

Agenda



Yellowknife Search and Rescue Annual General Meeting

Date: Wednesday, June 10, 2026
Time: 7:00 PM MT
Location: Yellowknife River Day Use Area
(If rained out: Arctic Response, 101-349 Old Airport Road)

1	Welcome	
2	Additions to / Approval of Agenda	
3	Approval of / Amendments to 2025 AGM Minutes	
4	Approval of 2025-2026 Financials	Amanda
5	Other Business President's Report Operations Report Equipment Report Proposed Rebranding: Presentation	Amanda Tom Andrea Jurjen
6	YKSAR Board of Directors – 2026 Elections	
7	Adjournment	
8	Volunteer Appreciation Cookout!	

Current YKSAR Board



2025 to 2026

President: Amanda Herbert

Vice President: Danielle Wendehorst

Treasurer: Louise Cumming

Secretary: Jacqueline Mo

Member-at-Large: Tom Girrior (Operations Section Chief)

Member-at-Large: Jurjen van der Sluijs (Logistics – Equipment Director)

Member-at-Large: Andrea Olayvar-Lowing

Member-at-Large: Nate Charbonneau

Minutes



2025 Yellowknife Search and Rescue Annual General Meeting

Date: June 18, 2025
Time: 6:30 PM MST
Location: Yellowknife River Day Use Area

Present: 23 voting members plus 2 non-voting – QUORUM REACHED.
(Only 10 voting members needed for quorum.)

1 Welcome and Call to Order – 6:37 PM MST

2 Approval of Agenda – Approved

Motion – Danielle. Second – Tom. None opposed. Motion carried.

3 Approval of 2024 AGM Minutes – Approved

Motion – Andrea. Second – Claire. None opposed. Motion carried.

4 Approval of 2024-2025 Financials

- Amanda reminded all that we do cash-basis accounting rather than accrual accounting. We are a small organization and do not have a lot of transactions beyond our 60 or so membership fee transactions; it does not make sense to have a complex accounting system.
- Amanda took the membership through the 2024-2025 Income Statement and Balance Sheet as seen in the AGM package, noting that our revenue went up compared to the previous year.
- Amanda cautioned that while there looks to be a big surplus, we will be seeing equally big deficits in the coming year as these amounts are spent.
 - An example is the grant we received from De Beers, \$8500 of which is already money that we are planning to spend in the next 3 years.
 - Another reason this surplus is so high: we received the \$4400 VODC grant from MACA but did not reimburse Tom his training expenses until the 2025-2026 fiscal year. Therefore, funds that appear to not be spent until the 25/26 year were actually spent in the 24/25 year.
 - We also received a large one-time donation of \$1000 – if that did not come in, we would be in a deficit.
- The Balance Sheet is a statement of where we were as of March 31, 2025. Cashflow-wise, we are okay, but you can see the amount is added to our balance from the year before.
- **Motion:** The membership approves the 2024-2025 YKSAR financials as they currently stand.
 - Motion – Nate. Second – Emma. None opposed. Motion carried.



5 Amendment to Bylaws

- During our annual filing, Corporate Registries identified that our bylaws were missing a provision and provided us with the appropriate language to insert.
- The language to insert is as follows – under Board of Directors:
 - *15. Any Director may be expelled by a two-thirds (2/3) majority vote of Directors for proven dishonesty, or for gross misconduct, or for failing or refusing to carry out his or her duties as a Director as provided in these bylaws.*
- Membership questions and discussion points:
 - Everyone on the Board is a Director – even Members at Large. This clause would be applicable to everyone on the Board.
 - If we needed to, there are standard definitions for “gross misconduct” that could be included.
 - The bylaws do contain a list of duties to refer to on the following page.
 - There must be a rationale for expulsion – it cannot just be because Directors are not getting along. The key word is “proven” – evidence must be provided.
 - Exploring membership veto power: all Director terms are for one year, so membership opportunities to veto would come during the annual elections. If the Board executed clause 15, it would come to the membership for decision at election time, meaning we would potentially have to wait a year to re-elect.
 - That said, we also have clause 18, meaning the Board could call special meetings if needed. A member noted however that clause 18 specifies that only Board members can call special meetings, so membership potentially has no power.
 - We should accept this recommendation to insert clause 15 because this is coming from the GNWT Department of Justice – from lawyers. If we feel there is a need to amend the clause, this can be done at a special meeting – or the Board could discuss it and decide if we want to address this sooner or later.
- **Motion:** The membership approves clause 15 tonight with direction to the Board that this clause be reviewed, with recommendations brought back to membership.
 - Motion – Nate. Second – Haley. None opposed. Motion carried.

