

CSMC Board Meeting Minutes

Date: July 13, 2026, 7:00pm

Chair: Parker Townes

Attendees: Parker Townes, Tony Tang, Eric Klaszus, Mika Hakkola, Lisa Lee-Johnson, Alex Joseph

1. Banking & Signing Authority

Motion 2026-07-13-01

Motion: Amend banking procedures to allow one person to initiate a payment and a separate authorized signer to approve it, maintaining a two-person control process.

Moved by: Tony Tang

Seconded by: Not recorded in the meeting

Result: Carried unanimously.

Motion 2026-07-13-02

Motion: Appoint Tony Tang as an authorized signing authority on the club bank account.

Moved by: Tony Tang

Seconded by: Eric Klaszus

Result: Carried unanimously.

Discussion

Tony explained that the change is intended to streamline the payment approval process while maintaining appropriate financial controls and oversight.

Under the revised process:

- One individual may initiate a payment.
- A second individual must approve the payment before it can be released.
- The individual who initiates a payment cannot also approve that same payment.
- Two separate individuals remain involved in every payment transaction, preserving segregation of duties and maintaining the integrity of the approval process.

The board discussed that the previous banking setup created administrative challenges because two separate approvals were required after a payment was initiated, while only a limited number of authorized signers were available. Instead of requiring three separate

people, the revised process maintains a two-person control system while allowing payments to be processed more efficiently.

Meeting minutes will be provided to the bank as documentation of the approved changes.

2. Director Indemnification Agreement

Tony presented information regarding director indemnification agreements and how they complement existing Directors & Officers (D&O) insurance. The discussion focused on protecting directors from personal legal expenses arising from actions taken in good faith while performing board duties.

Key discussion points:

- Indemnification agreements provide an additional layer of protection beyond D&O insurance.
- Protection generally applies to board governance activities rather than individual trip-leading activities.
- The proposed documents are based on legal templates used by other organizations but require further review and refinement.
- Board members discussed that indemnification agreements may help cover legal costs that arise before insurance coverage responds and can provide protection even after a director has left the board, provided the claim relates to actions taken while serving as a director.
- The board generally agreed that the concept appears beneficial and provides additional protection for directors while complementing existing insurance coverage.

Action Items

- Parker to review the draft indemnification documents.
- Tony to inquire with contacts at the ACC regarding their director protection practices.
- Lisa to consult contacts at Packraft Canada regarding similar agreements.
- All directors to review the draft documents and provide feedback.
- Consider obtaining a legal review before final implementation.

3. Safety & Nahanni Trip Update

Lisa reported that:

- Ten CSMC members have completed river safety training within the last two years.
- Nine of the twelve participants on the upcoming Nahanni trip have completed river safety training.
- The club has significantly improved its safety culture and training base for paddling activities.

The board acknowledged the work that has gone into strengthening river safety training and preparedness and expressed appreciation for Lisa's leadership in advancing these initiatives.

4. Marketing & Membership Outreach

Instagram Advertising

Parker proposed promoting CSMC events through paid Instagram advertising using existing club posters.

The board expressed support for investigating this approach as a way to increase club visibility and membership recruitment.

Poster Distribution

The board reviewed current poster placement efforts and discussed expanding visibility through:

- Climbing gyms.
- Outdoor retailers.
- Community bulletin boards.
- Additional high-traffic outdoor recreation locations.

Discussion included refreshing posters in locations where older posters may have been removed and exploring creative placement opportunities in areas frequented by outdoor enthusiasts.

Action Items

- Parker to investigate Instagram advertising costs and options.
- Eric to arrange another print run of posters.
- Board members to continue poster distribution and identify new locations.

Summary of Action Items

Item	Responsible
Submit banking meeting minutes to bank	Tony
Review indemnification documents	Parker
Consult ACC regarding director protection practices	Tony
Consult Packraft Canada regarding director protection practices	Lisa
Review draft indemnification documents	All Directors
Investigate legal review of indemnification package	Tony / Board
Investigate Instagram advertising	Parker
Print additional posters	Eric
Continue poster distribution efforts	All Directors

Adjournment

Motion to Adjourn

Moved by: Eric Klaszus

Seconded by: Parker Townes and Lisa Lee-Johnson

Result: Carried.

The meeting was adjourned following completion of all agenda items.