

BVCCSC Executive Meeting Minutes

March 3, 2009

Alpenhorn 5:30 p.m. to 8:30 p.m.

Attending:

Geoff Recknell, Jill O'Neill, Jill Krause, Steve Osborn, James Cuell, Adrian Johnson, Larry McCulloch, Fred Oliemans, Brant Dahlie (ex-officio), and Teresa White (ex-officio, minutes)

Old Business and Standing Agenda Items:

1. Additions/Adoptions of Agenda
Motion to adopt FO/JK - All in favour
2. Minutes from February 1, 2009 Meeting
Motion to adopt as written JK/ AJ – All in favour
3. Review Outstanding Action Items
Updated and attached.
4. Correspondence
Letter from Band Boosters and from skiers attending Nationals.
5. Reports
 - i) Racers-LM-Midgets received the Team Spirit Award at Midget Championships at Callahan. Good results at the Westerns.
 - ii) Biathlon- JO. See attached report.
 - iii) Rabbits-JC- See attached report.
 - iv) Memberships-JK- 674 members, 37 more than last year. Approximately 5% increase in season passes and ticket sales down ~10%.
 - v) Area/lodge/community forest – FO Piston bully is broken down. There is a temporary fix to be completed next week. Expect a major repair in the spring to replace the bands on the tracks (~15,000). Selling light poles (\$200) to raise funds for the bathrooms.
 - vi) Race Committee – SO. Committee will be assessing the race fees and club should expect an increase in fees for 2009/10 season.
 - vii) Backcountry – No bookings into Starr Crk cabin this year. Nominating committee looking for someone to fill executive position for backcountry.
 - viii) Financial Report AJ. See attached.
6. Ticket booth – rebuild or not?
Income is down. There are a number of possible factors that could be affecting ticket sales in addition to not having a ticket booth such as extended cold weather over Christmas and increased membership. The lock box and ticket checkers are helping. Ticket checkers have found high levels of compliance since January. Concerned that we will lose our club presence if booth is not built. Concerned that taking on an additional project this summer will drain the volunteers and take away from completion of wax hut and lodge expansion.

Motion: SO

Be it moved that we not to build a ticket booth next season and to revisit the role of the Racers duties with respect to selling tickets. Second the motion: LM. Vote: Yes-6 and No-1. Carried

7. Draft Capital and Maintenance Expenditure Plan. The draft plan was discussed and minor amendments were recommended.

Kevin Kriese to add to the Operational Budget Plan, the leveling of the biathlon firing line (~\$2500) and to time it with other areas requiring machine (back hoe) work.

Also, to add to capital grant application for biathlon (\$4500) to cover the cost of targets (\$1200 per target).

A decision is required with respect to priority setting 1. Completion of wax hut, lodge expansion to lock-up or 2. Completion of washrooms and wax hut basics. See attached.

Motion: SO

Be it moved that capital funding for 09/10 be directed towards completion of the washrooms as the highest priority (option 2). Seconded AJ. Vote: Yes-4 and No – 3. Carried

8. Track setter.

Action item: AJ to obtain maintenance forecast (schedule) for the piston bully from purchaser.

Action item: AJ/BD/GR to perform a cost benefit analysis of the piston bully and review our options.

9. Fee structure recommendation for 09/10. 1 – no change. 2 – increase based on operational expenses. 3 – institute structured fees for early and late registration.

Propose a nominal (15%) increase in fees for late registration (after Dec 10).

Action item: JC to develop option 3 for next meeting in the format of a members resolution to be considered at the AGM.

10. Gaming grant – how much.

Motion: JO

Be it moved the club will pursue a 56 K gaming grant to secure funding for coaching (20 K), track setting (18 K) and capital improvements (18 K). AJ, CB and KK to submit the application. Seconded: AJ. Vote: Yes 6, all in favour. Carried

11. Memorandum of Understanding between the Club and Wetzinkwa.

Motion: JO

Be it moved that the Club enter into the Memorandum of Understanding (draft as attached) that provides guidance to forestry activities in the Nordic Center operating area.

Seconded JC. All in favour. carried

12. Conflict resolution process/policy (attached).

The policy was drafted by Christine Burnie, Dennis Courtliff and Brian Fuhr. The policy has reviewed and endorsed by the coaches committee.

Motion: SO

Be it moved that the Conflict Resolution Policy, as presented, be approved and put into effect immediately. Seconded JK. All in favour. Carried

Committee will be formed prior to the start of the next ski season.

