

Agenda



Yellowknife Search and Rescue Annual General Meeting

Date: Thursday, June 13, 2024
Time: 6:00 PM MT
Location: Yellowknife River Day Use Area
(If Rained Out: Arctic Response, 101-349 Old Airport Road)

1	Welcome + Group Photo Celebrating 25 Years	
2	Additions to / Approval of Agenda	
3	Approval of / Amendments to 2023 AGM Minutes	
4	Officer's Reports President Treasurer	Amanda Amanda
5	Other Business Operations – 2023-2024 Searches and Training Liaison – GNWT Report by MNP LLP Finance – 2024-2025 Budget Fund Development Logistics – Equipment Logistics – Volunteer Resources – 2023-2024 Membership Logistics – Volunteer Resources – Volunteer Opportunities Logistics – Volunteer Resources – Volunteer Tax Credit	Tom Amanda Amanda Amanda Jurjen Bill Amanda Bill
6	YKSAR Board of Directors – 2024 Elections	
7	Adjournment	

Current YKSAR Board



2023 to 2024

President:	Amanda Herbert
Vice President:	[Vacant]
Training Director:	Tom Girrior
Membership Director:	Bill Peck
Equipment Director:	Jurjen van der Sluijs
Treasurer:	[Vacant] – Thank you to Per Lunder for his time on the Board.
Secretary:	Jacqueline Mo
Member-at-Large:	[Vacant]

Minutes



2023 Yellowknife Search and Rescue Annual General Meeting

Date: June 15, 2023

Time: 7:00 PM MST

Location: Arctic Response, 101-349 Old Airport Road, Yellowknife, NT

Present: 13 voting members – QUORUM REACHED. (Only 10 voting members needed for quorum.)

1 Welcome and Call to Order – 7:35 PM MST

2 Approval of Agenda – Approved with the following amendments:

- The *ICS Presentation and Tour of the New SAR Loft* took place first.
 - Switch *Section 5 – Elections* with *Section 6 – Other Business*; discuss *Other Business* first.
 - Addition to the agenda: *SARVAC* added to *Other Business*, to be led by Kate.
 - Motion – Shane. Second – Eva. None opposed. Motion carried.
-

3 Approval of 2022 AGM Minutes – Approved

Motion – Jurjen. Second – Eva. None opposed. Motion carried.

4 Director's Reports

President – Amanda

- Amanda took members through a recap of the 2022-2023 year, noting the Board's continued efforts to incorporate ICS into the organization to encourage more volunteers to be involved in non-search related organizational activities, such as fundraising and public information.
- Part of these efforts included appointing some YKSAR volunteers to key ICS functions. Eva Paul was appointed to coordinate the Public Information function; Tom Girrior, Training Director, was appointed to the role of Operations Section Chief; and Jurjen van der Sluijs, Operations Director, was appointed to the role of Equipment Director in the Logistics function.
- Two major initiatives were completed this past year: the move-out of the SAR Bay and the subsequent Gear Sale and Silent Auction. The RCMP notification in the fall of 2022 that we needed to vacate the SAR Bay by the end of January 2023 kickstarted a hunt for a new space, as well as a clean-up and inventory of the SAR Bay to determine how to reduce our inventory.
- The Gear Sale and Silent Auction in January 2023 raised a little over \$7,000. Most of our remaining gear was moved to warm storage at Arctic Response, while other gear went to cold storage at AAA Storage. Many thanks to both those businesses for their generosity and for allowing us to continue operating without interruption.



- Thank you also to our YKSAR members and volunteers throughout this whole process: Tom, for securing a new space for us; Jurjen and Jenny for the inventory of the SAR Bay, moving our gear and setting up the new spaces; and Eva and Carrie for helping out with the Gear Sale and Silent Auction, fulfilling roles in the Facilities, Public Information, and Fundraising functions.
- This past year, our Treasurer resigned effective December 2022 and a new Treasurer joined the Board in March 2023, but unfortunately also had to resign shortly before this AGM. Thank you to Kate for all of her dedication and hard work as our Treasurer and for helping Nathan get up to speed. Thanks also to Nathan for his time on the Board.
- 2023 also saw the start of the SARVAC National Certification Pilot program, which Tom is supporting for the NWT and has been emailing the membership about. Interested members should reach out to Tom directly.
- This past year, a Review Committee of volunteers (Elaine, Kate, Amanda) took on the task of reviewing YKSAR's Constitution and Bylaws and provided recommendations we'll discuss at the AGM today. Many thanks to the Review Committee for this undertaking.
- As always, thank you to everyone who volunteered this year, whether it was to support training, searches, logistics, fundraising, or organizational administration.
- Refer to page 9 of the [2023 AGM Package](#) for the President's Report in full.

