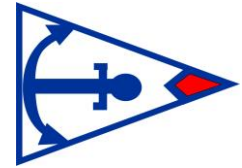




# The Bitter End

Editor: Bill Reynolds, AP



April 2015

**Newmarket Power & Sail Squadron**  
P.O. Box 93090 1111 Davis Drive  
Newmarket, Ontario L3Y 8K3

**Web Site:** [www.cps-ecp.ca/newmarket](http://www.cps-ecp.ca/newmarket)  
**E-mail:** [npsinfo@mailonly.ca](mailto:npsinfo@mailonly.ca)

## From the Bridge...

Despite the record cold spell in February, spring is arriving quite nicely. I am still looking for warmer temperatures to do some epoxy work on my rudder but with just over one month until lift-in I am confident this will be completed and the waxing and polishing can proceed as usual.

The Bridge is busy preparing for the Squadron's Graduation Ceremony and Annual General Meeting (AGM) to be held May 6, 2015. We had 9 students successfully complete *Boating Basics* (PCOC) in February and we have 11 students currently taking the *Boating Essentials* course (formerly *Boating*) and we are looking forward to welcoming them into CPS and Newmarket Squadron at the Graduation Ceremony. Ian Ferguson is teaching Seamanship to a small group at this time as well.

Our seminar presentation on Cruising Georgian Bay and The North Channel has attracted a lot of attention. Forty-two people attended on April 1. A group of Bridge Officers are looking into organizing a Rendezvous this summer for the Midland area. We are seeking feedback to determine the level of interest that this type of activity will generate.

I had the pleasure of being part of a delegation of Newmarket Squadron members who attended the 76<sup>th</sup> Canadian Power and Sail Squadron's National Annual General Meeting at Quebec City in October this year. This is the first year that CPS has been operating under the new Not-for-Profit legislation and many changes in our procedures have been put in place to maintain compliance with the new laws.

I would like to thank the members of the Bridge for the support and assistance that they provided to me during my first term as Squadron Commander. We are all volunteers with other time commitments and I am grateful for the dedication and hard work from all. Finally I would like to thank all of the members of Newmarket Squadron for allowing me to represent your interests within CPS. All members are invited to attend the Squadron AGM on May 6<sup>th</sup> and I look forward to meeting you there. Spring is here. The ice is melting and we will once again take to the waters. May you have fair winds and calm seas.

On behalf of the Bridge:

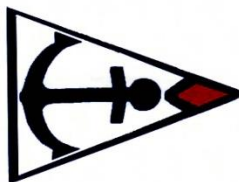
Bill Reynolds, AP  
Squadron Commander

## Rendezvous 2015?

It has been some time since NPS has organized a Rendezvous for our members. A committee of the Bridge has been struck to organize such an event to take place on the weekend of July 18 at Bay Port Yaching Centre in Midland. This could be a great opportunity for members to get together, show off their boats and renew old friendships on beautiful Georgian Bay. We need, however, to have a commitment from interested participants to proceed with the planning. If you think that you and your family or friends would like to participate, please let us know before May 15 by responding to [npsinfo@mailonly.ca](mailto:npsinfo@mailonly.ca). We will provide details in the June Bitter End if we have sufficient interest.

## VHF Radio Course

Many boaters are under the mistaken impression that simply by purchasing a VHF radio, they have the right to use it. In Canada, we may not require the VHF Station License as they do in the USA but we are required to have a Restricted Operator's Certificate (Maritime). It is an offense subject to a \$250.00 fine when found using a VHF radio without the ROC(M). The certificate can be earned through our VHF Radio course beginning April 29. The course runs on Tuesday evenings at Dr. Denison High School, 135 Bristol Rd, Newmarket beginning at 7:30 pm. For information, costs, and registration, contact Peter Heard, Training Officer at [npsinfo@mailonly.ca](mailto:npsinfo@mailonly.ca) or refer to our website [www.cps-ecp.ca/newmarket](http://www.cps-ecp.ca/newmarket)



