



Saskatchewan Underwater Council Board of Directors Meeting		
Date: 5July2022	Meeting Time: 19:00 hrs	Teams Meeting
Meeting called by	Name	
Type of meeting	Saskatchewan Underwater Council Executive Meeting	
Facilitator	Brad Nelson, President	
Note taker	Tracy Wilson, Executive Director	
Timekeeper		
Attendees	Sheldon Funk (SF), Tracy Wilson (TW), Richard Reed (RR), Dennis McCullough (DM), Brian Lanktree (BL), John Kennedy (JK); Richard Reed (RR); Brad Nelson (BN); Alanna McIntyre (AM); Kyle Mazer (KM); Cathy Charpentier (CC); Tim May™	
Regrets	Fred Cardinal (FC); Chris Peterson (CP); Donovan Onishenko (DO);	
Call to Order	Meeting Called to Order by BN at 19:02 hrs	
1. Call to Order		
19:02 hrs	BN called the meeting to order	
Discussion		
Motion		
2. Minutes of Tuesday, May 17, 2022 and Sunday, June 5, 2022		
Time allotted	Presenter	
Discussion		
Motion	The minutes from 17May2022 and 5June2022 be adopted as circulated (DM, RR)- CARRIED	
Action Items	Person Responsible	Deadline
Minutes 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 (BL, JK) – CARRIED
Action Items	Person Responsible
	Deadline
	Date time
4. Correspondence	
Time allotted	
Discussion	<p>i. Information from SaskSport Bookkeeping: Typically, our clients send us a monthly package which includes the bank statement and other supporting documents for all payments & deposits made during that month with the coding on it (we would set up a new chart of accounts for you). We aim to get financial statements back to you within 1 week. Cheques are printed within 2 days of receiving the documentation. At year-end, we prepare an audit package for your auditor and also prepare all necessary tax forms.</p> <p>We charge \$27.50/hour (subsidized rate for those who receive funding from SLTF) and most organizations only take our team 2-5 hours per month. I review the financial statements before they go out each month to ensure accuracy before you present them to your Board.</p> <p>There is no charge for the initial setup time and our IT guy is great at importing/exporting data from any kind of accounting software. Our services are available in both Regina and Saskatoon.</p> <p>ii. Correspondence from the auditor with additional queries will be dealt with</p> <p>iii. Follow-up report for SPRA was submitted</p>
MOTION	
5. Reports	
Time allotted	Presenter
Discussion	
President's Report (BN)	i.
Vice President (FC – Interim))	



Secretary (Vacant)	i.
Treasurer (SF - Interim)	i.
Grants Director (FC - Interim)	i.
Program Director (BN - Interim)	i. Canada Day BBQ report will be circulated
Publications Director (vacant)	i.
Membership Director (DO - Interim)	i.
CP	i.
RR	i.
TM	
BL	
AM	
KM	•
Battleford's Scuba Community (DM)	<p>Wrapped up the Discover Scuba for High Schools on June 8</p> <ul style="list-style-type: none"> • 97 students received no-charge instruction • 9 sessions • 6 schools represented • 14 communities represented • 17 volunteers • 3 identified as First Nations but there may well have been more as they are not required to declare <p>Executive voted to explore funding the further increase the number of spaces available for this program</p> <p>Definitely Diving Days – June 18 & 19 – postponed due to poor visibility</p> <p>Planning continues for</p> <ul style="list-style-type: none"> • Women's Dive Day and Beach Clean-up – July 16



