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| Saskatchewan Underwater Council Board of Directors Meeting:  |

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| Date: 15February2022 | Meeting Time: 19:00 hrs | Zoom Meeting |

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| Meeting called by |  |
| Type of meeting | Saskatchewan Underwater Council Executive Meeting |
| Facilitator | Justin Rings, President delegated the chair to Tracy Wilson |
| Note taker | Tracy Wilson, Secretary |
| Timekeeper |  |
| Attendees | Brad Nelson (BN), Fred Cardinal (FC), Sheldon Funk (SF), Tracy Wilson (TW), Trevor Mayo (TM), Chris Peterson (CP), Shawn Silzer (SS), Richard Reed (RR), Dennis McCullough (DM), Brian Lanktree (BL), John Kennedy (JK), Donovan Onishenko (DO) |
| Regrets | Justin Rings (JR) |
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| Call to Order | Meeting Called to Order by TW at 19:01 hrs |
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| 1. Call to Order
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| 19:01 hrs | TW called the meeting to order |
| Discussion |  |
| Motion |  |

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| 1. Minutes of Monday, January 24, 2022
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| Time allotted | Presenter |
| Discussion |  |
| Motion | The minutes from 24January2022 be adopted as circulated (SF, DO) - CARRIED  |

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| Action Items | Person Responsible | Deadline |
| Minutes and financials to be posted on the SUC website | TW | Date | time |
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| 1. Additions to Agenda
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| Time allotted | Presenter |
| Discussion |  |
| Motion | The Agenda be adopted with no additions (DO, SS) - CARRIED |

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| 1. Correspondence (previously circulated)
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| Time allotted |  |
| Discussion | 1. First Nations Grant cheque was received by SPRA but not cashed yet
2. Insurance cheques were mailed out, but have not been cashed yet
3. PA Scuba Club has paid their club membership
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| MOTION |  |

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| 1. Reports (previously circulated)
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| Time allotted | Presenter |
| Discussion |  |
| President’s Report (JR) | 1. The budget committee met twice last week and the finalized budget proposal has gone out
2. SPS Economic Crimes division discontinue investigation into Cliff Adolf. This does not affect his suspension as the suspension was a separate issue
3. Opened a dialogue with Guy Shockey regarding a virtual presentation regarding Human Factors in Diving and underwater archeology (was part of the budget meeting)
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| Vice President (FC) |  |
| Secretary (TW) | 1. The SUC received a judgement against Cliff Lange (Small Claims Court) in the amount of $3330.18 to be paid via e-transfer in two installments (February 15, 2022 and March 15, 2022). This information and the judgement were circulated to the board in a previous email.
2. Membership renewal notices will start going out after February 15th
3. I have removed the PayPal form from the website and updated membership instructions for e-transfer
4. I have not yet had time to test out the free trial of Quick Books
5. The printer needs both black and yellow toner cartridges
6. The SUC SaskTel account has been closed and we are awaiting our final bill
7. We need to provide Cliff Lange with a T4A for his work in January thru March 2021 by February 28, 2022. I will get this completed and set it out.I provided everyone with an update of my hours and key activities as the acting Executive Assistant from March 25, 2021
 |
| Treasurer (SF) |  |
| Grants Director (FC) |  |
| Program Director (BN) | 1. Items for my report will be covered in discussion about the budget
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| Publications Director (JR) |  |
| Membership Director (DO) | 1. Nothing new to report
2. A mention in the last meeting was made about using Wild Apricot (or ClubRunner, Membee, Star Chapter, etc. ) to help manage our membership. At this point I don’t think we would utilize the features enough to warrant the expense.
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| CP |  |
| RR |  |
| SS | Nothing to report |
| TM |  |
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| Battleford’s Scuba Community (DM) | Weekly Sunday morning pool sessions carrying on* Challenge sessions to try practice skills, try new techniques or equipment
* Average attendance is 11 people

February 6 completed our first refresher session* 5 people

March 17 is our first Discover Scuba for High Schools program * Warman with 24 students
* Four other schools choosing dates

Planning for activities* DAN First Aid for Diving Professionals – March13 (practical)
* Refresh for Spring refresher course – March 20
* Ice Diver course & Ice dive – March 26 & 27
* Viz Party visual inspection of cylinders – April 9
* Discover Scuba – April 24
* Open Water Scuba Diver course – April 29, 30 and May 1
* Definitely Diving Days – June 18 & 19
* Women’s Dive Day and Beach Clean-up – July 16
* Drive & Dive – July 31

Club Projects for the Summer* Scuttle a couple of boats in Atton’s Lake
* Attempt to locate the lost steam tractor in Turtle Lake
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| Moose Jaw Barracuda’s (BL) | 1. Discussion around Club's long term sustainability.There will be a meeting in a week or so to discuss.
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| Regina Scuba & Snorkel Club (JK) | Pool sessions remain the RSSC primary activity until the snow clears and the ice melts from the lakes.  On the February 4th pool session the RSSC performed 2 scuba refresher sessions and 1 discover scuba session.  We have more people interested in both refreshers and open water lessons, but equipment is currently the limiting factor that is restricting the number of people we can teach at a time.  Also, as communicated previously, the RSSC would also like to perform discover scuba sessions for students and youth groups and requests funding for the gear to do so.Upcoming events:May 29th - Beginning of season dive day at Lovering Lake with a lake clean upJuly 15 to 17 - White Swan Lake Dive TripNovember 2022 - Cozumel, MX Dive Trip |
| DISCUSSION |  |
| Motion | Motion to adopt the reports as presented (RR, DM) – CARRIED |
| Motion |  |

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| 1. Ongoing Business
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| 6.1 Small Claims Court Filing Against Clifford Lange |