**Newmarket Power & Sail Squadron**

**2014 / 2015**

**Annual General Meeting & Graduation Ceremony**

Come Celebrate

**Thursday, May 6, 2015**

York Region Police Association Building  
600 Stonehaven Avenue, Newmarket  
1830hrs-2200hrs

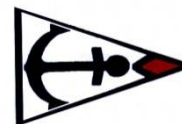
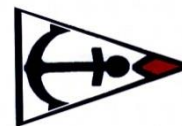
Cash Bar/ Hors d'oeuvres/ Dessert

**R.V.S.P. by May 1st - [npsinfo@mailonly.ca](mailto:npsinfo@mailonly.ca)**

*Certificates will be presented to those who have completed:*

*Boating Basics & Boating Essentials*

.....



Asst. Training Officer	Stuart Denny
Membership Officer	Scott Gibson, <u>AP</u>
Administration Officer	Peter Heard <u>AP</u>
Public Relations Officer	Marilyn Ellison, <u>AP</u>
MAREP	Dixon Hunt, S

- The Squadron nominating committee also nominates John Ellison, AP for appointment as Chairman of the Audit Committee of the Squadron for the year 2015-2016.**
- The Squadron Nominating Committee advises that, if elected, the nominee for Commander intends to appoint the following members as staff officers, to take the responsibility for the duties indicated next to their name:**

Editor	Bill Reynolds, AP
Flag Officer	Gerry Duffy
Historian	Gerry Duffy
Social Officer	Janet Heard, AP
Webmaster	Alan MacDonald, AP
Quartermaster	Sherry Casey
Officer at Large	Teresa Hunt
Officer at Large	Richard Bee, <u>AP</u>
Officer at Large	Bill Forbes, <u>AP</u>

- P /Cdr David Puttock, AP will serve on the squadron executive committee by virtue of his position as Immediate Past Commander and does not require election or appointment.**

**Pursuant to Squadron Regulation 9.14.1, the following members will serve on the Squadron Nominating Committee for 2015/2016 by virtue of their position, and do not require election or appointment:**

Immediate Past Commander: David Puttock, AP  
 Squadron Commander: Bill Reynolds, AP  
 Past Commander once removed: Peter Heard, AP

**Respectfully submitted,**

**David Puttock   Bill Reynolds   Peter Heard**

.....

## April Toonie Night Presentation

On April 1, the Newmarket Power and Sail Squadron offered members and guests a presentation from Ken McDonald and Scott Cain, managers and operators of major marinas in the Midland area, on Cruising in Georgian Bay and the North Channel. Forty-two people turned out for a very entertaining and informative session.

Scott began the evening describing the historic and scenic area around Midland from a boater's and tourist's perspective. He described the many attractions of the area and anchorages and ports from Beausoleil Island to Perry Sound. Ken, who has been running Rendezvous Cruises, both power and sail, from Bay Port Marina for many years, took us from the Sound through the Bustards and on up to Killarney and the North Channel.

Their talk, highlighted with great photos and humorous anecdotes was well received. All participants received a goody bag with information and a copy of the Power Point presentation.

At our AGM in May we will present the following update of our Squadron's Policies for approval by the membership. Past Commander David Puttock headed a committee which reviewed and developed these updated policies. Your Bridge adopted the revisions in November and must have approval from a quorum at the AGM to finalize this document.

