

Officer Reports – AGM: April 18, 2021

Commander:

Covering Period from AGM November 1, 2020 to date

It has been quite a year! Our last (virtual) AGM was only five and a half months ago, the COVID 19 virus is still making our lives difficult, but at least we are back to a more regular date for our AGM, i.e., in the month of April.

THANKS

Last November I said thanks to a lot of people for all the work they did. I again do want to say thanks to each and every one of them, because each little bit does help a lot!

Thank you, Ivan Bulic, John Bullas, Bob Wood and Don Butt for your discussions and lots of work resulting in the development of a Draft Proposal for a (Virtual) Recreational Vessels Courtesy Check Programme.

Thank you Agathe Gaulin for your continued dedicated commitment as Educational Officer, offering self-study online Radio and PCOC courses, and organizing the blended online Boating 4 course and the final exam for it. Merci!

Thank you to Nigel Wells for your dedication as Executive Officer, Facebook Administrator and Assistant Educational Officer. The Blended online Boating 2+3 course was you! Thanks!

Thank you, Elaine Pearce, for your non-relenting work as our Membership Officer (cum problem solver). Thank you for your service on the Nominating Committee! Thank you also for your work encouraging our members to donate to People for Healthy Community on Gabriola.

Thank you, Carole Lemieux, for all the clear and precise minutes of meetings that always appear on time! (come neap – or spring tide!)

Thank you, Andy Hunter, for keeping us on track and on schedule in your work as our webmaster! (and for finding the trophies!)

Thank you, Don Butt for your energy and work whenever needed, communications to the Squadron members, publishing Scuttlebutt always on time, communicating with VIND and National, participating in committees. Thanks.

Thank you, Jude Briscoe, for your ongoing work as our Financial Officer, and your much appreciated input in problem solving.

Thank you, Mike Hoehinghaus, for your ongoing support as Past Commander and in getting the Nominating Committee to do its work and produce its report!

Thanks last but certainly not least to you Bert ter Hart for your presentations via the Vancouver International Boat Show and for People for a Healthy Community on Gabriola, about your circumnavigation and rounding of the 5 Southern capes solo, using only traditional navigational instruments. And congratulations with the well-deserved OCC Barton Cup, which salutes your exceptional and challenging voyage!! We are proud to have you!

SUMMARY OF SQUADRON'S ACTIVITIES FROM NOVEMBER 1 2020 TO APRIL 14

2021

General

After the AGM of November 2020, the Squadrons activities continued in ways different from pre-COVID years, but ways we had become accustomed to already in 2020. Specifically, the online blended Boating Courses were continued and completed by our Educational Officers Agathe and Nigel, with assistance from other Squadron members. And the online self-study PCOC and ROC(M) courses continue to be offered.

COVID 19, which had resulted in cancellation of all in person classes, elimination of Public Events in large numbers and our participation in them, and elimination of socials continues to complicate our lives, even now that vaccines have arrived. The Squadron earlier switch to self-study online courses for Radio and PCOC and blended online Boating courses, with many students from Calgary to Vancouver to Cowichan to Nanoose, has proven successful. However, we still can have no social activities and there are no large number public events. This situation has prompted our Squadron to study how we can adapt further and find a way to start offering virtual RVCCs (Recreational Vessel Courtesy Checks).

The Ocean Cruising Club, based in London, U.K. awarded its premier award, the OCC Barton Cup, which salutes an exceptional or challenging voyage or series of voyages, to Bert ter Hart, s/v Seaburban. This non-stop, unsponsored, solo circumnavigation via the five Capes was conducted entirely without the use of GPS or other electronic aids to navigation. Bert ter Hart is now working on presentations and two books about his exceptional achievement.

The issues with the new IT system at CPS-ECP National are still not resolved. National is working hard at it and the situation is slowly but surely improving.

Education

- Online courses in 2020-2021

- Online self-study PCOC (Boating 1) and ROC(M) Radio courses have been highly successful and are ongoing.

- Our Squadron's B2+3 and B4 blended online courses have now come to an end.

