

M I N U T E S
of the Board of Directors of

PICKERING AUXILIARY RESCUE ASSOCIATION

March 25, 2019 Pickering Ontario, 4:00 pm (EST)

Present: Bill McLean
Colin Thomson
Rob Anderson

Regrets: Gary Endicott
Miles Thompson
John Rycroft

Also present at the invitation of the Board, Jennifer McGuinty, Treasurer and Secretary of the Association.

Bill McLean declared the meeting open at 4:00.

Receipt of Donation

Bill McLean delivered a donation check of \$500 for funds raised from the use of the Region's box at a concert. Thank you note to John Henry, Regional Chair for use of box and tax receipt to be issued.

Commodore's Report

OPS and safety

- LMS under development and will be rolled out to Coxswains in April
- Health and safety policy for your approval is attached

Training

- 100 % Percentage complete for classroom.
- -Practical underway. Target completion by end of 2020 with the exception of annual turnover

Community

- Upcoming submissions for firehouse (outdrives) and Whitby (events trailer)
- Rebranding briefing memo for your information - Attached

- Council meetings on March 25 (Ajax) and March 27 (Durham Region) (to be confirmed). April 9 for the Durham Region Finance and Admin committee.

Equipment and maintenance

- Outdrives expected to be installed by 3rd week of March.
- RDF extension. Installation by end of March.
- Headsets on order (Pickering grant)
- Safety equipment (AIS MOB) (OPG grant)

Admin

- At full strength, 50 members
- Risk Profile see attached
- Business and Risk Management Board policy for your approval
- Bylaws changes are attached.

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Unit Risk Profile

1. See attached
2. Changes since last quarter. See the yellow highlighted risks.
 - a. Emerging risks
 - i. None
 - b. Increasing / Decreasing -See the yellow highlighted risks.

PARA is expecting 2 new recruits to join this spring which will bring us up to our maximum of 50 members.

Colin informed the Board that as part of PARU's spring readiness preparation it was determined that new batteries (4) are required, cost of the batteries would be \$500 each, Colin requested approval to purchase - **granted**.

Branding

Colin presented the ideas his team had prepared on the new branding, de-emphasizing "Pickering" moving toward PARA Marine Rescue. The Board liked the direction, and felt it would help with finding additional funding from other municipalities. Colin will continue to work on the concepts with his team and will bring forward a final branding document for approval at a future date.

Health & Safety Policy

Colin presented the distributed Health & Safety policy which had been developed by the executive over the last few years, (attached). Rob Anderson moved, Colin seconded that the H&S policy be adopted as distributed with an amendment of a definition of "fit for duty" to be added to the notes.

Carried

PARA Unit Business & Risk Management Policy

Colin presented the PARA Unit Business & Risk Management Policy which has been developed by the Executive over the last few years (attached) Colin Thomson moved, Rob Anderson seconded that the PARA Unit Business & Risk Management Policy be adopted as distributed.

Carried

Financial Report

The unaudited financial statements to the end of December were presented.

Colin Thomson brought forward a request from Miles Thompson that an additional budget line item be added to engage a consultant for Critical Incident Stress Management.

Colin moved, Rob seconded that PARA engage the services of a Critical Incident Stress Management firm in Durham to provide Critical Incident Stress training to support members who have been affected by an incident while serving with PARA. Cost \$1,500.

Carried

Jennifer informed the board that she had participated in a conference on Charity Law, specifically on how new laws affect Charities. PARA was onside already with the new legislations but a review of the security features on our website should be done specially to ensure that there would be no breach of personal information collected by PARA on its members or donors. It was recommended that if logo's are on the website they should be trademarked as images are easily lifted from the website and can be used by persons not affiliated with PARA for their own means to the detriment of PARA.

Financial documents accepted.

AGM

The AGM will be held on April 25th at the Frenchman's Bay Yacht Club. Colin informed the Board that Miles will not be standing for re-election this year. Richard

Rademacher is interested Colin will inform him on the procedures to get his nomination in.

Revisions to Bylaws

Rob Anderson presented the changes the Bylaw Committee recommends be made to our current by-laws (last updated in 2017) – see attached.

Colin moved, Rob seconded that the Board accept changes in bylaws as presented and that the changes should be brought forward to AGM for the membership to vote on.

Future Meeting Dates

- i. June 24, 2019 – 4 pm council chambers

Colin moved, Rob seconded that the meeting be adjourned.

There being no further business Bill McLean declared the meeting terminated.

Bill McLean

Jennifer S. McGuinty

Approved •

Appendixes attached:

- A1 Health and Safety Policy
- A2 Rebranding memo
- B1 Draft BS to Dec 31 2018
- B2 Draft PS to Dec 31 2018
- C1 PARA Unit Business & Risk Management Policy
- C2 Recommended changes to bylaws
- D1 Notice of Annual and Special General Meeting
- D2 Agenda of A&SGM
- D3 Minutes of AGM 2018