	
Action Items	Person Responsible Deadline
Posters and event	BN Date time
Program Report after event	BN
Liability Release	BN
Liability Release sent to CA	JR



7.4 Diver of the Year

Time allotted			
Discussion	<ul style="list-style-type: none"> i. BN – used the same template as last year; start from June 10, 2021 and run until October 18, 2021 ii. BN – activities from the bingo card are – participate in an SUC event and a Saskatchewan dive club event; dive 5 different lakes in Saskatchewan; clean up one bag of trash underwater or on a beach in Saskatchewan; dive with 5 different dive buddies in Saskatchewan; be a paid SUC member; post a picture of yourself standing beside a diver down sign on SUC facebook page; spend \$50 or more at your local dive shop in Saskatchewan; be a paid member of one of the diving clubs in Saskatchewan; show proof of a scuba course taken within the last 2 years iii. BN – all these require signatures, photos or some other type of documentation iv. BN - \$100 gift card prize and a small plaque; I will cover this out of pocket and if we have funds at the end of the year, I will submit a request to be reimbursed v. Bingo card will be posted on the SUC website and facebook page; sent to all club reps so they can also disseminate it vi. Last year’s recipient was new board member, Chris Peterson 		
Motion			
Action Items	Person Responsible	Deadline	
Disseminate bingo card	All board members	Date time	

7.5 Information required by CIBC to change signing authority

Time allotted	BN
Discussion	<ul style="list-style-type: none"> i. CIBC requires an updated Board of Director’s list, including name and photocopy of Driver’s License ii. This has to be done at the downtown branch or we can collect them and take them in at once iii. If the director’s list is not updated, it is possible they can suspend our account iv. TM – does the bank have a confidentiality thing that they are willing to sign?
Motion	



Action Items	Person Responsible	Deadline
BN send CIBC contact info to board to supply DL	BN	Date time

7.6 Amphibious Response Support Unit (ARSU1)

Time allotted	Tracy Wilson
Discussion	<ul style="list-style-type: none"> i. ARSU1 is launching Saskatchewan's first ever water rescue base will be established in Echo Valley Provincial Park ii. The director, John Mackzo, has reached out and is interested in forming some sort of partnership with SUC iii. There is an event on Saturday for the water rescue base and John has invited me as a member of both ARSU1 the SUC. BN is also attending. Media will be covering both ARSU1 and SUC as a shared underwater stewardship. iv. Reference the ARSU1 website for more information on the organization
Motion	

Action Items	Person Responsible	Deadline
		Date time

7.7 KSSC Spending Applications

Time allotted	Cliff Adolf
Discussion	<ul style="list-style-type: none"> i. KSSC sent in several applications for funding but for approval of doing the programs ii. Do we do them under the auspices of the SUC and Sask Lotteries? So if it's approved, we put those logos on and if not, we won't iii. We are talking programs for the general public iv. We have a youth diver program scheduled for the fall v. TW - the application spending plans that Cliff sent in are for a total of \$29,463.24 and a total projected income of \$840.00 vi. BN - how many programs and how many participants are you expecting and why is it almost double what it was last year? vii. CA - it's only an application for approval viii. JR - until we have all the information from SPRA, we can't say we're going to fund anything ix. CA - all I'm asking for is approval x. JR - we will put a call out for funding requests from everyone once we know if we get our funding back



