



Saskatchewan Underwater Council Board of Directors Meeting		
Date: 13Dec2020	Meeting Time: 11:30 hrs	Zoom Meeting
Meeting called by	Name	
Type of meeting	Saskatchewan Underwater Council Executive Meeting	
Facilitator	Brad Nelson, President	
Note taker	Tracy Wilson, Secretary	
Timekeeper		
Attendees	Brad Nelson (BN), Sheldon Funk (SF), Cliff Adolf (CA), Brent Burlingham (BB), Fred Cardinal (FC), Cliff Lange (CL), Dennis McCullough (DM), Tracy Wilson(TW), Donovan Onishenko (DO)	
Regrets	Trevor Mayo (TM), Justin Rings (JR)	
Call to Order	Meeting Called to Order by BN at 11:48 hrs; Second by FC	
1. Call to Order		
11:48 hrs	BN called the meeting to order	
Discussion		
Motion	Seconded by FC	
2. Minutes of Sunday, September 27, 2020		
Time allotted	Presenter	
Discussion	<ul style="list-style-type: none"> i. TW – the idea is that we send out the minutes a week before the meeting so that everyone can go through them and make notes on anything that needs to be corrected so that we don’t have to scroll through them as a group during the current meeting ii. CA – I am extremely impressed with the color and everything about the minutes iii. CL – 6.4 #5 SaskPoly should be SaskPolytechnic; Membership Director; DO misread as don’t not rather than Donovan Oneshenko’s initials; Treasurer’s Report – should be Brad N, not Brad M iv. TW – I’ll go through and make sure I use either all initials or all names and last names 	



Motion	Minutes be adopted with the above changes (CA; SF). CARRIED		
Action Items		Person Responsible	Deadline
The above changes will be made to the meeting minutes		TW	Date time
3. Additions to Agenda			
Time allotted	Presenter		
Discussion	i.		
Motion	The Agenda be adopted with no additions (CA; BB) CARRIED		
Action Items		Person Responsible	Deadline
The agenda will be circulated and request additions prior to each subsequent board meeting		BN	Date time
4. Correspondence			
Time allotted	Cliff Lange/Brad Nelson		
Discussion	<ul style="list-style-type: none"> i. CL requested update on SPRA grant – did not receive any response ii. CL - SPRA insurance program renewal, same info they had last year. Right now they are excluding abuse and harassment. If we want abuse, harassment it will be a rider. Last year was \$2500. No quote was for this year has been received yet. iii. BN – need to send information to executive when info for expenses is received. iv. CL - Saskatoon wildlife and sports and leisure show – postponed until March 2021 v. CL - TW requested update website on proper name change vi. CL - Sent out cheque requisitions from Oct, Nov Dec vii. CL - Brad sent copy of first nations grant to sign to be sent to the trust viii. CL - Sent info to all clubs that have memberships to do their grant submissions, barracudas have not responded; BSC and KSSC have responded ix. CL - OmniLogic, email sent to everyone regarding their quote for the map (6.5) x. CL - Office computer failed (7.5) xi. CL - Forwarded Executive Assistant contract to Tracy xii. CL - Forwarded report for reimbursement forms to Tracy xiii. CL - Forwarded Sask Lotteries logo to Tracy 		



	xiv. CL - Communicated with CA with regard to club proposals, and with FC with regards to First Nations Grant proposal
MOTION	<p>CA - That we renew the Executive Assistants contract for 2021-23</p> <p>TW - Opposed, needs to be rewritten, needs to be updated, needs to be reviewed by the whole executive.</p> <p>BN - agree, especially important now that CL is planning to retire, so we need to do this by the book</p> <p>BN - requested that CL please send out contract to everyone</p> <p>BN - requested that CL send out a list to everyone of the details of his work plan regarding what he does on a weekly and monthly basis</p> <p>BN - with CL retiring, we need to have a plan in place, and go through to make sure that everything is still relevant</p> <p>CL/CA- Contract is fairly old</p> <p>CL - June 1, 2022 is planned to go half time for the following year</p> <p>TW - we need to remember that it is up to the board to determine what is in the contract, and when/if the contract is renewed, it is not up to the Executive Assistant to tell us when he is going to be done</p> <p>CA - concerns that CL will be gone and nothing will get done because we have nobody doing anything</p> <p>CA - I still want this organization to look strong and not weak.</p> <p>BN - There is a big difference between looking strong and being strong. That is why we need to do the internal audit, and continuing to update all sorts of stuff</p> <p>BN - organization was created and needs to keep growing</p> <p>TW - the idea behind all of the updates is to improve</p>
5. Reports	
Time allotted	Presenter
Discussion	i.
President's Report (BN)	<ul style="list-style-type: none"> i. As weird as 2020 was, we pushed and we did more than we've probably done in the last 5-10 years ii. Retained funding iii. Few new members iv. Regina club starting up v. Pumpkin dive was good stepping stone, was terrible for lots of organization, but for us it was good
Vice President (FC)	i. Nothing to report
Secretary (TW)	i. Updating bylaws and policies