Financial Review and Approval of 2022-2023 Financials – Elaine

- Elaine and Emma conducted the 2022-2023 Financial Review for YKSAR; their full audit report can be found on pages 10-11 of the [2023 AGM Package](#).
- Recommended that the Dropbox organization of documents be improved, noting a concern that a few documents may be missing elsewhere within the Dropbox folders.
- The change in Treasurer was noted: Kate did most of the work preparing financials from April 2022 to January 2023, and Nathan took on February to March 2023 and prepared the statements; the reviewers had no concerns and thanked all who worked on the financials.
- Elaine took the membership through the line items on the Income Statement; see page 13 of the [2023 AGM Package](#).
- It was noted that we can accept donations but cannot provide charitable tax receipts, and that this was why we were looking to get registered as a charity – both for this reason but also so that we would be eligible for grants.
- We will need to do fundraising on an annual basis: our costs have gone up a little bit and this year we will have to raise about \$800 or so to break even. The Board has a few ideas coming up: hosting bingo nights at The Elks and the Tree of Peace, for example.
- It was also noted that the missing cheque mentioned in the Financial Review for approximately \$60 has since been sorted out.
- Membership discussed possibly recommending to the Board that we no longer accept cash. Bill agreed but noted that just today, he received cash in the mail. Elaine reported that last year, there was one cash submission. What ends up happening is Bill accepts the cash and e-transfers the funds to himself, but it costs him \$1.50 each time.
- **Motion:** To approve the 2022-2023 YKSAR financials as they currently stand.
 - Motion – Eva. Second – Tom. None opposed. Motion carried.



Membership – Bill

- As of tonight, our membership consists of 58 members. We expect the membership numbers to go down; quite a few members from last year still have not paid.
- Reminded all that members who do not pay by July 1 will be removed from the call-out list.
- Reported that a total of 2,757 hours were volunteered by YKSAR members this past year – excluding both A-Team and Board/administrative hours. Please track and submit your hours.
- If anyone is interested in joining the A-Team, please let Bill know – we are always looking to give the current A-Team members a break. Ideally, it is a 2-week minimum commitment.
- Please remember to update your availability on the website if you are out of town. We had issues with the website, but the desktop issues have since been resolved. There are still issues if you submit your availability through mobile.
- Under normal circumstances, we would not encourage emailing or texting Bill directly, but during a website outage, please do – or email yksar_nwt@yahoo.ca.
- For the Membership Report in full, see pages 14-15 of the [2023 AGM Package](#).

Equipment – Jurjen

- As Amanda noted in her President's Report, we were forced to downsize this year and moved the RCMP SAR Bay to what is now the SAR Loft at Arctic Response.
- As you've seen during the tour of the SAR Loft, we have tried to adopt more ICS terminology in organizing our gear on the shelves.
- Page 16 of the [2023 AGM Package](#) contains the full list of everything that was disposed of, whether through the Gear Sale and Silent Auction or through donations.
- Thank you to everyone who worked on cleaning up the SAR Bay, moving the contents out, setting up the Gear Sale and Silent Auction, and moving and sorting the remaining gear into the SAR Loft and AAA Storage. It was not preferred, but you all got it done.
- Amanda further thanked Jurjen for all the hard work and long hours he put in over the course of this year.

Training – Tom

- Tom reminded membership of the Core Training versus Directed Training available to all.
- Team Leader training (part of Core Training) may be provided this fall if there is interest; Tom will alert all via email.
- Directed Training consists of supplemental training that supports what's taught in Core/Basic.
- Tom provided additional details on the SARVAC National Certification Pilot program mentioned during the President's Report: this pilot program seeks to set a core competency standard across Canada and will allow members to transfer their skills from one province to the next. Tom reports that this program should be fully rolled out by next year.
- Everything we offer at YKSAR covers what is required at the national level. Members interested in the pilot program will need the basics: Basic Searcher, Wilderness First Aid, and ICS-100, to start.



