

**In attendance:**

Chris Phinney (D)  
David Taylor (D)  
Rick Le Blanc (D)  
Dave Noble (C)  
Raimund Krob (C)  
Marianne Collins (C)  
Stephen Weir – Sport Safety  
Ayisha Hassanali – Sport Safety  
Doug Rosser- FSE

Called to order: 20:12

Quorum of 3 Directors is met  
(Quorum met – D)

**Regrets:**

Helmut Sildiryan (Ont Central East)

**On the bridge**

Regional Coordinators  
Helmut Bock (Ont East 1)  
Ken Boyce (Ont Central West)  
John Charest (Ont South West)  
Randy Cook (Ont North)

**Listener**

Ron Bogart, SUCI



Meeting called to order 8:15 pm

The board accepted the minutes of the Tuesday, November 15<sup>th</sup>, 2011 Board Meeting

The board accepted the minutes of the Friday December 2<sup>nd</sup>, 2011 Special Board Meeting (on Insurance)

**Regional Coordinator's Reports:**

**Ontario East 2 Position vacant**

**Ontario East 1 Helmut Bock**

Nautilus Club of Cobourg had their annual Christmas Party on Dec 11. Very nice get together.  
Canadian Sport Divers of Belleville had their AGM on Nov 23. Unfortunately I could not attend so I'll let forward the results when I get them from their secretary.

Raimund questioned viability of the Nautilus club as it has only 12 members

It was noted that Dive for a Cause was on Ontario Tourism and that the Ice Floe Race should be as well. However the deadline of December 8<sup>th</sup> had been missed.

**Ontario Central East Joe Sildiryan**

No report. Note Joe is responsible for the Ultimate Travel Show and the Outdoor Adventure Show and would welcome any help.

**Ontario Central West Ken Boyce**

Ken is new in this role and would welcome information. Raimund offered to send him a package of reasons for him use when he tries to sell memberships. His clubs Christmas party had 50 in attendance, their next year is planned. In response to a question he expected a paying membership of about 90 for 2012

**Ontario South Position vacant**

**Ontario West John Charest**

Sarnia – SUC – Sarnia Underwater Club was at a point that we were going to go under but with a meeting of interested members we met and decided to keep the club going until May to see what will happen in the coming months

London – SWODA has had its 25<sup>th</sup> X-mas Party and the Renewals are happening now for the 2012 year SWODA is also working to set up a Mall Display that is going to be used for the promotion of diving in the southwestern area in which

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SWODA, SUC, LSSC, SOS Huron Shores and OUC will reach out to New and Current Divers that want to know more about the diving clubs and diving in the area. Derek Causarano is the New SWODA President  
Windsor – Nothing to Report

### **Ontario North Randy Cook**

Hello, nice to meet everyone and for the most part I can only speak as a member of the Dolphins at this time. I too am looking for some kind of list of clubs as I only know of our own and one other but both are in Sudbury.

I have the map of my area but need packages and more info then the brochure to be able to learn more about the services OUC offers. I have the brochure.

### Clubs

Sudbury Area

Dolphins

Christmas party was two weekends.

AGM with nominations for executive, but no nominations

85 paid members for 2011 but for the most part they are compressor users and only a small group actually get out together to dive as a club.

Devils Club were more active dive wise but no contact with them as of yet.

### Questions

Insurances for clubs that choose to do their own tank and/or reg servicing. As there is no actual regulation or certification for VIP tank inspections are clubs covered under our insurance policies with OUC.

What criteria if any is required by OUC to allow clubs to be covered for inspecting

- a) club tanks
- b) paid members tanks
- c) club regulators, BCD's and associated dive gear
- d) Members regulators, BCD's and associated dive gear.

Marianne will follow up.

