

# 2025 ANNUAL GENERAL MEETING

6:00 pm, Tuesday January 27, 2025

**Barrie Public Library,** Angus Ross Room, Downtown Branch



## Agenda

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- Opening remarks / Welcome
- Approval of Minutes from last AGM
- Presentation of Annual Report and Financials
- Motions to be put forward.
- Elections for Board of Directors
- The 2026 Season Plan
- Any other business // Open Forum
- Closing remarks

# 2025 Financials

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## 2025 Year End Finance Report

2025 Year End Finance Report		
2025 INCOME STATEMENT		
	Jan 01, 2025, OPENING BALANCE	\$15,522.48
	TEAM FEES AND CLUB GEAR	\$31,949.42
	TOTAL INCOME	\$31,949.42
EXPENSES		
	BANK FEES	\$114.50
	CREDIT CARD FEES	
	BOAT RENTAL/LIBRARY	\$2,295.00
	INSURANCE	\$1,492.99
	REGATTAS	\$9,723.40
	MEMBER REFUNDS	\$3,114.53
	MISC (tent, club social events, etc..)	\$594.06
	COACH FIRST AID AND CPR	\$40.00
	JERSEY PAYMENT	\$586.77
	CLUB Merchandise	\$1,758.28
	COACHING FEES	\$6,440.20
	TEAM SNAP	\$979.85
	DRAGON BOAT CANADA FEE	\$358.78
	BDBF OPEN CHALLENGE CUP SPONSORSHIP	\$500.00
	TOTAL EXPENSES	\$27,998.36
Year End 2025 Dec 31. BALANCE		\$19,473.54

- Continuing from previous year, we have \$200 set aside as part of our cash balance for future CPR and First Aid Training from a previous donation from IBEW. This balance will remain set aside specifically for CPR and First Aid Training for our members. In 2025 \$40.00 was expensed.
- \$1,000 of the cash balance is to be set aside for advertising and recruitment purposes, from a previous donation from Busch Systems
- There is a higher than usual 'Refund' figure in 2025. This was from a combination of members no longer wanting to participate, and from the cancellation of Mixed Barries.

## Membership Fees

Standard membership with Dragon Boat Barrie is \$25/member. We have not increased these fees in over 9 years.

Year	# of Members	% Change y/y	Total Fees
2016	124	n/a	1,860
2017	110	-11%	2,090
2018	101	-8%	2,525
2019	105	4%	2,625
2020	67	-36%	1,675
2021	8	-88%	200
2022	37	+363%	925
2023	99	+168%	2,475
2024	153	+55%	3,825
2025	120	-22%	3,000

What do the membership fees cover?

There are a number of costs involved with running the Club, some of which are broken down as follows:

- Dragon Boat Canada membership.
- Insurance costs.
- TeamSnap cost.
- Bank and credit card transaction fees.
- Website costs.
- Dragon Boat rental cost from Barrie Public Library.

After all club costs are considered, the membership fees paid in 2025 covered approximately 74% of our total administrative expenses.

# Motions to be put forward.

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Motions were received ahead of time and were posted on DBB website as of Dec 27, 2025:

In ARTICLE 3 – DEFINITION OF TERMS.

Motion to combine Director of Events and Director of Fundraising roles into **one** title:

**Director of Social Activities.**

**Reasoning:** Streamlining unmanageable processes and expectations by combining roles.

In ARTICLE 4 – MEMBERSHIP.

4.1 Membership rights.

Motion to strike out and completely remove point 7.

*Join any practice, with the Team Captain's discretion.*

**Reasoning:** Clarifying expectations

**To be replaced by:** By invitation or at the discretion of Team's Coach and or Team Captain only, member paddlers may join any other practice that is not their current regular Team practice.

4.3 Club Membership Fee

Motion to strike out and remove in its entirety:

*Club Membership Fees are neither refundable nor transferable.*

*The Board reserves the right to defer or waive payment of any membership fee. Such requests must be presented in writing at a regular Board meeting.*

**Reasoning:** Clarifying that there is a policy in place.

**To be replaced by:** Refund Policy is maintained as a business practice and updated at the discretion of the Board and to be posted online as referred to 'Refund Policy.'

