



minutes

Yellowknife Search and Rescue Board Meeting

Date: October 7, 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 – 7:00 PM MT

2 Approval of Previous Meeting Minutes – September 2025 Approved

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

3 Governance

Information – YKSAR Facebook Account – Nate/Amanda

- Deferred to next meeting.
- 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.

Information – Proposed Rebrand – Nate

- The Board really valued the work done and thanked Nate. The Board discussed the proposed rebrand and had the following considerations:
 - Membership input, engagement, and overall transparency is important. A working group/committee should be established to collaborate on this. This is a bigger project that involves more people.
 - Timeline: what kind of timeline are we looking at? Is it realistic to embark on this within the next year? Perhaps we should revisit this next calendar year, in the spring, to make our intentions known to membership and allow them time to consider this? Note: the proposal does outline that this is a multi-year project – not everything needs to be done at once.



- Organizational strategic planning: what are our existing priorities? How would funding come in? Perhaps a rebrand could be one piece of a larger project?
- Capacity: how do we manage this and make sure it's not taking over our existing resources? The current concern is that we are still trying to build up capacity to get our major functions done well and consistently. It doesn't appear that we are quite there yet, and a full rebrand at this time may be a little premature.
- If we proceed and set this in motion, this may be the biggest project we embark on this year, but there are other priorities to consider as well, such as the fact that we lost twice the funding last year. The rebrand may bring in more funding, but that will take some time.
- In the short-term, per the proposed rebrand document, the Board suggested going with high-visibility yellow and express to members that this is our team colour going forward. If members would like to source their own high-vis gear in the short-term, we can be more visible that way. Nate noted that there is a lot of research behind the use of high-vis yellow: research on emergency colours shows that it is the best colour in day/night, light/dark.
- Tom also relayed to the Board that this past weekend, SARVAC released a new national jacket for members, perhaps suggesting that teams adopt this particular jacket as the standard. It's not cheap, but appears to be a Canadian-made jacket.
- If the Board agrees, Operations can tell new members at the next Basic Searcher that our recommended team colour is high-vis yellow.
- Motion: Tom will suggest to the upcoming group of Basic Searcher participants that if they want to purchase gear, to buy something as similar to high-vis yellow as possible.
 - Motion – Louise. Second – Andrea. None opposed. Motion carried.
- In the meantime, the Board will table this rebrand proposal and decide at the next meeting whether to embark on a rebrand project.

Insurance – Amanda

- Action Item – Complete: The annual insurance renewal application has been submitted and funding has been transferred.
- Action Item: Danielle will follow up with them to make sure they received their payment.

4 Command

Arctic Response – Keys – Amanda/Tom

- Action Item – Complete: Tom has received confirmation that Arctic Response has no issues with us using their lockbox.
- Action Item: Tom will pass the lockbox number to those on the Ops/Equipment teams that need it. Tom will coordinate.
- Action Item: Amanda suggested creating a list on Google Drive to track who has access, to protect the lockbox.



5 Liaison

SARVAC – Tom

- Tom has just returned from the SARVAC Board Meeting and AGM. There are no changes on the Executive of the SARVAC Board.
- SARVAC's insurance program is rolling along without any issues. There is some additional coverage in the insurance: wage-loss insurance is now part of the package.
- There was extensive reporting on the Humanitarian Workforce (HWF) effort, which YKSAR did participate in, with Danielle and Leila in the mock exercise and Emma more recently in the Winnipeg deployment.
- Update: after 17 years, Tom is looking for a YKSAR replacement to take his place on the SARVAC Board. When Tom took on the original appointment, his term was supposed to be 2 years – thank you, Tom, for your time served.
- A lot of the other associations have their President also serving on the SARVAC Boards – but a lot don't. The individual would be attending the meetings, talking about policy issues, and then returning to report back and to keep an eye on NWT issues. SARVAC will cover air travel, hotels, and meals for meetings that are not held over Zoom. Travel would be 2-3 times a year, including attending SARscene.
- After some discussion, the Board is prepared to appoint Bill in the interim as NWT's SARVAC Board representative. At the AGM, the Board will make an indication that we will be formally appointing someone.
 - Action Item: Tom will give Bill a call for his thoughts, and will return to the Board.
- We may want to involve the membership with a call-out for those interested, but ultimately, the Board should make the final decision to appoint someone. This individual would be representing SAR for the entire NWT and representing YKSAR on a national scale. (YKSAR is considered to be the territorial body that represents the entire NWT, so even though we are the ground search team, we are still designated as the territorial association, even though there isn't one.)

6 Safety

Operations Update

- Nothing to report.