**Ontario North West Position vacant**

## **Board of Director's Reports:**

### **Rick Le Blanc, Acting President and Membership Director**

Due to the limited manpower on the Board, our focus will be task specific and not title specific. Each board member will be responsible for task(s) that may or may not fall under their current title. The board with the aid of our advisors will focus its immediate attention, over the next two months, on:

#### **Membership (Rick):**

Increase membership by sending an email to the approximate 2700 names in OUC's directory. The email will be comprised of the current Club and Commercial Membership Value Package. Only those names that fit into these Value Packages will be emailed. This will be completed in the next two weeks. A letter will accompany the email. A 1% return should give us approximate 27 new members, and a minimum of \$2700 to a max of \$48,000.

Two emails have been sent out to request club and commercial members to remit their membership forms and money due by January 1, 2012. First Email was November 17<sup>th</sup> and a follow up on December 5<sup>th</sup>.

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### **Communications (Rick):**

Streamlining and improving the communication between OUC, its members and the diving community. The website (social media), pamphlets, Ontario Diver newsletter, Diver magazine's free advertising, placing free online ads will help improve our message and raise OUC's profile within the community. Implement a protocol for email communication between the Board and all the advisors. Assemble a meeting with club and commercial presidents to discuss club issues, what there is in common and success program and what OUC can help with.

Rick added that there are about 100 commercial outfits and about 30 charter operators for us to approach with the Value package. There are probably about 200,000 divers in Ontario (Stephen comment) although most just dive down south. It is thought that the bulk of the diving in Ontario is done through stores and it these divers we need to tap into with a Value package. Hence the importance of the RFQ that Raimund will tender (see his report)

Wish List: streamline web site, update pamphlets, replacement for Marianne as Ontario Diver editor, online ads?, email protocol for board, club president meeting

Marianne expressed concerns that Rick is overloading himself and that his load indicates that we can continue as business as usual in spite of having only 3 directors. Rick replied that the load is OK for the winter as long as there are no snow days. Note the next board discussion group is to discuss what can be done and what has to be dropped unless we get more help.

Dave mentioned that the 2700 in the OUC Directory is not the true amount since there are several OUC emails and club members emails within the 2700

### **Chris Phinney, Director of Sport Safety**

Chris deferred to Stephen Weir who has been trying to follow up on the 4 deaths in Ontario in 2011. He is finding it more difficult to do this as an OUC representative compared to when he acts as a reporter for Diver Magazine.

Progress of OUC Recommendations (to prevent recurrence) in the scuba fatalities of

Wilnelmus Bardoel (in St. Clair River)	Ilya Klebanov (in Kirkfield Quarry)
Dr. Jan Raczycy (in Tobermory)	Steven Ford (Haines Lake)

Stephen says that he is having difficulties when wearing his OUC hat to obtain information on these incidents. A new classification was mentioned: death before dive ... suicide. Due to the difficulty of obtaining information, it was suggested that reports are posted on the web before all the facts are in with the caveat "Report based on the limited number of facts available at this time"

Suggested format of Scuba Incident & Prevention Report – 2 levels of reporting (divers diving in Ontario and Ontario divers outside Ontario), time frame to report incident, depth of recommendations, etc.

Stephen has been preparing a map pinpointing dive fatalities in which the clustering could have implications on diver training

**Outcomes of OUC Visibility meetings & working sessions** No action

**Aviva Barth Memorial Program (ABMP)**, to educate boaters and divers on the meaning and use of the "diver below" flag.

No Action. However David had agreed earlier to look into more key fobs

**Fathom Five Report** on refreshing OUC SDSAP for Fathom Five.

See Raimund's report below

### **Immersion Pulmonary Edema**

Ayisha is preparing an article and will circulate it for comments when ready

**Rick Le Blanc Membership Director**

See Rick's President report

**Director of Communications position vacant**

See Rick's President report

**David Taylor Director of Finance**

... with suggestions from Rick Le Blanc

We need to generate new sources of revenue and reduce expenses. We cannot rely on membership dues to be major portion of OUC's funding. In the past we had the air test programme being a substantial source of funds. In 2008-09 the net amount from the programme was \$11,000. Accounts Payable sits at \$16,000+ of which \$12,000 is 45 days past due. This is largely due to First Stage Enterprises and Sports Alliance of Ontario. There is \$7983 in Accounts Receivable from FSE being their rent share. At the budgeted net gain of \$2760 for 2011-12 it will take time to pay down this debt. New sources could be in diver symposium in the Fall (different from NDA's), selling the diver logs on an on-going basis, Trillium funding, OUC sponsored activities like bowling nights and pool tournaments.

