



<b>Saskatchewan Underwater Council Board of Directors Meeting</b>		
Date: 11 October 2022	Meeting Time: 19:00 hrs	Teams Meeting
Meeting called by	Name	
Type of meeting	Saskatchewan Underwater Council Executive Meeting	
Facilitator	Chris Peterson, President	
Note taker	Tara Kerber	
Timekeeper		
Attendees	Chris Peterson (CP); Dennis McCullough (DM); Richard Reed (RR) Sheldon Funk (SF); Alanna McIntyre (AM); Kyle Mazer (KM); Shawn Silzer (SS); Kelleen Wolfe (KW); Tara Kerber (TK)	
Regrets	Brian Lanktree (BL), Cathy Charpentier (CC)	
Call to Order	Meeting Called to Order by BN at 19:05 hrs	
<b>1. Call to Order</b>		
19:01 hrs	CP called the meeting to order	
Discussion		
Motion		
<b>2. Minutes of Tuesday, July 5, 2022</b>		
Time allotted	Presenter	
Discussion		
Motion	The minutes from 13September2022 be adopted as circulated (KM,SS)- CARRIED	
Action Items	Person Responsible	Deadline
Minutes and financials to be posted on the SUC website	TK	Date   time



3. Additions to Agenda		
Time allotted	Presenter	
Discussion	1. Pumpkin Dive added by AM 2. In-person Meetings added by KM 3. YTD Budget added by SS	
Motion	The Agenda be adopted with the above additions (DM, SS) – CARRIED	
Action Items	Person Responsible	Deadline
		Date   time
4. Correspondence		
Time allotted		
Discussion	i. Insurance Renewal Documents – Office Equipment is Valued at \$10,000 ii. SaskSport is in the process of being set up to start looking after our bookkeeping; the eligibility review document was filed by TW iii. Email from Cliff Adolf iv. September 30, 2022 Bank Statement	
MOTION		
5. Reports		
Time allotted	Presenter	
Discussion		
President’s Report (CP)	i.	
Vice President (BL)		
Secretary (AM)	i.	



Treasurer (SF)	i.
Grants Director (SF)	i.
Program Director (KM)	i.
Publications Director (AM)	i.
Membership Director (CP)	i.
RR	i.
KM	
Battleford's Scuba Community (DM)	<ul style="list-style-type: none"> <li>• The Annual General Meeting is set for October 19 at 7:30 pm with Tracy Wilson as guest speaker</li> <li>• The next season of pool sessions start October 23 at our usual time of Sunday mornings from 10 am through 12 noon.</li> <li>• The next public Discover Scuba will be held October 30.</li> <li>• The next Open Water Scuba Diver course will operate on the weekend of November 4 through 6.</li> <li>• Word was received that our grant application to BATC was approved in the amount of \$8,300 which will cover the costs of doing Discover Scuba sessions for 100 high school students and these spaces are already filled with a waiting list</li> <li>• Work has begun on the concept of a Rescue Diver Competition similar to the lifeguard competitions held in various locations and the decision was made to do a trial run in early 2023 in the pool before going ahead with a full-blown one in the lake</li> <li>• Our Celebrity Discover Scuba is set for November 27</li> <li>• Membership renewals are coming in</li> <li>• Plans are being developed for one last work bee to sink the two boats and then GPS all the installations on the bottom of Atton's Lake.</li> </ul>
Moose Jaw Barracuda's (CC)	



Regina Scuba & Snorkel Club (SS)	<ul style="list-style-type: none"> <li>• Inaugural AGM held – we even had non-Board members attend!</li> <li>• Inaugural international club trip to Cozumel in November is sold out</li> <li>• Paid advertising in community weekly newspaper is generating new interest in the club; we will continue to experiment with paid advertising through the fall of 2022</li> <li>• Pool sessions resume on a regularly recurring basis (every second Friday) beginning end of October</li> <li>• Membership renewals continue to be received</li> </ul>
PA Scuba Club (EL)	○
DISCUSSION	i.
Motion	Motion to adopt the reports as presented (DM,KM) – CARRIED
Motion	

