

# **FRASER SQUADRON** **BRIDGE MEETING** **MINUTES**

**Date:**           **March 13, 2006**

**Location:**     Ladner CoPS

## **Present and Regrets**

Title	Name	Present	Title	Name	Present
COMMANDER	Bob Everson	Present	Lt. port Captain	Bob Juulsen	Present
Lt/C Executive Officer	TBA		Lt. Comm. Officer	TBA	
Lt/C Training Officer	Paul and Kathleen Vanderwood	Present	1 <sup>st</sup> Lt. Secretary	Kim Narraway	Absent
Lt. Asst Training Officer (LAD)	Jim Bryant	Absent	1 <sup>st</sup> Lt. PR Officer	Leo Larose	Absent
Lt. Asst Training Officer (RMD)	Dean Clement	Absent	1 <sup>st</sup> Lt Membership	Debbie Oliynyk	Present
1 <sup>st</sup> Lt. Treasurer	John Moir	Present	Lt. Regalia	Alan Eldred	Present
1 <sup>st</sup> Lt. MAREP	Victor Weizmann		Lt Programmes Officer	Ellis Knowlton	Present
1 <sup>st</sup> Lt Administration	Peter Lefroy	Present	Lt. Editor – Fairlead	Mary Kelly	Absent
Lt. Supply Officer	Bill Hawryluk	Present	Lt. Assistant editor – Fairlead	Dale Kelly	Absent
Lt. Training aids					
Lt. Environment	John Morgan	Absent	Lt Historian	Lindsay Smith	Absent
Lt. Cruise Master	Alan Rudolf	Present	Past Commander	Ross Mc Cutcheon	Absent
Lt. Web Master	TBA	Absent	Lt. Phone Committee	TBA	

## **New Bridge members:**

Alan Rudolf    Lt. Cruise Master

Debbie Oliynyk

1<sup>st</sup> Lt Membership

## **Guests:**

**Meeting called to Order by**

Bob Everson at **19:36**

## **Omissions and errors**

**Motion:**        To accept the **December's** Bridge meeting minutes

**Proposed**      **Ellis Knowlton**

**Seconded**     **Alan Eldred**

**Carried**        All in favour

## **Business arising from the previous minute**

We have the Fraser Squadron computers. We purchased 3 machines; they have all been configured identically so that we can substitute one for another if one needs repair. We had a training session for them, and went over the basics for the machines. Hopefully they will get some use in the up and coming training sessions.

Boat show tickets – are available the cost of the tickets is \$6.00 each. We will be ordering at least 50 tickets and that should cover the classes and the Bridge. Bob will order them and email us when they are ready for pick up. If we do get more orders then we will take advantage of the late pick up at the show.

Bob Rogers will meet the first class at the AYC and give us the key then. Paul will also be there.

## **Officers Reports**

- **Commander**                      No report

- **Fairlead Editor**
- **Environmental** No report
- **Past Commander** No report
- **STO Report** The VHS course is \$60 per person and will be held in Ladner in April, though we don't know which date yet.
- **PRO Report** information given to Leo from George Radkey Alan Rudolf will call Leo about the equipment
- **Asst Training Officer** No report
- **Cruise Master** No report
- **Secretary** No report
- **Membership**

Monthly Membership Reports

March 1, 2006

Regular	288
Family	52
Life	19
Lady Assoc.	10
New Assoc.	8
Junior	0
<b>TOTAL</b>	<b>377</b>

Respectfully submitted,  
Debbie Oliynyk  
Fraser Membership

- **Lt. Supply Officer Training aids**
- **Web Master** No report
- **Lt. Regalia-** Alan indicated that he will distribute the members flags at the graduation from the last class
- **Treasurer**

11838	General account
4359.03	PMD account
16197.18	Total

## MAREP Officer

**Lt Programmes Officer** Most of the time, Squadron social events run smoothly with very little structure. I was very impressed when I joined the Bridge how well, for example barbeques, seemed to run themselves. Food and barbeques appeared, cooks arrived and meals were cooked without any formal planning. This was obviously the result of an informal liaison which often occurs in voluntary organizations. However sometimes there are exceptions and the necessary items or people have not been available. In these cases, although there may have been formal minutes covering the tasks, these minutes would be distributed too late for effective action. For example, an event can occur between Bridge meetings and the minutes would record that, say two weeks ago, certain tasks should have been carried out.

In order to minimise such deficiencies it is proposed to issue a "Programme Reminder" as soon as possible after each Bridge meeting. It would be an additional burden for this reminder to be issued by the Secretary and It is suggested that the Programme Reminder should be issued by the Programmes Officer - hence the suggested title. The Programme Reminder would cover only social events, as training and budgeting are already well organized. The Programme reminder would not cover what could be called "standard" activities. For example it would not cover the presence of the Commander and the Membership Officer for the Graduation party. It would cover non standard items such as who would be Receptionist, who would order the food or book accommodation if the Admin Officer was not available. It

would also cover any unavoidable absences such as the Programmes Officer to arrange the equipment and furniture for an event and a substitute would have to be nominated.

It should be pointed out that such "reminders" are intended to be helpful. They are not "Instructions" as the Programmes Officer does not have that kind of authority. In organizational terms they are what is called the "Hypothetical Imperative". In other words, these will become instructions only when they have been approved by the Bridge at a subsequent meeting, by which time they could be too late. The Reminder could be included as a separate entity in the subsequent minutes, or the individual reminders included in the text of the minute to which they refer.