The service charge on LOC has been reduced to \$30.00 from \$66.00. We combined the inactive Nevada account balance into another account and eliminated the \$6.00 per month service charge, a total of \$504 savings for 2012. Online banking will reduce or eliminate the writing of cheques when there is no money in the account. Thus reducing the frequency we use the LOC. Another possibly saving is to change the Vesta Network to use Telus through First Stage Enterprises. This should lead to a possible saving of \$40 –70/month.

A new form of payment is to be set up whereby members can transfer money from their account to OUC's account.

Change of financial year from June to December 31<sup>st</sup>. Doug will take care of it and file the appropriate taxes.

The Profit and Loss bottom line is very similar to this time last year. Ignoring the Insurance amortization the loss for the current year is \$6200 compared to \$7400. Expenses are the very close but this year there was an increase in members joining. The bank balance is \$6539 but I do not have the figure from last year. Differences between this year and last year should start to appear as the new fees kick in.

**Marine Heritage Unit**

SOS learned in late November that this unit in the Ministry of Tourism, Culture and Sport had been closed. Consequently there is no longer a Marine Heritage Advisor and Dr. Simon Spooner has lost his job. SOS is preparing a letter for the Minister and David will forward it to the OUC board. Rick agreed to take the lead to prepare a letter from OUC.

## Portfolio Coordinator Reports:

### Marianne Collins - Advisor to Membership Director and Ontario Diver newsletter editor

#### Scuba Community Coordinator Succession Plan report for the Tuesday December 13<sup>th</sup> Board Meeting:

Task#:	Succession Plan Task:	Dates COMPLETED
1	Transfer of current Scuba Community Directory spreadsheet (Excel format) to new document holder: Membership Director, Rick Le Blanc	2011-11-15

#### Interim Newsletter General Editor report:

Task#:	Commitment:	Estimated Date of Completion
1	To publish one more OUC Newsletter in the New Year	Jan/Feb
2	To discuss the future of the Newsletter at the Dec 13 Board meeting	Dec 13 2011

#### Insurance Program Coordinator report:

Task#:	Commitment:	Estimated Date of Completion
1	To finalize 2012 Liability Insurance Policy for end of 2011 year	Dec 31 2011
2	Other proposals for policy options will wait until new year	Jan 2012
3	To discuss the future of the Insurance Program portfolio at the Dec 13 Board meeting	Dec 13 2011

#### Outstanding questions on the current Policy:

**Q 1.** Please confirm that we have not lost Host liquor liability for one allowable "annual awards ceremonies and wind up banquets". Did we miss something?

**P/D:** **NO we have not lost our one allowable sanctioned alcohol event as stated in the Policy. Host liquor liability for annual awards ceremonies and wind up banquets is still covered. Additional alcohol events are not automatically covered.**

**Q 2.** Please confirm that, as in the past, you only require participant numbers and not necessarily names and contact information.

**P/D: Only need numbers not names or contact information**

**Q 3.** How long will training clubs and instructors need to carry Liability Insurance beyond their instructing activities. How does our Policy cover us in the case of students who are minors.

**P/D:** **The commercial general liability policy for Ontario Underwater Council is on an 'occurrence basis'. Thus, the insurance policy term that is in place when an injury occurs is the policy term that will be called on to respond in the event a statement of claim is served. For example, if an injury occurred on May 1, 2010 and the resulting statement of claim is served on a member club/OUC on January 1, 2012 the policy that was in place on May 1, 2010 is the policy that will need to respond (January 1, 2010 to January 1, 2011 policy term).**

As our Policy is an "OCCURANCE BASED" policy rather than a "CLAIMS BASED" policy, the policy that is in effect at the time of the injury is the one that applies and will cover the party being sued any time up to 2 years after the injury, whether or not they have a current policy or have changed policies. In the case of a minor who has up to 2 years after reaching Age of Majority (up to age of 20 in Ontario) to sue for a training injury, the party being sued is still covered up to 2 years from the injured minor reaching the Age of Majority whether or not they are still covered by the policy. So Instructors do not need to keep Liability Insurance coverage beyond retirement/moving etc.

