

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

PICKERING AUXILIARY RESCUE ASSOCIATION

September 6, 2017 Pickering Ontario, 7:00 pm (EST)

Present: Miles Thompson
Colin Thomson
Gary Endicott
Rob Anderson
John Rycroft
Bill McLean

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

Bill McLean declared the meeting open at 7:30.

Approval of Past Minutes

Minutes of the March 7 2017 to be circulated and approved by email.

Commodore's Report

One accident of a personal injury has occurred this season, the member was sent to hospital for treatment and released. A review of on board procedures is underway.

An accident to the boat involving lines from the Jacobs Cradle becoming wrapped around the prop required PARU to be pulled from the water and the props replaced with the spares. The damaged props are being repaired. The cost of repairs will be submitted to the CCGA for reimbursement as PARU was on a tasking at the time.

An application for Commercial Registration has been made to Transport Canada subsequent to letter from CCGA noting that it is a requirement. We have received acknowledgement of application waiting for approval or not. A general discussion was held regarding implications to insurance, Marine First Aid, fire suppression

requirements, marine medical should Commercial registration be granted. Colin will investigate.

The 50th Anniversary was a successful event, Colin thanked Bill for ensuring Jennifer O'Connell for attending.

Training has been ongoing this season for Phase 1 and Phase 2, many members have passed and certificates should be issued soon. 2 new coxains were added this season. Some of the established Coxains were grandfathered into the SPOCs but the affected members are taking the training should the exception be pulled.

The Bylaw Committee with continue with the review of the bylaws again over the offseason. The business plan, strategic plan, and SOP's will also be reviewed/updated.

Bill encouraged Colin to meet with Jennifer O'Connell and discuss what help she could provide.

Colin met with Don Mitchell, mayor of Whitby – who presented PARA with a plaque. Bill recommended that we arrange a presentation to Pickering council, recommends October 10th Bill also suggested that we investigate thank you plaques for major donors.

PARA is applying for the City grant, which we received last year for \$8,000, to replace the radar arch.

There is a Mayor's grant we can apply for as well as another grant from Pickering.

Financial Report

Jennifer presented the statement of revenues and expenditures for the year to date. (see attached

Other Business

Board thanked Colin for the effort and success of the waterfront festival.

1) Next Meetings

a. Proposed dates:

- i. December 5, 2017 - 3 pm council chambers
- ii. March 20th, 2018 – 3 pm council chambers
- iii. AGM – April 26th – 7 pm FBYC

Miles Thompson moved, Gary Endicott seconded that the meeting be adjourned.

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

Bill McLean

Jennifer S. McGuinty

Approved February 13, 2018

Commodore's Report March 7, 2017

1. Strategic and Business Plans
 - a. Find attached the final versions of both documents.
 - b. Values and Behaviours (**DISCUSSION** - Strategic Plan – page 4-5)
 - c. Risk Discussion (**DISCUSSION** - Business Plan - page 26)
2. Safety Prevention and Readiness Programs
 - a. Prevention – leverage the partnership with CPS
 - b. Safety and Standards
 - i. Review of SOPs and Standing Instructions – underway. TCD – end of March.
 - ii. Readiness Review (**DISCUSSION**)
 1. Evaluation of crews
 2. Evaluation of new coxswains
3. Administration and Membership
 - a. 2017 patrol schedule developed
 - i. New members added and change requests for crew membership processed
 - ii. Volunteer Rescue updated to reflect crew changes & patrol schedule
 - b. 2016 survey results, with actions / next steps identified, distributed to membership
 - c. Membership Stats
 - i. Current total number (CCGA) - 44
 - ii. Number to be removed from CCGA - 4 (Rob Platt (**DISCUSSION**), Scott Prosser, David Masters (retired), and Jenna Wulff)
 - iii. Number of outstanding CCGA memberships - 8
 - iv. Current Total number (PARA) - 48
 - v. Number of new 2017 members - 4
 - vi. Number that didn't renew - 5 (Scott P, Chris W, Tyler K, Trevor J, Jade L)
 - vii. Number of outstanding applicants - 5 to be interviewed (local media article generated interest)
 - d. AGM – April 27 at Legion
4. Training
 - a. 2017 Training Schedule published
 - b. Phase Training Status – GAP training for past students; 2 classes held this year. 2 more to be planned. TSAR requests participation in next Phase 1 class
 - i. Completed 8
 - ii. In Progress – 15
 - iii. Require Class – 6
 - iv. Not Required (but now optional) – 15 (grandfathered – 5 + years of service)
 - c. HMCS York requesting our participating in Toronto SAREX, April 1st – PARU not available; will provide consulting SAR expertise
 - d. Training on crew nights starting in May to ramp up training before crew shifts start.
 - e. External SAR Training Discussion - RCM SAR Ex; USCGA District Training
5. Equipment and Maintenance
 - a. See attached Equipment Purchasing Strategy (**DISCUSSION**). Purchases are dependent on funding being received.
 - b. Boat currently in Kingston; Next visit in 1-2 weeks; Due back early April.