OFFICER'S DUTIES AND RESPONSIBILITIES  
&  
SQUADRON RULES \ PRECEDENTS

November 5, 2014

**THE DUTIES AND RESPONSIBILITIES DOCUMENTED HERE ARE UNIQUE TO THE NEWMARKET  
SQUADRON AND ARE IN ADDITION TO THE DUTIES SPECIFIED IN ANY NATIONAL SQUADRON  
GUIDELINES**

ISS – 1- 97/05  
ISS – 2 - 99/09  
ISS – 3 - 03/05  
ISS – 4 -04/05  
ISS – 5 - 05/06  
ISS - 6 – 08/02  
ISS – 7 – 11/14

## **Contents**

EXECUTIVE COMMITTEE & BRIDGE .....	6
SQUADRON COMMANDER .....	7
EXECUTIVE OFFICER .....	8
ADMINISTRATION OFFICER .....	9
SECRETARY .....	9
TREASURER .....	9
TRAINING OFFICER .....	9
PUBLIC RELATIONS OFFICER .....	10
MEMBERSHIP OFFICER .....	10
MAREP OFFICER (Appointed) .....	10
WEBMASTER (Appointed) .....	11
QUARTERMASTER (Appointed) .....	11
FLAG OFFICER (Appointed) .....	11
EDITOR (Appointed).....	11
HISTORIAN (Appointed).....	11
SOCIAL OFFICER (Appointed).....	11
ASSISTANT TRAINING OFFICERS (Appointed) .....	12
PRECEDENTS AND RULES ESTABLISHED OVER THE YEARS BY NEWMARKET SQUADRON .....	12

## *EXECUTIVE COMMITTEE & BRIDGE*

As specified in the squadron regulations , **the Executive Committee** of Newmarket Squadron consists of the following elected officers who are empowered to move, second and vote on all matters - providing a quorum of 50% +1 members is present at a properly constituted meeting :

Commander (Cdr)

Executive Officer

Squadron Training Officer

Membership Officer

Public Relations Officer

Secretary

Treasurer

Administrative Officer

Immediate Past Commander

### **APPOINTED OFFICERS (as required)**

Assistant Training Officers

Assistant Pro

Editor

Historian

Social Officer

Officers At Large

Instructors

Flag Officer

Communications Officer

MAREP Officer

Webmaster

Quartermaster

Environment Officer

Youth Officer

APPOINTED OFFICERS MAY NOT FORM PART OF THE QUORUM, MOVE, SECOND OR VOTE ON ANY MATTER BEFORE THE EXECUTIVE COMMITTEE THAT PERTAINS TO MONETARY MATTERS.

THE ONLY RANK THAT CAN BE MAINTAINED (for life) WHEN CHANGING POSITIONS etc. IS THAT OF PAST COMMANDER.

- THE BRIDGE OF THE NEWMARKET SQUADRON CONSISTS OF THE **EXECUTIVE COMMITTEE**

- ALL MEMBERS OF THE EXECUTIVE COMMITTEE HAVE ONE VOTE - EXCEPT THAT, IN THE CASE OF A TIE, THE COMMANDER (or chair of a committee) MAY CAST A SECOND VOTE.
- THE NOMINATING COMMITTEE CONSISTS OF :  
     COMMANDER  
     IMMEDIATE PAST COMMANDER (CHAIR)  
     PAST COMMANDER ONCE REMOVED  
     (EXECUTIVE OFFICER - by invitation of the Chair)

### ***SQUADRON COMMANDER***

THE COMMANDER OF NEWMARKET SQUADRON SHALL:

- Chair the monthly Executive Committee meetings
- Attend the monthly District Bridge meetings and DAGM
- Attend the NAGM (where practical).
- Order or delegate responsibility for ordering flags & regalia for awarding Officer's badges, Merit Marks, plaques, etc. at AGM
- Review (update as required ) and complete the work items on the following calendar:

#### **MAY**

- ✓ Graduation ceremony
- ✓ Chair Squadron AGM
- ✓ Attend DAGM
- ✓ Orientation meeting for new bridge (identifying goals & objectives for coming year- request each officer to develop coming year's objectives)
- ✓ Forward Bridge list to National and District

#### **JUNE**

- ✓ Promote social events
- ✓ Finalise budget
- ✓ Finalise Squadron's goals and objectives