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**Q 4.** What is a "litigation guardian"?

**P/D:** This is a legal question and we are not qualified to answer it. Suffice to say, you should have the parent/legal guardian sign waivers and all other documents for a minor. All records (adult or minors) should be kept indefinitely.

Note that Liability Releases and Waivers do NOT prevent someone from being sued but they may deter the suing party and it will be up to the court whether to permit the case to go forward. A parent/legal guardian cannot waive the right of a minor, even by signing a Waiver/Liability Release, to sue once the minor reaches age of majority, although court may throw it out. Hence the need to keep records and documentation.

**David Noble - Advisor to the Director of Sport Safety, Webmaster**

**Dave Noble - Succession Plan and status report for the Tuesday December 13<sup>th</sup> Board Meeting:**

Item #	Succession Plan Task:	To help ensure success in:	Dates COMPLETED and <TARGETED>:
1	Update and publish Risk Management and Insurance Requirements to include wording for AEDs and Technical Diving	Safety Portfolio	2011/11/17
2	Update and publish OUC Incident Report based on meeting of Nov. 25	Safety Portfolio	2011/11/28
3	Transfer incident report to Stephen & Ayisha	Safety Portfolio	2011/11/28
4	Publish Minutes of 2011 AGM on website	Administrative	2011/11/17
5	Publish AGM Facilitated Discussion summary on website	Administrative	2011/11/17
6	Update Board Profiles on Website	Visibility (Communications)	2011/11/17
7	Update Awards on Website	Visibility (Communications)	2011/11/17
8	Update Membership Fee Calculator and assist team in update of Club Membership Application	Membership Portfolio	2011/11/17
9	Publish updated Club Membership Application on website	Membership Portfolio	2011/11/17
10	Update Club Membership page on Website with new rates	Membership Portfolio	2011/11/17
11	Update Home page with AGM results	Administrative	2011/11/20
12	Publish Minutes of 2011 post-AGM	Administrative	2011/11/17
13	Transfer Visibility presentation to Current Board to provide future ideas	Visibility (Communications)	2011/12/10
14	Transfer Safety Portfolio contents of personal computer OUC directory to Chris Phinney, Stephen Weir	Safety Portfolio	2011/12/13
15	Transfer contents of personal computer OUC directory to new board	All	2011/12/13
16			
17			

**And here are the OUC roles & responsibilities that I have accepted and committed to for 2012, after I have finished executing the above "success"-ion plan:**

- 1 Maintain current website - publish minutes, etc as necessary, make changes to pages as directed by portfolio owners (if possible and within my capabilities)
- 2 Assist Stephen Weir with Safety / training recommendations
- 3 Assist with review of sanctioning requests
- 4 Assist with the Insurance portfolio related to Risk Mitigation including the Risk Management document

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**Raimund Krob, Past President and Advisor to President**

Succession plan (to set up the new Board for success) is now approximately 75% complete, tracking to be 100% complete by January 10<sup>th</sup>, 2012