	<ul style="list-style-type: none"> xi. TW – I don't think it would be fiscally responsible as a board to even consider the application, so I think you need to move forward and do what's in the best interest of your club and operate your club how you chose to, and if we have funding and put out a call for applications, then submit and see what happens xii. CA – I'm applying for approval of the program, not for funding xiii. Discussion continued regarding what all the clubs are doing xiv. SS – we are a new club in Regina, so we have ideas for club events, but when you say “public awareness”, Cliff, what are some of the things that you do? xv. CA – We've done programs all over the province reaching out to communities and making them aware of underwater activities and where they can go, our dive site manual, we need to make the public aware of underwater activities xvi. Discussion continued about personal advocacy and not just SUC or clubs and promotion of underwater activities xvii. CA – are we going to put approval or not approval on my applications? xviii. JR – this approval comes down to liabilities if the SUC approves a program xix. TW – I don't understand why the SUC would have to approve a club to do it's own programs. The clubs should each be operating with their own liability insurance xx. CA – “When I do a program for kids that are 5 years old, they can't get into the club until they're 12 years old, so where does that benefit me? But if I do a program for a 5 year old kid, I'm doing it with respect to families and the whole family being involved with the organization so that they know what the underwater council does for the province. So it doesn't do me any good to do a program for a 5 year old kid or 7 year old kid, because until he's 12 years old, he can't get involved in the club. It goes right back to liability more than anything. As a club, I can't take a person in my program until he's 12 years old so that's where we're after.” xxi. CA – “liability doesn't cover people that are 5 years old under my club because it covers people that are eligible to be in a program for the club.” xxii. TW – “ so if you don't have insurance to cover a 5 year old kid in your program, why on earth would you put them into your program?” xxiii. CA – “I don't put them in my program. I do it on behalf of the Underwater Council” xxiv. BN – we need to be looking into our liability insurance covers
Motion	



Action Items	Person Responsible	Deadline
Review KSSC program application	BN/JR	
Follow up with insurance regarding “approval of programs”	TW	Date time
8. Schedule for Next Meeting		
Time allotted	Presenter	
Discussion	Tentatively scheduled for Wednesday, July 14, 2021 at 7:00 pm.	
	If we do not hear from SPRA, this meeting will be rescheduled.	
9. Adjournment		
Time allotted	Presenter	
Discussion	Trevor made the motion to close.	
	JR adjourned the meeting at 8:58 pm	

APRIL 2021



LEGEND

DC = Debit Card
 ATM = Automated Teller Withdrawal
 AD = Automatic Deposit
 AP = Automatic Payment
 BP = Online Bill Pay
 TR = Online or Phone Transfer

CURRENT BALANCE

\$9,071.57

CHECK/CODE	DATE	TRANSACTION	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
	2021-04-01	CIBC	Opening Balance		\$9,285.74	\$9,285.74
AP	2021-04-01	SaskTel	Phone Bill	\$77.82		\$9,207.92
AD	2021-04-01	PayPal	Membership (4)		\$115.32	\$9,323.24
230	2021-04-04	Diver Magazine	Subscriptions for Members	\$344.18		\$8,979.06
AD	2021-04-14	Mobile Deposit	Membership (1)		\$30.00	\$9,009.06
AD	2021-04-14	PayPal	Membership (1)		\$33.68	\$9,042.74
AD	2021-04-23	PayPal	Membership (1)		\$28.83	\$9,037.89
AP	2021-04-30	CIBC	Balance Fee	\$4.00		\$8,975.06
AD	2021-04-30	CIBC	Balance Fee Waiver		\$4.00	\$9,013.06
Totals		Transaction count: 9		\$426.00	\$9,497.57	\$9,071.57

MAY 2021



LEGEND

DC = Debit Card
 ATM = Automated Teller Withdrawal
 AD = Automatic Deposit
 AP = Automatic Payment
 BP = Online Bill Pay
 TR = Online or Phone Transfer

CURRENT BALANCE

\$9,061.12

CHECK/CODE	DATE	TRANSACTION	DESCRIPTION	WITHDRAWAL	DEPOSIT	BALANCE
	2021-05-01	CIBC	Opening Balance		\$9,071.57	\$9,071.51
AP	2021-05-03	SaskTel	Phone Bill	\$77.82		\$8,993.69
231	2021-05-09	Pitney Bowes	Postage Meter (KAA)	\$80.29		\$8,913.40
AD	2021-05-10	Mobile Deposit	Membership (1)		\$30.00	\$8,943.40
AD	2021-05-10	PayPal	Membership (1)		\$28.83	\$8,972.23
AD	2021-05-25	E-Transfer	Membership (1)		\$30.00	\$9,002.23
AD	2021-05-25	E-Transfer	Membership (1)		\$30.00	\$9,002.23
AD	2021-05-25	PayPal	Membership (1)		\$28.83	\$9,031.06
AP	2021-05-31	CIBC	Balance Fee	\$4.00		\$8,939.40
AD	2021-05-31	CIBC	Balance Fee Waiver		\$4.00	\$8,976.23
Totals		Transaction count: 10		\$162.11	\$9,223.23	\$9,061.12