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| Time allotted | Previously Circulated |
| Discussion | 1. This was all documented in the previous email that was sent out and was also included in the Secretary’s Report
2. First payment received on time today
3. Formal judgement received by mail
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| Action Items | Person Responsible | Deadline |
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| 6.2 Club & Executive Reports; Board Meeting Frequency & Duration  |

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| Time allotted | SS |
| Discussion | 1. Reports submitted ahead of time, agenda set
2. Let’s try and keep this going and increasing frequency
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| Motion |  Motion to defer the item to next meeting (SS, CP) - CARRIED |
| Motion |   |

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| Action Items | Person Responsible | Deadline |
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| 6.3 Outreach – Banner, Business Cards, Stickers, etc |

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| Time allotted | BN |
| Discussion | 1. Will email out the pricing for banners 173.64, decals 100 127.00; business cards 88.94 for 500; price for gazebo made for SUC and psossibly clubs 225 – 315 CAD depending on size, SUC logo, Sask Lotteries trust, qr code; for clubs, add club logo
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|  | Motion to Table this to budget discussion (BN, SF) – Carried  |

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| Action Items | Person Responsible | Deadline |
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| 1. New Business
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| * 1. Executive Assistant Honorarium (SF CHAIR)
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| Time allotted | SF |
|  | TW turned chair over to SF and left the meeting for the duration of the discussion |
| Discussion | 1. This was discussed in the budget meeting
2. Discussion around the payment of an honorarium to TW for the work done as Executive Assistant
3. BN to abstain from vote due to perceived conflict of interest
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| MOTION | To make payment to Tracy Wilson in the amount of $18,500 as an honorarium for her work as Executive Assistant between 1April2021 and 31March2022 (DM,SS) - CARRIED |

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| Action Items | Person Responsible | Deadline |
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| * 1. Executive Assistant (SF CHAIR)
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| Time allotted | SF |
| Discussion | 1. There was discussion around how the SUC moves forward regarding the Executive Assistant position
2. TW LOGGED BACK ON
3. TW was asked if she would be interested in preparing a job description for the Executive Assistant position
4. TW asked if the board was looking for a job description or a more detailed work plan
5. It was determined that at this time, it would just be a job description
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| MOTION | Motion to pay Tracy Wilson $500 to prepare and present an Executive Assistant job description at the next SUC meeting (DM, SF) - CARRIED |

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| Action Items | Person Responsible | Deadline |
| TW develop an Executive Assistant job description | TW | Date | time |
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| 7.3 Executive and Club Rep Meeting Attendance |

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| Time allotted | JK |
| Discussion | 1. The board members are elected officials and the club reps are put forward by their clubs, and it is fair for both the people that have voted for the people
2. Need to put some sort of attendance forward
3. Each member should attend 75% of meetings each fiscal year
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| MOTION | Move that this is tabled to the next meeting (JK,DM) - CARRIED |

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| Action Items | Person Responsible | Deadline |
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| 7.4 Budget Revisions |

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| Time allotted | JR |
| Discussion | 1. We do not need specific details of specific details of the programs at this point; we just need to know where the money is being reallocated from and to
2. Budget reallocation document is due to SPRA tomorrow for it to be reviewed
3. Budget committee discussed doing a speaker series, but when contacted, the people didn’t want to get paid; discussed doing DIP sessions (BSC doing one, RSSC would do one in next fiscal year)
4. TW pulled it back to move through the budget categories in order to move the money into programs (Communications has a $1052.75 surplus)
5. Board development (SS) – Dawn Martin (Daybreak Consulting) lives in Saskatoon, consultant, exclusive focus is working with boards that are SPRA funded, life cycle assessment, 6 hour session in Saskatoon; bring us all together, facilitated process of where org is and what we need to focus on; $1500 + GST, reimburse board members to travel there. Add an additional $1500 for board travel, meal and room rental.
6. Program Development – going to be tough to implement programs for this year; can do a couple of speakers this fiscal year then more going forward next year;
7. JK – offer speakers a $500 honorarium to speak, open it up only to our members to show added benefit of membership
8. Discussed doing some skills refreshers in pool. RSSC has done one recently, BSC doing one on 20March2022, Saskatoon do one as well. DM has talked to Ed Lloyd in PA about doing one.
9. DM looking at $1300 for skills refreshers in all places
10. Budget Committee also discussed a Human Factors course and DAN courses but we will start on those for next fiscal year
11. Funding requests from club- RSSC $15,000; BSC $15,035.48; MJBSC $6000 (total $36,035.48)
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| MOTION | 2 speakers, $500 honorarium each (BN, JK) - CARRIED |
|  | To pay Brian Lanktree $325.66 for the website transfer work that he had done – (DM,SF) - CARRIED |
|  | To we engage Dawn Martin to put on a board development series for the SUC – DM, BN - CARRIED |
|  | Pending approval of reallocation of funds by SPRA and pending the presentation of the applications with the receipts, that the Regina Scuba and Snorkel Club be awarded $15,000 as per their application, the Battlefords Scuba Club be awarded $15,035.48 as per their application and the Moose Jaw Barracudas Scuba Club be awarded $6000 as per their application – (DM, BN) – CARRIED (9 – yes; 1 abstain) |
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| Action Items | Person Responsible | Deadline |
| Arrange for 2 speakers | BN | Date | time |
| Draft reallocation and have it reviewed by DM, SS) | TW |  |

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| 8. Schedule for Next Meeting |

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| Time allotted | Presenter |
| Discussion | Next meeting 15March2022 at 7pm |
|  | TW set up via TEAMS |
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| 9. Adjournment |

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| Time allotted | Presenter |
| Discussion | Motion to adjourn the meeting (BN,DO)- CARRIED |
|  | TW adjourned the meeting at 20:44 hrs |