



Save Ontario Shipwrecks
Board of Directors –Extended Management Team Meeting – Toronto Outdoor Adventure Show
MINUTES

DATE: February 23rd, 2013 **TIME:** 10:00 am to 5:00 pm

LOCATION: Board of Directors/Chapter Chairs/Special Functions in Person
 Quality Suites Hotel (Pearson Room), 262 Carlingview Dr., Toronto, ON

PRESENT: Chris Phinney , David Taylor, Allan Rodek, Krissy Nickle, Nicole AuCoin, Luc Lafontaine, Bryan Thomas, Brian Nickle, Sean Sexsmith, Bernie Roy, John Charest, Tom Scott, Murray Hollis, Dar Spray, Juergen Bilo, Raimund Krob

REGRETS: Roy Pickering, Marg Barker, Chantelle Blanchard, Nath Lasselin, Jim Hopkins

MINUTES: Nicole AuCoin

| ITEM | DISCUSSION | ACTION ITEMS / RESULTS |
|------|--|------------------------|
| SA1 | Call to Order <ul style="list-style-type: none"> • Meeting called to order at 10:13am | |
| SA2 | Approval of Previous Minutes January 8 th , 2013 <ul style="list-style-type: none"> • Motioned by Chris, second Bryan, “carried” | |
| SA3 | Welcome and Introductions <ul style="list-style-type: none"> • Introduce Meeting Concept and Protocol <ul style="list-style-type: none"> ○ Chris started with a round table of self-introductions and explained that while only the board may vote on decisions, all are encouraged to contribute to the discussion. ○ Review of the meeting format and expected schedule / pace. ○ Note to all that; monthly meetings and business conducted by email have assisted in alleviating the demand for time at the Feb meeting. | |
| SA4 | Add to and Approve Agenda <ul style="list-style-type: none"> • Tom Scott requested that “Brockville Aquatarium” be added as NB13 Motion to approve the agenda <ul style="list-style-type: none"> • Motioned by Chris, second Bryan “carried” | |
| SA5 | Heritage Fund Applications <ul style="list-style-type: none"> • Explain How the Heritage Fund Works <ul style="list-style-type: none"> ○ CP: The heritage fund is a provincial fund managed by the board which can be applied to by any chapter to fund local initiatives. It is preferred that chapters raise at least 50% of project budget locally. • 2012 Heritage Fund Applications <ul style="list-style-type: none"> ○ Hamilton Chapter –Project: 4 new sites to be moored on Lake Erie. 4000 pound lift bag was purchased for project but as a corporate asset. Can be accessed by chapters for | |



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| | <p>projects by contacting Raimund Krob.</p> <ul style="list-style-type: none"> • Review Heritage Fund Status <ul style="list-style-type: none"> ○ \$5542 balance as of Feb. 2013 • Poll for New Applications for Funding <ul style="list-style-type: none"> ○ None received. | |
| SA6 | <p>Newsletter Update</p> <ul style="list-style-type: none"> • KN: Newsletter is out!! Always accepting submissions from chapter members. • CP: Has contact with a historian that is considering joining SOS and submitting. • KN: Submissions can be in any format! Pictures are welcome! (Send separate from article if possible) newsletter@saveontarioshipwrecks.ca | All chapters to send content related to local activities for publishing in NL |
| SA7 | <p>Website</p> <ul style="list-style-type: none"> • Website Project Update <ul style="list-style-type: none"> ○ CP: Project is now complete with contractor Liefra. ○ CP: Webmaster (Juergen Bilo) and Chris will make small corrections as they occur. ○ JB: Errors or omissions should be sent to; webmaster@saveontarioshipwrecks.ca • Chapter Chair Demo (Juergen Bilo) <ul style="list-style-type: none"> ○ Demonstrate functions that are specific to Chapter Chairs. ○ Editing of own personal information/profile and setting a photo that will show up on various places in the website. ○ Most functions are available on the chapter sub-sites under “SOS”, once logged in; ○ SOS roles; a list of current roles, names and dates (for current position, put same date in the “to and from” box) ○ Chairs and Chapter Editors are able to make modifications and new positions. ○ Clone tab makes a copy of current record and allows for updates to be made. ○ Create News Item -Juergen explained how to post news on chapter home page which is rolled up to the main site. ○ Create Event tab; Chapter can list meetings, courses, fundraisers etc. Add location information, date, details. ○ Event Validation Tool; OUC confirmation for event purposes. Note: ALL participants MUST have OUC insurance and be a current member. ○ Chapter Members; List of all members of all time. Can use filter to find list of current or previous members. ○ CSV Button– Comma Separated Values; file can be exported to be used with spreadsheet programs | Chris made, and will address, notes of small deletions that have to made to website to be fixed in coming weeks. |



