



minutes

Yellowknife Search and Rescue Board Meeting

Date: September 9, 2025
Time: 7:00 PM MT
Location: [Google Meet](#)

Present: Amanda Herbert | Tom Girrior | Danielle Wendehorst | Louise Cumming | Andrea Olayvar-Lowing | Nate Charbonneau | Jacqueline Mo
Regrets: Jurjen van der Sluijs

1 Call to Order – 7:02 PM MT

2 Approval of Previous Meeting Minutes – April and July 2025 Approved

April 2025 approved:

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

July 2025 approved:

- Motion – Danielle. Second – Andrea. None opposed. Motion carried.

3 Governance

Information – YKSAR Facebook Account – Nate/Amanda

- The Board is seeking to add Nate as an admin to the YKSAR Facebook account.
- Action Item: Danielle will try to get information from another Board she is involved with on how to transfer ownership. May need to go through Facebook Support. Danielle will work with Nate on this.
- Action Item: The Board will revisit this if still unresolved by next meeting.
- Nate has also been working on a handover for the other YK Searcher page on Facebook.
- Amanda noted that the internal Facebook group may be run by Eva.

Information – Proposed Rebrand – Nate

- Nate presented the Board with his proposal for a rebrand, as one way to increase our funding and backend supporters by raising our profile in the community.
- The proposed rebrand would be an overall logo and appearance refresh, with uniforms (allowing members to buy clothing according to our branding) to professionalize our



appearance. Nate has found in the past with other organizations that increasing visibility in the community with a more professional look can correlate with increased funding from donors.

- Respects that our logo is 25 years old, but it does not accurately reflect our organization as a Ground Search and Rescue organization; it confuses members of the public and doesn't represent Yellowknife in any way.
- The new proposed logo, shown in the proposal document, geolocates us with the trees and the aurora and is a modern, fresh look that will help people better understand YKSAR.
- This is a long-term goal. Nate recognizes that there has been increased talk of YKSAR and that in the next six years, it's possible that the RCMP will no longer be leading or directing SAR. This has the potential to help the organization be part of the conversation, and in order to be given the opportunity to join the conversation, it would really help to look the part.
- A new look and feel will also give members pride. Providing that branding and a more uniform, professional look will help members feel like a team.
- Action Item: The Board thanks Nate for presenting and will give this proposal some thought for discussion at the next meeting. If anyone has questions or thoughts offline, please bring forward to Nate.

Insurance – Amanda

- Danielle has taken the lead on the insurance renewal on behalf of The Board and YKSAR. Amanda reminded the Board that we are all collectively responsible to make sure YKSAR has insurance, so Amanda would like all of us to be aware of who takes care of the insurance.
- Previous Treasurers, Amanda, and Tom have all done this in past years. It is good to have a few more people who know how to do this.
- Danielle is looking for additional information to complete the insurance renewal package.
 - Action Item: Jackie to send Danielle the relevant documents from the AGM package, so that Danielle can continue working on the insurance renewal package.

4 Command

Arctic Response – Keys – Amanda

- Andrea realized this summer that more people need access to Arctic Response. We currently have two sets of keys – the Equipment Team keys, and the keys Amanda had access to (Amanda no longer has this set of keys now that she is no longer in The Gallery Building). Operations (Tom) also has a set of keys, but they are his personal set. Niels (Operations) should also have a set of keys.
- Andrea has been discussing with Jurjen about the potential for a lockbox on the outside of someone's house that anyone could have access to, to avoid a potential issue if all keyholders are out of town. In a recent instance, Andrea gave Bill the keys so that we still had a way to access Arctic Response.



- Tom noted that Arctic Response may still have a lockbox around the back of their shop and that it may be worth chatting with Melissa (at Arctic Response) about to see if we could get access to their lockbox.
- Action Item: Tom to reach out to Arctic Response on Equipment's behalf. Operations and Equipment to take this offline, reach a solution, and report back at the next meeting.

5 Liaison

SARVAC – Tom

- All current HWF deployments are complete. Emma was deployed this summer and presented on her experience at a recent callout drill.
- Tom is going to a SARVAC meeting in October, and then a follow-up meeting in Calgary in January.
- Andrea continues to work with Bill on the HWF initiative and continues to be looped in on all email updates.