4.4 Membership Eligibility

Motion to strike out and remove sentence:

*Paddler membership shall be determined by the Board.*

**Reasoning:** streamline process and expectations.

**To be replaced by:** Paddler membership eligibility is determined by the below criteria, updated, when necessary, by the Board.

(criteria as currently written is section 4.4)

4.5 Volunteer Hours

Motion to strike out and remove title and vernacular:

*All Members must assist their Team Captain and/or the Board or other committees by contributing at minimum a total of two (2) hours of volunteer time outside of their regular activities as Club member. Some examples may include assisting with getting boats ready for practice, steering, taking attendance, assisting with event planning, or other duties as needed. It is the responsibility of the Member to inform the Secretary via the club e-mail address of any volunteer hours, which will then be verified by the Secretary. If a member fails to accumulate the required hours by the end of the membership period, the member is required to pay a fee of \$25.00 to DBB.*

**Reasoning:** tracking of volunteer hours is not being adhered to with no accountability. Motion is meant to move expectations onto members and not bog down the Board with unnecessary 'process'.

**To be replaced by new tile and vernacular:**

**4.5 Member Expectations.**

All Members must assist their Team Captain in maintaining an enjoyable paddling experience. Some examples may include assisting with getting boats ready for practice, steering, taking attendance, assisting with event planning, or other duties as needed.

**ARTICLE 5 – Guests**

Motion to strike out and remove in its entirety:

*A guest is a non-member granted temporary membership by the Board who expresses interest in joining the Club.*

*Sponsoring members must take full responsibility for the conduct of their Guests.*

- *Guests may have one (1) free paddle session.*
- *Guests must sign a waiver prior to their first on-water practice.*
- *Guests must be thirteen (13) years of age or older (with approval from parent/guardian and applicable signature on waiver)*
- *Guests must have a lower priority than paid Members in all respects if there is a limitation of space or resources.*
- *Guests will have no voice or voting power in formal Club Meetings.*

**Reasoning:** Remove confusion as to what the Board actually does. Guests need to be managed at the Team level.

**To be replaced by:**

A guest is a non-member granted temporary paddling participation at the discretion of Team Captains and or Team Coach.

- Sponsoring members must take full responsibility for the conduct of their Guests.
- Guests may have one (1) free paddle session.
- Guests must sign a waiver prior to their first on-water practice.
- Guests must be thirteen (13) years of age or older (with approval from parent/guardian and applicable signature on waiver)
- Guests must have a lower priority than paid Members in all respects if there is a limitation of space or resources.
- Guests will have no voice or voting power in formal Club Meetings.
- Should Guest wish to continue participating, Team Captains and or Team Coach will notify DBB. New 'member' will be required to pay Club Membership Fee and season balance of any Team Fees.

**ARTICLE 6– Board**

Motion to strike out and remove:

*There shall be coach representation at all Board meetings when requested to do so, in an ex officio (non-voting) capacity.*

**Reasoning:** The majority of board meetings are administrative in nature and to be respectful of participant's time.

**To be replaced by:**

At the Board's discretion, Coaches will be invited up to half of regularly scheduled meetings, in an ex officio (non-voting) capacity.

## ARTICLE 7 – Duties of Directors

**Overall rational for motions. To reflect what is currently done, streamline the process, and clarify expectations.**

In 'President & Chairman of the Board.' Motion to add in duties:

- Conduct all correspondence and internal communication.
- Send meeting invites.
- Keep a correct roll of Club Members, Coaches, and Business Partners.

In 'The Director of Finance' duties. Motion to amend sentence:

*The Director of Finance shall be responsible for the registration of all members and the collection and recording of the appropriate fees and member's status for all registered Members of the Club and shall forward an electronic copy of the same to the Secretary when requested to do so; and further shall deliver the appropriate lists as required by the appropriate governing bodies.*

**To be read As:**

The Director of Finance shall be responsible for the registration of all members and the collection and recording of the appropriate fees and member's status for all registered Members of the Club and shall forward an electronic copy of the same to the **Board** when requested to do so; and further shall provide **to Team specific Captains the appropriate lists.**

In 'The Secretary' duties. Motion to amend sentence.