## 6. Ongoing Business

### 6.1 SaskSport Accounting Services PAD

Time allotted		
Discussion	i. Our agreement with SaskSport requires us to sign a preauthorized	
MOTION	That we authorized Sheldon and Alana to sign the PAD (DM, SF) - CARRIED	
Action Items	Person Responsible	Deadline
Send PAD to Shawn and Alana to sign	TK	Date   time
Forward signed PAD to SaskSport	TK	

### 6.2 CIBC



Time allotted	BN		
Discussion	<ul style="list-style-type: none"> <li>i. AM's information has been submitted.</li> <li>ii. CIBC to contact AM for signing appointment.</li> </ul>		
<b>Motion</b>			
Action Items	Person Responsible	Deadline	
		Date   time	

### 6.3 SaskSport Accounting Services

Time allotted			
Discussion	<ul style="list-style-type: none"> <li>i. Met with SaskSport</li> <li>ii. Working on the paperwork</li> <li>iii. SUC will provide a monthly scanned copy of all documents</li> <li>iv. SaskSport will put together a monthly financial statement and a mini-monthly audit, SaskSport will also prepare the year end package for the auditor</li> </ul>		
Motion	That we have our ED contact SaskSport to find out how we acquire monthly financial statements for presentation to the Board. (KM,SS)		
Motion			
Action Items	Person Responsible	Deadline	
Contact SaskSport about financial reporting	TK	Date   time	

## 7. New Business

### 7.1 Board Member Appointment

Time allotted			
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Discussion	ii. We are still needing one more Board Member to meet the requirements of our bylaws.		
MOTION	That Shawn Silzer be appointed to the board, further that he be appointed as secretary. (SF, AM) - CARRIED		
Action Items	Person Responsible	Deadline	
Send onboarding package to SS	TK	Date   time	
<b>7.3 SPRA Grant Return</b>			
Time allotted	TK		
Discussion	<p>Our recent grant follow up report was reviewed and approved by the Recreation Section Review Committee at their last meeting.</p> <p>A grant return of \$1,426 is required based on the information in your audit. The grant received was \$73,202. The amount stated as Revenue in the Audit was \$71,776. Therefore a money return of \$1,426 is required.</p>		
MOTION	That we issue a grant refund of \$1,426 to SPRA based on our March 31, 2022 (SS, DM) - CARRIED		
Action Items	Person Responsible	Deadline	
Create cheque requisition and forward to SF and AM for payment	TK	Date   time	
<b>7.5 Insurance Policy Renewal</b>			
Time allotted	TK		
Discussion	i. Our current policy expires December 15, 2022		



MOTION	That we authorize our ED to complete, sign and submit our insurance policy application and renewal on behalf of the Board.		
Action Items	Person Responsible	Deadline	
Policy renewal and application to be completed and submitted.	TK	Date   time	
<b>7.5 In Person Meetings</b>			
Time allotted	Presenter		
Discussion	<ul style="list-style-type: none"> <li>i. That we should consider hosting a couple in person meetings per year.</li> <li>ii. One of the in person meetings should be the AGM</li> </ul>		
MOTION	That we consider hosting our AGM and one Board meeting per year in person. (KM, SS) - CARRIED		
Action Items	Person Responsible	Deadline	
Consider in person meeting when planning our AGM	Board	Date   time	
<b>8. Schedule for Next Meeting</b>			
Time allotted	Presenter		
Discussion	Tuesday, November 15, 2022 at 19:00hrs		
	TK set up via TEAMS		
<b>9. Adjournment</b>			
Time allotted	Presenter		
Discussion	Motion to adjourn the meeting (SS)- CARRIED		
	CP adjourned the meeting at 19:58 hrs		