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| | <ul style="list-style-type: none"> ○ Send Message tab; the message is sent to ALL members of all time. It is previous members' responsibility to unsubscribe from email list. Bernie has received emails requesting to be unsubscribe, ideally person should be able to do it themselves. IF it is too difficult, forward to Chris/Juergen and they will attempt to correct. ○ Group List –This is similar to a Chapter message board; Members can be removed by chapter chair. ○ Broadcast feature; Chapter chair and assigned persons can send a message to all subscribed members. At the bottom of the email there is an unsubscribe link as required by law. ○ Overview tab; Current role records for chapter show up here to let public know who is on the chapter executive. This I why it is important to keep role records up to date. ○ The Chapter Overview and Chair's message can be edited by clicking "Edit" at the top of the page. ○ Chapter home page –News items, Chapter Overview and Facebook posts will be shown as well. If member is your FB friend, it will show on this site and your SOS group. ○ Videos and documentation explaining website chapter chair functions will be available soon!! Chapter Chair's can share with members. <ul style="list-style-type: none"> ● Q and A <ul style="list-style-type: none"> ○ It was discussed that when the site resets your password using the lost password function that the password is sent in clear text and that a token should be used instead for added security. | <p>Juergen is developing and will distribute to chapters.</p> <p>Chris will address issue of passwords have been emailed "in the clear" with the developers.</p> |
| SA8 | <p>Ministry Update</p> <ul style="list-style-type: none"> ● Core Funding 2012 <ul style="list-style-type: none"> ○ DT: \$23,000 operating budget for organization. ○ KN: Online application is now available, should make process faster! ○ CP: Chapter Workbook; has volunteer tracking sheet. This information will be used for funding application. Need to show volunteer hours! Chapters should track monthly at meetings. ● Motion to Apply for Core Funding 2013 <ul style="list-style-type: none"> ○ Motioned by Krissy, second Bryan "carried" | <p>Krissy Nickle to apply for 2013 core funding from the Ministry of Culture, Tourism and Sport</p> |



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| SA11 | <p>Deputations</p> <ul style="list-style-type: none"> • Updates <ul style="list-style-type: none"> ○ Hamilton and Scourge Management Plan Consultation <ul style="list-style-type: none"> ▪ The City of Hamilton will be holding consultations in conjunction with the Ministry, CCI and Parks Canada ▪ March 18th the board will attend meeting and report back results. ○ Rothesay Dive Site Work <ul style="list-style-type: none"> ○ Township of Augusta have plans to landscape and/or repaired stairs into water. ○ They have requested SOS to consult. ○ Chapters have agreed to donations to assist with development. <ul style="list-style-type: none"> ▪ SOS Corporate \$500.00 ▪ SOS Quebec \$500.00 ▪ SOS Thousand Islands \$500.00 ▪ SOS Ottawa \$500.00 ○ Government grant will match funding raised. ○ SOS will be posted on signage and be a stakeholder in the process. ○ Bernie asked why Nath L was not a member but chapter chair. • 1913 Storm Event <ul style="list-style-type: none"> ○ Nov. 8/9/10 2013 Anniversary of the Great Storm. ○ SOS has been requested to have a presence by Paul Carol • CP: ALL EVENTS AND ACTIVITIES SHOULD BE ADVERTISED ON LOCAL MEDIA!! PLUS ANY ADDITIONAL SOURCES!! | <p>Any comments that you wish added to meeting, forward to Chris to be included in conversation.</p> <p>Chris will remind Natalie to renew membership with the Quebec chapter.</p> |
| SA12 | <p>Review of Action Items</p> <ul style="list-style-type: none"> • Deferred to next meeting. | |
| SA13 | <p>Review Administrative Calendar</p> <ul style="list-style-type: none"> • CP: Reminded chapters about the existence of the administrative calendar as well as the binder / handbook • 2012 SOS Binder / Handbook is available online for chapter chairs | <p>Chris Phinney to post 2013 binder / handbook on the site for chapter chairs. Chris and Juergen to review the file security to ensure that everyone has the appropriate access.</p> |