Commodore's Report March 7, 2017 (con't)

- c. Spring to do list developed
- 6. Operations
 - a. Overnight berth of PARU – Consensus of Executive and Coxswains, it is more advantageous for PARU to be berthed at FBYC than The Spit. The Spit will be leveraged for daytime training activities. May require Storage at FBYC (**DISCUSSION**).
 - b. Pickering Fire SAREx being planned for May 4, 2017
 - c. Pickering Fire / DRPS communication – Be On (Cell phone) licenses are to be cancelled as cost saving effort; Redefining “Check in” protocol.
 - d. Operations Day – April 29 (**board members invited to attend**)
 - e. Spring / Summer commitments being reviewed
 - i. Canada Day conflict between Dominion Day and Whitby Harbour Days.
 - ii. Coastal Rowing Day (June 15/16)
 - iii. Others as starting to come up (Paddle the Don etc.)
- 7. Strategic Vessel Acquisitions
 - a. Consensus of Coxswains not to rush into the purchase of a second vessel until ready (see business plan requirements and timing)
 - b. Possible concerns from CCGA (see risk)
- 8. Community Development and Awareness
 - a. Status on City of Pickering / Ajax budgets (**DISCUSSION**)
 - b. Firehouse Grant Submitted; OPG 2017 grant application can't be submitted to the fall.
 - c. Discussion with FBYC (**DISCUSSION**)
 - d. FBYC Bear Cubs Day March 25
 - e. Easter Egg Hunt planned - awaiting permit and looking for ways to get permit fee waived
 - f. 50th celebration moved to August following Canada 150 activities - open day at spit with activities, booths, plus activities at FBYC.
 - g. Determine strategy for Corporate Donations (**DISCUSSION**)

**Financial Report
March 7, 2017
Balance Sheet as at:**

	<u>Dec 31, 16</u>	<u>Feb 28, 17</u>	
ASSETS			
Current Assets			
Bank			
1001 - TD- Checking	79,099.27	60,598.12	
1003 - PayPal	<u>9,515.05</u>	<u>9,515.05</u>	Assumed
Total Banks	88,614.32	70,113.17	
Accounts Receivable			
1200 - Accounts Receivable	<u>19,908.83</u>	<u>21,308.79</u>	HST + Region
Total Accounts Receivable	19,908.83	21,308.79	
Other Current Assets			
1450 - PrePaid Expenses	3,336.41	8,936.41	Insuarnce (July renewal)
1470 - Inventory Asset (vessel)	<u>92,076.00</u>	<u>92,076.00</u>	Deposit on repairs
Total Other Current Assets	<u>95,412.41</u>	<u>101,012.41</u>	
Total Current Assets	<u>203,935.56</u>	<u>192,434.37</u>	
TOTAL ASSETS	<u>203,935.56</u>	<u>192,434.37</u>	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 - Accounts Payable	<u>5,102.23</u>	<u>40.00</u>	GMS Invoices PD in Jan
Total Liabilities	5,102.23	40.00	
Equity			
3000 - Opening Balance Equity	122,151.65	122,151.65	
3200 - Retained Income	52,000.00	52,000.00	
Retained Earnings	-14,556.91	24,681.68	
Net Income	<u>39,238.59</u>	<u>-6,438.96</u>	
Total Equity	<u>198,833.33</u>	<u>192,394.37</u>	
TOTAL LIABILITIES & EQUITY	<u>203,935.56</u>	<u>192,434.37</u>	