Membership

- Our March 26,2021 membership is 65 including 2 life members

CPS National IT system

- The problems with the new IT system are gradually being solved by National, so the situation is getting better. Still, our Membership Officer and Financial Officer report ongoing problems.

- CPS has purchased Microsoft 365, based in the cloud. This includes TEAMS for online meetings. We are now in a transition period from web-based information to cloud information. Our Squadron has not used TEAMS for meetings yet. This will be reviewed with the new Bridge.

Squadron's micro-site on CPS National website

- Our microsite is being updated regularly by our webmaster with focus on courses offered, Bridge Officers contacts, Minutes of Meetings and Reports, upcoming events and Newsletter Scuttlebutt.

Gabriola Squadron Facebook page

- Our Facebook page is being updated regularly by our Facebook administrator

Communication with the Public at Large

- An article and advertisement about the Gabriola Power and Sail Squadron appeared in the Sounder of March 17. The article focuses on the fact that our Squadron was created by Gabriola people and continues to be here for the Gabriola people, to help people enjoy boating while staying safe. It highlights the educational role that is our raison d'être and encourages people new to boating as well as experienced boaters to take a Squadron course or seminar to upgrade their skills. It provides information on how to register for a course and whom to contact. It reviewed our participation in public events and outlined the benefits to be had by CPS-Squadron membership.

Social

- Our Squadron has had no socials since our last AGM of November 1, 2020. Still, Elaine Russell, Chair of our Social Committee encouraged everybody to donate-as Squadron members- to the food bank managed by People for a Healthy Community (PHC) on Gabriola. Thank you, Elaine!

Recreational Vessel Courtesy Check

•Going Virtual

The Gabriola Squadron sees the RVCC program as an important service that reaches large numbers of boaters.

A draft proposal for the Canadian Power and Sail Squadrons to initiate a nationwide virtual Recreational Vessel Courtesy Check (RVCC) program has been developed by Bridge Members Ivan Bulic, Bob Wood, Don Butt and John Bullas in March and April. The draft proposal and where to go from here will be discussed at the first Bridge Meeting with the new Bridge 2021-2022

•Background

Traditionally the RVCCs have involved a local Squadron volunteer boarding a boater's vessel while alongside a dock or boat ramp. The volunteer checks safety equipment and other requirements, identifies any problems, and discusses boating safety issues. Education and safety are key, and no are penalties involved.

With the advent of the Covid19 crises in 2020, the CPS suspended its in person RVCC program.

A second year with no RVCC program could negatively impact the CPS by potentially increasing the risk of otherwise preventable on-the-water accidents and mishaps, and decreasing the public presence and visibility of local Squadrons.

The current situation, however, can be seen as an opportunity for the CPS to explore new ways of providing RVCCs to both CPS members and the general boating public as has already been done with the online provision of PCOC and other courses

Scuttlebutt

- Don Butt has continued his great efforts in publishing Scuttlebutt, without fail, COVID or no COVID19, thank you Don!

VIND meetings

- We attended the virtual VIND meetings of February 7 and March 28,2021

Bert ter Hart's post solo circumnavigation

- Thanks last but certainly not least to Bert ter Hart for his presentations via the Vancouver International Boat Show and for People for a Healthy Community on Gabriola, about his circumnavigation and rounding of the 5 Southern capes solo, using only traditional navigational instruments

Respectfully submitted,
Jean-Pierre Van Praet, Cdr.

Communications, Privacy, Scuttlebutt Editor:

Scuttlebutt was published regularly through the year at the usual schedule. It has been an unusual year as we continue to struggle with isolation and the pandemic. It has been a challenge to find photo-ops of our usual fun gatherings. Scuttlebutt is published five times a year, circulated to the members via email, and also posted on the Squadron microsite.

I would like to again say a huge thanks to Bob Derksen who has provided invaluable help with his eyes spotting my spelling and grammatical errors in Scuttlebutt drafts. Also, thanks to our Educational Officer, Agathe, and Commander, Jean-Pierre for their regular articles, and to others who contribute to Scuttlebutt. I am always looking for articles to publish that are of boating interest. Let me know if you are inspired to contribute.