- Tom reiterated that YKSAR provides two Basic Searcher training sessions a year. The reason for this is because our turnover is quite high. To maintain a core volunteer group at approximately 50 members, we need to host two sessions per year.
- Thank you to Bill, Jenny, Emma, and Martin for assisting with the Basic Searcher courses this year. Anything volunteers can do to help is greatly appreciated.
- Tom reminded all that Wilderness First Aid training (Core training) is dependent upon MACA's willingness to fund it.
- Tom has noticed that the number of people who sign up for training can sometimes be quite different to the number of actual participants. He noted, for instance, that a recent Basic Searcher had 16 registrants, but only 4 of those took and completed the course. This has been a trend over the past few Basic Searcher sessions.
 - Eva noted that the Public Information team has been working on improving communicating to new registrants that the number of hours required in the training are 70 hours in total.
 - Niels further suggested that perhaps another way to mitigate this is to require payment of the membership fee when people sign up for the Basic Searcher.
 - Amanda noted that this can be taken offline and discussed further.
- Tom further raised a suggestion for the monthly callout drills: he would like to seek input on whether we should have a set date every month for these drills – like the third Thursday of each month – or continue to keep it sort of random. He noted that we have a consistent number of members come out to the monthly drills, but we are not catching all of our members. When a live search is called, however, we almost always have a bigger turnout – almost double the numbers.
- Directed Training:
 - GPS – thank you to Eva for continuing to lead this course.
 - Lost Person Behaviour – dependent on interest levels.
 - Winter Survival – Tom reported that the number of participants has been low for the last two Winter Survival courses that we've run, but it will not be cancelled.
- Question from membership (Vincent): if we do not have the necessary gear for Winter Survival training, will any be supplied? Tom responded that it depends on what gear you are missing – let us know your needs. We also have members who can lend you gear.
- For the Training Report in full, see pages 17-18 of the [2023 AGM Package](#).

5 Other Business

Revised Constitution and Bylaws – Amanda and Kate

- At last year's AGM, the membership agreed that it was time YKSAR's Constitution and Bylaws were reviewed and updated, especially since it was possible that there has not been an update since 2012. A motion was passed and a Review Committee was struck, with the mandate to review the existing Constitution and Bylaws and to provide recommendations to the Board and the membership at the 2023 AGM on what changes may be needed.



- The Review Committee consisted of Elaine, Kate, and Amanda. Amanda took the membership through the Review Committee's report and recommendations (pages 19-20 of the [2023 AGM Package](#)). This report was originally meant for the Board, but since we are a small organization, we are happy to share with the membership.
- Major changes include:
 - Removal of portfolio directorate responsibilities
 - Removal of borrowing powers
 - Additional clarity around review, approval, and presentation of financial statements
 - Rewriting of duties of officers – President, Secretary, and Treasurer
 - Removal of option for proxy voting
- Minor changes include:
 - Changed language to follow current best practices (e.g. all instances of “shall” changed to “must”)
 - Rearranged clauses to improve information flow
 - Added clauses to improve the clarity of Board powers
- **Motion:** To rescind the entire current Constitution and Bylaws and vote to accept the revised drafts as presented as the new Constitution and Bylaws for YKSAR.
 - Motion – Tom. Second – Niels. None opposed. Motion carried.
 - The membership voted and accepted the revised drafts as the new Constitution and Bylaws for YKSAR – none opposed.

2023-2024 Strategic Planning – Amanda

- Amanda gave an overview of the 2023-2024 YKSAR Strategic Plan, including our Mission, Vision, and Values, as well as some of the changes the Board decided on for our Goals (3 to 5 things the organization should focus on in the next fiscal year).
- Amanda further noted that the new incoming Board may choose to make additional changes; should this happen, the Board will notify the membership further.
- For the Strategic Planning documents in full, see pages 28-31 of the [2023 AGM Package](#).

SARVAC – Kate

- Kate provided an overview of SARVAC to members who were unfamiliar, noting that SARVAC is the national search and rescue organization, and any interested members can be involved in any of the programs/initiatives they offer. You may have also heard of SARVAC through Kate previously because SARVAC is also working on a national K9 certification program.
- Kate is the AdventureSmart Coordinator for the NWT. AdventureSmart is a national prevention program dedicated to encouraging the public to have the necessary knowledge, skills, and equipment to safely enjoy outdoor pursuits – in hopes of reducing the frequency of search and rescue incidents.
- AdventureSmart has a suite of five programs – one of which is PaddleSmart, to encourage water/paddling safety.



- Interested members can complete the training and will be able to give AdventureSmart presentations in schools to children, and to adults as well. Tom and Kate, for example, will be presenting to the Foster Family Coalition of the NWT, to teach people to be safe out there and what to do in the event of an incident.
- For more information on what AdventureSmart can offer, the BCSARA (BC Search and Rescue Association) website contains a dedicated page listing all of BC's AdventureSmart events and any available training.
- It was noted that Shane also has experience with both AdventureSmart and SAR in Alberta and Saskatchewan. While Kate is the NWT Coordinator for AdventureSmart, both Tom and Shane will also assist with presenting.