6 Other Business

President’s Report – Amanda

- Amanda gave an overview of the President’s Report, which can be seen in full within the AGM package provided to membership.
- Amanda took membership through our ICS organizational chart – copies of which were printed and available to membership at the AGM – noting for some of our newer members how a few key Board members wear a lot of hats (have several different roles within YKSAR) and that it was not obviously apparent what work was being done.
- We started implementing ICS to clarify the work needed, the volunteer roles available, and to make the work easier to share with others. More and more, we continue to move towards a



Governance Board supported by several ICS teams – with our one collective goal being to support Search and Rescue. This past year, we filled out our ICS organization chart more.

- Amanda brought membership up to speed on the Liaison function of ICS: our work with SARVAC (and the Humanitarian Workforce (HWF)) and the RCMP. She also spoke to our ongoing funding issues with the GNWT, who have been pulling grants we typically used to apply for, noting that with reduced funding, we will have to be careful about spending.
- Good news, however: the Board found out last week that we have been approved for Wilderness First Aid funding from SARVAC's HWF.
- More good news from this past year:
 - YKSAR moved to Google Workspace, transitioning away from Dropbox. Each ICS team has its own team email address – all ending in @yksar.ca – and now we have more terabytes of space.
 - We have a new website! Updates are still in progress; if you notice any glitches or broken links, just email information@yksar.ca.
 - We have new digital ID cards with expiry dates, allowing members to access pro deals.
 - We now have a credit card with a \$500 spending limit.
 - We received a \$2500 City of Yellowknife community service grant this year.
 - YKSAR hosted two bingo nights, yielding us \$1000. We also received a \$300 donation from the Co-op for tonight's Volunteer Appreciation BBQ.
 - Our Bottle Depot account yielded us \$500!
 - Amar and Shane also drafted a great funding and engagement strategy in continued efforts to seek GNWT funding. When we are ready to go back to the GNWT, we will now have a more coordinated approach thanks to this strategy.
- For more information, refer to the 2025 AGM Package for the Logistics/Equipment Report, Membership Report, and Information Team Report.

Operations Report – Tom

- Tom gave an overview of the Operations Report as seen in the AGM package.
- Rescue Calls vs. Search Calls:
 - One of the things we've noticed is that we are starting to get more rescue calls than searches. This past year, we were called out to 3 rescues: Jackson Lake, YK River (midnight fisherman rescue), and Big Lake in March for a female visiting from a different country, who was intending to travel from Yellowknife to Hay River but sent out a distress signal after running into issues with her equipment.
 - A lot of folks now have InReach or Spot devices and can tell us exactly where they are and what condition they are in. This is different from what we've been doing for the past twenty years or so.
 - Having Wilderness First Aid (WFA) training remains important to us, because usually the people who need rescuing are injured in some way.
- Also notable this year: we had a huge response to the Basic Searcher training. Everyone who signed up, showed up. We also had members like Emma, Danielle, and Niels step into instructor roles; it is good to know that we have the talent within the organization to conduct training.



