



minutes

Yellowknife Search and Rescue Board Meeting

Date: April 8, 2026
Time: 7:00 PM MT
Location: [Google Meet](#)

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

1 Call to Order – 7:04 PM MT

2 Governance

Board Members' Plans – Amanda

- The position of President will be open this June. Amanda wanted to give Board members' two months' notice to consider running for President.
- Amanda will be staying on as a volunteer and will remain a resource if anyone needs; will be available by phone in more of a support role.
- Jurjen, Louise, Andrea, and Danielle plan to stay on, with Danielle open to nominations for President.

OLIP Meeting Recap – Danielle

- Danielle and Tom met with the OLIP grad students to provide them with an understanding of SAR in the NWT. Shared basic survival skills and relayed to the students how we operate here, that we are non-partisan.
- They requested coming to "our office" and agreed to a tour of our SAR Bay instead, which Jurjen was prepared to attend and deliver on a Thursday evening. Disappointingly, they cancelled at the last minute without notice.
- Nevertheless – thank you to Board members for spending time with them and going above and beyond for these flakey requests.



Proposed Rebrand – All

- Jurjen has offered to give a presentation at the AGM of the proposed rebrand – thank you Jurjen!
- Note: provide enough time for membership discussion at the AGM. The Board anticipates this discussion will take up a good chunk of time.

AGM Planning Discussion – All

- The Board discussed potential AGM dates and settled on **Wednesday, June 10 at 7pm, at the YK River.**
- Action Item: Jackie via the Volunteer Team will send out the annual membership renewal email.
- Action Item: Amanda will send out AGM Save the Date email, including Open Board positions and how membership fees must be paid/current to vote.
- Action Item: Amanda will send out separate email seeking Financial Reviewers.
- Action Item: Amanda will ask Claire to request a donation from the Co-op again.
- Action Item: Amanda to check with Arctic Response re: back-up indoor spot in case of rain on June 10.
- Action Item: Louise to prep the financials by end of April, ready for reviewers in early May.

3 Command

Command Team/Lead – All

- Deferred: the incoming Board will think about how to tackle this post-AGM.

4 Liaison

GNWT – Amanda

- Kieron Testart had the 2021 MNP LLP Report on SAR tabled in the Legislature; his assistant is now following up with a request to speak with YKSAR about the lack of support/funding and how to move forward.
- Tom has agreed to meet with Kieron and his assistant Taylor. Amanda hasn't yet connected with Tom on this, so asked Danielle if she would want to join Tom at that meeting.
- Action Item: Danielle to reach out to Tom to see if a meeting has been scheduled.

5 Safety

Operations Safety Update – Tom

- Nothing to report.



6 Operations

Training Report and Monthly Call-Out Drill – Tom (via email)

- March: Frostbite 55 was a very successful training event spearheaded by Andrea and Jurjen.
- April monthly callout: Tom is out of town until the end of April. Action Item: Jackie to send email on Tom's behalf to Operations and potential instructors to see if anyone is interested in leading April's monthly callout.
- May: Low-Angle Rescue workshop will be held over three sessions – 2 evenings and 1 day. Dates are May 4, 6, and 9. Detailed notice going out on Friday of this week.
- May-June Basic Searcher: Dates are May 29-31 for the classroom session and June 5-7 for the field session. The recruiting machine should get activated soon.

Recent Searches – Tom

- No recent searches.

ESRI Licence vs. SARTopo – Amanda

- Tom, Bill, Jurjen, and Niels all agree that SARTopo is the way to go; Bill and Jurjen have access to fancier maps if needed. Going with SARTopo also means we will not need a new laptop.
- The incoming Board will tackle this post-AGM.

WFA Instructor Training – Danielle

- Danielle has discovered that she needs additional approval from Red Cross to get certified as a trainer. She will continue looking into this, but it would be helpful to have a letter of support from the organization authorizing Danielle for the training.
- Amanda can draft a letter if needed; it would be good to get this done while Amanda is still President. Danielle will let Amanda know.