6 YKSAR Board of Directors – 2023 Elections

- President: Amanda Herbert (acclaimed)
 - Motion – Carrie. Second – Vincent. None opposed. Motion carried.
- Vice President: remains vacant.
- Operations: Tom Girrior (acclaimed)
 - Motion – Per. Second – Elaine. None opposed. Motion carried.
- Membership: Bill Peck (acclaimed)
 - Motion – Carrie. Second – Kate. None opposed. Motion carried.
- Equipment: Jurjen van der Sluijs (acclaimed)
 - Motion – Niels. Second – Kate. None opposed. Motion carried.
- Treasurer: Per Lunder (nominated by Tom)
 - Motion – Tom. Second – Vincent. None opposed. Motion carried.
- Secretary: Jacqueline Mo (acclaimed)
 - Motion – Kate. Second – Carrie. None opposed. Motion carried.
- Member-at-Large: remains vacant.

The change of Board takes place at the end of this AGM.

7 Adjournment – 8:40 PM MST

President's Report



April 2023 to March 2024 – Amanda Herbert, President

With 25 years of service under its belt, I'm happy to report that YKSAR has been busier than ever, with the past year full of callouts, training, and exercises.

In the summer of 2023 YKSAR worked on a cold case search, but the search was cut short when Yellowknife evacuated in mid-August, and we didn't find ourselves home until mid-September. Later in November, YKSAR supported the RCMP with an evidence search at the Hilltop Apartments.

Fund development – and community generosity – were big themes for the Board this year. Hosting bingo nights in September and January generated some revenue to cover some operating expenses. We were also lucky to be chosen to receive a \$1,000 donation from GAP Electric's slo-pitch team – many thanks to them for the generous donation. Next, one of our volunteers (and former Board member) Kate entered a draw on our behalf while at SARscene in Newfoundland in September, and we won a free 50kg standard adult manikin from ALG Safety as a result. Thanks Kate! Last but not least, another one of our members, Michelle, helped us submit a grant application through DeBeers for some new equipment to increase our capacity to communicate in the field. This includes some GPS units with inReach capability. We will hear if we were successful with our application in the coming year – but thanks also to Michelle for kickstarting this effort.

This year, the Board finally received a copy of a 2022 report completed by MNP LLP for the GNWT called GNWT Search and Rescue System Review Final Report. The GNWT report notes that:

- while the GNWT is collectively responsible for ground search and rescue, no department is mandated to support and coordinate GSAR teams across the territory.
- all operational funding for volunteer SAR teams in the NWT is fundraised by volunteers.
- there are currently no territorial funding sources for volunteer SAR teams for essential basic expenses like insurance, website hosting, P.O. box, etc.

The report recommends (among other things) that the GNWT provide funding to volunteer search and rescue teams, to ease the burden on the volunteer SAR teams and allow them to focus on training and providing service (instead of fundraising). Thank you to those YKSAR members who contributed their time and expertise to inform that report. The Board intends to respond to this report in the coming year.

As we communicated to membership earlier this month, we sadly learned that our Treasurer, Per Lunder passed away in early February. Having been a member of YKSAR since 2022, Per joined the Board in June 2023, taking on the challenging role of Treasurer. We will always be thankful to Per for the time he spent with us, and his contributions to YKSAR.

Many thanks, as always, to our 2023-2024 Board (including Tom, Bill, Per, Jurjen and Jackie), all the volunteers who took on administrative/fundraising tasks, and those who participated in training and searches over the course of the year. Volunteers are the heart of YKSAR, and our entire existence relies on those contributions of time and expertise.

Financial Review: 2023-2024



April 2023 to March 2024 – Audit Report by K. Cannell and R. Bergen

We would like to commend Amanda on the preparation of YkSAR's 2023-2024 financials. She did a fantastically organized job and made it a little (read: a LOT) easier to review!

Here are our notes, for clarification / correction of work done (i.e. perfecting the data). Just little things that go a long way; and tidbits for future reference.

On Ledger:

- Change name of sheet in workbook to 2023-2024.
- Remove "Partner's Name" from Mario's 22-24 entry (this was from previous year for Stephane's).
- Deposit \$1000.00 via Carrie Lehman was donation from DT Electric, so should be referenced as such.
- Fundraising – missing February 14, 2024 \$500.00 receipt/stub for Bingo.
- Overpayment \$29.79 to Tom needs to be reflected in the Ledger as a Receivable.
- Tom's surname is GIRRIOR, spelling also needs correction on Elisabeth Pillichshammer.
- Cheque to Amanda for website issued in 22/23 is expensed in that year (even though it cleared in 2023-2024 fiscal).
- If no cheque was issued for a bill that was received, record this as a payable (i.e. \$380 website payment 2023-2024 yet to be paid); or pay it twice in 2024-2025 and make note on Ledger of delinquent payment caught up.
- ISEDC \$245.85 Radio Licence remains to be paid, due March 31st annually – as above with website, either record as payable at end fiscal, or double-pay in following year with notation on Ledger.
- SARVAC is a YkSAR expense, not a Tom Girrior donation. Suggest paying Tom for anything YkSAR has not yet reimbursed him for; or recording each \$100 payment he made without reimbursement to SARVAC on the Ledger as an expense and add a \$100 donation from Tom which covered same.
- Need to add invoice #(s) and term/date(s) of coverage on Ledger entries for cheques #75, 76, 77 (reference VODC), 79, 80, 81 (e.g. ESRI #000 (24/25)).