- Outside of the Basic Searcher, training this year included Lost Person Behaviour and another Team Leader course – which we received a really good response to.
- Right now, we are doing almost all of our training in-house, with the exception of WFA. We are looking for someone who is qualified to deliver the WFA course. If you fit that category, reach out to Tom.
- This weekend, we will be rolling out the resumption of the Beaulieu search for the summer. This is a live search, but also a training opportunity for us. We will be asking our recently trained Team Leaders to take part, as well as those who have completed Search Management training.
- A-Team:
 - Tom reminded membership that we have a group called the A-Team. Originally called the Assessment Team, these are searchers who are generally available 24/7 and will receive the first call. If you want to join the A-Team, there must be a commitment to be available: the expectation is that you will be called day or night. You can also choose how long you wish to be on-call for. Tom is really pleased to report that this past year, the A-Team's response to calls have been great.
 - There is a financial benefit to being on the A-Team: across Canada, SAR volunteers or volunteer firefighters who contribute 200 hours a year to search or training will be able to claim a \$6000 non-refundable tax credit. The only way YKSAR members can obtain at least 200 hours is by joining the A-Team: 2 weeks on the A-Team will get you the hours needed. This past year, 15 of our members received the tax credit letter from YKSAR.
 - If you are interested, keep in mind the commitment: for the weeks you are on the A-Team, you must physically be in Yellowknife, available to search at a moment's notice.
- Lastly, Tom alerted membership to Kate's work on the AdventureSmart program – "preventative search and rescue" – and her work on the K9 certification for SAR dogs (SARVAC has been working on a national standard for search dogs). Kate is the NWT lead for both; reach out to Kate if you are interested in learning more about AdventureSmart (volunteers always welcome!) or the K9 certification.

Finance – 5-Year Forecast (2025-2030) – Amanda

- As mentioned at the beginning of the AGM (see Approval of 2024-2025 Financials), Amanda wanted to prepare membership for potentially larger deficits in the coming years.
- We are technically running at a structural deficit. If we did not receive several one-off donations or other gifts-in-kind, we would be even more behind.
- When you see on our statements that our annual expenses are around \$6000 – that is not totally true. For example, the De Beers grant will cover our subscription costs for the next 3 years, but remember that after the grant runs out, those costs will come back to us.
- We will keep applying for grants and continue to seek funding from bingo nights, the Bottle Depot, and elsewhere.



7 YKSAR Board of Directors – 2025 Elections

Over the past year, the Board found that with 8 members it was hard to get a majority for quorum. The Board would like to try for an odd number this year if we can.

- President: Amanda Herbert (acclaimed)
 - Motion – Emma. Second – Andrea. None opposed. Motion carried.
- Vice President: Danielle Wendehorst
 - Motion – Emma. Second – Ollie. None opposed. Motion carried.
 - Thanks to Amar for devoting his time and service last year!
- Treasurer: Louise Cumming
 - Motion – Emma. Second – Claire. None opposed. Motion carried.
 - Thanks to Kavitha for devoting her time and service last year!
- Secretary: Jacqueline Mo (acclaimed)
 - Motion – Haley. Second – Jonathan. None opposed. Motion carried.
- Member-at-Large (Operations Section Chief): Tom Girrior (acclaimed)
 - Motion – Emma. Second – Nigel. None opposed. Motion carried.
- Member-at-Large (Equipment Director): Jurjen van der Sluijs (acclaimed)
 - Motion – Emma. Second – Nigel. None opposed. Motion carried.
- Member-at-Large: Andrea Olayvar-Lowing
 - Motion – Emma. Second – Nigel. None opposed. Motion carried.
- Member-at-Large: Nate Charbonneau
 - Motion – Emma. Second – Nigel. None opposed. Motion carried.

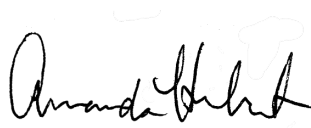
This change of Board will take place upon adjournment of this AGM.

