



minutes

Yellowknife Search and Rescue Board Meeting

Date: April 16, 2024
Time: 7:00 PM MT
Location: [MS Teams](#)

Present: Amanda Herbert | Tom Girrior | Bill Peck | Jurjen van der Sluijs | Jacqueline Mo
Regrets: Eva Paul

1 Call to Order – 7:04 PM MT

2 Approval of Previous Meeting Minutes

May 31, November 2023, and January 2024 approved as is. February 2024 approved with changes:

- Motion: Amend the February 2024 minutes as follows and upload all approved minutes to the website.
 - Fund Development – Bingo Night – change “clean-up” to “financial liability”.
 - Move the Volunteer Resources section under Logistics, under Equipment Director’s Report.
 - Move the Email Management section under Finance → Administration.
- Motion – Bill. Second – Jurjen. None opposed. Motion carried.

3 Command

New Meeting Format – Amanda

- Move the Public Information section to the bottom, before Governance.
- The Planning section goes in between Fund Development and Logistics.

4 Safety

Operations – Tom

- No safety issues or concerns to report.



5 Liaison

SARVAC Update – SAR Volunteer Tax Credit Increase – Tom

- As you may have seen [in the news](#), the federal government [recently announced](#) as part of Budget 2024 that the CRA tax credit for volunteer firefighters and SAR volunteers will double from \$3,000 to \$6,000 moving forward.
- Those eligible could get an increase of \$600 to \$900 on cash return.
- There is currently no information on further details, on how many volunteer hours you'd need to be eligible – or if the number of hours stay the same.
- Tom reports that SARVAC has also already been discussing this.
- Tom and Bill will keep an eye on this as this affects our members.

Response to MNP LLP Report – Amanda

- Deferred to next Board meeting for further discussion.
- The Board agreed, though, that the report should be shared with the membership and discussed at the AGM.
- Action Item: Jackie to add the report as a discussion item to AGM agenda.
- Action Item: Reminder to upload the report to the YKSAR website (password-protected Members' page) and send an email to membership in advance of the AGM. Since it is 53 pages in length, it will not be printed for the AGM, but will be available online for members.

6 Operations

Training Report and Monthly Call-out Drill – Tom

- The Frostbite 55 was very smoothly run and there were good participation rates this year. The lead hands were Jurjen, Jenny, and Tom – thank you all for your time.
- Jurjen reported that the 3 checkpoints (instead of the 4 previous) saved us a bit of time and overhead.
- WFA training is underway, with two scheduled sessions. One was just completed over the April 12-14 weekend: Tom reports that there were 9 participants (8 YKSAR members, 1 GNWT) and that the session was informative. (The individual from the GNWT has stated they are considering joining YKSAR.) Tom will be receiving completion certificates from AMS soon.
- The next WFA session will take place over the May 10-12 weekend, and it already looks to be full.
- After that, the Basic Searcher will be held over two weekends (May 24-26, and May 31-June 2). There are already 6 people registered, and additional people have contacted Tom directly to say they will register.
- Tom has already submitted the grant for Basic Searcher funds to MACA – see VODC under Fund Development below.
- Monthly call-out drill: Tom will not be back in town until May 1, so he cannot run the April monthly drill. He is looking for someone to step up and organize one, if interested. If an interested individual is identified, Tom can offer training suggestions to them via phone. If



nobody steps up, we will not have a monthly drill. Tom will first check with Niels and Eva before the end of this week and will let Bill know if there is a training component to accompany the monthly call-out.

- Reminder to the Board: there are usually two components to the monthly call-out. Tom typically organizes the training exercise, and Bill will usually conduct the call-out by mass-texting the membership. Bill captures the response statistics (Available, Unavailable, No Response) and reports on the stats at Board meetings.
- Action Item: Tom to send Bill the sign-in sheet for the LPB training completed in February, as well as the sign-in sheet for the February call-out training exercise (building a landing strip).

Recent Searches – Tom

- No recent searches to report.

Morel Mushroom Pickers – Safety Initiative/Program – Tom

- Tom received a call from the GNWT from an individual who reported that their department already has a brochure on this topic, and that they typically start to have conversations with the communities starting April 1. Tom tried to reiterate to them that we want to target mushroom harvesters from out of town – coming to Yellowknife for morels and unfamiliar with the NWT bush – but did not get a response.
- Tom may just focus on tabletop exercises for our members this year, on what we would do should we get a call from RCMP. Tom noted that early May to end of June is the morel season.

7 Fund Development

CAF America – Ambassadors for Good Grant – Amanda/Tom/Jurjen

- This DeBeers grant was submitted – thanks to the work of Amanda, Tom, Jurjen, and Michelle! CAF America has confirmed that we have been verified and accepted as an organization, so it appears as though we are through the first level of screening.
- Amanda has uploaded all relevant documents from this process to Dropbox.

VODC (MACA Grant) – Dropbox – Tom

- As mentioned above in the Training Report, Tom has submitted the paperwork for the annual MACA grant that funds the Basic Searcher courses – the [Volunteer Organization Development Contribution](#) grant.
- Action Item: Tom will upload a copy of the VODC grant paperwork to Dropbox. Tom will also dig up previous years' copies and upload to Dropbox as well.

8 Logistics

Equipment Director's Report – Jurjen

- As Tom reported in the Training Report, the Frostbite 55 set-up went smoothly. Everything is cleaned up and all the gear has been checked for damage.