7 Fund Development

Bingo Recap – March 15, 2026 – Amanda

- Bingo went well; Claire has already passed the bingo cheque to Louise.

Corporate Asks Letter to Companies – Amanda/Jackie

- Action Item – Complete: A few on the Board have reviewed the letter and provided feedback.
- Defer item to incoming Board, post-AGM.

100 'Knifers – Amanda/Jackie

- Action Item – Complete: The Fund Development Team has been notified and will proceed with the nomination process when it next comes around (four times a year).
- Defer item to incoming Board, post-AGM.



City of Yellowknife Grant – Danielle

- Great news: we got the City of YK grant once again! Danielle will send confirmation email to Governance and Fund Development.

8 Logistics

Equipment Director's Report – Jurjen

- The Equipment Team met in early March with a few things on their to-do list.
- Arctic Response Access Code: Arctic Response changed their access code, leading to the team setting off alarms during Frostbite 55 prep, with questions about who to call. The team was able to get it sorted and now know who to call. Both the Operations and Equipment teams have been notified.
- Reminder: Tom and Andrea have keys to Arctic Response, with the third key in a lockbox at Arctic Response. They also have keys to the cold storage.
- Andrea completed an inventory of our First Aid Kit supplies and is compiling a list of what is still good versus what needs to be replaced.
 - She will reach out to AMS with the list of items that need to be replaced, to obtain costs and to ask if they have items close to expiry that they are willing to donate.
 - Amanda suggested that a grant could possibly cover the cost of replenishing our first aid supplies, if we have an idea of the amount needed and estimated costs. We could claim it under existing grants, or Tom can fold the costs into his Training grants.
 - Action Item: Andrea will obtain an estimate.
- Jurjen completed an inventory of food holdings, including our dehydrated food and military rations. A small portion is expired, but Jurjen will pull final numbers and costs for the next Board meeting.
 - What should we do with our expired food? Give it away/keep it? Use it as props during training?
- The Equipment Team updated our tent kits for the Frostbite 55. We now have dedicated tent kits for each tipi, as well as for the McPherson tent. The Equipment Team has labelled everything accordingly: Tipi 1 with Tipi Kit 1, Tipi 2 with Tipi Kit 2, etc.

Volunteer Resources – Amanda/Jackie

- The Volunteer Team will be meeting tomorrow. Amanda reports that this team is solid now and Amanda and Jackie are less involved. The inbox has continuous coverage and good response times as a result.
- Per AGM Planning action items above: Jackie will send out the annual membership renewal email, and Amanda will follow with the AGM email and an email seeking Financial Reviewers.
- Basic Searcher Recruitment: the Volunteer Team will reach out to members who have not yet completed their Basic Searcher training, including those who were waitlisted and those who have completed the classroom session but not the field session.
 - Action Item: Jackie to follow up on this.



9 Finance

Credit Card Update – Louise

- Louise is happy to report that the YKSAR credit card finally arrived in the mail on Friday of last week; she now has both the credit card and its password.

WFA Reimbursement

- Tom has received what he needs from Mozaffar; needs Louise to send him her certificate of completion as well.
- Action Items:
 - Louise to send her certificate to Operations.
 - Tom will forward the certifications to the Volunteer Team for their membership records.
 - Tom will send Finance a message to issue payment to Mozaffar and Louise.
 - Amanda and Louise can sign the cheque to Mozaffar; Amanda and Jackie can sign the cheque for Louise.

10 Information

Information Team Member Search – Amanda/Jackie

- Unfortunately, still no takers/no response to second email seeking volunteers for the Information Team.
- Photo IDs will be put on hold until a new Information Team is in place.

Advertising/Basic Searcher Recruitment – Amanda/Jackie

- Amanda will look at Aurora's recruitment campaign plans.
- Amanda will update the website and issue Facebook posts with new Basic Searcher ads.
- Jackie has access to Canva and can potentially update Aurora's posters if needed.

11 Next Meeting and Away Dates – May 20, 2026, after the May long weekend.

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

12 Adjournment – 8:21 PM MT