General Best Practices (Corporate Accounting for Small Business / Volunteer Organization):

- Need to record specifics under DESCRIPTION on Ledger entries (e.g. invoice #, dates of coverage, etc.).
- Cheque stubs and deposit slips should stay with their respective binders or logbooks (it's too easy to lose bits and pieces).
- When writing method and date [paid on invoices, or deposited on income statements/stubs], also write to/from when/where applicable, cheque number, addressee/addressor, and dollar value.
- Receipts for breakdown of reimbursement should show what these were for (even copies provided to the reviewers) – we trust that the \$1133 bill in repayment to Tom was for something important and worth every penny.
- Recommend following a payment schedule (provided in 2022-2023) to keep bills paid on time and in fiscal year for which they are intended.



- Even if a billing cycle differs from YkSAR's fiscal, PAY A BILL WHEN IT'S DUE (i.e. website is billed each January for calendar year; ESRI is billed April – March with payment due March 31 of prior year); and make note in the Ledger and Income Statement of each instance of overlap.
- When a cheque is written but doesn't clear until after the fiscal year-end, it's still expensed in the year for which the expense was paid, it's just an outstanding cheque.
- Cancelled / voided cheques need to be recorded on Ledger, for sequential tracking.

Membership Ledger and Reconciliation to Accounting:

- Format should be the same as accounting, for ease of reference and reconciliation. Templates have been provided separately in previous years.
- Anytime a member pays dues and includes an extra amount (e.g. \$50 deposit when no longer a new member), record separately as dues \$25 and donation \$25.
- Membership and dues received should be reconciled periodically throughout the year as these are often more complicated than just \$25 EFTs per person and get confusing to look back on.
- Membership dues are to be included as income in the year for which they are intended, despite when they are paid – include notations under DESCRIPTION.
- 2023-2024 memberships paid in 2022-2023 (\$75) should be included in 2023-2024 income.
- 2024-2025 memberships paid in 2023-2024 (\$25) should be included in 2024-2025 income.
- Donations are recorded for the year in which they are received.

Please don't hesitate to contact us should you have any questions or wish to discuss our findings further.

Kate Cannell and Richard Bergen

YKSAR

INCOME STATEMENT					
April 1 to March 31 (Cash Basis)					
	as at March 31, 2024				
REVENUES		<u>2023-2024</u>		<u>2022-2023</u>	
	Bank Interest	\$0.00		\$0.00	
	Donations	\$195.00		\$75.00	
	Fund Raising	\$2,000.00		\$0.00	
	Grants	\$3,114.84		\$0.00	
	Membership Dues	\$1,415.00 (6)		\$2,005.00	
	Miscellaneous / Other	\$0.00		\$7,085.00 (7)	
	Promotions	\$0.00		\$55.00	
	Recoveries (equipment)	\$0.00		\$0.00	
	Recoveries (search)	\$0.00		\$5,390.24	
	Recoveries (training)	\$0.00		\$2,259.00	
	TOTAL REVENUE	\$6,724.84		\$16,869.24	
EXPENDITURES					
	Advertising & Promotion	\$367.50 (2)		\$0.00	
	Equipment (1)	\$236.45		\$0.00	
	Insurance	\$2,054.00		\$1,850.00	
	Licences and permits	\$336.00 (3)		\$550.50	
	Miscellaneous / Admin	\$206.84 (4)		\$387.57	
	Operational searches	\$0.00		\$5,390.24	
	Special Events	\$0.00		\$0.00	
	Training Costs	\$3,144.63 (5)		\$2,259.00	
	TOTAL EXPENDITURE	\$6,345.42		\$10,437.31	
TOTAL SURPLUS (DEFICIT)		\$379.42		\$6,431.93	


 May 21/24

BALANCE SHEET

as at March 31 annually

ASSETS	2023-2024	2022-2023
Cash	\$17,157.81	\$16,778.39
TOTAL ASSETS	\$17,157.81	\$16,778.39
LIABILITIES		
EQUITY		
Opening Balance	\$16,778.39	\$10,346.46
Current Earnings	\$379.42	\$6,431.93
Closing Balance	\$17,157.81	\$16,778.39
TOTAL ASSETS & LIABILITIES	\$17,157.81	\$16,778.39