- Worked with Tom on the Ambassadors for Good grant application; costed out and provided the itemized list of GPS units with InReach capability, Starlink equipment, plans, and associated cables, and repeater fixes.

Membership Report – Bill

- A new fiscal year means membership fees are once again due. Bill has sent the annual email to the membership and e-transfers have started coming through.
- Bill is updating the membership spreadsheet as dues come in.
- Action Item: The Board will need to reconcile the fees that come into our inbox with what we actually receive in the bank accounts. This will need to be figured out in preparation for the annual AGM financials review.

Volunteer Resources – Yellowknife Volunteers Website – Amanda

- The Yellowknife Volunteers website is up and running as of April 1; Amanda has posted the Basic Searcher and YKSAR Volunteer Resources opportunities on the site. There are approximately 250 views of the site so far, and hopefully more as time goes on.

9 Finance

Records – Amanda

- Action Item: Amanda will check in and reach out about receiving the box of financial records.
- Action Item: Amanda will email the membership closer to AGM re: seeking a new Treasurer.

Administration – Dropbox Reminder – Amanda

- Reminder: Please upload any YKSAR files you have into Dropbox.

Administration – Email Management Reminder – All

- Reminder: Please check the YKSAR inbox regularly and action your respective emails.
Reminder of new system: move emails out of inbox to their respective ICS folders *after* they have been actioned.

10 Public Information

25th Anniversary (YKSAR was incorporated on May 6, 1999) – Amanda

- The Board discussed acknowledging the 25th Anniversary of YKSAR's incorporation on Facebook.
 - Action Item: Amanda to reach out to the Public Information team to see if there's volunteer capacity/time for a Facebook post acknowledging the upcoming anniversary.
- The Board discussed potentially creating a 25th Anniversary version of the YKSAR logo, and ordering a batch of 25th Anniversary patches, but decided against the order, since a minimum



order would be for a quantity of 250, and we still have a significantly large quantity of original YKSAR patches.

- However, the Board is open to the idea of a 25th Anniversary logo for the Public Information team (and others) to use.
 - Action Item: Jackie to source quotes from local graphic design companies to see how much a design job would cost. The design job would consist of adding “25 years” or “25th Anniversary” to the existing logo.
 - Action Item: Jackie will send quotes directly to the Public Information team for consideration. May not be needed: the Public Information Team may have someone with graphic design skills to get this done.
 - Note: High-res versions of the current logo can be found in the Media section of the website – where the call-out list and meeting minutes are uploaded.
- Once the 25th anniversary logo is created, we could possibly have it on a sheet cake, for the joint AGM/Volunteer Appreciation event at YK River.
 - Action Item: Jackie to source costs for a potential cake from local stores.

Basic Searcher Advertising – Amanda/Eva

- Eva was unable to join tonight but updated the Board via email:
 - Advertising for the Basic Searcher is under control and underway: posters were designed and sent to Amanda. Posters will go up soon; Eva already has people signed up to do that.
 - Media have been contacted; social media campaign is underway.
 - Eva currently has 4 volunteers, 2 of whom have been also working on the Social Media Policy.

AGM and Volunteer Appreciation at YK River – All

- Action Item: Amanda will note to the Public Information Team that we are planning a combined AGM and Volunteer Appreciation event at the YK River. If the Public Info team has capacity, could they design a poster for us announcing this?
- Reminder: we also committed to a photo with the Ruth Lee Manikin – we can do this with the entire membership at the AGM/Appreciation event.
 - We will ask those with YKSAR jackets to bring/wear their jackets to YK River, and we will bring the bag of orange search vests for those without jackets.
 - Action Item: Amanda will ask the Public Info team to add this note on their poster/invitation to membership.
 - Action Item: Jackie to add “orange search vests” to the AGM list of things to bring.
- Per action items above, Jackie will source costs for the design of the anniversary logo, as well as costs for a potential anniversary cake.
- Action Item: Jackie to start a list of things we need for the AGM. Food, condiments, water, other drinks, napkins, paper plates, etc. Ask members to BYO (bring your own) camping chairs, water bottles, cutlery/eating implements.



Producer with Attraction – Update – Tom/Amanda

- Steacy Curry, a Producer with Attraction, reached out via Facebook Messenger. They are developing a series that takes place in the NWT: a follow documentary that follows various characters in their day-to-day jobs, facing the natural stakes that come along with operating in the NWT and dealing with climate change (among other things). They're interested in speaking with someone from YKSAR.
 - Action Item: Tom to get in touch with producer.

11 Governance

2023-2024 Financials – Amanda

- Action Item: The Board (led by Amanda) will begin to prepare the 23/24 financials for potential financial reviewers in advance of the AGM.

Treasurer – Amanda

- The Board would like to acknowledge Per at AGM. Although he was only on the Board for a short time, we appreciate his contributions and his time to the Board, and to YKSAR at large.
- Action Item: Jackie to add this to the AGM agenda/list. Potentially include in the President's Report in the AGM package.

Recruitment of Financial Reviewers (2 Members) – Amanda

- Action Item: Amanda will send out an email seeking volunteers to complete this year's financial review.

AGM Materials Prep – Jackie

- Deferred (Jackie has started an AGM to-do list).

12 Next Meeting – May 14, 2024 – in-person at Amanda's. (Second Tuesday of the month.)

13 Adjournment – 8:21 PM MT
