



Saskatchewan Underwater Council Board of Directors Meeting			
Date: 15March2022		Meeting Time: 19:00 hrs	
		Teams Meeting	
Meeting called by	Name		
Type of meeting	Saskatchewan Underwater Council Executive Meeting		
Facilitator	Justin Rings, President		
Note taker	Tracy Wilson, Secretary		
Timekeeper			
Attendees	Sheldon Funk (SF), Tracy Wilson (TW), Chris Peterson (CP), Shawn Silzer (SS), Richard Reed (RR), Dennis McCullough (DM), Brian Lanktree (BL), John Kennedy (JK), Donovan Onishenko (DO), Justin Rings (JR); Richard Reed (RR)		
Regrets	Fred Cardinal (FC); Brad Nelson (BN); Trevor Mayo (TM)		
Call to Order	Meeting Called to Order by JR at 7.04 hrs		
1. Call to Order			
19:04 hrs	JR called the meeting to order		
Discussion			
Motion			
2. Minutes of Monday, January 24, 2022			
Time allotted	Presenter		
Discussion			
Motion	The minutes from 15February2022 be adopted as circulated (DO, SF)- CARRIED		
Action Items		Person Responsible	Deadline
Minutes and financials to be posted on the SUC website		TW	Date time
3. Additions to Agenda			
Time allotted	Presenter		



Discussion			
Motion	The Agenda be adopted with no additions (DM, SF) - CARRIED		
Action Items	Person Responsible	Deadline	
		Date time	
4. Correspondence			
Time allotted			
Discussion	<ul style="list-style-type: none"> i. Unofficial news that SPRA has approved the budget reallocation ii. SPRA requires the 2022-2023 budget be submitted by 31March2022 – to be discussed under agenda item 7.6 iii. T4A for Cliff Lange was mailed to him iv. Cliff Lange made the final payment and money going into operating funds 		
MOTION			
5. Reports			
Time allotted	Presenter		
Discussion			
President's Report (JR)	i. Nothing to report		
Vice President (FC)			
Secretary (TW)	<ul style="list-style-type: none"> i. Membership renewals have been emailed out; there are a couple that will need to be sent by mail as no email on file ii. New website is up and running; I would ask that all board members and club reps provide a photo (can be headshot, underwater, avatar, etc) – I'm a little biased, but I think it looks pretty good iii. We have received a few membership renewals; etransfer is much easier than paypal and better for record keeping 		
Treasurer (SF)	i. Nothing to report		
Grants Director (FC)	i. Nothing to report		
Program Director (BN)	i. Items for my report will be covered in New Business		
Publications Director (JR)	i. Nothing to report		



Membership Director (DO)	i. Nothing new to report
CP	i. Nothing to report
RR	i. Nothing to report
SS	i. Nothing to report
TM	
Battleford's Scuba Community (DM)	<p>Weekly Sunday morning pool sessions carrying on</p> <ul style="list-style-type: none"> • Challenge sessions to try practice skills, try new techniques or equipment • Average attendance is 11 people <p>February 6 completed out first refresher session</p> <ul style="list-style-type: none"> • 5 people <p>March 17 is our first Discover Scuba for High Schools program</p> <ul style="list-style-type: none"> • Warman with 24 students • Sakewew on March 21 with 8 students • Biggar on March 23 with 23 students • Neilburg on May 11 with 21 students • Neilburg on May 18 with 13 students • Elrose on May 24 with 12 students <p>March 12 and 13 – DAN Diving First Aid for Dive Professionals course – two completed with three to go</p> <p>Planning for activities</p> <ul style="list-style-type: none"> • 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 <p>Club Projects for the Summer</p> <ul style="list-style-type: none"> • Scuttle a couple of boats in Atton's Lake



	<ul style="list-style-type: none"> • Attempt to locate the lost steam tractor in Turtle Lake •
Moose Jaw Barracuda's (BL)	<ul style="list-style-type: none"> • Professional First Aid and O2 Admin Next Weekend. • Club Get together March 19th. (Late Christmas Party) • Planning of Gymkhana tentatively in June. More details will be circulated soon • Checking to see if we can get a few divers together for a Dive Refresher course. • Discussion on Memoriam Plaque in memory of Curtis Temple. This will be put in this year. • Other than that we are all impatiently waiting for the ice to become Unhard.
Regina Scuba & Snorkel Club (JK)	<ul style="list-style-type: none"> • Pool sessions remain the RSSC primary activity until the snow clears and the ice melts from the lakes. Pool sessions continue until April 22nd with attendance remaining around 15 people each recent session. • As discussed previously, the RSSC would also like to perform discover scuba sessions for students and youth groups and is waiting on the approval from the SUC/SPRA budget revision to purchase additional gear as per our proposal. • Upcoming events: <ul style="list-style-type: none"> ○ May 29th - Beginning of season dive day at Lovering Lake with a lake clean up ○ July 15 to 17 - White Swan Lake Dive Trip ○ November 2022 - Cozumel, MX Dive Trip
DISCUSSION	i.
Motion	Motion to adopt the reports as presented (SF,SS) - CARRIED
Motion	
6. Ongoing Business	
6.1 Instructor Roster	
Time allotted	DM
Discussion	<ul style="list-style-type: none"> i. Would like to see the project take the next step; have a draft of the PDF to collect the information; cover letter to explain to instructors why it is important to have this information on the website ii.