13. Draft AGM agenda

-add resolution about fee structure -late registrants pay more

Action item: All members of Executive are to write a report by Apr 01/09 and submit to Geoff, who will post on BVCC website.

14. Nominations Committee. Committee is comprised of the following members: Debbie Courtliff, Allen Banner and Katie Von Gaza (?). Committee is in the process of finding club members to fill Executive vacancies.

Executive staying on for another term: Treasurer, Secretary and Race Committee.

Nomination committee will be placing advertisements for Executive positions at the lodge.

Next Exec meeting Apr 07/09

Adjournment JO/FO

Attachment 1.

Biathlon report for Feb

- Better weather more consistent practicing
- some were able to attend a regional races in Vanderhoof
- will continue biathlon practice till the end of March
- masters group still going and is way too much fun.
- March 29th our regional race will need some volunteer help that day.
- march project working on plan for new infra structure and club organization over the next few years

Jill

Rabbit Report for Feb

1. Great year, no time lost due to weather
2. Fun Day March 7th - Racing Rocks, Adrian deGroot coordinating
3. Great cookies - thanks to Meg Hobson
4. Great hot chocolate - organic mix donated by Pauline Mahoney at beginning of season
5. Continuing to reinforce need for new coaches (several parents are interested).
6. 91 Rabbits total this year
7. Leader/volunteer wrap-up on Saturday. Will debrief then and look for improvements for the following season.
8. Looking forward to next year already.

James

Attachment 2.

I. BVXCSC 3 Year Capital Expenditure Plan (2008-2010)

Project	Priority	Cost	Year	Comments	Funding Source
Wax Hut; basic finishing	H	\$5,000	2009	Siding, ceiling, etc	12 hour relay
Wax hut complete finishing	M	\$7,000			
Washrooms; to lock up	H	\$2,200	2009		Pole sales
Water	M	\$3,500	2009 (if funded)	Install UV system and filters to bring well to drinking water standard.	
Washroom Finishing	H	\$6,300	2010 (if funded)		
Replace Machine Shed roof	M	\$3,000	2011	~600 sq. ft. roof and insulation	
Finish Main Lodge Ceiling	M	\$3,500	2010	Long standing item for sound quality and aesthetics.	
Biathlon shack upgrades	M	\$2,000	2011	Misc improvements	
Insulate and heat machine shed	M	3,000	2012	Osby siding; propane heater, etc	
Replace Lodge Wood Furnace	L	\$8,000	2015	Current furnace may last 10 more years; monitor	
Upgrade Lodge Flooring; stairs and high use areas	H	\$4,000	2012	Commercial grade, 20 year quality, 800 sq. ft. @ ~\$5/ sq. ft.	

Option 1: lock up bathrooms: (pole sales)

-finish wax hut to completion: \$12,000 with \$2,000 from relay

-upgrade water system: \$3500

Total capital request is \$13,500

Option 2: lock up bathrooms (pole sales)

Finish wax hut to basic: \$6,000 (2k from relay)

Water system: 3500

Finish bathrooms: 6,000

Total application \$13,500

II. BVXC Lodge work list – 2009

	Priority	Comments	When
Lodge Maintenance:			
➤ Treat exposed areas of deck	H	Thompsons or something to extend life	Workbee #2
➤ Fence new lagoon	H		Workbee #1
Machine Shed:			
➤ Install cedar on new doors	M		Work bee #3
Caretaker cabin:			
➤ Complete upstairs balcony rail	H		Workbee #1
➤ Install deck railing	H	To comply with insurance requirements	Workbee #2
Trails:			
➤ Terrain park	M	???	
Lodge Improvements:			
➤ Kitchen cupboard doors	H	Brant	Ongoing
➤ More new lockers in north locker room	H	Requires a volunteer woodworker	Workbee #2

Future years:

➤ Rabbit storage	L	Build in cupboard under north stairway	
➤ Gear storage in wax room	L	Storage for bags on east wall; 24 inch deep cubicles. Requires a volunteer woodworker.	

