

**Minutes of the Annual General Meeting of  
Disabled Sailing Association Ontario  
National Yacht Club  
November 26, 2016**

**Call to order:** 11:24 am

Outgoing president Dave Helsby welcomed and thanked members for coming.

**A motion to accept the minutes of the 2015 AGM was made by Tracy Schmitt and seconded by Douglas Gebhardt.**

**A motion to adopt the agenda as presented was made by Rick Watters and seconded by Shima Chulyak.**

**In Memoriam:** Barbara Haig was an avid sailor, volunteer and supporter of DSAO who passed away on August 11<sup>th</sup> in her hometown of Sault Ste. Marie. She also loved snow skiing, water skiing, para-sailing, tobogganing, reading and playing scrabble. We will miss her very much.

The Angels Trophy, created in memory of several past DSAO sailors who were lost too early, was presented to volunteer Stan Panagiotidis.

**President's remarks:**

- Our main challenge this season, as it is every season, has been fundraising. It's important that we are all very aware of the need to raise funds to keep the program going.
- The staff was amazing, making sure our members were able to get out on the water.
- We can't run the program without volunteers; many thanks to them. We had a small increase in the number of volunteers this year.
- The Get on Board program was at maximum capacity. Even though Barb (leader of the program) is not present, we want to acknowledge her great leadership.
- The 2016 Racing Team participated in the Martin16 Ontario Championship (Hamilton) regatta, Mobility Cup 2016 (Montreal), and we had our first Race Around the Island.

Recreational sails improved over last year. The fees were the same, but the number of sails increased (as seen in the financials and bookings).

**Question from Doug Gebhardt:** How often, and where, does the board meet?

Dave Helsby: That will be up to the next board. (In the past it's been once a month at National Yacht Club)

**Question from Ed Hore:** What is the process for recruiting volunteers?

Dave Helsby: In the winter, people interested in volunteering should email [info@disabledssailingontario.com](mailto:info@disabledssailingontario.com). In the summer, they can call the trailer at 416-214-0358.

Karen-Ann Xavier: We are trying to encourage more people to use the website for this, even in summer. People can find the volunteer application form and fill it out online.

**Question from Ed Hore:** I made a donation online but didn't get a tax receipt.

Dave Helsby: Canada Helps automatically sends the receipt by email.

Karen-Ann Xavier: The crowd-funding site that was set up doesn't send the receipt.

Tracy Schmitt: Sorry, and thanks for bringing this to our attention. We'll look into it.

Jerry Brown: What's the best way to volunteer at the opening and closing of the season?

Karen-Ann: No matter what position or time you want to volunteer, the best way to let us know is to fill in the online form.

**Question from Blake Heald:** I'm unsure about booking online and getting a confirmation that it worked.

Karen-Ann Xavier: There was a time when there were too many online changes happening at once, so we had some problems.

Dave Helsby: It (the process) was not intuitive from the staff or member user point of view. A more graphical interface would help.

Maddy Boyce: We (staff) weren't able to see when a boat was not available because maintenance was being done on it.

Monica Sze: Is it still possible to call to book sails?

Dave Helsby: Yes, no matter what, we will always provide that option.

Monica Sze: The feedback from the Outreach people was that they're "not techie."

**Comment from David Mungavon:** I have a friend who has \$5,000 worth of equipment to donate.

David Helsby: Please talk to Karen-Ann about it.

## **Directors' Reports:**

### **Diana Paolone (Communications):**

- At the Boat Show, we had overlapping volunteer timeslots, but it meant that there were too many people in the booth at once. Recommends not doing that for next year.
- We made good contacts with the blind sailing group.
- We tried to do a newsletter online, but didn't carry it through.
- We're working on a survey about the service and staff, and the overall feel of the club. This information needs to come from the members. There will be a scale of 1 to 5 for the answers and a space for notes on specific issues.

### **Paul Dowsett (Get on Board):**

- Get on Board program was fully booked.
- Volunteers Amanda and Dave joined me and Barb.
- Fundraising, to get more boats, could help accommodate more kids.

### **Jim Taylor (Operations):**

- Many thanks to Karen-Ann, Paul, Kees and Dave for all their help and support, as well as the staff, especially Maddy.
- Northshore Boatworks gave us preferential treatment and a discount.
- Motion Systems in New Jersey repaired the ball drive actuator on the hoyer lift at no charge and shipped it back to us at their expense also.
- Our goal for next year should be to cut the downtime of our boats and equipment when they're in for repairs. We need a spare engine; there is a 12-volt power supply on shore to charge the electric **Hoyer lift**.
- "There is nothing time and money can't fix"
- We need to restore our aging boat fleet.

### **Monica Sze (Operations):**

- Jim has been amazing.
- Talked to Craig Weekes at the Harbourfront Corporation about getting on-shore power and he's fine with it.

- Jerry (Brown), we'd be more than happy to have your help at Opening Day and Closing Day. It's a matter of the right people following up on offers like this.