<b>OUC Past President &amp; Advisor Raimund Krob's Succession Plan Report as of 2011-12-13:</b>			
<b>Serial #:</b>	<b>Succession Plan Task:</b>	<b>To help ensure success in:</b>	<b>Dates <b>COMPLETED</b> and <b>&lt;TARGETED&gt;</b>:</b>
1	Transfer keys & pass-card to OUC Office & Dungeon to Rick Le Blanc	Administrative	2011-11-13
2	Transfer OUC Teleconference facilities to David, Rick, and Chris	Administrative	2011-11-14
3	Revise Insured Club Membership Application for 2012	Membership	2011-11-15
4	Change OUC E-mail Aliases & Business cards	Administrative	2011-11-17
5	Transfer Signing Authority & consolidate bank accounts	Finance Portfolio	2011-11-23
6	Finalize Minutes of 2011 AGM	Communication Portfolio	2011-11-24
7	Transfer ~8Gig (10+ years) of contents of personal computer OUC directory to:		
8	Rick Le Blanc	Everything	2011-11-15
9	David Taylor	Everything	2011-11-29
10	Brian Craig	Everything	2011-11-24
11	Chris Phinney	Everything	2011-12-13
12	Kick off OUC's "Ontario Scuba Diving Incident & Prevention Report" meeting	Safety Portfolio	2011-11-24
13	DRAFT OUC's Regional Boundaries based on Postal Code FSA	Organization	2011-12-05
13	Orientation to all to OUC's Dungeon	Everything	2011-12-13
14	Overview of OUC's Ice Floe Race (with Brooke Hooykaas)	Fun Portfolio	<2012-01-10>
15	Overview of OUC's shows at UTS & OAS (with Joe Sildiryan)	Promote	<2012-01-10>
16	Overview of OUC's travelling road shows	Promote	<2012-01-10>

Here are the OUC roles, reporting structure, and responsibilities that I am committing to for 2012:

<b>Ref:</b>	<b>Role:</b>	<b>Reporting to:</b>	<b>Responsibility/ies:</b>
#01	OUC Advisor	OUC Board of Directors	Advising the OUC Team in any
#02	OUC CCMail Administrator	OUC Director of Communications (currently vacant)	Sending Board-Approved BUL
#03	OUC Reports, Contributing Editor	OUC Reports Program Coordinator, Stephen Weir (who in turn reports to Chris Phinney, Director of Sport Safety)	Contributing content to OUC's
#04	OUC SDSAP Program Coordinator	OUC Director of Sport Safety, Chris Phinney	Refreshing OUC's Scuba Diving
#05	OUC Sanctioning Team Member	OUC Insurance Program Coordinator, Marianne Collins, (Say, should Marianne report to Membership Director Rick? To Safety Director Chris? Both? Other?)	Reviewing all Club-sanctioned where appropriate un-sanctio
#06	OUC Procurer	OUC Insurance Program Coordinator, Marianne Collins	Drafting and sending out an R Retailer-Affiliated divers.

**1. OUC Advisor Role:**

1.1. Advised many of the new team members and several of the old team members on numerous OUC matters.

**2. OUC ccMail Administrator:**

2.1. Have not received any requests yet from the new Board to send out anything.

**3. OUC Reports, Contributing Editor:**

3.1. Notified Stephen Weir of scuba-diving death of Ontarian Gordon Stollery, in the BVI, on or about December 12<sup>th</sup>, 2011

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**4. OUC SDSAP Program Coordinator:**

4.1. Contacted Ethan Meleg of Parks Canada Fathom Five to refresh OUC's SDSAP.

**5. OUC Sanctioning Team Member:**

5.1. Scanned a half-dozen submissions and provided safety recommendations to Club planning on diving the St. Clair River.  
5.2. Did not un-sanction any.

**6. OUC Procurer:**

6.1. Commenced development of RFQ for Individual Group Liability Insurance.

**Administrative Office Reports:**

Nothing to report at this meeting

**Old business:**

Nothing at this meeting

**New/other business:**

The regional coordinator regions should be specified by postal codes and an email was circulated in this regard. Raimund suggested adding Fathom Five as a region and will contact to Peter White, who is our representative with the Park, in this regard

It was decided that we would not participate in an April travel show (which one?)

A short form of these minutes should be sent to club Presidents

**Adjourned Meeting as of 22:54 hrs,**

**Next meetings**

**January 10, 2012 20:00hrs** - working session dealing with what projects OUC can handle with the reduced board

**January 17, 2012 20:00hrs** - regular monthly meeting

**Reference Documentation:**

none