Notes on Financial Statements

Note 1:	Equipment is expensed to the Income Statement in the year of purchase
Note 2:	Website expense for 22/23 was not paid until 23/24. 2024-01-20 \$380.10 Invoice from Keller (website) not paid in 23/24. Will be paid in 24/25
Note 3:	2024-02-21 \$245.85 Invoice from ISED (radio license) not paid in 23/24. Will be paid in 24/25
Note 4:	Tom paid the \$100 SARVAC fee in 23/24, but didn't claim it. SARVAC will be an expense in 24/25
Note 5:	Overpaid Tom \$29.79 in 23/24, corresponding underpayment will occur in 24/25
Note 6:	Membership is due on April 1, so sometimes memberships get paid a little early (in the previous fiscal year). \$75 of 23/24 memberships were deposited in 22/23, \$25 of 24/25 memberships were deposited in 23/24
Note 7:	Sale of equipment, 2023-01

Amada H. H.
for May 29/24

Treasurer's Report



Response to Financial Review – Amanda Herbert, President

From: Amanda Herbert

Date: Tue, May 28, 2024 at 6:46 PM

Subject: Re: Review of YkSAR's 23/24 financials - Notes of RB/KC

To: YKSAR NWT <yksar_nwt@yahoo.ca>, Tom Girrior, Bill Peck, Jacqueline Mo, Jurjen van der Sluijs

Cc: Kate Cannell, Richard Bergen

Hi all,

See slightly revised financials attached for the Boards review (and approval if they look okay).

With regards to the changes recommended by the Reviewers, and the changes I made (or didn't make) my notes are in red:

On Ledger:

- Change name of sheet in workbook to 2023-2024. **Done**
- Remove "Partner's Name" from Mario's 22-24 entry (this was from previous year for Stephane's). **Done**
- Deposit \$1000.00 via Carrie Lehman was donation from DT Electric, so should be referenced as such. **It was GAP, not DT. This is noted more clearly now on the Ledger.**
- Fundraising – missing February 14, 2024 \$500.00 receipt/stub for Bingo. **We don't have a stub, but we know we got it because it hit our bank account.**
- Overpayment \$29.79 to Tom needs to be reflected in the Ledger as a Receivable. **Cash basis accounting, so not doing accounts payable or receivable – it's captured in a note on Income Statement.**
- Tom's surname is GIRRIOR, spelling also needs correction on Elisabeth Pillichshammer. **Done**
- Cheque to Amanda for website issued in 22/23 is expensed in that year (even though it cleared in 2023-2024 fiscal). **Cash basis accounting, so recognized when it hit our bank account (in 23/24), added explanation to Note 2 on Income Statement.**
- If no cheque was issued for a bill that was received, record this as a payable (i.e. \$380 website payment 2023-2024 yet to be paid); or pay it twice in 2024-2025 and make note on Ledger of delinquent payment caught up. **Cash basis accounting, addressed through note on Income Statement.**
- ISEDC \$245.85 Radio Licence remains to be paid, due March 31st annually – as above with website, either record as payable at end fiscal, or double-pay in following year with notation on Ledger. **Cash basis accounting, addressed through note on Income Statement.**
- SARVAC is a YkSAR expense, not a Tom Girrior donation. Suggest paying Tom for anything YkSAR has not yet reimbursed him for; or recording each \$100 payment he made without reimbursement to SARVAC on the Ledger as an expense and add a \$100 donation from Tom which covered same. **Will do for 24/25, but it was not done in 23/24 so it does not appear in the 23/24 Ledger or financial statements.**



- Need to add invoice #(s) and term/date(s) of coverage on Ledger entries for cheques #75, 76, 77 (reference VODC), 79, 80, 81 (e.g. ESRI #000 (24/25)). **I think this is sufficiently clear when you look at the records.**

General Best Practices (Corporate Accounting for Small Business / Volunteer Organization):

I won't comment on most of these, we can pass onto the Finance volunteer to consider for next year.