#### **JULY**

- ✓ Go boating

#### **AUGUST**

- ✓ Go boating
- ✓ Confirm school permit acquisition with Executive Officer

#### **SEPTEMBER**

- ✓ Thank-you letters to social event prize donors (if applicable).
- ✓ Welcome new Boaters (Commander's welcome to Boating students).
- ✓ Encourage new Officers to attend District Meetings

#### **OCTOBER**

- ✓ Represent Squadron at National AGM
- ✓ Promote Graduation and other social events

## **NOVEMBER**

- ✓ Plan Xmas Party (Commander's POT LUCK)
- ✓ Promote Graduation, Challenge & Rendezvous
- ✓ Provide new boating students with overview of NPSS

## **DECEMBER**

- ✓ Submit Merit Marks on WBAS
- ✓ Commander's Xmas Party
- ✓ Promote Graduation

## **JANUARY**

- ✓ Welcome new Boaters (Commander's welcome to boating students show).
- ✓ Nominating Committee should begin work

## **FEBRUARY**

- ✓ Work with Nominating Committee

## **MARCH**

- ✓ Nominations complete by Mar.31
- ✓ Provide new boating students with overview of NPSS
- ✓ Order or delegate the order of regalia, merit mark plaques, and flags, etc. as required by the Executive Committee for new the next bridge.

## **APRIL**

- ✓ Notice of AGM to be published no less than 14 days prior to date
- ✓ Prepare year-end report for AGM

## ***EXECUTIVE OFFICER***

### **THE EXEC OFFICER OF NEWMARKET SQUADRON SHALL:**

- **FACILITIES:** Arrange venues and acquire the necessary permits etc. for the Executive Committee meetings for the *Calendar year* and, in liaison with the STO, arrange for training facilities (Classrooms) and A/V equipment etc.
- **GRADUATION:** In liaison with the STO and squadron Social Officer, determine the dates for the Graduations and arrange for the :
  - ✓ Facility
  - ✓ Caterer/menu
  - ✓ Decorations
  - ✓ Plaques, gifts
  - ✓ Programme
  - ✓ Form a committee to assist
  - ✓ Provide the Treasurer and Admin Officer with a detailed account of expenses and revenues associated with Graduation.
- **AGM:** Arrange for outgoing Commander's gift. And gift for invited participants, e.g. DC
- Participate on the Nominating Committee (if asked by the Chair).
- **MERIT-MARKS:** Assist Commander in preparing a list of recommended Merit Mark awards for the calendar year by December 31.



- Maintain any specific records as required: (e.g. list of past Commanders, squadron precedents, job descriptions etc.).

### ***ADMINISTRATION OFFICER***

This position was established in April 1995 for the purpose of co-ordinating the activities of the Treasurer and Membership Officer as well as performing specific duties as outlined below. The objective is to lighten the administrative load of the Commander and to provide backup and direction for the day-to-day operation of the Squadron.

Regardless of the fact that the Operations Manual states that the Admin Officer should be an appointed or elected Lieutenant, Newmarket Squadron recommends that the position be filled by a Past Commander who has comprehensive knowledge of Squadron operations, the construction and maintenance of computer based databases, spreadsheets and the Web.

IN ADDITION TO THE GENERAL DUTIES AND RESPONSIBILITIES DESCRIBED IN THE MODEL SQUADRON REGS THE ADMIN OFFICER OF NEWMARKET SQUADRON SHALL:

- BUDGET (as may be required)  
Having received inputs from the various bridge officers
- ✓ Prepare the Squadron budget by the end of June
- ✓ Track the results monthly (using the general ledger) and report to the bridge on a quarterly basis or immediately if there is an apparent problem
- ✓ Prepare a final summary and report for the AGM

### ***SECRETARY***

THE SECRETARY OF NEWMARKET SQUADRON SHALL:

- ✓ Endeavour to issue the minutes of all meetings within 2 weeks of the meeting
- ✓ When requested by the Commander - send cards and/or gifts to members in cases of illness or bereavement. [See illness \ bereavement guideline]
- ✓ Maintain correspondence and documentary records as required