Motion	That we implement the Instructor Roster program on a trial basis making adjustments as necessary, put the cover letter on the website, collect the information and add it to the website as it comes in. A letter will also be sent to the instructors that we know (DM,JK) - CARRIED		
Action Items	Person Responsible	Deadline	
Send cover letter for website	DM	Date time	
Distribute to known instructors	DM	Date time	
Put cover letter on the website	TW		
6.2 Club & Executive Reports; Board Meeting Frequency & Duration			
Time allotted	SS		
Discussion	<ul style="list-style-type: none"> i. Have already adopted that club reports being sent in ahead of time ii. Propose having meetings every 4 to 5 weeks and keep meetings to a hour iii. General consensus is that we have them more frequent and shorter meetings 		
Motion	That we consistently have meetings every 4 weeks and limit them to 60 minutes and reports are disseminated to everyone prior to the meeting (TW, SS)		
Motion			
Action Items	Person Responsible	Deadline	
		Date time	
6.3 Executive & Club Rep Meeting Attendance			
Time allotted	JK		
Discussion	<ul style="list-style-type: none"> i. Turning into a bigger chunk of code of conduct ii. Working on it with BN 		
Motion	That we table this item to the next meeting to get a little bit more done. (JK, SF) - CARRIED		
Action Items	Person Responsible	Deadline	
Working on board code of conduct	JK and BN	Date time	



7. New Business		
7.1 Executive Assistant Job Description		
Time allotted	TW	
Discussion	i. Tracy provided a review of the job description that she was tasked to develop.	
MOTION	To table the executive assistant job description to next month (DM, RR) - CARRIED	
Action Items	Person Responsible	Deadline
		Date time
7.2 Executive Assistant Position Beyond 31March2022		
Time allotted	TW	
Discussion	i. We need to make a decision regarding what this position is doing as the end of the fiscal year is coming up ii. Discussion regarding doing a monthly contract for TW iii. Discussion about what is happening in the upcoming months perhaps iv. TW would be willing to do this until the end of September v. Need to define the terms and the rate vi. TW proposed 10 hours a week at \$1500 per month vii. DM proposed a rate of \$1600 per month at 40 per month	
MOTION	That a 6 month contract be provided to Tracy Wilson at \$1600 per month based on 40 hours per month. Within this contract it is agreed that by the end of August, the SUC will have secured a suitable executive director and this new person will spend the last month with Tracy Wilson to be onboarded. (DM, RR) - CARRIED	
Action Items	Person Responsible	Deadline
Draft up a contract with job description for consideration	TW	Date time
Strike a search committee added to next meeting agenda	TW	



7.3 Board Development Session Booked			
Time allotted	SS		
Discussion	<ul style="list-style-type: none"> i. Booked for May 14, 2022 in Saskatoon ii. BN has booked a room at Merlis Belsher 		
MOTION			
Action Items	Person Responsible	Deadline	
Pay Dawn Martin ahead of time - Will check	SS	Date time	
7.4 Speaker Series			
Time allotted	BN		
Discussion	<ul style="list-style-type: none"> i. Has three speakers lined up ii. One will be held before end of March, two others after iii. Free to paid SUC members; if you're not an SUC member , pay \$30 		
MOTION	That the sessions are free to SUC members with priority. If not a member, you can pay \$30 to attend and get a year's membership - (DM, JK) - Carried		
Action Items	Person Responsible	Deadline	
		Date time	
7.5 Skills Refresher Session NB and Saskatoon			
Time allotted	DM		
Discussion	<ul style="list-style-type: none"> i. NB set to go this Sunday ii. Saskatoon booked for March 28 from 7:30 to 9pm iii. Ed Lloyd looking at doing something 		
MOTION			
Action Items	Person Responsible	Deadline	
		Date time	
7.6 Budget Revisions 2022-2023			



Time allotted	TW		
Discussion	<ul style="list-style-type: none"> i. Submit 2022-2023 budget as it stands ii. Prepare to do budget reallocation early in next fiscal year iii. Send email 		
MOTION			
Action Items	Person Responsible	Deadline	
Send emails to club with instructions by end of business day Friday	TW	Date time	
7.7 Schedule the 2022 AGM			
Time allotted			
Discussion	i.		
MOTION	Table 7.7 and 7.8 to next meeting. Tracy send out reminder prior (SF, DM) - CARRIED		
Action Items	Person Responsible	Deadline	
Reminder sent out ahead of next meeting	TW	Date time	
7.8 Announcement of Elections			
Time allotted			
Discussion	i.		
Action Items	Person Responsible	Deadline	
		Date time	
8. Schedule for Next Meeting			
Time allotted	Presenter		



Discussion	Tuesday, April 12 at 7pm
	TW set up via TEAMS
9. Adjournment	
Time allotted	Presenter
Discussion	Motion to adjourn the meeting (SS)- CARRIED
	JR adjourned the meeting at 8:32 pm