- Need to record specifics under DESCRIPTION on Ledger entries (e.g. invoice #, dates of coverage, etc.).
- Cheque stubs and deposit slips should stay with their respective binders or logbooks (it's too easy to lose bits and pieces).
- When writing method and date [paid on invoices, or deposited on income statements/stubs], also write to/from when/where applicable, cheque number, addressee/addressor, and dollar value.
- Receipts for breakdown of reimbursement should show what these were for (even copies provided to the reviewers) – we trust that the \$1133 bill in repayment to Tom was for something important and worth every penny. **Agreed, this happened because the originals were given to Per, but when we got the stuff from his wife after he passed away, these original receipts weren't part of the package and she hasn't seen them around, so the copies we have are all that we have at the moment.**
- Recommend following a payment schedule (provided in 2022-2023) to keep bills paid on time and in fiscal year for which they are intended.
- Even if a billing cycle differs from YKSAR's fiscal, PAY A BILL WHEN IT'S DUE (i.e. website is billed each January for calendar year; ESRI is billed April – March with payment due March 31 of prior year); and make note in the Ledger and Income Statement of each instance of overlap. **Agreed, however this year, Per passed away in February, and we gave his wife some time before we got the cheque book back (in May), so it was too late to be done in the same fiscal year as when the invoices were received this time.**
- When a cheque is written but doesn't clear until after the fiscal year-end, it's still expensed in the year for which the expense was paid, it's just an outstanding cheque. **I think with cash basis accounting, you recognize it when you pay it (i.e. when it leaves the bank account).**
- Cancelled / voided cheques need to be recorded on Ledger, for sequential tracking.

Membership Ledger and Reconciliation to Accounting:

- Format should be the same as accounting, for ease of reference and reconciliation. Templates have been provided separately in previous years.
- Anytime a member pays dues and includes an extra amount (e.g. \$50 deposit when no longer a new member), record separately as dues \$25 and donation \$25.
- Membership and dues received should be reconciled periodically throughout the year as these are often more complicated than just \$25 EFTs per person and get confusing to look back on.
- Membership dues are to be included as income in the year for which they are intended, despite when they are paid – include notations under DESCRIPTION. **Cash basis accounting, so recognized when received, but added note to Income Statement.**
- 2023-2024 memberships paid in 2022-2023 (\$75) should be included in 2023-2024 income. **Cash basis accounting, so recognized when received, but added note to Income Statement.**
- 2024-2025 memberships paid in 2023-2024 (\$25) should be included in 2024-2025 income. **Cash basis accounting, so recognized when received, but added note to Income Statement.**
- Donations are recorded for the year in which they are received.

Thanks, Amanda

Operations/Training Report



April 2023 to March 2024 – Tom Girrior, Operations Section Chief

I'll start by congratulating YKSAR on reaching 25 years of service to the community. It's a tremendous achievement which we should all be proud of. Over the intervening years the training offered to members has grown from what today would barely be recognized as a Basic Searcher training program to one that meets national training standards. The competence and capability of our membership is to a great extent a reflection of our ongoing commitment to good training.

YKSAR training focuses on three key areas:

- Basic Searcher, Team Leader, First Aid are directed toward core training
- ICS, GPS, BICO, Lost Person Behaviour, and Winter Orientation supplement the core effort
- Monthly Training Drills tie everything together in a very practical way

Core Training

Basic Searcher training is offered twice annually (spring/fall), with each session run over two weekends. Total training time for Basic Searcher runs about seventy (70) hours. This is being funded through Volunteer Opportunities Development contribution agreements. Program delivery cost is in the range of four thousand dollars (\$4,000).

Special thanks to Bill Peck, Jenny Tjhin, and Emma Junker for your support in making these training efforts a success.

Team Leader training is offered every two to three years, with the next offering set for Fall 2024.

Wilderness First Aid is offered annually in late spring to early summer. This is a core competency for searchers nationally. The WFA program is currently being offered through the School of Community Government. Member interest in this course was quite high this year, resulting in two sessions being offered.

Supplemental Training

Incident Command System (ICS) training is part of the national core competency training standard. YKSAR encourages all members to be trained to at least the ICS-100 level. Additional ICS levels are required for team leaders and search managers. ICS-100 is offered online through MACA.

Eva Paul oversees our GPS training. We typically offer this a couple of times a year or when requested.

Baby, It's Cold Outside (BICO) has seen some changes since its funding ended. What had been a self-paced online course has now moved to a user pay model. Luckily, we have been able to secure the content and offer it to members at no charge. The online course provides essential information about hypothermia in an easy-to-learn format and is still a bargain.



Lost Person Behaviour (LPB): this training takes a deep dive into the introductory level content offered in the Basic Searcher course. It's a two-day course with the next offering set for late summer to early fall of this year.

Winter Orientation training has switched to a bi-annual offering typically run in the January to February timeframe. Temperature and snow conditions largely determine the exact training dates. Training consists of a one-evening classroom session followed by a full weekend in the bush. The course focuses on four key learning objectives: fire-making, emergency shelter construction, obtaining water, and signaling.

Monthly Training Drills

The callout drills simulate a live search. The work you do on a drill is nearly identical to what's done in the field. With regular practice, we can hit the ground running and you get to put all that core and supplemental training to work. In many ways, the drills validate all the training we've done.