7 Operations

Training Report and Monthly Call-Out Drill – Tom

- WFA training just finished; Tom reports that we had 9 members complete the course.
 - Action Item: Tom will forward the WFA invoice from Arctic Response to Finance.
- The Fall Basic Searcher is coming up. We have 15 participants confirmed, with several more on the waitlist. Tom has received a lot of offers from our own volunteers to be part of the



field exercise. Tom has also received commitments from members who want to be instructors, such as Danielle and Emma.

- There will be no call-out in October due to the Basic Searcher.
- There will be a call-out drill presentation in November, and if there is one scheduled for December, it will have to be in the first 2 weeks – TBC.

Recent Searches – Tom

- No recent searches.

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

- The feedback from this exercise was great, and it was also good for our search managers to get some practice.
- This might become something we do 2-3 times a year.

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.

8 Planning

Google Workspace – email forwarding, matching ICS org chart – Amanda

- If you are having trouble keeping track of your inboxes and just want all emails forwarded to your regular Gmail, take a look in Settings and reach out to Amanda by text.
- Amanda will also work on sending a new version of the ICS org chart around. This will make clear who has emails and who will be reachable. Amanda met with Bill a few weeks ago to confirm where he lands and how he wants to be reached.

9 Fund Development

Action Item: Amanda to organize the next Fund Development meeting soon.

DeBeers' Grant Update – Amanda

- Amanda updated the new Board on what this grant is and that Michele was our DeBeers representative overseeing the implementation of the grant. However, as of June, Michele has moved on to a new job.
- There is a lot of work involved in reporting on a \$8,500 grant. Amanda talked to Michele in September to follow up on what reporting was completed.
- Action Item: Amanda will bring this forward again at the next meeting with hopefully more information.



Yellowknife Community Foundation (YKCF) – Garry Robinson Grant – Amanda

- We have received the \$11,000 grant through direct deposit; Amanda is finishing some paperwork for this.
- This grant will go towards Basic Searcher and WFA training; both will be covered for next year. This grant runs from October of this year to the end of September 2026.
- Tom and Amanda recently went to the YKCF BBQ to receive the cheque.
- Action Item: Amanda will connect with Nate and the Info Team on these grants, since there are some social media obligations involved.

Upcoming Bingos – Amanda

- The next bingo will take place on November 23. Claire will send around an email asking for volunteers.

10 Logistics

Equipment Director's Report – Amanda.

- Jurjen reported via text to Amanda that the interim DeBeers' grant report has been submitted by Michele.
- Other items on the Equipment Team's list include the Starlink subscription and onboarding the Garmin.
- Finance will reimburse Jurjen shortly for the purchases made in June.

Volunteer Resources – Amanda

- Jackie has been working on this for Volunteer Resources – ensuring fees are paid, application forms are submitted, and criminal record checks are received.
- As noted earlier, we are overbooked for the upcoming Basic Searcher. We have 15 fully confirmed and 3 more paid, with everyone else waitlisted.
- Thank you to the Info Team for all the recruitment work!

11 Finance

P.O. Box Renewal Fee – Jackie

- We have received our annual invoice for the P.O. box rental at Shoppers. The Board confirmed that we will be keeping this P.O. box for the time being.
- Motion: The Board is in approval that Jackie will pay the annual rental fee and submit a receipt for reimbursement.
 - Motion – Tom. Second – Louise. None opposed. Motion carried.

Invoices – ESRI / Insurance – Louise

- Louise has paid the ESRI invoice; her reimbursement cheque will need to be signed by Jackie and Amanda.
- Action Item: Louise will action the insurance invoice.



DreamHost Payment Renewal – Jackie

- We have received an email in our Yahoo inbox about the DreamHost payment renewal. It appears attached to a credit card for automatic payment.
- Action Item: Jackie will forward the email to Governance and the Info Team will look at changing our contact email, since it is related to the website.

CRA Return and CRA Account Update – Louise

- Since sending information by registered mail is most secure, Louise will wait until the Canada Post strike is over to action this.

E-transfer Email Change – Jackie

- Jackie reported that both emails now work for e-transfers.
- Action Item – Complete: the Info Team has updated the EMT email on our website and application forms.
- Action Item: Amanda suggests messaging our membership to alert them about our new EMT email.

12 Information

Advertising for Fall Basic Searcher – Amanda/Nate

- The Information Team has received the message to stop recruitment campaign – we are full!

CBC Media Request – Amanda

- The Info Team has handled this media request – Tom spoke with CBC for 20 minutes.

Public Inquiry: Winnipeg Production Company – Amanda

- Amanda has responded to this public inquiry.

13 Next Meeting and Away Dates – November 4, 2025.

14 Adjournment – 8:24 PM MT