8 Adjournment – 8:08 PM MST

INCOME STATEMENT

April 1 to March 31 (Cash Basis)

REVENUES	<u>2025-26</u>	<u>2024-25</u>
Bank Interest	\$0.00	\$0.00
Donations	\$3,575.00	\$1,055.00
Fund Raising	\$1,995.25	\$1,000.00
Grants	\$18,800.00	\$11,921.00
Membership Dues	\$3,440.00	\$2,225.00
Miscellaneous / Other	\$0.00 (2)	\$0.00
Promotions	\$0.00	\$225.00
Recoveries (equipment)	\$75.00	\$0.00
Recoveries (search)	\$0.00	\$1,485.56
Recoveries (training)	\$0.00	\$0.00
TOTAL REVENUE	\$27,885.25	\$17,911.56
EXPENDITURES		
Advertising & Promotion	\$0.00	\$350.31
Equipment	\$3,954.81	\$0.00
Insurance	\$2,180.00	\$2,180.00
Licences and permits	\$336.00 (3)	\$681.85
Miscellaneous / Admin	\$275.35	\$1,091.63
Operational searches	\$0.00	\$1,288.48
Special Events	\$0.00	\$0.00
Training Costs	\$10,870.45 (4)	\$0.00
TOTAL EXPENDITURE	\$17,616.61	\$5,592.27
TOTAL SURPLUS (DEFICIT)	\$10,268.64	\$12,319.29

 2026-06-08 

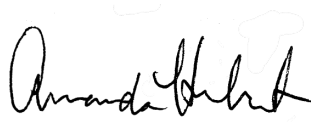
BALANCE SHEET

as at March 31 annually

ASSETS	2025-26	2024-25
Cash	\$39,745.74	\$29,477.10
GIC for Scotia Bank Credit Card	500 (1)	
TOTAL ASSETS	<u>\$40,245.74</u>	<u>\$29,477.10</u>
LIABILITIES		
EQUITY		
Opening Balance	\$29,977.10 (1)	\$17,157.81
Current Earnings	<u>\$10,268.64</u>	<u>\$12,319.29</u>
Closing Balance	<u>\$40,245.74</u>	<u>\$29,477.10</u>
TOTAL ASSETS & LIABILITIES	<u>\$40,245.74</u>	<u>\$29,477.10</u>

Notes on Financial Statements

Note 1:	Opening Balance Equity Adjusted \$500 Due to GIC Expensed Last Year Instead of Recorded as Asset. Interest accrued on GIC will be recorded when paid out.
Note 2:	Tom paid the \$100 SARVAC fee in 25/26, but didn't claim it. SARVAC will be an expense in 26/27
Note 3:	2026-02-10 \$256.80 Invoice from ISED (radio license) not paid in 25/26. Was paid in 26/27 by VISA
Note 4:	Overpayment of \$34.64 to Tom for up front training cost reimbursement covered by VOCD will be recovered in 26/27

 2026-06-08 

President's Report



April 2025 to March 2026 – Amanda Herbert, President

Welcome members, volunteers, and partners to the 2026 Annual General Meeting of Yellowknife Search and Rescue (YKSAR). Reflecting on the past year, I am incredibly proud of what our organization has achieved. This report highlights our core activities, governance transitions, operational training milestones, and financial successes from late 2025 through to the spring of 2026. The Board had six meetings in 2025-2026, including a Strategic Planning session in January.

I'm stepping down tonight but I am eager to keep contributing to YKSAR as a volunteer on our various teams while assisting the incoming Board through a phone-based transitional support role. I'd like to strengthen our ICS. I see us running ICS like we are a soccer team, where every function (or "position") – with the exception of Operations – must adapt and respond to the work generated by other functions. Success relies on maintaining a complete operational picture and executing precise, cross-functional teamwork. It is about anticipating the field. You don't pass the ball to empty space hoping a teammate catches up; you pass it to where they will actually be when it lands.

Here are some things that happened in 2025-2026:

LIAISON

SARVAC Representative: After many years of representing the NWT on the national SARVAC Board, Tom Girrior stepped down from the role. We thank Tom for his immense service and formally welcome Bill Peck, who was appointed as the NWT representative on the national stage.