Training drills focus on two keys areas.

Firstly, we need to know at any given time how many members would likely be available in the event of an RCMP search activation. That phone call/text that you respond to tells us that:

- We have the right phone number;
- You're taking calls; and
- We can determine if you're available now or at a later time.

Keeping your availability information up-to-date ensures that you don't receive unwanted calls and saves time for the people doing the calling.

Secondly, like most search teams throughout the country, we do not receive a lot of calls. A typical year for us is 3 to 5 callouts. Even then, some of these calls are resolved before anyone ever gets to a staging area. Callout drills are one way to stay involved and keep skillsets current.

Thank you. Any and all questions welcome.



Logistics/Equipment Report

April 2023 to March 2024 – Jurjen van der Sluijs, Equipment Director

SAR Loft

- After a very busy year for Logistics last year (moving the contents of the SAR Bay from the RCMP to a warm storage location at Arctic Response (the “SAR Loft”) and a cold storage location at AAA Self-Storage, the 2023-2024 fiscal year was relatively quiet.
 - Full recount of YKSAR equipment inventory (with Jenny).
 - Brought SAR Loft further in line with ICS terminology.
 - Updated equipment inventory spreadsheet following ICS terminology (and reflect disposed/surplused items).
 - Updated SAR Loft inventory spreadsheet with newly estimated 2024 replacement values.
 - Total of goods = approximately \$118,000.

Human Resources

- Jenny Tjhin volunteered to serve as Logistics Section Deputy under our ICS organizational structure (and did a great job covering for Jurjen with the recent R. Beaulieu search).

Funding

- Developed proposal for the DeBeers’ Ambassadors for Good 2024 program with Michele Peters (YKSAR member), Amanda (President), and Tom (Operations Section Chief).
 - Main ask: \$8,500 (GPS with inReach capabilities, Starlink)

Objectives for next year

- Procure new YKSAR vests (replacement of old orange vests).
- Onboard new equipment (if DeBeers’ grant application is successful).
- Maintain equipment (camping stoves and water filters need some attention).

* Note to Membership *

Please return any borrowed GPS devices or other gear to YKSAR by emailing yksar_nwt@yahoo.ca to coordinate, or by reaching out to Jurjen or Jenny directly. Our logs are showing that some borrowed items have yet to be returned.

Membership Report



April 2023 to March 2024 – Bill Peck, Membership Director

Membership Numbers

- **53 active members**
 - Expect the number to go down by the number of members who do not pay membership renewal fees by July 1, 2024.
 - 2 Search Managers (+ 4 who received Intro to Search Management training)
 - 7 Team Leaders
- At least 4 A-Team members on-call at any given time.

Searches

- **YKSAR responded to 4 searches amounting to 361 person-hours**
 - Missing ATVers – Jackson Lake (June) – 13 hours
 - Cold Case Search (July-August) – 222 hours
 - Evidence Search – Downtown (November) – 11 hours
 - Walker on Ice – Yellowknife Bay (December) – 115 hours

Training Hours

- **A total of 1,337 hours were volunteered for training.**

Administration

- **Countless hours were volunteered for administrative tasks.** These include:
 - Board Meetings
 - Financials
 - Silent Auction and Gear Sale
 - Weekly A-Team Callouts
 - Monthly Membership Callouts
 - Instructor Preparation Time
 - Membership Availability Updates
 - Gear maintenance
 - Report Preparation, CRA Volunteer Letters

Total Volunteer Hours

- **A total of 1,801 hours were volunteered by YKSAR members**
 - This does not include the tens of thousands of on-call hours credited to the A-Team.

The A-Team – on-call 24/7

- The A-Team is the group of members who are available 24 hours a day to receive calls for service from the RCMP.



- The RCMP receive an updated list of on-call A-Team members weekly.
- Often the ones tasked for an immediate hasty search on short notice.
- A-Team on-call hours are eligible for the CRA volunteer tax credit.
 - Only A-Team members accumulated the 200 hours required for the tax credit **(11 people)**.
- Frequent tests check the readiness of the A-Team.
 - Member receives credit for volunteer hours for the past week if they immediately respond as being Available.
 - Responsiveness is reported for auditing purposes.
- Any YKSAR member can become a member of the A-Team if they can commit to answering a phone call at all hours of the day.

Membership Renewal

- Membership renewal fee (\$25) to be paid before running in or voting in election.
- Current criminal records check required (within past 5 years).
- Current First Aid required.

Keep Your Availability Updated

- The online callout list is updated several times a week as the status of members' availability changes.
- If you haven't advised that you're unavailable, you are listed on the callout list and you should expect that you could receive a call at any time of the day.