6 Operations

Training Report and Monthly Call-Out Drill – Tom

- Tom reports that our summer search has concluded and that the response was tremendous. We had great response from our searchers and team leaders, and this will have an effect on the approach we take with the monthly callouts.
- Upcoming Training:
 - WFA – first weekend of October. 7 signed up thus far, with 5 spots still available. Jackie has also emailed those who signed up earlier in the Spring, before it was cancelled. Amanda will ask Lore on the Volunteer team to email all those on our Membership list who do not have WFA.
 - Tom noted that a few members have recently taken WFA through other avenues: Arielle, Aurora, Taylor M., Carson, Tori, and Chrissy. Jackie will update the Membership Table with these names before Amanda asks Lore to email.
- Tom is going to adopt a new approach for future training courses: he will offer to run a course as soon as we have 5 people signed up. This way, Tom doesn't have to plan for a course and then cancel it. We will wait for the minimum number of people to sign up; if the minimum is met, we will run the course.
 - Action Item: Tom will send out this update in his next email to membership.
- The last monthly call-out drill in August consisted of Emma's presentation on her recent HWF deployment.

Yellowknife Multi-Sport Club / September Call-out Drill – Tom

- We are now looking at a September drill based on a request by the YK Multi-Sport Club. Over September 27-28, the club will be running a "last man standing" adventure race, and the route they have chosen works well for our lookout-based search.



- This will also give us a chance to use equipment that we don't typically use on a search, such as communications equipment. This will be a more advanced callout drill than usual, but Tom thinks it has a lot of potential.
- Tom has had conversations with the Multi-Sport Club; we will pursue this if there are no issues. The Club is also aware that if we are called away on a search, we may not be available.

Recent Searches – Tom

- No recent searches beyond the cold case search over the summer.

Follow-up: A-Team and Monthly Callouts – Tom

- Action Item – Complete (from April 2025): Tom has talked to a few A-Team members about appearing at the monthly callouts and how easy it is to obtain their 200 hours. At the last callout, we had a fairly good representation from the A-Team there.

7 Planning

Resources – Andrea

- Action Item: Andrea will check in with Gordon on Resources.

8 Fund Development

Corporate Asks Follow-Up – Amanda

- Action Item: Amanda will check in with Claire and report back.

Upcoming Bingos – Amanda

- Action Item: Amanda will check in with Claire on signing up for additional bingos.

9 Logistics

Equipment Director's Report – Jurjen

- Deferred to next meeting.

Volunteer Resources – Amanda

- The Volunteer Team has been onboarding new volunteers and getting them registered for the next Basic Searcher.

10 Finance

Signing Authority – Louise

- Action Item – Complete (from July 2025 motions): Signing authorities have been updated with BMO and Scotiabank.



Invoices – ESRI / Insurance – Louise

- Action Item: Louise will be working to pay these invoices. Louise will meet with Amanda to locate the invoices in Google Workspace.
- Action Item: Danielle will find out how much we need to pay for insurance and will alert Louise.

Reimbursement – DeBeers Purchases – Louise

- Action Item: Louise will work with Jurjen (who did all the purchasing) on obtaining all invoices/receipts in order to reimburse him.

CRA Return and CRA Account Update – Louise

- Action Item: Louise will work to complete this.

E-transfer Email Change – Amanda/Louise

- The new finance@yksar.ca email has been attached to our account at BMO.
- Tom and Elaine will test the finance@yksar.ca to see if an EMT successfully goes through.
- Action Item: Once that is confirmed, Nate and the Information Team will update the EMT email on the website and the application form.

11 Information

Advertising for Fall Basic Searcher – Amanda/Nate

- The Information Team continues to advertise for the upcoming Basic Searcher.

YK Community Showcase – Nate

- This is something to consider being a part of in future years. At the AGM, Emma was enthusiastic about wanting to take this on. Emma may be a good person to reach out to, and the Information Team could perhaps take this on for next year.
- Action Item: Nate will take this back to the Information Team, speak to Emma about her interest, and will put it on the YKSAR Calendar for next year.

12 Next Meeting and Away Dates – October 7, 2025.

Reminder: Let's all try to use the Availability Form to help with scheduling meetings.

13 Adjournment – 8:21 PM MT
