



minutes

Yellowknife Search and Rescue Board Meeting

Date: February 24, 2026
Time: 7:00 PM MT
Location: [Google Meet](#)

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

1 Call to Order – 7:04 PM MT

2 Approval of Previous Meeting Minutes – January 2026 Approved

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

3 Governance

Board Numbers and Quorum – Jackie

- The Board confirmed that even with a Board member on extended leave, we still require 5 members to have quorum.

Ontario Legislature Internship Programme Follow-Up – Danielle

- Action Item – Complete: Danielle is currently set to meet with OLIP on March 4 at 4:15pm but is open to changing the meeting time.
- Tom and Jurjen may join; other Board members should reach out to Danielle if they are interested in joining the meeting.

Proposed Rebrand – All

- The Board will discuss how we want to approach a proposed rebrand and present it to membership at the AGM.
- Further discussions required: the Board will keep this item on each Board meeting agenda until the AGM.



4 Command

Command Team/Lead – Amanda

- The Board does not currently have anyone formally appointed to this role. Similar to how an Executive Director operates, this individual would be the link between the Board and the ICS teams.
- Action Item: The Board will give some more thought to how this should be done.
 - Who is responding to Command emails?
 - Who will, for example, bring the Fund Development team's Corporate Asks letter to the Board? Or – should the Fund Development team email the Board directly?
 - Should two people on the Board function as Command? A team of people sharing the workload would be more sustainable, so as not to rely on a single person.
 - Amanda has been doing this informally, but who can step in if she's not there?
- Jurjen kindly reminded the Board to recognize that we are a volunteer Board and to keep our mental health in mind. Let's manage expectations: we are not responsive 24/7 outside the live/active searches that YKSAR is responsible for.
- Suggestion: add to our email signatures/auto-responses that we are a volunteer Board and that our inboxes are managed weekly.
- Amanda: as we grow our teams, what could be tricky right now is that each team doesn't necessarily have a Board member on it. For instance, as the Fund Development team complete work, they are looking for responses from the Board.
- Danielle expressed an interest in taking on a shared Command role.

5 Liaison

SARVAC – WFA Training Summary Report – Tom

- SARVAC requested a summary report following the invoice sent by Amanda. Tom provided a brief outline on how many people signed up/completed the training. SARVAC returned to request a more detailed report, so Tom sent another to SARVAC with Amanda copied, and have not yet heard back.
- Action Item: Jackie will check the mailbox this week to see if the SARVAC cheque has arrived.

RCMP – Tom

- Tom will be reaching out soon to restart conversations around the cold case searches.

6 Safety

Operations Safety Update – Tom

- Nothing to report.



7 Operations

Training Report and Monthly Call-Out Drill – Tom

- Tom received a call from a new member inquiring about the annual tax letter. New members most likely do not have their hours yet because they just joined.
 - Action Item: Tom suggests sending out a general email to membership outlining how the volunteer hours and tax letters work.
- Tom just completed a SAR Management course in Red Deer to see how people were being trained nationally. He learned a few things, but the training also confirmed what we already know. Bill is also looking into getting certified as a Search Manager soon.
- March: the Frostbite 55 basecamp set-up will be spearheaded by Jurjen and Andrea this year.
 - The sign-up sheet for members to volunteer is on our website.
 - Tom to provide snowplowing and firewood.
 - Jurjen and Andrea to split up tasks: Andrea will check out the gear tomorrow. Jurjen sent a message to membership a few weeks ago and have targeted a second reminder to membership if needed.
- April: Low-angle rescue course may be in early to mid-April now, to avoid puddles. Tom has purchased 2 kits; they are largely complete. Will talk to Jurjen about what we could add to it, but we should be set.
- May: De Beers field test? At some point, De Beers will receive a final report from us, after which we were going to complete a field test. Tom has a few ideas for this; hoping to have all this done by early May to complete final grant requirements.
- Monthly Callout: the January callout was indoors and went smoothly. Tom reports that we found a litter we didn't know we previously had.