III. BVXCSC Operation Budget 2008

Lodge	Priority		
➤ Supplies	H	Paint and repairs	\$1,000
• Supplies	H	Cleaning supplies	\$250
➤ Workbees	H	Refreshments	\$300
➤ Locker materials	M	Plywood etc	\$300
➤ Machine shed siding	M		\$300
➤ Kitchen cabinets	H	Plywood and hinges	\$400
➤ Fence for lagoon	H	26 posts and page wire	\$500
➤ Water	H	1 load	\$200
➤ Pump outhouses	M		\$200
			\$3450
Caretakers			
➤ Railing	H		\$500
➤ Misc	H		\$200
			\$700
Area			
➤ Ditch and culvert at gate	M	Hoe: half day. Larger culvert. gravel	\$1,500
➤ Signage, safety, misc	H		\$,750
➤ Terrain park	M	Hoe: 1 day	\$1,000
Total Area			\$3,250

Attachment 3

B.V. Nordics – Discipline and Dispute Resolution Policy

This Policy has been developed in the context of the Athlete Development Program, (“ADP”), but will also apply in relation to dispute resolution or discipline matters which arise in the Club in general.

Its **purpose** is to address and resolve interpersonal conflicts including harassment and discipline issues which arise within the Athlete Development Program and within the Club in general in an effective and timely way.

ADP Preamble:

It is assumed that at the beginning of each year Coaches will review the Athlete/Parent Agreement, (and any other relevant Club guidelines relating to behavioural expectations for athletes), with both athletes and parents, and provide positive reinforcement to athletes throughout the season to encourage compliance.

Coaches and parents are expected to work together to provide a positive training and skiing environment and to share information as needed.

When a discipline issue involving an athlete arises any consequence should reflect the fact that the Athlete is a young person. Consequences should emphasize:

1. accountability which is fair and proportionate to the issue and the athlete’s responsibility,
2. rehabilitation and reintegration,
3. respect for the Club, coaches and other athletes and
4. reparation for any harm done

Reporting:

Anyone may report a discipline or conflict issue. Issues involving the ADP shall be reported to the Coordinator. Issues involving other Club members or the Club at large shall be reported to the Chair or Vice Chair of the Club.

Process:

There are four levels of dispute resolution:

1. Coach,
2. Head Coach
3. Mediation,
4. Discipline/Dispute Resolution Committee

The Club Executive will appoint five Club members on a yearly basis to serve as mediators and members of a Discipline/Dispute Resolution Committee, (“the Committee”). One of these must be the Coordinator of the ADP. The Committee will appoint one of their members as Chair person, (the “Chair”). For any given dispute or discipline issue the Chair will appoint one person to act as Mediator, and a minimum of three others, not including the Mediator, who will constitute the Committee.

Coach:

When minor discipline issues arise such as horseplay, poor listening, distracting behaviours, tardiness etc., coaches are expected to respond with appropriate feedback and consequences such as, speaking to the athlete, clarifying expectations, warnings etc.

Where unacceptable behaviour persists or more serious conduct occurs and the Coach is unable to resolve it the matter should be referred to the Head Coach.

Head Coach:

The Head Coach will review the situation and if possible assist with a resolution. If this is not possible then the Head Coach will refer the matter to the Coordinator of the ADP.

Mediation:

Once a matter has been reported to the Chair or Vice- Chair or the Coordinator of the ADP a mediator will be appointed by the Chair of the Discipline/Dispute Resolution Committee.

The Mediator will meet with the parties to the dispute or discipline issue and other persons as she/he considers necessary and will:

1. determine the relevant facts,
2. work with the parties to arrive at a consensual consequence or resolution.

If there is no consensus the Mediator will provide a written report to the Discipline Committee setting out the relevant facts and the issues to be resolved.

The initial meeting with the parties should occur within 3 days of the matter being referred to the Mediator. If consensus is not achieved then a written report should be provided to the Discipline Committee within 7 days.

Discipline/Dispute Resolution Committee:

The Committee will:

1. receive the reports from the Mediator and provide a copy of the report to the parties,
2. convene a meeting with the party or parties within seven days,
3. give the parties an opportunity to be heard on any disagreement on the facts and to make submissions on appropriate discipline measures or resolution,
4. make decisions on any factual issues which are in dispute and on the discipline or dispute resolution measures to be imposed, and
5. communicate their decision in writing to the parties as soon as possible and ideally within 14 days.

The Committee will make decisions by consensus.

Time lines:

The time lines set out in this policy are guidelines which should be adhered to when it is reasonably possible to do so.

Records and Confidentiality:

The decisions of the Discipline Committee will be vetted to remove all confidential information including the names of all parties and will then be available on the Club website.