### ***TREASURER***

THE TREASURER OF NEWMARKET SQUADRON SHALL:

- ✓ Maintain the Squadron Post Office Box , Ensure annual rent is paid on time, Visit box and distribute contents on a regular basis

### ***TRAINING OFFICER***

THE TRAINING OFFICER OF NEWMARKET SQUADRON SHALL:

- ✓ Provide the Squadron Bridge with:
  - registration information of all new students
  - names of all members passing advanced and/or elective courses
  - by September 01, an estimate of the number of students expected to register for any course in the coming training year ( for budget purposes )
- ✓ Provide the Treasurer with the value of material inventory on hand on March 31
- ✓ Provide the Executive Officer with:

- class room requirements in time to meet the York Region Board of Education contract dates (usually in January)
- names of all instructors and proctors earning Merit Marks
- ✓ Provide the PRO, Webmaster and Editor with up-to-date course calendars in time to meet PROMOTO, Squadron website, Bitter End, and any advertising requirements
- ✓ Order exam materials from DTO
- ✓ Mark exams on examination night and provide students with their grade
- ✓ Submit student grades on WBAS

#### PUBLIC RELATIONS OFFICER

##### THE PRO OF NEWMARKET SQUADRON SHALL:

- ✓ Send Training schedule (provided by the STO) to PROMOTO and District Bridge for posting on the CPS website as required
- ✓ Prepare and arrange training course advertising for newspapers, TV, shows, Board of Education publications and any other media
- ✓ Work with all officers and committees to prepare and produce advertising e.g. flyers, articles for Bitter End and all social events
- ✓ Produce and distribute to all members and new Boating students, a Calendar of Events when available

#### *MEMBERSHIP OFFICER*

##### THE MEMBERSHIP OFFICER OF NEWMARKET SQUADRON SHALL:

###### • **MEMBERSHIP DATABASE:**

- ✓ Prepare a list of all members who have not renewed their membership and arrange that they be contacted
- ✓ With the PRO produce advertising etc. to encourage membership retention
- ✓ Verify the membership database against National's record
- ✓ Maintain current the Squadron membership databases
- ✓ Produce membership reports, labels, summaries, etc., as may be required by any of the Bridge officers
- ✓ Maintain list of email database

###### • **VESSEL LIST:**

- ✓ Solicit changes, additions & deletions to the Vessel List and publish the List yearly by the end of May if required

#### *MAREP OFFICER (Appointed)*

##### THE MAREP OFFICER OF NEWMARKET SQUADRON SHALL:

- ✓ Work with the Public Relations Officer to produce advertising to encourage participation in both MAREP- H and MAREP-W activities.
- ✓ Plan and carry out MAREP-H programs.
- ✓ Continually encourage members to join the MAREP-W programme.( e.g. presentation for Boating classes, articles for Bitter End ).

### *WEBMASTER (Appointed)*

THE WEBMASTER OF NEWMARKET SQUADRON SHALL:

- ✓ Maintain Squadron website.
- ✓ Work with Training Officer, Public Relations Officer and Editor with up-to-date course calendars in time to meet PROMOTO, Bitter End and any advertising requirements as they apply to the Squadron website.

### *QUARTERMASTER (Appointed)*

THE QUARTERMASTER OF NEWMARKET SQUADRON SHALL:

- ✓ Order regalia and flags as required by the Commander.
- ✓ Operate, as a separate entity, the Ship's Store and remit surplus cash reserves to the Treasurer as deemed fitting but no later than March 31. At no time shall Squadron funds be used to operate the Ship's Store without the permission of the Executive Committee.

### *FLAG OFFICER (Appointed)*

THE FLAG OFFICER OF NEWMARKET SQUADRON SHALL:

- ✓ Maintain in good condition and safely store all Squadron flags, pennants and burgees.
- ✓ Properly display the appropriate flags pennants and burgees at all meetings and functions.