*The Secretary shall keep a true record of all meetings of the Club and of the Board and distribute Minutes of each meeting to all Members of the Board; keep a correct roll of Club Members; and conduct all correspondence and internal communication under the direction of the Chairman and/or the Board. The Secretary will also be responsible for monitoring volunteer hours for the Club Members.*

**To be read As:**

The Secretary shall keep a true record of all meetings of the Club and of the Board and distribute Minutes of each meeting to all Members of the Board. The Secretary will also assist in any other communications were requested and applicable.

Motion to strike out and remove in its entirety. 'The Director of Events and The Director of Fundraising'

- *The Director of Events shall be responsible for coordinating all activity associated with planning and running Club events, ensuring appropriate volunteer help is present and directed wherever volunteers are required.*
- *The Director of Fundraising shall assist with the Director of Events when necessary to organize and operate all fundraising specific events and initiate and actively seek corporate sponsors and grants. This director is responsible for maintaining relationships with sponsors and community members who have provided support for the Club.*

**To be replaced as:**

**The Director of Social Activities** shall be responsible for coordinating activities associated with planning and running Club events, ensuring appropriate member help is present and directed as required. With the President & Chairperson of the Board, this director will partially be responsible for maintaining relationships with sponsors and community members who have provided support for the Club.

In 'The Director of Public Relations' duties.

Motion to strike out and remove in its entirety the sentence:

- He/she will also be responsible for managing all club merchandise.

**Reasoning specific to this motion: The Board may delegate to any of its members the organization and supervision of specific duties.**

Motion to strike out and remove in its entirety the sentence in ARTICLE 7 – Duties of Directors:

*Notwithstanding the foregoing, each Director shall prepare a budget for his/her portfolio on consultation with other Members of the Board as deems appropriate and submit same for approval by the Board. Any expenditure beyond this budget must be approved by the Board.*

**Reasoning specific to this motion: removing unnecessary process and clarify expectations.**

ARTICLE 8 – Meetings of the Board.

8.2 Special Meetings.

Motion to amend sentence:

*The Secretary shall call a Board meeting at the discretion of the President or on requisition to the same or any other Director signed by not less than four (4) Members. In all such cases, the matters to be dealt with must be specifically stated by such requisitioning Members and it shall be the Secretary's duty to advise all Board Members (by mail, e-mail, telephone, or other mode of electronic communication) accordingly.*

**To be read As:**

**Board members** can call a meeting at the discretion of the President or on requisition to the same or any other Director signed by not less than four (4) Members. In all such cases, the matters to be dealt with must be specifically stated by such requisitioning Members. It shall be the **President's** responsibility to advise all Board Members (by mail, e-mail, telephone, or other mode of electronic communication) accordingly **of meeting date and time.**

ARTICLE 9 – Annual General Meeting.

9.1 Date.

Motion to amend sentence:

The Annual General Meeting must be held no later than the end of January. The Secretary must give three (3) weeks notice to all active and voting Members by mail, or e-mail, or telephone, or other means of communication including Club website.

**To be read As:**

The Annual General Meeting must be held no later than the end of January. The **President** must give three (3) weeks notice to all active and voting Members by mail, or e-mail, or telephone, or other means of communication including Club website.

ARTICLE 10 – General Meeting

10.1 General Meeting.

Motion to amend sentence:

*The Secretary shall call a General Meeting at any time at the discretion of the President or on requisition to the Board by not less than five active members. Ten days notice must be given. In all such cases, it is the duty of the Secretary to advise all active Members of the matters to be dealt with by mail, or e-mail, or telephone, or other means of communication including Club website.*

**To be read As:**

The General Meeting schedule will be determined during the first Board meeting following the annual AGM. Ten days notice must be given if there are any changes. In all such cases, it is the duty of the President to advise active Board Members of the matters to be dealt with by mail, or e-mail, or telephone, or other means of communication including Club website.