**Financial Report
March 7, 2017 (con't)
Income Statement**

	Jan - Dec 16	Jan - Feb 17
Ordinary Income/Expense		
Income		
4000 rec'd from Muni/Reg Gov't	20,550.00	0
Total Income	20,550.00	0
Expense		
5002 - Maint & Repair - Vessel	4,717.41	
5003 - Maint & Repairs - Equip	6,226.78	
5060 - Materials	328.52	
5001 - Maintenance & Repairs - Other	19.94	
5010 - Fuel - Diesel	7,634.62	
5021 - Insurance - D&O	1,179.36	1,215.00
5022 - Insurance - Personnel	473.04	473.04
5023 Insurance - Vessel & Equip	4,069.15	
5030 - Professional Fees	2,500.00	
5031 - Professional Services	550.00	
5041 - Training	450.00	
5051 - Boat Lift	264.00	
5052 - Rental - Slip Fee	1,662.24	1,723.94
5053 - Storage Unit	887.77	
5071 - Bank Service Charges	72.33	
5072 - Communication	89.95	
5073 - Office Supplies	17.00	
5070 - Misc Services - Other	100.00	
Total Expense	31,242.11	3,411.98
Net Ordinary Income	-10,692.11	-3,411.98
Other Income/Expense		
Other Income		
6001 - rec'd from CCGA	14,430.13	
6004 - rec'd - other charities	1,473.15	418.02
6005 - gifts - not receipted	292.86	
6007 - Tax-receipted gifts	14,214.10	
6009 - Interest Income	24.41	
6011 - Grants Received	5,000.00	
8002 - Other revenue	6,711.86	
8003 - Fundraising Revenue	10,403.00	
Total Other Income	52,549.51	418.02

Other Expense		
7100 - Freight In	490.00	
9002 - Awards and Grants	486.70	
9003 - Fundraising Exp	4,203.65	
9004 - purch. supp. and assets	6,076.94	
9005 - Members Expense	125.77	
9006 - Grant Disbursement		3,445.00
9009 - Equip for Vessel	124.19	
9010 - Supplies for Base	1,036.31	
9011 - PayPal Expenses	<u>767.36</u>	
Total Other Expense	<u>13,310.92</u>	<u>3,445.00</u>
Net Other Income	<u>39,238.59</u>	<u>-3,026.98</u>
Net Income	<u><u>28,546.48</u></u>	<u><u>-6,438.96</u></u>

Pickering Auxiliary Rescue Association Profit & Loss

	Jan - Dec 16	Jan-Aug'17
	(AUDIT)	(DRAFT)
Ordinary Income/Expense		
Income		
4000 rec'd from Muni/Reg Gov't	41,100	41,900
Total Income	41,100	41,900
Expense		
5002 - Maint & Repair - Vessel	10,736	17,581
5003 - Maint & Repairs - Equip	6,768	2,176
5060 - Materials	253	1,094
5001 - Maintenance & Repairs - Other	0	
5010 - Fuel - Diesel	8,221	5,486
5021 - Insurance - D&O	1,179	911
5022 - Insurance - Personnel	932	982
5023 Insurance - Vessel & Equip	6,079	7,049
5030 - Professional Fees	2,500	300
5031 - Professional Services	550	
5041 - Training	450	
5051 - Boat Lift	264	372
5052 - Rental - Slip Fee	2,533	1,877
5053 - Storage Unit	888	
5071 - Bank Service Charges	72	70
5072 - Communication	190	1,453
5073 - Office Supplies	17	238
Total Expense	41,631	39,591
Net Ordinary Income	-531	2,309
Other Income/Expense		
Other Income		
6001 - rec'd from CCGA	14,430	4,782
6004 - rec'd - other charities	1,473	990
6005 - gifts - not receipted	1,793	40
6007 - Tax-receipted gifts	14,214	832
6009 - Interest Income	24	15
6011 - Grants Received	5,000	
8002 - Other revenue	6,895	2,655
8003 - Fundraising Revenue	9,479	124
Total Other Income	53,309	9,438
Other Expense		
9001 - Ad & Promotion		3,319
7100 - Freight In	490	
9002 - Awards and Grants	487	207
9003 - Fundraising Exp	4,204	3,142
9004 - purch. supp. and assets	2,574	3,073
9005 - Members Expense	126	1,225
9006 - PARAWare Expenses	3,781	2,547
9009 - Equip for Vessel	124	763
9010 - Supplies for Base	1,036	652
9011 - PayPal Expenses	767	4
9019 - Amortization	12,439	
9020 - Adjustments	65	
Total Other Expense	26,093	14,932
Net Other Income	27,216	-5,494
Net Income	26,684	-3,185

Pickering Auxiliary Rescue Association Profit & Loss

Grants:	Rec'd	Spent	Balance
City of Pickering	\$8,000	\$8,000	\$0
OPG	\$5,000	\$3,725	\$1,275
Firehouse Subs	\$22,534	\$21,743	\$791