

Bulkley Valley Cross Country Ski Club - Board Meeting

April 29, 2019 – BV Engineering Services office, Smithers

Board members

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Kevin Kriese, Eamon Mauer, Steve Osborn, Irene Ronalds

Unable to Attend: James Cuell, Jill Krause, Eerik Lilies, Daryl Wilson

Meeting started at 18:39

1) Minutes of Last Meeting

MOTION: Steve moved to approve March 25 meeting minutes; Kevin seconded. Motion approved.

Action Item: Anne to post minutes.

2) Directors Reports

Ben: Chair & Communications (emailed report April 29)

- Gladys Atrill is organizing a ski & stay program (<http://skiandstay.ca>) debrief May 8th that I will attend. If you have any feedback for me on this I would appreciate hearing about it (e.g. did anyone buying tickets at McBike mention the program?)
- I'm still planning on getting a year end newsletter out. Content I have in mind for it includes: nationals, brief summary of all events, management plan summary, coaching training info, Chris Dahlie award call for nominations, potentially recognition of the contributions of some people if we feel that is appropriate.

Daryl: Past President

- No report

Barb: Treasurer (emailed report April 19)

Action: Barb to reconcile membership numbers from Jill with numbers on spreadsheet

Steve: Nordic Centre (emailed report April 25 with revisions on April 26 and April 27)

Nordic Centre Finances

Based on some rough projections to the end of the fiscal year (June 30), the Nordic Centre's income is a little higher (4%) than budgeted. Most of the expense categories are at or below budget with tracksetter maintenance being the major exception. Our new strategy of proactive maintenance will reduce future costs and breakdowns but in the short-term it required spending about \$20,000 on hydraulic pumps and probably another \$20,000 on new belts. On the first tab of the attached spreadsheet, tracksetter maintenance includes the pumps and projected cost for belts and another \$2000 for building maintenance.

Transfers to and from reserves are usually done at year-end but the spreadsheet includes my projection of previous commitments and board decisions. The projected result is a deficit of -\$4,610. This can be covered by surpluses in other programs (membership &/or events) or changes to how much we transfer

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into/from the reserves. The second tab presents the projected status of the reserve funds and a proposal for a new restricted reserve to support a grant application. The third tab lists some potential Nordic Centre expenses for the future.

At our April board meeting, I will review these Nordic Centre finances and seek Board input on general spending, our strategies for dealing with program deficits/surpluses and some decisions about our reserve funds.

Additional info in April 27 email and discussion at the meeting about whether and how to stay within the 50% rule for gaming grant applications.

- Discussion - Plan to move surplus from membership and events to Nordic Centre which is projected to have a ~\$4600 deficit
- We are close to our 50% of operating funds limit for contingency funds

Motion: Steve moved that the club create a restricted fund of \$20,000 to be spent by the end of 2019/20 fiscal year on belts for the tracksetter; Kevin seconded; approved.

Motion: Steve moved that the club create a restricted fund of \$15,000 to be spent within the next 24 months on a skid steer; Eamon seconded; approved.

Head Tracksetter

Brant is retiring as head tracksetter and will limit his future involvement to providing mentoring and assistance to the tracksetting team, especially in maintenance. Steve Howard will also be retiring from tracksetting next year. James Smids has been very busy with his work and did not set tracks at all this winter. Patrick Dumais, Mark Williams and Gus Kantakis will continue to set tracks next year.

Patrick coordinated the schedules of the tracksetting team this year and is willing and able to be Head Tracksetter next year. Patrick's original plan for next year was to train two new people to replenish the team. I explored another option: Head tracksetter be responsible for most of the tracksetting and at a pay rate that would allow him to prioritize tracksetting during the December to March season. Mark and Gus would be asked to continue to set tracks for about two 4-hr shifts per week. Patrick is very keen to take on this expanded role. I would like to confirm this arrangement with him after I discuss it with the board and after I hear from Mark and Gus. I will bring additional information to the board meeting.