Communications Committee has not met in person, mindful of the pandemic restrictions. However, my thanks to George Myette with whom the communication efforts were coordinated, and others, Elaine Pearce, Andy Hunter, John Bullas, Agathe Gaulin, and John Van Praet who have added to the committee's work. We will miss George Myette on the Communications Committee; he is moving away from Gabriola.

Privacy – nothing to report

Respectfully submitted,
Don Butt, AP

Membership:

The Covid-19 situation affected our squadron in many ways. Not only did we not have any bridge meetings or socials in person, some members even blamed the pandemic for not renewing their membership. That situation was not helped by the fact that the national website was, and still is, so unfriendly that it is difficult at best and impossible at worst to renew on line. For those members experiencing frustration on line, I have been giving them the snail mail address so they can renew via cheque and deal with Canada Post. Currently we continue to have 65 members in our squadron. Sixty-three are regular members and two are life members.

Respectfully submitted,
Elaine Pearce
Membership Officer

Education:

As our 2020 AGM was pushed back to November 1st due to the COVID pandemic meeting restrictions, my last report covered the period of April 2019 to the end of Summer 2020. I will therefore start this annual report with the Fall 2020 course offerings. As “in person” classes continued to be forbidden due to pandemic social distancing protocols, we continued to promote and offer the very well received online and blended online courses developed by our National Education team.

The radio operator’s certification (**Roc-M**) and Pleasure craft Operator certificate (**PCOC**) courses remain the mainstay of our offerings. We continued promoting these courses on our Squadron micro-site of the national CPS website, with our Ferry Hill sandwich boards and regular emails to our Membership. Students register online, take the courses entirely online and, when they feel ready to write the exam, for the PCOC, they write the exam online and, for the Roc-M, they set up a time and date with one of our **Examiners** to write the exam using Zoom or GoToMeeting web conferencing technology. Students study at their own pace and most of them do very well in the final exams.

A small group, outdoor, physically distanced **PCOC review session and exam** took place October 22nd 2020 for **4 Gabriola and Mudge Island learners** but after that date, all PCOC students were handled by our National CPS office.

For the period between September 2020 and the end of March 2021, Gabriola Squadron has administered **20 Roc-M exams** to students who registered and studied online.

In September 2020 it was decided that our Squadron would offer the blended **Boating 4** course on Wednesday evenings, starting October 14th. A blended course, in CPS jargon, is one that is

offered online using the Moodle learning platform and with the added benefit of weekly check-in and review sessions with an Instructor. Agathe led this course until the end of January 2021 (with a Christmas time break) and she invited Sean Lewis and John Bullis as presenters for specific topics. An advantage of this course option is that we recruit students from across the province. This particular course had 1 Gabriolan, 2 students from Prince George and 3 from Kelowna. All participated actively in all weekly meetings and passed the course with high marks.

In response to an email from our VIN District Education Officer, Alexa Stochmal, requesting more Host Squadrons to offer the **Boating 2-3** course, also in blended format, we decided to accept the challenge and offered it in the Fall of 2020. This course too saw students registering from BC and elsewhere. Our Assistant Education Officer, Nigel Wells, took on the responsibility of this group composed of 4 Gabriolans and 9 learners from “elsewhere” for the same time commitment as our Boating 4 course.

I wish to extend a special THANK YOU to **Barry Smith, the Western coordinator of the Online courses**, for his enthusiastic support of both Nigel and I as we explored the Moodle platform and navigated the steep learning curve of these online courses.

In October 2020 I participated in the **CPS-ECP National Conference** offered entirely online, using the Teams meeting app. I participated in the Education, IT and Environment sessions and garnered important information as to future offerings and orientations from CPS. A major take-away of this Conference is that CPS is now championing environmental stewardship as a key element of our Boating education programs.