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| NB1 | <p>Review AGM / Forum Planning (Nicole AuCoin)</p> <ul style="list-style-type: none"> • Speakers <ul style="list-style-type: none"> ○ Bob Sherwood ○ Cris Kohl ○ Ian Bell • Workshops <ul style="list-style-type: none"> ○ Primitive Skills ○ Mooring Buoys ○ Artifact Identification • Accommodations <ul style="list-style-type: none"> ○ Comfort Inn, Simcoe ○ There is a block of rooms, held until March 15th • Further information will be forwarded in the coming weeks! <p>Discussion on 2014 AGM / Forum Location and Dates</p> <ul style="list-style-type: none"> • Location suggestions <ul style="list-style-type: none"> ○ Aquaterium (Brockville) ○ Lost Village (Brockville to Cornwall) • Dates; April 26/27 2014 | <p>Tom Scott to approach the Aquatarium to ask for meeting space.</p> |
| NB2 | <p>Review Chapter and Special Function Reports from 2012</p> <ul style="list-style-type: none"> • New brochure will help with membership enrollment and retention. • Many compliments on the new brochure. • Motion: The board will work with each chapter to develop an approved insert identifying chapter specific information. Board will cover the costs of 500 inserts!! And will resupply as required. Motioned by Chris, second David “carried” <p>• Chapters</p> <ul style="list-style-type: none"> • CP went through the list to confirm receipt of chapter reports. <ul style="list-style-type: none"> ○ Manitoulin (received) ○ Ottawa (received) ○ Quebec (none) ○ Thousand Islands (received) ○ Toronto (received) ○ Hamilton (none) ○ Barrie (received) ○ Huron Shores (received) ○ Windsor (none) | <p>CP to follow up with chapters who have not sent in report to get them in ASAP.</p> |