**ARTICLE 11 – Nominations and Elections**

**11.2 Nominations.**

Motion to amend sentence:

*The Secretary may accept nominations for an open board position from Members prior to the Annual General Meeting. Any such nominations shall be in writing, signed by two Members and the Member being nominated to indicate acceptance. Nominations for an open board position shall be accepted from the floor at the Annual General Meeting if duly moved and seconded and if the person being nominated indicates acceptance.*

*In the event that there is more than one nomination for a particular open board position they shall be elected by secret ballot. In the case of a tie vote, the membership will vote again on those tied.*

**To be read As:**

**Any Board member** may accept nominations for an open board position from Members prior to the Annual General Meeting. Any such nominations shall be in writing, **signed by Nominator** and the Member being nominated to indicate acceptance. Nominations for an open board position shall be accepted from the floor at the Annual General Meeting if duly moved and seconded and if the person being nominated **verbally** indicates acceptance.

In the event that there is more than one nomination for a particular open board position they shall be elected by secret ballot. In the case of a tie vote, the membership will vote again on those tied.

**ARTICLE 12 – Coaching Positions**

Motion to strike out and remove in its entirety as written.

*The appointment of Head Coach will be made by the Board. The performance of the Head Coach will be reviewed annually or as required by the Board of Directors. The Head Coach is accountable to the Board of Directors.*

*The Head Coach is required to have a contract directly with Dragon Boat Barrie (Ontario), while coaches for individual teams may have a contract directly with that team, or with the Club if the team so chooses. In either case, a contract is required.*

*Additional coaching requirements will receive the approval of the Board as required.*

*The Board has the right to cancel a coach's contract with just cause.*

**Reasoning: Process is redundant and lacks tracking and accountability. Clarifying expectations.**

**To be replaced with:**

The Board will solicit and engage in activities for the recruitment and retention of Coaches as required for Club Teams. Each Coach is accountable to the Board of Directors.

Each Coach will be encouraged to meet with their peers when convenient, nominate a Team Leader and discuss a cohesive Club Team Coaching structure.



Additional coaching requirements will receive the approval of the Board if and when required.  
The Board has the right to cease a coach's relationship with Dragon Boat Barrie with just cause.

#### ARTICLE 13 – Finances

Motion to add the word 'Any' to: Fundraising, donations, sponsorships, and grants

**To be read As:** Any fundraising, donations, sponsorships, and grants

#### ARTICLE 14 – Communications

Motion to amend sentence:

*The Board has the right to send messages directly to Club Members, unless a Member has explicitly declined notifications by contacting the Secretary.*

**To be read As:**

The Board has the right to send messages directly to Club Members unless a Member has explicitly declined notifications by **unsubscribing** or contacting Dragon Boat Barrie directly.

#### ARTICLE 15 – Teams

##### 15.1.1 Club Teams

Motion to amend paragraph:

*Fundraising dollars generated by a Club team, stay with the Club team. Sponsorship dollars raised by a Club team, go to the club as a whole in support of all club teams. As part of the requirement to provide the Board with a budget, should a team require any sponsorship dollars raised to meet their objectives as per their budget, the Board will ensure those dollars are available to that team for their use.*

**To be read As:**

**Any** fundraising dollars generated by Club team activities, stay with the Club team. Sponsorship dollars raised by a Club team, go to the club as a whole in support of all club teams. **When able to do so**, or if the need arise, Club teams can provide the Board with a budget, and should a team require any sponsorship dollars raised to meet their objectives as per their budget, the Board will ensure those dollars are available to that team for their use.

##### 15.4.1 Responsibilities of Team Captains

Motion to amend point four (4).

*Provide to the Board current and accurate email addresses and home telephone numbers of their Team Members. Captains should update the Board immediately if there are any changes.*

**To be read As:**

Update the Board of any paddler contact information changes as they arise.