In closing, I would like to suggest that, in planning for the “post-COVID” realities, we reactivate our **Education committee** this Spring and move forward with choosing, promoting and planning the set of courses and Seminars that would interest our two main clientele groups: the new boaters and the “experienced but wanting to upgrade skills” boaters. This committee, comprised of: Jean-Pierre, Myself, Nigel Wells, Sean Lewis and Gary Small, will have to look at the demand for hosting more of the online and blended Boating courses and Seminars and decide on our capacity to deliver these. Offering such courses is a way of maintaining our income as a small Squadron. We have the instructional and boating expertise on this Island so let’s harness it and keep our Squadron “on the map” as an active Teaching Squadron.

Respectfully submitted,
Agathe Gaulin
Gabriola Squadron Educational Officer

Member at Large:

1. Training Programs

-created and conducted the weather module review session for the Boating 4 course.

2. Communication Committee

-participated as required on the Communication Committee

3. Boat Inspection Program

-participated in the development of a proposal for a National virtual RVCC program.
This proposal will be sent to National shortly.

4. Inventory management

-maintained an asset inventory list (Quartermaster)

5. 2021 Boat Show

-attended the virtual show from Vancouver. The workshops in particular were very informative.

6. Support to 5-capes-Seaburban

-Provided daily weather support and occasional logistical support to Bert Terhart's solo round-the-world voyage.

7. Souder Article

-contributed to an article in the Souder regarding the Gabriola Power and Sail Squadron.

Respectfully submitted,
John Bullas

Webmaster:

I have been maintaining & updating our microsite on a monthly basis since taking over from Bob Derksen early in the fall. This mainly involves updating information for the Courses Offered, Bridge Officer Contacts, Minutes & Reports for AGM & Bridge Meetings, Upcoming Events & the Newsletter Scuttlebutt!

I wish to thank Bob once again for all of the help he rendered in introducing me to & in getting me much more comfortable in working with HTML (Hyper Text Markup Language) the standard markup language for creating and maintaining Web pages. Despite having worked with computers for over 40 years, I felt at times as if I was learning a new language from a different planet! Luckily, at this point, I am definitely feeling more comfortable and conversant with this.

Issues with the new IT system at CPS-ECP National are still not fully resolved, especially as they try to transition to a cloud-based information system. There have been definite frustrations for members in doing something as simple as renewing yearly memberships, and our squadron's Membership & Financial Officers have reported ongoing difficulties. National is definitely working on this and the situation is improving, although very gradually.

However, the microsite is working! In case you haven't had a look at it yet, check the following link to see what is happening with our Gabriola Power and Sail Squadron.

<https://www.cps-ecp.ca/contact/squadron-locations/gabriola-island/>

Respectfully submitted,
Andy Hunter

Financial:

See following pages below

CANADIAN POWER AND SAIL SQUADRONS

CPS-ECP Financial Review Report

GABRIOLA Squadron / District

I / we have reviewed the Statement of Net Assets for GABRIOLA Squadron / District as at March 31, 2021, the Statements of Receipts and Disbursements and Investment Activity, and supporting documents, for the year then ended.

I / we have completed the Financial Review Checklist as requested by CPS-ECP and will attach this report and the checklist to the financial statements.

During my / our review of the financial statements and supporting documentation, (tick one)

I / we noted the following discrepancies and irregularities:

I / we noted no significant discrepancies or irregularities.

with correction

Signed:

Dated:



Apr 16/21

Chair, Squadron / District Financial Review Committee

CANADIAN POWER AND SAIL SQUADRONS
Financial Review Checklist

Completed By: SANDI WINTER
Date: APR 16/21

Initial each box as completed

Determine the signing authorities for the Squadron or District, and examine cancelled cheques to ensure the cheques are properly signed.	<i>fw</i>
Select a sample block of disbursement transactions, which are representative of the Squadron's (or District's) activities, and trace each of the disbursements of cash back to supporting documents, to the bank statement, and into the journal book.	<i>fw</i>
Officers' expense reports should be properly supported with receipts and vouchers, and should be authorized (signed or initialed) by the Commander, Executive Officer or the Administrative Officer. Where no voucher or receipt exists, it is permissible to issue a signed Cheque Requisition or Purchase Order.	<i>fw</i>
Scan the journal for the entire year. If there are any large or otherwise significant disbursement transactions which were not examined in the "block test", trace them as described in the previous steps.	<i>fw</i>
Trace a block of deposits from the deposit book into the bank statements, and then into the journal book. Any supporting documentation for deposits will be additional verification.	<i>fw</i>
Where the Squadron or District has prepared an annual Budget, review the budget documents to ensure differences between actual and budget figures have been adequately explained.	<i>fw</i>
Review the bank reconciliation at March 31 to verify the closing bank balance, and review all outstanding (uncleared) cheques and deposits. Review the subsequent month's bank statement to ensure that outstanding items have been properly cleared.	<i>fw</i>
Test add the Squadron / District journal to verify correctness of the totals, then trace the totals from the journal to the appropriate line on the financial statements.	<i>fw</i>
Ensure each of the financial statements is correctly added, and signed by the Commander and by the Financial Officer (Treasurer).	<i>fw</i>
Ensure the comparative figures from the prior year's financial statements are properly reflected on the current statements, and that any differences are adequately explained.	<i>fw</i>
Append a copy of the March 31 bank & investment statements to the Statement of Net Assets (optional procedure).	
Complete, sign and date the CPS-ECP Financial Review Report and initial the checklist. Attach the Report and the checklist to the Squadron / District financial statements.	<i>fw</i>

CANADIAN POWER AND SAIL SQUADRONS

STATEMENT OF NET ASSETS

As of March 31st, 2021

	xxx <u>Gabriola</u> Squadron		xxx	District
CURRENT ASSETS				
		Current Year	Previous Year*	
		\$	\$	
A. CASH & INVESTMENTS (Totals from Journal columns)				
- on hand and in bank accounts (from 6.0)	A.1	3398.95 <u>2,674.15</u>	3,579.64	
- funds at Nat'l Office (if any)	A.2	0.00	0.00	
- investments (at cost) with Banks, Trust, etc. (from 8.0)	A.3	0.00	0.00	
Total - Cash & Investments (add A.1 + A.2 + A.3)	A.	3398.95 <u>2,674.15</u>	<u>3,579.64</u>	
B. ACCOUNTS RECEIVABLE (amounts owing to you)	B.	0.00	0.00	
C. INVENTORIES (course materials)	C.	0.00	0.00	
D. TOTAL CURRENT ASSETS (add A. + B. + C.)	D.	<u>2,674.15</u>	<u>3,579.64</u>	

CURRENT LIABILITIES

E. ACCOUNTS PAYABLE (owed by you)				
- amounts owed by you, other than to Nat'l Office	E.1	0.00	0.00	
- account at Nat'l Office (if any)	E.2	0.00	0.00	
Total - Accounts payable	E.	<u>0.00</u>	<u>0.00</u>	

NET ASSETS

F. NET ASSETS (subtract E. from D.)	F.	3398.95 <u><u>2,674.15</u></u>	<u>3,579.64</u>
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Approved:

Treasurer :	<u>JUDE BRISCOE</u>		<u>16-04-21</u>
Commander :	<u>Jean-Francois Van Praet</u>		<u>16-04-2021</u>
	Name	Signature	Date

Notice to Professional Accountants: this form does not include any fixed assets or accruals.