	<ul style="list-style-type: none"> ii. Agenda minutes iii. Trying to get as much information as possible iv. Policies – BRAD – from SPRA - important to have policy manual in place for lawsuits v. CL – PRAs put together policies so don't bash them vi. Tracy – they just need to be updated into legal format
Treasurer (SF)	<ul style="list-style-type: none"> i. Haven't seen anything other than what CL had sent for the requisitions ii. Things to be paid sent out by CL iii. Motion, that we pay CL's salary for November and December – see below
Grants Director (FC)	<ul style="list-style-type: none"> i. Nothing to report, discussing below the First Nations Rec Grant
Program Director (CA)	<ul style="list-style-type: none"> i. Submissions for programs for clubs gone through ii. BSC, KSSC doing a whole pile of programs, iii. Have not heard from Barracudas iv. Unfortunate that we don't have more clubs doing more programs v. Program submissions from KSC and BSC vi. COVID has played havoc with this vii. Reach out to more clubs and get more clubs involved in the province, especially in the south, north and central are pretty much covered viii. Barracudas really didn't run any programs this year – BN, so they won't be applying for any funding
Publications Director (JR)	<ul style="list-style-type: none"> i. BN will touch base with Justin ii. Not at meeting and did not provide a report
Membership Director (DO)	<ul style="list-style-type: none"> i. Nothing to report ii. Facebook, attending AGMs, programs iii. TW – I had CL send me the membership numbers from they year. Membership numbers increased from 69 to 99 throughout the course of the year.
BB	Nothing to report
TM	Not at meeting, nothing to report
Kelsey Skin & Scuba Club (CA)	<ul style="list-style-type: none"> i. Summed up in Program Report (above)
Battleford's Scuba Community (DM)	<ul style="list-style-type: none"> i. By and large it has been a quiet year, pool sessions until March, definitely diving days, underwater gymkhana, photo contest, women's dive day, drive and dive, got back into pool sessions in fall, but are shut down again ii. CA – question with what's going on



	<ul style="list-style-type: none"> iii. DM – city with health unit will only rent pool to household rentals iv. CA- with Harry Bailey, SaskPolytechnic owns half the pool, so it is up to them to justify and keep records of who is using the pool, but campus is virtually shut down, so have next to no advertising, but KSSC are good to go for spring v. Discussion between CA and DM regarding the pool restrictions between North Battleford and Saskatoons HBAC vi. BN – does KSSC do a newsletter as this works well for BSC and may be a suggestion for KSSC 	
Motion	THIS MOTION WAS NOT MADE - Pay expenses as included in Treasurer's report (sent out by CL as all expenses)	
Motion	Motion to accept the reports as presented (BN, BB) – CARRIED	
6. Ongoing Business		
6.1 Dive Site Enhancement & Dive Signs		
Time allotted	Brad Nelson	
Discussion	<ul style="list-style-type: none"> i. CA we are out of dive signs so we should be looking at purchasing more dive signs ii. BN – need to do that when we sit down to discuss programs, look and see if we have money left this year to purchase signs 	
Action Items	Person Responsible	Deadline
Will review after Program Meeting	Executive	Date time
		Date time
6.2 Pumpkin Dive & Media Coverage		
Time allotted	Tracy Wilson/Brad Nelson	
Discussion	<ul style="list-style-type: none"> i. TW – press releases went out to areas in the South of province, Moose Jaw today did a print edition, CTV and Global showed up at the dive, both BN and TW did interviews; story ran across Canada and the States (iHeart Radio, podcast out of the states, Global Edmonton also aired the interview). We got lots of coverage, lots of divers came out, even got a few SUC memberships out of it. ii. CL- forwarded the video to SPRA iii. BN - For a first time event, it went unbelievable well iv. CA – need more events like that v. BN - yes, we need to create these events and create some buzz 	