### *EDITOR (Appointed)*

THE EDITOR OF NEWMARKET SQUADRON SHALL:

- ✓ Work with Squadron Bridge to determine publication dates, cut-off dates, content, distribution methods etc. for the Bitter End.
- ✓ By July 01, present the Executive Committee with a plan and costs for the year's Bitter End programme (for budget purposes) as required
- ✓ Edit, produce and mail the Bitter End by the agreed upon dates (content of all articles must be reviewed by the Commander and one other elected Bridge officer)

### *HISTORIAN (Appointed)*

THE HISTORIAN OF NEWMARKET SQUADRON SHALL:

- ✓ Update the Squadron scrapbooks with current material (mainly - photos )
- ✓ Attend events, meetings and functions and take photos and prepare write-ups for the scrapbooks.
- ✓ Solicit from members material ( mainly photos ) for the scrapbooks

### *SOCIAL OFFICER (Appointed)*

THE SOCIAL OFFICER OF NEWMARKET SQUADRON SHALL:

- ✓ If necessary, establish a committee to plan and carry out each social event [venue, entertainment, beverages, decorations, theme, tickets, advertising, cost etc.].
- ✓ Provide the Treasurer with a detailed breakdown of expense & revenue for each event.

### *ASSISTANT TRAINING OFFICERS (Appointed)*

THE ASSISTANT TRAINING OFFICERS OF NEWMARKET SQUADRON SHALL:

- ✓ Work with the STO to prepare class lists, mark exams, fill-in for proctors\instructors etc.
- ✓ Other duties as dictated by the demands of the training group.

### *PRECEDENTS AND RULES ESTABLISHED OVER THE YEARS BY NEWMARKET SQUADRON* COMMANDER'S UNIFORM- 1997\03\12

Effective with the 1997\98 Squadron year, Newmarket Squadron will pay for an appropriate blazer and grey pants complete with the necessary crest and insignia for all future Commanders.

[refer to minutes 87\10, 97\03, 2013/04]

### INSTRUCTORS AS LIEUTENANTS

All INSTRUCTORS shall be recognised as appointed lieutenants.

[refer to minutes 87\10]

### TRAINING - TRAVEL EXPENSES - 1997\03\12

Subject to prior approval by the Executive committee, the Squadron will reimburse all reasonable out of pocket expenses incurred by a member that goes "a field" to carry out NPS sanctioned training in accordance with the Travel Expense Schedule (as evaluated and adjusted annually and approved by the Bridge prior to the preparation of the annual budget).

Travel Expense Schedule - effective 00/03

Mileage = \$ 0.30 / km

Lunch = \$ 7.50

Dinner = \$ 15.00

[refer to minutes 89\04, 95\08, 97\03,00\03, 2013/04]

### MEMBER'S DUES

Squadron dues are \$ 10.00 (Squadron = \$ 7.00, District = \$ 3.00)

Second family member dues are 50% of primary member dues

[refer to minutes 90\03, 2013/04]

### NATIONAL AGM

The Squadron will pay the travel expense, hotel and conference registration fee for the Commander

[refer to minutes 04\06, 2013/04]

### ILLNESS AND BEREAVEMENT PLAN

The Secretary, when notified of the illness or death of an ACTIVE member, Past Commander, instructor and proctor or their spouse, shall arrange for the following acknowledgements to be made:

- illness of more than one week = a card.
- prolonged illness e.g. 2 weeks or more. = flowers or gift basket [2000 = up to \$50.00]

- bereavement - flower arrangement or donation [as appropriate]  
[2000 = \$40-50.00]

[refer to minutes 97\03]  
[refer to minutes 00/06]

### PUBLICATIONS

All publications issued under the name of the Squadron must be approved by the Commander and one other elected Bridge officer before they are distributed

[refer to minutes 00\01]