**Comment from Doug Gebhardt:** Thanks to Jim for standing out at the gate today to let people in when the NYC guy wasn't at his post!

**Karen-Ann Xavier, on behalf of Kevin Rogers (Fundraising):**

- Fundraising takes years of building relationships.
- Work from this year will be realized next year.

## **2016 FUNDRAISING REPORT**

### **In Kind donations received in 2016:**

1. New suit of Martin16 sails – Skippers Plan
2. New lock on QQDSP door, secure and outdoor – The LockMD
3. New desk for the office – Harbourfront Dental
4. New desk for the office – Parkland Area Residents Association
5. New desk for the office – Jason Henderson
6. New computer for office – Harbourfront Dental
7. New monitor for office – OMRON Technologies
8. New monitor for office – Rick Watters
9. Marketing materials, printing, boat show expenses –Thompson Rogers (2016 and 2017)
10. Marketing materials, printing, and event expenses (OSA Expo, Variety Village event) – Thompson Rogers
11. Wood awning for QQDSP office – Harbourfront Canoe and Kayak Centre
12. New DSAO sign for QQDSP office – Harbourfront Canoe and Kayak Centre
13. Shrinkwrap for Martin16's, materials and installation – Marina Key West Live Aboards

### **Donations in funds with specific purpose:**

1. 3 suits of Martin16 sails – David McGraw
2. 1 KAPE Seat, 6 line packs for Martin16's – David McGraw

### **Donations to general funds:**

1. Grants Ontario – applied to staffing
2. \$1000 donation in will of Margaret Breithaupt
3. Port Authority \$10,000.

### **Reducing overhead:**

In efforts to reduce overhead and streamline maintenance, the following relationships were forged:

OMRON Technologies – Hoyer lift, windlasses

Will maintain the windlasses and power Hoyer lift for now and into the future. All costs are covered, and they will do annual checks on site. OMRON is currently replacing all wiring and connectors on the power Hoyer lift.

DSAO has 3 windlasses:

- Windlass1 – functional
- Windlass2 – functional less reliable
- Windlass3 – hasn't worked for years

Magnacharge Battery Corporation – batteries

Has donated a battery, battery charger and pelican case for Mermaid Song, Martin16. All future needs for batteries can go through Magnacharge Battery Corporation, they will provide whenever needed.

Fogh Holdings and Marine – Sonar maintenance, onsite maintenance, donated parts when possible, utilization of the Fogh network. Ongoing support for the racing team, goody bags at regattas.

- 1.Fogh Marine
- 2.Evolution Sails
- 3.Music Garden Café
- 4.CAA
- 5.Gill North America Ltd. – new to the support group

### **Here's what's on the go:**

Getting help from Canada Summer Jobs application; did not succeed in 2016 application.

Applying again for Grants Ontario; applied for first time in 2016, was successful.

We have contacted 2 very successful previous fundraisers that have agreed to support by reviewing fundraising proposals:

- Jim Prall
- Michael Van Dusen

Glenn Lethbridge, Ontario Sailing Association will review grant applications as well and support where he can. There are four fundraising proposals submitted at the moment, one more in process.

### **Reach Regatta**

A proposal has been made to the National Yacht Club to host the 2017 Reach regatta as a fundraising event for DSAO. In addition to our Martin 16's and Sonars, other fleets such as Sharks, Laser 28, Melges 24 will be invited to participate. Their registration fees would be donated to DSAO. Gill clothing embroidered will be sold by DSAO members at the event, with a percentage of the proceeds, i.e. the profit going towards DSAO. We will be meeting with their new board following their AGM in order to work out the details.

### **Here's How You Can Help:**

DSAO is a charitable organization that must fundraise on an ongoing basis in order to cover costs of its operations, as well as to be able to provide sailing outings at an affordable cost. DSAO is a member-driven organization, everyone needs to pitch in to the best of their ability. Without members' involvement, DSAO would cease to exist.

There are four fundraising campaigns have been setup on Canada Helps:

#### **1) General Funds**

<https://www.canadahelps.org/en/charities/disabled-sailing-association-of-ontario/general-funds/> Assistive Equipment

#### **2) Lifts**

<https://www.canadahelps.org/en/charities/disabled-sailing-association-of-ontario/assistive-equipment-lifts/> Assistive Equipment

#### **3) KAPE Seat**

<https://www.canadahelps.org/en/charities/disabled-sailing-association->

of-ontario/assistive-equipment/

#### **4) Hoist the Sails Campaign**

<https://www.canadahelps.org/en/charities/disabled-sailing-association-of-ontario/sails/>

Please share these, one at a time on Facebook and also via emails to your personal network (e.g. your friends and family, and any businesses or organizations you have a relationship with).

The most important element of any fundraising campaign is relationship-building. Reach out to your contacts; tell them about the program and how much sailing means to you and eases the burden of your disability.