Motion to amend point eight (8)

Organize Team practices.

**To be read As**

Assisting the Coach where able to during Team practices. Example: leading a dryland warm up.

Motion to amend point nine (9)

*Organize their Team's participation in races (including registration, travel, food and/or lodging) except in circumstances where multiple team discounts may apply for the club.*

**To be read As**

**Lead** their Team's participation in races (**ensuring Paddlers have signed waivers, made any travel arrangements, discussions on food and/or lodging**) except in circumstances where multiple team discounts may apply for the club.

Motion to amend point ten (10)

*Write Team Charter (see item 15.4)*

**To be read As**

Should the Team be an affiliated club team, write a Team Charter (see item 15.6)

Motion to amend point twelve (12)

*Provide a budget to the Board for approval.*

**To be read As**

When able to do so, or if the need arise, Teams through their team captain can provide the Board with a budget.

# Elections

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## Current Board Members

Directors are elected to the Board for a two-year position. The following Board Members are within their two-year period and/or wish to extend their term on the Board:

- Jennifer Ruth (Jan 2025 – Jan 2027)
- Steven Labelle (Jan 2025 – Jan 2027)
- Emilie Samson (Jan 2025 – Jan 2027)
- Mike Vigneau (Jan 2025 – Jan 2027)
- Michelle Read (Jan 2025 – Jan 2027)
- Katrina Morris (Jan 2025 – Jan 2027)

In October 2025, Matty Samson resigned as President. Steven Labelle became Interim Chair.

Mid-season, Michele Horlings resigned from the Board as Director of Events. The role was not filled.

This leaves a total of up to four (4) positions available on the Board. We require a minimum of five (5) and maximum of nine (9) directors.

Here is a list of all Board positions:

- President & Chairman of the Board
- Vice-President
- Director of Finance
- Secretary
- Director of Athletics
- Director of Events\*\*
- Director of Fundraising and Sponsorships\*\*
- Director of Public Relations
- Director-at-Large

**Positions of office will be determined at the next board meeting, which immediately follows the AGM.**

\*\*Should motion put forward pass, roles will be combined as: Director of Social Activities

## Nominations to the Board

Nominations may be presented on the floor, with support of two members in good standing.

# 2026 Season Plan

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## New for 2026 - Dragon Boat Barrie Code of Conduct and Safe Sport Training (DBC Requirement 2026)

Starting in 2026, Dragon Boat Canada (DBC) is introducing important requirements for all Clubs designed to strengthen our shared values and ensure the highest standards of safety and integrity across our sport.

Dragon Boat Barrie had in place Organizational Values and Culture. We have expanded upon that to include a Code of Conduct which will be posted on our website in the Policies and Procedures section.

### **Dragon Boat Barrie Organizational Values and Culture**

- Establish, operate, and maintain a dragon boat club and to primarily promote among its members the sport of dragon boat paddling.
- Create a sustainable and enjoyable dragon boat club in the Barrie area.
- Promote the physical, social, and emotional benefits of dragon boat paddling.
- Build relationships with the community and other community focused organizations.

### **Code of Conduct**

**Professionalism & Respect:** Dragon Boat Barrie club members must interact with fellow athletes and stakeholders with respect, integrity, and honesty.

**Safety and Environment:** Dragon Boat Barrie club members are committed to maintaining a safe, inclusive club environment free of all forms of harassment, discrimination, and violence.

**Conflicts of Interest:** Dragon Boat Barrie club members must avoid situations where personal interests interfere with the club's reputation.

**Compliance with Law:** Adherence to all local, provincial, and federal laws.

**Confidentiality:** Protecting and maintaining confidential information, including data regarding fellow athletes and stakeholders.

**Use of Alcohol/Drugs:** Prohibition of alcohol excess, cannabis, or illicit narcotics that impair judgment, safety, or performance during club activities.