INFORMATION

Following a comprehensive, multi-year rebranding proposal introduced by Nate Charbonneau, Jurjen van der Sluijs will make a presentation at our AGM. We have been without Information Team volunteers since January – we are hoping some existing members may rejoin the team, and maybe a new member will step up.

OPERATIONS

Thank you to our Operations Team leads: Tom, Jurjen, Bill, and Niels. Thanks to all the searchers and rescuers, for all your time searching, training (instructors and participants), and being on-call. Without you, we are nothing. Tom will provide a full report at this AGM.

FUND DEVELOPMENT

Thank you to all of our volunteers who helped us develop grants and relationships including Tom, Tori, Emily, Bill, Jurjen, Michelle, Claire, and Steph. We did three Bingos in 2025-2026 – thanks to our Bingo Coordinator Claire and all those who came out for a shift to Bingo (3 x \$500 = \$1500). Thanks to all those who dropped off bottles for recycling at the Bottle Depot – this year, those brought in \$317!

LOGISTICS – EQUIPMENT

Thanks to the Equipment Team for always keeping track of all our stuff and making sure it is current! Andrea and Jurjen will provide a report at this AGM.



PLANNING – RESOURCES

We have a team of people who tracks everyone's availability and updates our call-out lists. They also send our updated call-out lists to the RCMP every week. Thanks to Andrea and Gordon for taking on that responsibility.

LOGISTICS – VOLUNTEER RESOURCES

Our Volunteer Team is now a solid team of people who are on the front lines of our membership communications and sign up new members, verify criminal record checks, track hours, and issue tax letters. Thanks to Aingeal who is stepping down, and Lore-ann, Kirsten, and Sonia who are staying on, and Jackie and Andrea.

FINANCE

Our new Treasurer Louise was able to make some progress on our financial infrastructure, successfully onboarding the new YKSAR corporate credit card and transitioning our e-transfers to our finance email account (finance@yksar.ca).

Note to long-time members (more than 18 months) – please update your email address for us in your banking and address books! We no longer use the yksar_nwt@yahoo.ca email address. Each function has its own email address. A full list of team emails is available here: <https://www.yksar.ca/contact/directory/>

THANK YOU to our 2025-2026 Supporters

Yellowknife Search and Rescue (YKSAR) is made possible through the incredible generosity, trust, and backing of our community partners. This year, our operations, training, and logistics were made possible through the vital contributions of the following supporters:

- **Arctic Response:** For providing critical infrastructure, including our SAR Bay and warm storage facilities, which ensures our teams and equipment are always deployment-ready.
- **City of Yellowknife:** For their continued financial backing through the City of Yellowknife Grant, directly supporting our operational capacity.
- **Yellowknife Community Foundation (YKCF):** For the Garry Robinson Grant (\$11,000) – the first time we've received it in years because of changes to CRA rules. It runs October 2025 to September 2026 and will fully fund our 2026 spring and fall trainings.
- **SARVAC:** For Wilderness First Aid course funding (\$7500) in October 2025.
- **De Beers:** This was the third year of multi-year grant funding we received in 2024-2025. It allowed us to invest in satellite-enabled GPS and communications equipment.
- **Lakeshore Co-op:** For providing the groceries for our post-AGM Volunteer Appreciation BBQ every year since our 25th anniversary in June 2024!
- **AAA Storage:** For providing the critical space and logistical support needed to house our growing inventory of search assets.
- **Anonymous Donor:** For a generous contribution that quietly but significantly bolstered our ability to serve the community.

Respectfully submitted,
Amanda Herbert
Outgoing President, YKSAR

Treasurer's Report



April 2025 to March 2026 – Louise Cumming, Treasurer

This year I had a bit of a learning curve as a first year YKSAR member. The Basic Searcher course was very helpful in understanding how our organization functions. This year I had a few challenges as the bank we deal with took several months to change over the signing authorities and a separate bank that we have a credit card with took 8 months to transfer.