Whether your contacts result in a direct donation, or bring us a new volunteer, everything counts!

#### **Tracy Schmitt (Finances):**

- Linda Clarke has been the muscle behind the treasurer role.
- Expenses have been fairly consistent.
- Need more money to maintain and grow the program.
- Reviewed the balance sheet.
- Financial statements are available on the website.
- Mermaid's Song (donated Martin 16) was over-valued. An appraisal should have been done.
- We got less donated from the Toronto Port Authority.
- A large donation which we received in 2014-15 was not repeated, so our assets line is less.

**Question from Blake Heald** What was the value on the tax receipt for Mermaid's Song?

Tracy Schmitt and Sarai Demers replied that, at the time, the donor didn't want a tax receipt. Later on, the family decided they wanted it.

Dave Helsby: They wouldn't be entitled to a receipt for the full amount for a new boat (\$20,000); it would be appraised at less.

Blake asked about whether the boat has been in use.

Dave Helsby: The board decided to keep it for racing. It has been kept in the underground garage. Having a dedicated racing boat lends credibility for our grants and in the sailing world.

Monica Sze: We need to be more transparent about this issue; some members know we have this boat and don't understand why it's not being used as a program boat.

Karen-Ann Xavier: The information is on our website.

Tracy Schmitt: Accounting reports are on the website. So are boat maintenance logs.

Amanda Karahanas: Loss on disposal of property/equipment...we had three Liberty boats, which were **donated to the Whitby program.**

### **Proposed amendments to by-laws, rules and policies:**

Diana Paolone: Is there a policy that board members have to be present for at least 50 percent of the meetings?

Dave Helsby: That would be more of a policy, but we need to write a process.

### **Ann Kennedy made a motion to change DSAO bylaw H from:**

- A quorum for a meeting of the Board of Directors shall be a minimum of two fifths (2/5ths) of the total number of directors of the Corporation.

**to:**

- A quorum for a meeting of the Board of Directors shall be a minimum of 50% +1 of the total number of directors of the Corporation.

**Doug Gebhardt seconded, all in favour.**

### **Karen-Ann Xavier (plans for 2017)**

- A fundraising regatta will be held at National Yacht Club, replacing the NYC Hospice regatta. We will have access to their on-water team. The registration fee from other fleets will go to DSAO. Funds raised may go to staff salaries. There will be a meeting with the new NYC board of directors. A large committee will be needed to organize the event.
- Gill marine gear is going to donate 50 percent of sales.
- GA-OH is a company that makes bags out of sail material. Purchases made from their dedicated webpage will get us 10%.
- Several fundraising campaigns are listed on the Canada Helps website, which all members are encouraged to let their friends and family know about. There is a link on the DSAO website.
- Fifth third bank (an American business bank) has a foundation to which we can apply.



- Paralympian and friend of DSAO, Paul Tingley, will be working on repairs on the Sonars to keep them in shape for racing.

## **Election**

- We require a minimum of five directors in the positions of President/**commodore**, Vice president/**commodore**, Treasurer, Assistant Treasurer, and Secretary

**Comment from Monica Sze:** We also need directors in charge of Operations and Fundraising.

**Comment from Diana Paolone:** Could we see the job descriptions for each of the roles?

Karen-Ann Xavier: Every individual on the board has to be part of fundraising because it's so important.

**Comment (unattributed):** Shouldn't we vote on a number of directors, then have the elected board fill those positions?

Other positions discussed included a director of communications and a director of staffing.

**Comment from Amanda Karahanas:** Where is the organization going? Do we want to expand or progress? If so, then we should add more director positions.

**Monica Sze moved that we vote on a seven-member board of directors. Paul Dowsett seconded. Majority in favour, two opposed.**

## **Members nominated for election to the board of directors:**

Ann Kennedy, Kevin Rogers, Tracy Schmitt, Karen-Ann Xavier, Paul Dowsett, Douglas Gebhardt, Amanda Karahanas, Ed Hore, Diana Paolone, Carolyn Elsworth, Jim Taylor

Each member was given the opportunity to speak to their skills and goals should they be elected to the board. Note paper was distributed for members to choose seven names to be elected to the board of directors.

While the votes were being tabulated there was a discussion about choosing a new accounting firm.

**Dave Helsby moved that the membership defer the decision regarding the accounting firm, to be made by the new board. Seconded by Jim Taylor. All in favour.**

**Election results:**

Tracy Schmitt  
Ann Kennedy  
Paul Dowsett  
Amanda Karahanas  
Ed Hore  
Kevin Rogers  
Karen-Ann Xavier  
David Helsby (ex officio past president)

**Dave Helsby moved to accept the slate above. Rick Watters seconded. All in favour.**

**Diana Paolone moved to destroy the ballots. Douglas Gebhardt seconded. All in favour.**

**Paul Dowsett moved to adjourn the meeting. Rick Watters seconded. All in favour.**