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| | <ul style="list-style-type: none"> ○ Port Dover (none; chapter dormant) ● Special Functions <ul style="list-style-type: none"> ○ Regional Representatives – positions up for election ○ Ethics Chair – resigned and now a redundant position ○ Treasurer – David Taylor <ul style="list-style-type: none"> ▪ Auditor’s report reviewed. ▪ SOS is in good standing! ○ NAS Tutors <ul style="list-style-type: none"> ▪ 50 students were trained in 2012! ▪ Alberta Underwater Council and North East Underwater Explorers groups were trained as well! Thanks Chris!! ▪ Committee 2014 NAS course dates will be booked by November to allow for better advertising at the Outdoor adventure show in 2014. ▪ Chris is on the last year of 5 year commitment as committee chair. May be stepping down and need to be replaced! ○ Quartermaster <ul style="list-style-type: none"> ▪ Marg is working through new systems but it is progressing well! ▪ New underwater survey slates are now available! Krissy demonstrated. ▪ Cost \$34.95 <ul style="list-style-type: none"> ● Suggestions for future productions of slates; larger branding, directional arrow, level, flat compass ○ Historian <ul style="list-style-type: none"> ▪ Chris has potential member interested. More to follow. ○ Office Manager <ul style="list-style-type: none"> ▪ Roy Pickering graciously operates our HQ and provides administrative support via his secretary Judy. Many thanks as always. ○ Membership <ul style="list-style-type: none"> ▪ Bernie presented and reviewed memberships statistics. ○ Webmaster <ul style="list-style-type: none"> ▪ Juergen is available for consult via website. ○ OUC Chair <ul style="list-style-type: none"> ▪ Any enrollment requests can be checked through Bernie/website. ▪ OUC will issue club insurance cards to members. ▪ It is liability insurance! ▪ MUST have to be able participate in ANY SOS activity. ▪ All members must have OUC insurance or ALL members in event are not valid. ○ Newsletter <ul style="list-style-type: none"> ▪ Scanned issues go as far back as 1980! ▪ Chris recently received a box of past issues from Toronto chapter and Bernie has | <p>Chris to add this to the Administrative Calendar</p> <p>Chris to add slate to ship’s stores.</p> |
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| | agreed to scan any missing copies into website. | |
| NB3 | <p>Chapter Membership Dividends</p> <ul style="list-style-type: none"> • 2012 Summary • A motion was put forth at the 2012 AGM that a portion of membership money would be returned to chapters. • Chris presented a breakdown of membership sales (web only) for 2012. The manual memberships were not counted. Next year the dividends will be made up of the entire year’s memberships. • HQ will be forwarding cheques to chapters once the chapter year end reports are submitted. • Chapter must have BMO Community bank account. | Chris to forward finalized list with amounts to David to arrange for cheques to be sent out. |
| NB4 | <p>NDA Shipwrecks Symposium Donation</p> <ul style="list-style-type: none"> • As is customary, a donation for the door prizes at Shipwrecks was discussed. • Great advertising opportunity and support for one of our affiliates. • Motion to donate \$100 of product and survey slate for NDA. Motioned by Chris, second Krissy “carried” | Marg Barker to put together a package of items to be delivered to David Taylor for Shipwrecks. |
| NB5 | <p>Discuss Director’s Award, Volunteer Award & M.H. Award recipients for 2013</p> <ul style="list-style-type: none"> • M.H. Award <ul style="list-style-type: none"> ○ Chris read the definition of the MH award to the group from the handbook ○ Discussion and nominations for awards; <ul style="list-style-type: none"> ▪ Cris Kohl ▪ Louie Helbig • Directors Award <ul style="list-style-type: none"> ○ Chris Read the definition of the DA to the group from the handbook. <ul style="list-style-type: none"> ▪ Dr. Simon Spooner ▪ Elaine Wyatt • Volunteer Award <ul style="list-style-type: none"> ○ Chris read the definition of the Volunteer of the Year Award from the handbook and reviewed submissions received as well as polled the floor. <ul style="list-style-type: none"> ▪ Nancy Binnie – Ottawa ▪ Barry Edgington – Ottawa ▪ Mike & Angie Barrow – Barrie ▪ Luc LaFontaine – Ottawa ▪ Dave Sheridan – 1000 Islands ○ Motion to accept these 5 listed names for the volunteer of the year award. Motioned by Chris, second Allan “carried” | <p>Selection for the MH and DA deferred to next Board meeting. Will be decided before AGM.</p> <p>Krissy Nickle to create a template for and generate a Volunteer of the Year Award certificate for those nominated.</p> |



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| NB6 | <p>Poll Board for Upcoming Elections at AGM and Form Nomination Committee</p> <ul style="list-style-type: none"> • 9 positions on the board. 4 spots on the board are coming up for re-election at 2013 AGM. <ul style="list-style-type: none"> ○ Nicole standing. ○ Chantelle standing. ○ Luc standing. ○ Krissy standing. • Proxies will be created and sent as a PDF emailed to members. • Creation of nomination committee <ul style="list-style-type: none"> ○ Committee made up of one board member and one non-member. ○ Motion to create a nomination committee; Bryan is the board rep, Dar is the non-board rep. Motedioned by Krissy, second by Luc “carried” | <p>Chris to create AGM notice and Proxies to be sent out by March 14th</p> <p>Notice of the nominations committee to be placed on website, social media and the AGM notice.</p> |
| NB7 | <p>Ships Stores Quickbooks Purchase</p> <ul style="list-style-type: none"> • Motion to purchase Quickbooks for Marg at Ships Stores. Approx. \$79.00 • Motioned by Chris, second Luc “carried” • MH: Asked why we needed to vote for such a small purchase. CP pointed out that no single director has authority to authorize expenditures. As per the bylaws however, the position of executive director can manage day to day operations and does have that power. • Motion to “appoint Chris Phinney as an executive director with powers to perform day to day duties of SOS, in accordance with section 29 paragrah E, of SOS bylaw #2, with the limit of \$500. Motedioned by Brian Nickle, second David “carried” (Chris abstained) | <p>Chris to contact Marg and tell her to go ahead with the purchase</p> |
| NB8 | <p>NAS 2013 Update / Poll for Courses</p> <ul style="list-style-type: none"> • Previously discussed. | |
| NB9 | <p>Archive Update</p> <ul style="list-style-type: none"> • Corporate Files <ul style="list-style-type: none"> ○ 10 banker boxes have been scanned and stored in electronic archive. ○ 14 GB, 7300 files on system. ○ Old files securely destroyed. ○ Attendees were encouraged to keep sending in files to be added to archive. • Newsletters <ul style="list-style-type: none"> ○ Previously discussed | <p>Call out for any old files of SOS to be forwarded to Chris to be scanned and inputted into system.</p> |