Items to be included in the Reminder will be selected by the Programmes Officer or on request by any member of the Bridge.

Its probably best if the Reminder is sent by e-mail to all members of the Bridge for information (and if necessary, correction). Special arrangements will have to be made for any members of the Bridge who do not have e-mail

This note has been prepared in response to a concern expressed at the last meeting, for discussion at the next Bridge meeting. Even if adopted, it will work only if it accepted and seen to be helpful by members of the Bidge. Respectfully submitted by the Programmes Officer.

### **PROGRAMME REMINDERS FROM BRIDGE MEETING OF MARCH 13<sup>TH</sup>, 2006**

#	ACTION BY	REMINDER	FOLOW UP (IF ANY)	STATUS
1	Ellis K	See if Bob Clemens can issue temporary access #	Only the Marine can issue # The number 058 belongs to AYC. This is changed at intervals by the Marina. Bob C will let me know when it is changed. We can give this number to those who need to know. *	Done
2	Bob E	Contact Eleanor to obtain list of Presenters		
3	Alan E	Arrange for June to be Receptionist at AGM	Arranged	Done
4	Bob E	Post Fairlead on Web		
5	Alan R	Contact Leo about PRO equipment		
6	Bill H	Liaise with Peter Vassilopoulos for try-out of his paper with our visual aids		
7	Bill H	Set up visual aids at AGM		
8	John Moir	Tell Ellis K if additional catering needed for AGM		
9	Ellis K	Charge \$5 for AGM. Spring Students and functioning guests, free	Price list prepared	Done
10	Bob E	Arrange for a Sergeant at Arms for AGM		
11	Bob E	Arrange for a member of the PMD for AGM		
12	Ellis K	Tentatively book AYC for April 22 Auction	Booked	Done
13	Ellis K	Book AYC for May 18 for Spring Graduation.	May 18 not available. Booked for May 17 <sup>th</sup> **	Done
*	Bob E	Decide how to give access # to those who need to know. We are not the only renters. Inform Mary K about access system for Fairlead		

**	Bob E	Inform Mary K and rest of the bridge about the revised date for Spring Grad.	E-mails sent	Done
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#### ACCESS TO AIRPORT YACHT CLUB

Access for Squadron members can now be obtained by keying in 058 or 142. Care must be exercised to avoid unknown "tailgaters" from also gaining entry. In the event of difficulties such as forgetting the numbers or aggressive tailgaters, members will be able to use the new "gate to bar" intercom. This will be installed before the Squadron AGM. A note has been submitted for publication in the Fairlead.

#### TIMELY CIRCULATION OF WORK ASSIGNMENTS

Currently work assignments are circulated together with the minutes of the last meeting, just before the next meeting. Sometimes these work assignments should have been carried out several weeks before the information is circulated and as a consequence, work has not been carried out. At the last meeting, the Programmes Officer was asked to develop a system which would lead to work assignments being circulated when they were needed. It is proposed that the Programmes Officer (or a designated substitute) circulate selected work assignments as soon as possible after the Bridge meeting. These work assignments would be restricted to the social side of the Squadron's activities, as the training and budgeting systems appear to be working well. The collective name for the material could be the "Programme Reminder".. The contents would not be "Instructions", as the Programmes Officer does not have the necessary authority. In organizational terms, at the time of issue, the reminders are in the form of a "Hypothetical Imperative" ; the full "Imperative" is only valid once the official minutes have been circulated and approved.

As two examples from the last meeting could have been: -

- 1 Programmes Officer to devise an improve system of access to the Airport Yacht Club.
- 2 Programmes Officer to devise a system for early circulation of time-sensitive work assignments.

These "Reminders" old cover only variable work assignments such as who will be Receptionist, who will look after catering or who will substitute for the regular work assignee.

The circulation would be restricted to a core group of the Commander, Secretary, Admin Officer and Programmes Officer, together with any additional work assignees

#### SPEAKER FOR THE AGM

Peter Vassilopoulos, the well-known local author has kindly agreed to be the Guest Speaker at the AGM. His topic will be "A Birds-eye View of the Gulf Islands" His illustrated talk will include some of the plates from his forthcoming book on the Gulf Islands as well as some material from his current book on the Broughtons. He and his wife Carla will bring some of his published books such as "Docks and Destinations" for sale.

A note has been submitted for publication in the "Fairlead"

It is hoped that efforts will be made to have a good turnout for our distinguished guest.

#### OTHER ITEMS FOR DISCUSSION

Catering and Receptionist for the AGM

Booking the venue for the Auction.

Date, booking the venue and speaker for the Spring Grad.

Respectfully submitted.

- **Admin Officer** No report
- **Port Captain** No report

**Motion** to adopt the officer's reports as read

**Proposed** Kim Narraway

**Seconded** Jan Muller

**Carried** All in favour

#### New Business

**AGM-** Award ceremony and the change of the Bridge to be scheduled for April 8 2006

Venue –AYC

Catering- John

Sergeant at arms – Brian Smith

Bill to set up the computer

June will be the receptionist

Cost - \$5.00 per person.

The Valley Squadron sent a letter to our Commander requesting a \$1 donation per member for the PMD COW AGM

**Motion –** we send \$1 per person to cover the cost of their host of PMD

**Proposed** Bob Everson

**Seconded** John Moir

**Carried** All in favour

**Motion to terminate the Meeting at 21:50**

**Proposed** Ellis Knowlton

**Seconded** Alan Eldred

**Carried** All in favour

**Next meeting**