Potential In-House WFA Instructor – Tom

- Tom reports that he has budget for a YKSAR volunteer to be trained as a WFA instructor. Tom will be asking this volunteer to get a reasonable cost estimate for the instructor course; we may be able to significantly supplement the cost. Preliminary research shows that instructor courses range from \$1,000 to \$2,000; will confirm.
- The Board supports Tom proceeding with this.
- Amanda added that she asked YKCF if their grant money could be spent on WFA; YKCF were supportive of this, so our YKCF grant money could potentially be spent this way.
- Once we know how much the instructor course will cost, the Board will put forward a motion.
- Timeline: the Board would prefer to complete this before the end of August, especially if we wish to spend this money before September.

Recent Searches – Tom

- No recent searches.



8 Fund Development

Corporate Asks Letter to Companies – Amanda/Jackie

- The Fund Development team did a great job of writing a draft for Board review.
- Action Item: Jackie to circulate letter for Board review.

City of Yellowknife Grant – Danielle/Jackie

- The City of Yellowknife grant was submitted on January 19, 2026.
- Action Item – Complete: Danielle and Jackie reviewed it prior to Danielle submitting the grant electronically on behalf of the Board.
- Many thanks again to Tori for putting the grant submission package together once more!

De Beers Grant Report – Amanda/Jurjen

- Action Item – Complete: Jurjen submitted the PDF report via email, copying former employee and YKSAR member Michelle, and informed De Beers that we do not have access to the Portal. Received an acknowledgement.
- Jurjen will continue to follow through on next steps for this grant.

YKCF Garry Robinson Grant – Tom

- In the past, only two groups qualified for this grant – YKSAR and Coast Guard Auxiliary – and so the two groups used to take turns applying. Does the YKCF still consider the Coast Guard Auxiliary a qualified group to receive this funding?
- Action Item: Amanda will reach out to Korri Garvey at the YKCF. If the CGA are no longer actively applying, it's not on us to chase them down.

Bingo – March 15, 2026 – Amanda

- Claire has once again organized our next bingo, scheduled for Sunday, March 15. Claire will be sending out another reminder to volunteers; if anyone is available, let Claire know.

100 'Knifers – Jackie/Amanda

- The YKCF forwarded us an email about potential funding from the 100 'Knifers group. The Board believes our chances of getting the \$10k are good.
- The nomination form asks what these donated funds will be put towards. Potential responses from the Board include:
 - "Donated funds will be used to support Search and Rescue operations and responses."
 - "Donated funds will be used to support the operational requirements of the organization."
- Motion: The Board supports the Fund Development Team proceeding with completing the 100 'Knifers nomination process.
 - Motion – Tom. Second – Jurjen. None opposed. Motion carried.
- Action Item: Jackie to relay this to the Fund Development Team.



9 Logistics

Equipment Director's Report – Jurjen

- Already covered in other areas of meeting; see Training and Fund Development.

Volunteer Resources – Amanda/Jackie

- Tax letters will be going out shortly, along with an email to membership: if you did not receive a letter, you did not complete 200 hours.
- Action Item: Tom will send Jackie the list of recent members who completed the Arctic Response WFA training, for input into the hours spreadsheet.

10 Finance

Credit Card Update – Louise

- Louise has relayed our dissatisfaction to Scotiabank about still not having received the credit card. The process has been frustrating and onerous.
- Louise asked for 6 months' worth of fees back because we still have not received the card.
- The credit card amount is \$500 but if anything costs more, we can preload the card for larger purchases.

City of YK Grant – Amanda

- Did we ever receive the \$3,500 grant from the City of YK?
- Action Item: Louise will check first, and then Amanda will follow-up with her contact at the City if needed.
- Action Item: Amanda and Louise will connect on both the SARVAC grant and the City of YK grant.

11 Information

Information Team Member Search – Amanda/Jackie

- We received zero responses to our first callout for Information Team volunteers.
- Action Item: Amanda to send out another callout and ask for interest in Google Workspace Admins as well.

12 Strategic Planning – Additional Notes

Policy Development – Danielle

- Danielle would like to work on a Gender Pronouns policy; reach out to Danielle if you would like to meet with her on March 14 to discuss.



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- Amanda can also add this to her callout email, in case other volunteers outside of the Board are interested.

13 Next Meeting and Away Dates – April 8, 2026.

Members to upload agenda items onto Google Drive: [YKSAR Board Meetings - Calendar of Agenda and Action Items](#)

14 Adjournment – 8:49 PM MT