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| NB10 | <p>Terminology</p> <ul style="list-style-type: none"> • Reminder of proper usage! <ul style="list-style-type: none"> ○ Chapter Committee ○ Chapter Committee Executive ○ Chapter Committee Mooring Manager | |
| NB11 | <p>SOS Uniform (Luc Lafontaine)</p> <ul style="list-style-type: none"> • LL: Discussion about giving shirts to volunteers so they are better identified at events. T-shirts for volunteers and gold shirts for chapter executives. • Krissy presented “café press” online store that offers unlimited designs on unlimited items to promote SOS. This would be connected to Ship Stores. • CP: Lanyards have been purchased and promote SOS. To be used at trade shows etc. for brand recognition. Is this enough? • Motion to investigate and provide estimates for t-shirts. Motioned by Luc, second Bryan “carried” • Golf Shirts for senior representatives discussion deferred to next meeting. | <p>Chantelle will provide quotes by March 12th, 2013. Board will discuss at next meeting.</p> |
| NB12 | <p>Strategic Plan</p> <ul style="list-style-type: none"> • KN: A strategic plan is required as part of the core funding application. We had an old SP but has not been valid or used for a number of years. For the 2014 application, we must have one ready. • Tom Scott volunteered to facilitate the development of the strat plan. • Conference call March 12th to establish outline. • Board will be having an in person meeting March 23rd to complete. Will be held 10 am to 4pm in Ajax, Ontario. | |
| NB13 | <p>Aquarium (Tom Scott)</p> <ul style="list-style-type: none"> • A project is underway to build a facility in Brockville called the “Aquarium”. This is to be a world class tourist attraction which will feature the underwater world in the upper Saint Lawrence. • The developers would like SOS to participate in consultations to design an engaging set of experiences for the public. • This is an opportunity to both market SOS and ensure that what the Aquarium will present is in line with our core values and mandate. • They also want participation in developing an interactive show with our divers/group. • The board was presented with a memorandum of understanding which outlines the Aquarium’s mission and goals and SOS’ initial involvement. • Motion to amend MOU to include our missions and core values. Then SOS (Chris) will sign letter. | <p>Chris to propose edit. If accepted, sign</p> |



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| | Motioned by Bryan, second Luc , remainder “yes” Nicole abstained. | MOU. |
| NB14 | <p>Artificial Reef Program</p> <ul style="list-style-type: none"> • David read email from Walter regarding boat donation for possible artificial reef • CP: This could be a pilot which may be used for other groups to point to as a template for their own successful ARs. • Discussion: artificial reef projects have been attempted and provincial government was not cooperative. Federal government has been more helpful. • Raimund suggests that it is an extremely large project to start from scratch and the cost to prepare the boat and sink it would be incredible. • Motion to respectfully decline the boat/reef offer. Motioned by Chris, second David “carried” • Krissy presented the idea of Maitland Star sinking as a project for Huron Shores. • Maitland Star was an AR project that was halted at the 11th hour by a native protest threat. All approvals may still be valid. • Idea to try again (vessel still available) to be considered by chapter. Krissy to pursue idea with chapter and decide involvement. | Chris to generate response to boat owner. |
| SA14 | <p>Next Meeting Date</p> <ul style="list-style-type: none"> • Tuesday March 12, 2013 –Concall | |
| SA15 | <p>Adjournment</p> <ul style="list-style-type: none"> • 4:59pm motioned by Krissy | |