	<ul style="list-style-type: none"> • Drive & Dive – July 31 <p>Club Projects for the summer still in the works</p> <ul style="list-style-type: none"> • Scuttle a couple of boats in Atton's Lake ○ Attempt to locate the lost steam tractor in Turtle Lake
Moose Jaw Barracuda's (BL)	<p>We had a great last Hurrah Gymkhana. Approx 14 Divers. Shore support of about 12 people. This event allowed us to celebrate the achievement's that Barracudas had in around 40 years of existence. Great day weather wise.</p> <p>i.</p>
PA Scuba Club (EL)	<ul style="list-style-type: none"> - Shore dives struggling; however, pretty good all things considered - Prep for August fun dive at LBL
DISCUSSION	
Motion	Motion to adopt the reports as presented (KM, SF) – CARRIED
Motion	
6. Ongoing Business	
6.1 Search Committee for Executive Director	
Time allotted	JK
Discussion	<ul style="list-style-type: none"> i. Job posting created and posted on social media ii. One question and one applicant (Amelia W) iii. Amelia meets the criteria of what was posted in the job description iv. Based on this CP and JK put forward that should hire that person v. About a months worth of cross over training vi. Different board members would have to assist with some stuff vii. DM – mentioned she has experience with non-profits, what sorts? viii. JK – she has worked for creative options in Regina for a number of years, does different services through there; JK review of resume ix. Discussion regarding qualifications x. The board had determined it would be best to put the application out on professional search sites, but it was not done by the search committee xi. Search committee convened in April 2022; Job posting only on social meeting on June 24, 2022; 2 weeks later, search committee had one applicant and determined



	xii.	
Motion	<p>Motion that the search be expanded to include the various professional platforms on the internet with a deadline for applications with a deadline of 31 July 2022. Following that search committee would review those applications (DM, SF)</p> <p>Motion that the upcoming position that Tracy will be vacating to be titled as the Executive Director (SF, AM)</p>	
Action Items	Person Responsible	Deadline
TW review the position posting, edit and post	TW	Date time
		Date time
6.2 Membership Drive/Prize		
Time allotted	BN	
Discussion	<ul style="list-style-type: none"> i. Poll put up on Facebook page – want to see more programs ii. Possibly purchase new dive computer as a draw (Peregrine would be about \$650; Mares or Aqualung computer for around \$350) iii. Option to send out email blast to past members iv. DM look at membership numbers and membership revenue, go with less expensive option and get a computer through Ed (purchase would be at cost) v. Looking at both getting new members and getting former members to renew vi. Look at Facebook/Instagram advertising for cost 	
Motion	Table discussion to next meeting for further investigation into costs for ad generation on Facebook and other social media (SF, AM)	
Motion		
Action Items	Person Responsible	Deadline
Look into ad generation costs on social media	AM	Date time
6.3 CIBC		
Time allotted	BN	
Discussion	<ul style="list-style-type: none"> i. Have to have people into proper positions then can get this dealt with 	



Motion	Table discussion (KM, RR)		
Action Items		Person Responsible	Deadline
			Date time
7. New Business			
7.1 Appointment of Board Positions			
Time allotted	BN		
Discussion	<ul style="list-style-type: none"> i. Vice President – BL ii. Secretary – AM iii. Treasurer – SF iv. Grants Director- SF v. Publications Director - AM vi. Membership Director - CP vii. Programs Director - CP 		
MOTION	<p>Nominate BL as VP (DM, SF) - CARRIED Nominate AM as Secretary (TM, KM) - CARRIED Nominate SF as Treasurer (KM, RR) – CARRIED Nominate SF as Grants Director (JK, KM) – CARRIED Nominate AM as Publications Director – (KM, TM) – CARRIED Nominate CP as Membership Director – (SF, DM) - CARRIED Nominate CP as Programs Director – (JK, KM) - CARRIED</p>		
Action Items		Person Responsible	Deadline



Reach out to CP to see if he will accept	BN	Date time
7.2 Discussion of Board Restructuring/Governance		
Time allotted	BN	
Discussion	i.	
MOTION	Table remainder of new business on the agenda to next meeting (SF, RR) - CARRIED	
Action Items	Person Responsible	Deadline
		Date time
7.3 SaskSport Accounting Service		
Time allotted	TW	
Discussion	i.	
MOTION		
Action Items	Person Responsible	Deadline
		Date time
7.4 SUC Awareness Signs for Little Bear Lake		
Time allotted	BN	
Discussion	i.	
MOTION		
Action Items	Person Responsible	Deadline
		Date time
8. Schedule for Next Meeting		
Time allotted	Presenter	
Discussion	Tuesday, August 9, 2022 at 7pm	



	TW set up via TEAMS
9. Adjournment	
Time allotted	Presenter
Discussion	Motion to adjourn the meeting (DM, TM)- CARRIED
	BN adjourned the meeting at 20:03 pm