* Copy figures from last year's Statement to this column

**CANADIAN POWER AND SAIL SQUADRONS
STATEMENT OF RECEIPTS & DISBURSEMENTS**

From April 1st, 2020 _____ to March 31st, 2021 _____

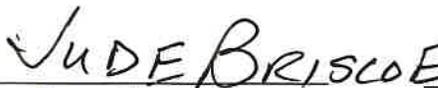
xxx Gabriola Squadron xxx District

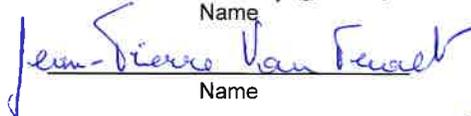
	Current Year \$	Previous Year* \$
1.0 RECEIPTS (Totals for year)	724.80	
1.1 Member Dues & Contributions	0.00	133.56
1.2 CPS-ECP Courses Conducted	1,000.16	1,806.00
1.3 Travel & Other Assistance Received	0.00	0.00
1.4 Meetings & Events	0.00	383.30
1.5 Newsletter & Other Advertising Revenue	0.00	350.00
1.6 Regalia Sales	0.00	45.00
1.7 Interest on Bank Account (include GST/HST and QST Recovery)	0.08	36.69
1.8 Other (Please specify) _____	100.00	300.00
1.9 Advances (received during the year)	0.00	0.00
1.0 TOTAL RECEIPTS for YEAR	4,400.24	3,054.55
2.0 DISBURSEMENTS (Totals for year, including GST/HST and QST)	1,825.04	
2.1 Course Materials	725.69	1,271.50
2.2 Examination Fees	0.00	545.00
2.3 Classroom Rentals	0.00	100.00
2.4 Meetings & Events	150.00	611.46
2.5 Travel & Accommodation	0.00	0.00
2.6 Newsletters & Publications	0.00	0.00
2.7 Advertising & Public Relations	834.80	715.34
2.8 Office, Postage & Stationery	224.36	330.62
2.9 Telephone & Communications	70.88	0.00
2.10 Training Aids & Equipment Purchases	0.00	0.00
2.11 Dues & Contributions (including donations)	0.00	64.00
2.12 Regalia Purchases	0.00	0.00
2.13 Interest & Bank Charges	0.00	0.00
2.14 Other (Please specify) _____	0.00	472.50
2.15 Advances (repaid/paid out during the year)	0.00	0.00
2.0 TOTAL DISBURSEMENTS for YEAR (including GST/HST and QST)	2,005.73	4,110.42
3.0 SURPLUS or (DEFICIT) (subtract line 2.0 from 1.0)	(180.67) (905.49)	(1,055.87)
4.0 Net Change in From (out To) Investment Accounts (+/-)	0.00	0.00
5.0 CASH in Bank - Beginning of Fiscal Year	3,579.64	4,635.51
6.0 CASH in Bank - End of Fiscal Year (Add line 3.0, 4.0 & 5.0)	3,398.95 2,674.15	3,579.64
Crosscheck: 6.0 CASH in Bank should be the same as reconciled balance "A.1" on the Statement of Net Assets		
7.0 TOTAL TAXES PAID (included in total disbursements)		
7.1 Total GST/HST paid	32.16	80.16
7.2 Total QST paid	0.00	0.00

Approved :

Treasurer :

Commander :


 Name: Jude Briscoe Signature: Jude Briscoe Date: 16-04-21


 Name: Jean-Sierris Van Beek Signature: Jean-Sierris Van Beek Date: 16-04-2021

* Copy figures from last year's Statement to this column

CANADIAN POWER AND SAIL SQUADRONS

STATEMENT OF INVESTMENT ACTIVITY

From April 1st, 2020 _____ to March 31st, 2021 _____

	xxx <u>Gabriola</u> Squadron	xxx District
	Current Year \$	Previous Year* \$
8.0 INVESTMENTS		
Balance in Investment Accounts, beginning of year	0.00	0.00 ←
Interest etc. earned on Investments (+)	0.00	0.00
Transferred in from Cash Bank Account (+)	0.00	0.00
Transferred out to Cash Bank Account (-)	0.00	0.00
8.0 Balance in Investment Accounts, end of year	<u>0.00</u>	<u>0.00</u>

Approved :

Treasurer :	<u>Jude BRISCOE</u> Name	<u>Jude BRISCOE</u> Signature	<u>16-04-21</u> Date
Commander :	<u>Jean-Pierre Van Praet</u> Name	<u>Jean-Pierre Van Praet</u> Signature	<u>16-04-2021</u> Date

* Copy figures from last year's Statement to this column