	<ul style="list-style-type: none"> vi. FC – will you change the location every year? Or stick with Lovering vii. BN – have to see, but good to partner with a club for the event viii. Cultivate relationship with Media ix. CA – it takes time to put that together, thanks for doing that x. BN – CA if you need a hand putting things out there, let us know xi. Need to have that on our webpage, links local photos, but not everybody does facebook xii. BN – cost to put things up on website? xiii. CL – BN and CL have access to the website xiv. TRACY – can I have access to it? xv. CA – need to be careful that we don't have too many people with website access 		
Action Items		Person Responsible	Deadline
BN will find his password and touch base with TW and JR		BN	Date time
6.3 Diver of the Year Award			
Time allotted	Brad Nelson		
Discussion	<ul style="list-style-type: none"> i. A few people took part, but only person who filled out full bingo card and went over and above was Chris Peterson ii. Will be meeting with him to present the plaque and get some photos, so TW and I will sit down with him and present him with the plaques and post his bio on Facebook and on Webpage iii. What we want to do for next year for Diver of year iv. Will send out ideas for next year to Executive in next few months 		
Action Items		Person Responsible	Deadline
Supper and present plaque		BN	Date time
Draft criteria for 2021 and send to executive		BN/TW	
6.4 SPRA Online Conference			
Time allotted	Brad Nelson		
Discussion	<ul style="list-style-type: none"> i. BN went into virtual conference with low expectations and it was a lot better than he thought it would be ii. All presentation materials were downloaded iii. Sent out materials to everyone iv. Encourage board to have a look at those materials 		



	v. Hopefully in 2021 can have an in person		
Motion			
Action Items		Person Responsible	Deadline
			Date time
			Date time
6.5 GPS Mapping and Amenities for Dive Sites			
Time allotted	Cliff Lange/Tracy Wilson		
Discussion	<ul style="list-style-type: none"> i. From Little Cliff's email about them adding it to the website ii. CA had updated some of the GPS and amenities iii. CL talking to Omni online up by it on webs iv. \$450 quote to get it all done; v. TW has been playing around with it, add GPS coordinates, amenities, vi. BN – CL please ask OMNI how much it will cost to add future dive sites 		
Motion	Motion to go with Omni Online, for \$480 for 25 sites (CA, BB) - CARRIED		
Action Items		Person Responsible	Deadline
CL contact Omni for information and get them to		CL	Date time
CA will provide BN with thumb drive of info		CA/BN	
BN will set up a dropbox account		BN	
BN will allow omni online to access dropbox info as well		BN	
6.6 Corporate Seal			
Time allotted	Cliff Lange		
Discussion	<ul style="list-style-type: none"> i. Donald Penry had one made up a long time ago, and it broke ii. CA use metal seal, because if the rubber one broke, lets get a proper one made 		
Motion	If the metal seal is less than \$300, CL will go ahead and order it (TW/BN) – Carried		
Action Items		Person Responsible	Deadline
CL look into 2 options for seal – rubber stamp vs metal		CL	Date time



6.7 First Aid & Safety Equipment Policy			
Time allotted	Tracy Wilson		
Discussion	<ul style="list-style-type: none"> i. CA - we do have liability insurance, but why do we have to have this policy ii. BN - we need to have a policy regarding upkeep; the need for policies was discussed at the SPRA meeting; insurance is good, but will not hold up in court if we do not have associated policies and procedures as well iii. CL - from last meeting, training kits, who is getting kits maintained? iv. Need to put in the policy that the regs do not need to be serviced 		
Motion			
Action Items		Person Responsible	Deadline
TW and BN draft policy and send it out to the executive in January		TW/BN	Date time
6.8 Board Member Expectations			
Time allotted	Brad Nelson		
Discussion	<ul style="list-style-type: none"> i. Email expectations –you need to reply all and you need to respond in a timely manner ii. Going forward, when a member of the executive sends out an email, we need to hear from everybody, please respond to all 		
Motion			
Action Items		Person Responsible	Deadline
“Reply all” to emails in a timely manner		Everyone	Date time
6.8 ByLaw Updates			
Time allotted	Brad Nelson		
Discussion	<ul style="list-style-type: none"> i. This has been a work in progress ii. Looking at wording, refresh for today iii. All will be disseminated to everybody 60 days before AGM and we will all vote on it 		