- Suggest in contract get check-in to flag when over a specified hour/week target
- Important to ensure a pool of other qualified people
- Discussion about hourly rate – check local norms
- General support for this different approach

Building Maintenance

There is about \$2000 of essential work required for the buildings. Patrick Dumais (buildings manager) is assisting. I can provide details at the meeting.

Lodge Rentals

Lodge rentals this year has generated about \$1500 for the club. At the board meeting, I will circulate the list of rentals (as required by our Lodge Rental Policy). I would also like to discuss some changes to the

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policy regarding the types of rentals we will consider. Until we have a decision on the changes, I asked Gen to not commit to any additional rentals during the summer.

- Discussion – no intent on using lodge rentals as money-making business
- Parties can cause damage that isn't recovered in minimal rental fee
- Limit to ski- and ski club member-focused rentals

Action: *Steve* to revise lodge rental policy to better reflect intentions

LED Upgrade to Trail Lights

Michel Poulin offered to investigate LED Light Conversion (one of the "Possible Future Projects" in the Management Plan. Sometime this summer, Michel will record the power consumption for one hour when only the trail lights are on. I would like board comments on Michel's preliminary findings and recommendations:

- 110 lights X 150 watts X 480 hrs (avg 4hrs X 120 days) X .1132\$ per kwh = about \$900 per year.
- Potential electric savings per year from LED conversion: \$450
- Cost of conversion: \$30k to \$50k (Need to change lamp & bulb)
- Return on investment: 1.5% to 0.9%

There is no assurance that current wiring will work with LEDs. And if it did, the costs are unlikely to be worth it at this point unless we had a grant for the full cost (and such grant couldn't be used for anything else, like a machine shed).

Should we explore other cost saving options:

- User activated countdown timer
- Reduced hours or days. (4 hours every day currently cost about \$7.50 per day)
- Discussion – how many people use the lit trails?
- Should consider possibility of moving toward no lights
- If switch, replace lights as bulbs die or do all at once – may be able to get gas tax \$\$ to cover if do all at once
- Discuss with club that has switched – Quesnel & PG
- Further discussion once we have results of Michel's investigation

Jill: Membership (emailed report April 10)

Here is the end of season tally:

2017-18

Members 556

Ticket booth \$9316.85 payment to ADP \$2520.00 for 84 shifts or half days

Store sales \$5296.00

2018-19

Members 618

Ticket booth \$13051.05 payment to ADP \$2490.00 for 83 shifts or half days

Store sales \$8918.00

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Irene: NSDP (emailed report April 13)

- Head coach position has been advertised with CCBC and CCC, thanks to James. A few applications have come in, with one worth pursuing so far.
- Lisa hired on an hourly basis to help get YTPs prepared for spring/ summer for about 5 racers and a more generalized training plan for keen younger skiers.
- Program coordinators (Rabbits, Masters, Ski School) have been asked to write up brief summary of their roles, so we can have a written record.
- Waiting for Ski Skool summary, Masters summary
- Coaches/Boosters held a wrap-up meeting to review the year and to identify actions that need to get done before September rolls around. Some minor changes to registration fees anticipated. There were issues with interpretation and execution of travel wax fees, which require clarification. Boosters worked hard this year - they are going to take a look at what fundraising efforts are most worth pursuing and consider dropping some to lighten the load. There is some interest in looking for more sponsors.
- Will start Gaming Grant application once I have all info

Action: Steve to talk up our need for a head coach if he goes to the CCBC meeting

Action: Irene will develop budget numbers needed for gaming grant and run them by Barb and Steve

Action: Steve and Irene may have a discussion about the budget for the ticket booth work

James: Events (emailed April 26)

- Nothing to report
- Discussion: events made a surplus as usually do. Important to ensure that cost doesn't make events inaccessible. Some of surplus can go toward unofficial events like the trail opening.

Kevin: Grants & Sponsors (emailed April 28)

1. Grants in Prep; NDI request for \$25,000 for Skid Steer loader. Due May 8th. Final quotes being secured.

-This requires a decision by the Board to restrict \$15,000 for the skid steer loader.