**Commitment to Safe Sport Training:** Dragon Boat Barrie leaders will commit to complete current Safe Sport training. The free training will, promote, establish, and maintain a positive sport environment that promotes equal opportunity and is free from maltreatment and that treats every individual with dignity and respect. This means not engaging in, allowing, condoning, or ignoring behaviour that violates the Universal Code of Conduct to Prevent and Address Maltreatment in Sport.

## Here's to 2026!

Registration will open March 1st for all existing members, and March 15th for new members. Presuming Boats are in the water for the week of June 1st, 2026. (Dragon boats are owned and managed by Barrie Public Library.) Here is a summary of what we have planned:

### PaddleActive – Returning in 2026, with two early morning and one evening option.

Description: These teams do NOT attend any races but offers will be extended by the Coach to those who would feel ready and wish to be seat fillers for Club Teams that may need paddlers for races.

Paddling for fun, and extra practice training, we expect a wide range of paddling abilities from beginner paddlers to more experienced paddlers.

**Practices:** 13-week season. June 1st to Aug 28th, 2026, Tuesdays and Wednesday mornings at **6:00am**, or Thursday evenings at **6:30pm**.

Coach: Steven Labelle Wednesday and Thursday, *Sean Levison Tuesday*, plus one additional TBD  
Steer: Matty Samson (Thursday pm), Steven Labelle (Tuesday am), *Sean Levison (Wednesday am)*

Team cost: \$125.00 + \$25.00 DBB Club fee.

### Club Team PaddleAvengers – Beginner/Recreational Mixed

Description: This is our beginner/recreational dragon boat team

**Practices:** 15-week season. June to Sept. (June 1st to Sept 12th). **Monday evenings at 6:30pm**

Races: Hamilton Waterfest. (July), Barrie Dragon Boat Festival (Aug), Tim Hortons GWN Dragon Boat Challenge (Sept)

Coach: Steven Labelle.

Steer: TBD

Team cost: \$320.00 + \$25.00 DBB Club fee

### Club Team PaddleStrong – Intermediate Mixed

Description: Intermediate / more experienced dragon boat team

**Practices:** 15-week season. June to Sept. (June 1st to Sept 12th). **Wednesday evenings at 6:30pm**

Races: Hamilton Waterfest. (July), Barrie Dragon Boat Festival (Aug), Tim Hortons GWN Dragon Boat Challenge (Sept)

Coach: Brad Hansen

Steer: Matty Samson

Team Cost: \$400.00 + \$25.00 DBB Club fee

### Club Team That's What She Said – Intermediate Women's

Description: Intermediate women's dragon boat team.

**Practices:** 15-week season. June to Sept. (June 1st to Sept 12th). **Tuesday evenings begin at 6:00pm with dryland warmup, 6:30pm on the water.**

Races: Hamilton Waterfest. (July), Tim Hortons GWN Dragon Boat Challenge (Sept) and **one other festival of the team's choosing.**

Coach: Nicole Emmonds.

Steer: Matty Samson

Team Cost: \$340.00 + \$25.00 DBB Club fee

### **Mixed Barries – Recreational / Intermediate Mixed, TBD if there is enough interest.**

Description: this is a combined mixed team of DBB paddlers, paddling for the month of September only

**Practices:** Three to four. During the month of September only. Day of the week to be determined.

Races: Christie Lake, September 19th

Coach: TBD

Steer: TBD

Team Cost: TBD

Each Club Team will be required to appoint a Team Captain and Assistant Captain. Dragon Boat Barrie will help and guide Team Captains and Assistant Captains with any questions or concerns.

Team Captains and Assistant Captains will receive free DBB club membership (valued \$25.00) for the 2026 season. Club Team fees / costs are still applicable.

Team Captains and Assistant Captains will also receive at no charge from Dragon Boat Barrie, new personalized club team jerseys with bedazzled lettering of 'C' and 'A' respectively. (Think hockey jerseys)

Sign up will online through the DBB website. Athletes will need to add to their carts the \$25.00 DBB Club fee when signing up.

## Other Business

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Open discussion.

## Adjournment

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The new Board will meet immediately after the AGM.

The next AGM will take place in January 2027.