	iv. Executive please go through and provide any updates to TW by March so we have time to put it into a cohesive document for the AGM	
Motion		
Action Items	Person Responsible	Deadline
Review Bylaws and provide updates to TW	Everyone	Date time
7. New Business		
7.1 Purchase of 10-12 notebook units		
Time allotted	Cliff Adolf	
Discussion	<ul style="list-style-type: none"> i. Not able to read on his phone ii. BN – is there anybody else who iii. CA – just move on iv. CL – office can print them off for CA 	
Action Items	Person Responsible	Deadline
		Date time
7.2 Retention of Office Space		
Time allotted	Tracy Wilson/BN	
Discussion	<ul style="list-style-type: none"> i. BN – is it really necessary to have an office space ii. CL – need to meet with members of the public iii. CA – do we have to have a public office iv. CA – new contract should include everything instead of a bunch of separate costs v. Donovan - \$77 is very expensive for land line, CL, but it is because it is a business, Donovan, it make sense to change it to a personal line for like \$49 	
Action Items	Person Responsible	Deadline
Look into heated storage container	BN	Date time



BN look at what cost to get land line switched to cell phone, cheaper land line	BN	
7.3 SPRA First Nations Recreation Development Grant		
Time allotted	Brad Nelson	
Discussion	<ul style="list-style-type: none"> i. BN applied for this grant, was in Edmonton and had seen it ii. Max amount is \$2000 iii. Put together proposal for snorkeling, underwater foraging, etc iv. Will talk to contacts in First Nations community, so will talk to them about biology/geology, etc in province v. something new, for us to do vi. BN will submit rest of framework and get it to executive to review, vii. FC – why wasn't the rest of the board aware of it? viii. FC/CA - This should be discussed at a meeting, but protocol fell down on this ix. BN acknowledged that this should have been sent out to the board and apologized for not doing so and following protocol 	
	If we have directors in certain positions, they should be doing the things that they are charged with under their	
Action Items	Person Responsible	Deadline
BN will work on framework for program	BN	Date time
7.4 Member Clubs		
Time allotted	Brad Nelson	
Discussion	<ul style="list-style-type: none"> i. Should we be including all paid club members in the invites to the meetings? (i.e. Moose Jaw Barracudas) ii. DM – should there be a separate non-board member representing KSSC in the SUC meetings iii. BN - Definitely need to be cognisant of the separation between KCCS and SUC programs iv. DM – perception of a separate entity may become important and a potential conflict of interest needs to be recognized v. BN – need to make the differentiation between KSSC and SUC vi. CA – people don't want to be a club member of an organization vii. DO will step down from the board and will attend meetings as a KSSC club rep 	



MOTION	Pay Dennis's travel expense to Sept, 27 2020 meeting SF, BN - Carried		
Action Items		Person Responsible	Deadline
BN will put a post on the facebook page that we are looking for 2 board members		BN	Date time
7.4 Purchase of new SUC computer			
Time allotted	Cliff Lange		
Discussion	<ul style="list-style-type: none"> i. Sheldon – does it do everything we need ii. BN looked at specs iii. Is there a cost with diagnostic? CL – no there isn't iv. CL there are daily backups 		
Motion	CA make motion to purchase computer from Best Buy based on the quote CL sent out, SF seconded – CARRIED		
Action Items		Person Responsible	Deadline
			Date time
7. New Business			
7.10 Discussion NOT on the Agenda			
Time allotted	Presenter		
Discussion	<ul style="list-style-type: none"> i. CA – with Donovan stepping down, do we need someone to take over the Membership director ii. We will deal with it once Donovan resigns 		
Motion			
Motion			
Action Items		Person Responsible	Deadline
			Date time
8. Schedule for Next Meeting			



Time allotted	Presenter
Discussion	Date for the next meeting - Sunday, March 14, 2020 and plan to go with a Zoom Meeting until further notice.
8. Adjournment	
Time allotted	Presenter
Discussion	
	BN adjourned the meeting at 13:58, FC second