-If approved, draft letter to NDI from President is attached

2. Grants coming soon

-Wet'zin'kwa; due end of May. Request \$15,000 for Skid steer loader.

-Gaming Program grant; Irene preparing submission. Due end of May. Target is coaching.

Anne: Secretary and Volunteer (emailed report April 23)

- I clarified with RSTBC what should be included in our annual updates (services and financial) to them and have commenced preparing a draft services report.

3) Actions from Previous Minutes

a) Steve to post list of Building Manager's responsibilities (and what are not position's responsibilities) in lodge –this action item applies to next season

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b) Responsible directors work with others to write job descriptions and post them on the board drive.
(IN PROGRESS – Irene)

c) Steve post Treasurer and Building Manager job descriptions on board drive.

d) Ben – to advertise management plan discussion (COMPLETED)

e) Anne to circulate penultimate version of operating plan for comments, incorporate those received and submit to RSTBC (COMPLETED)

f) Ben to put together newsletter; all directors to submit items (Will put out newsletter soon)

g) Daryl to discuss potential Dahlie award nominees with Brant & Tenley (COMPLETED)

- Should have a call for nominations and present at AGM
- Honour long-term legacy and contribution

Action: Ben to ask Brant to write out what the award criteria are

- Call for nominations in newsletter
- Nominations should be received by board by September
- Ominica website mentioned as potential source of good wording

4) New Business

a) Management Plan (Kevin distributed summary of open house in April 28 email)

- about a dozen people attended, with Ben, Steve, Kevin, and James from executive.
- Feedback on having the document was very positive. Most of the discussion centered around understanding what was in the plan and what it meant.
- Pisten Bully; strong support for the proposal. Very interesting discussion about whether a "back up" PB was needed. Feedback summary: "You don't buy a second car in case your car breaks down..."
- some feedback on the need to optimize the use of the Ginsu to save on PB costs. Steve confirmed ongoing work in the tracksetter crew to use the right tool.
- some feedback to make sure the ginsu can operate when the PB is down. I.e. second skandik or look at the more expensive and capable machine (Alpina <https://www.alpina-snowmobiles.com/>)
- Good discussion that people could not remember a time when we really had a problem because of snow machine being down.
- some ideas circulated for trail improvements including
 - ❖ bridge in pine creek swamp to get machine across creeks. Will be added to trail plan
 - ❖ fix slopes that are off center; example northern lights above the dip. Requires rock work. Will be added to trail plan

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- ❖ Possible trail expansions including some good ideas such as single track trail, expanded dog trail, and more advanced trails. General approach is to catalogue these as "future considerations"

- Cabin; mixed feedback on idea of a cabin. Some people wonder if it would get used. Others like the idea. Mostly depends on what kind of skiing you do and what experience you want.
- Some feedback on idea of ticket booth. Mostly discussed when people might be "cheating". Feedback is that most cheaters are probably out mid week or evenings when they know no one is checking. Could try to get a few ticket checkers mid-week (remember Jan Pinkerton!)
- Overall, it was a good discussion and I think confirmed we are on the right track.
- This management plan focused on Nordic Centre operations – there was a suggestion that there should be a management plan for Events & NSDP

b) Area Boundaries

- RSTBC is smoothing boundaries
- Should expand area to include potential future trail sites: off end of pooch paradise and at end of Valley View (outer view – Eamon's suggestion)

Action: *Steve* to contact RSTBC about boundaries

5) Tabled from previous meetings: Strategic Plan

- Work on emergent model; modular
- May wish to bring people outside board members in for some discussions
- Prioritise list of subjects and tackle in extended board meetings
- Potential subjects include finances (reserve funds), events, membership (membership drives, late openings), communications & marketing, volunteer burn out (volunteer vs. paid; affordability), program expansions – do we want to be somewhere different in future (e.g. disabled, seniors)?, NSDP
- Not clear whether board has a role in discussion about recruitment of rabbit coaches. Suggest Irene & Ben have discussion and decide if there is something that requires board level action

****** Topics for May board meeting: Finances and Volunteers ******

Meeting adjourned

Next meeting May 27 at 6:30 at Eerik's office