I have provided an Income Statement (cash-basis) and Balance Sheet for this fiscal year, along with the previous year comparison. A cash basis of accounting means you only record when cash is received or paid out of our bank account. No accounts receivable or payable are recorded on the balance sheet.

Last fiscal year, a GIC was purchased as collateral for the credit card. The purchase was recorded as an expense in error. I have corrected this on our balance sheet as this is an asset.

Our revenue this year is higher due to several factors. We received a generous private anonymous donation of \$3000.00. A grant approved at year-end is for training planned during the next fiscal year. Membership dues increased due to a membership drive that increased the number of YKSAR members.

Our expenses were higher this fiscal year as we made equipment purchases tied to a grant received in a previous year, and we completed several training activities. The ISED (radio licence) invoice billed in this fiscal year was paid in the next fiscal year as the new credit card did not arrive in time for this fiscal year.

Thank you for the opportunity to be your Treasurer. I look forward to next year.

Louise Cumming
Treasurer, YKSAR

Membership Report



April 2025 to March 2026

Membership Numbers

- **95 active members (from 58 last year!)**
 - We expect the number to go down by the number of members who do not pay membership renewal fees by July 1, 2026.
 - 5 Search Managers
 - 8 Team Leaders

Total Volunteer Hours

- **A total of 3,070 search and training hours were volunteered by YKSAR members.**
- **On-call hours of available A-Team members: 49,560!**
- **Please note: admin hours are not counted!**
 - The hours above do not include the many hours volunteered for financial administration, volunteer management, Board meetings, or member recruitment work. See below for a full list!

Administration

- **Countless hours were volunteered for administrative tasks.** These include:
 - Board Meetings and ICS Team Meetings
 - Financials
 - Website Development and Maintenance
 - Weekly A-Team Callouts and Monthly Membership Callouts
 - Instructor Preparation Time
 - Membership Availability Updates
 - Gear Maintenance
 - Report Preparation, CRA Volunteer Letters
 - Email Management and Correspondence

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 **(20 people in 2025-2026).**
- 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 – and are physically in Yellowknife if a search is activated.



REMINDER: 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.
- Email the Volunteer Team (volunteer@yksar.ca) with any training or certification updates!

REMINDER: Keep Your Availability Updated

- The online callout list is updated once a week as the status of members' availability changes.
- If you have not advised that you are unavailable, you are listed on the callout list and you should expect that you could receive a call at any time of the day.
- A reminder that we have added a new Reporting section to the password-protected [Members page](#) of our website. Please report when you are away using the **YKSAR Not Available form** on the Members page:



SUPPORT US

TRAINING

RESOURCES

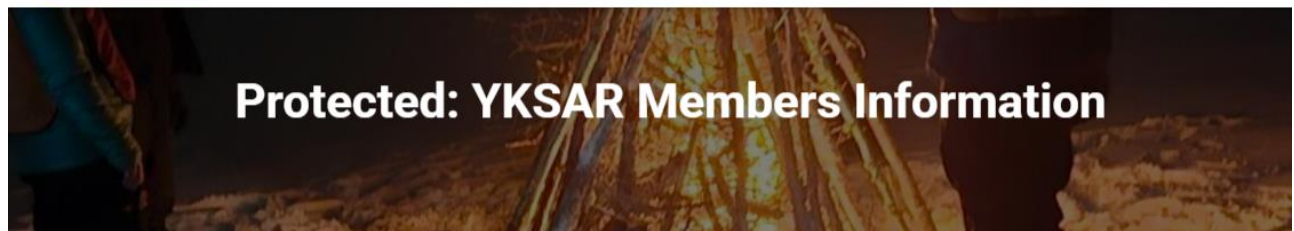
FAQ

MEMBERS

CALENDAR

SUPPORTERS

CONTACT



Reporting

To update your contact information – please email volunteer_records@yksar.ca

To let us know you are unavailable for callouts – complete this [YKSAR Not Available](#) form.

Please note the call out list is only updated on Sunday evenings

To report volunteer hours for yourself or other team members – complete this [Volunteer Hours](#) form