

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

Board members

Present: Ben Forsyth, Anne Harfenist, Jill Krause, Kevin Kriese, Eerik Lilies, Steve Osborn, Irene Ronalds, Daryl Wilson

Unable to Attend: James Cuell, Barb Guillon, Eamon Mauer

Meeting started at 18:32

1) Minutes of Last Meeting

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

Action Item: Anne to post minutes.

2) Directors Reports

Ben: Chair & Communications (emailed report March 21)

- Finalizing Loppet poster
- Promoting Loppet/Pasta Potluck via mailing list and social media
- Promoting our jackrabbits video entry for CCBC's contest. We tied for first with Kimberly's and won the for fun facebook poll that CCBC created
- Helped draft the lodge manager job description with Steve
- Posted head coach job posting on facebook and on website
- Posted call for volunteers for Spirit North ski festival April 11th
- **Website/Mailing List Stats**
608 people on the announce mailing list
~1600 users, ~12k page views.
Last month: ~1800 users and ~14.5k page views
- **Facebook Stats**
The CCBC video competition greatly increased traffic to our page this month
647 Followers, up from 627 on Feb 24
704 page views
Reach of 4785, up from ~4200 last month
Engagement (likes, shares, etc) 4785, up from ~1800 last month
- **Instagram:**
130 followers, up from 129

Daryl: Past President

- No report

Barb: Treasurer (emailed report March 11)

- Emailed financial report up to Feb. 28
- Club received a \$5000.00 cheque from BV Credit Union today for the Wellness Clinic.

Steve: Nordic Centre (emailed report & Wetzinkwa report March 25)

Tracksetter proactive maintenance

Pumps replaced. Hoses inspected only one minor replacement needed.

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

Our management plan identified the need for replacing the belts within 1 or 2 years. A closer look at the belt shows wear which is causing problems with cleats. Brant asked our mechanic to look into prices. We will likely replace it this summer.

Wetzin'kwa Community Grant 2018 report

I submitted the attached report for last year's community grant for our woodshed, shed beams and fuel tank. Thanks to Kevin for his draft and photos.

Note: Report has been placed on board drive.

Buildings Manager

Volunteer description completed and circulated. Patrick Dumais volunteered. Brant offered to help.

Discussion: Need to clarify responsibility for buying supplies like toilet paper. Ski Boosters have offered until a lodge manager is identified.

Action item: **Steve** to post list of Building Manager's responsibilities (and what are not position's responsibilities) in lodge

Question: Are there other positions which would benefit from a similar volunteer description?

Discussion: We should have job descriptions for all of our key positions including (we already have some of these):

- Head coach
- Rabbit Coordinator
- Masters Coordinator
- Ski Skool Coordinator
- Treasurer
- Others?

As they get written, they should be posted on the board drive.

Action item: **Responsible directors** work with others to write job descriptions and post them on the board drive.

Action item: **Steve** post Treasurer and Building Manager job descriptions on board drive.

Nordic Centre income/expense.

I need to see the next financial report to be sure but it seems like:

- Our income is higher than budgeted
- Our expenses are lower (not counting the proactive maintenance which could come from the restricted fund)

After examining end-of-season finances and depending on what direction the board decides for reserve funds (see grant discussion), there are a number of possible expenditures we could make before the end of this fiscal year:

- Replacement belt for the PistenBully
- New fridge for the kitchen

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

- Weather reporting hardware
- Grading the access road
- Snag falling if the fire crews don't by late June
- Early trail work

End of Season

Area will close on March 31.

Jill: Membership (emailed report March 25)

Membership report:

2017-18

Members 556

Ticket booth Dec 02-Mar 24 \$8768.25

2018-19

Members 618

Ticket booth Dec 15-Mar 23 \$12738.30

So ticket booth is roughly the same as last year (given the rate change). Last year X-mas break was dismal and Spring break was good, this year it was the other way around. Ticket booth ends Mar 31.

Irene: NSDP (emailed report March 22)

ADP

4 athletes went to Nationals at Nakkertok with excellent showings.

Nationals are in Kelowna next year - the Track Attack families have started fundraising and hosted the dessert night this year.

A group of 10 athletes in the younger categories went to BC Champs in Salmon Arm, and had an excellent race weekend.

Ski Boosters managed to feed about 200 skiers and volunteers at this year's Loppet.

Ski Boosters have offered to look after lodge cleaning supplies, tp, paper towel supplies etc for the lodge until a building manager is found.

Biathlon

2 youth athletes and 2 Masters athletes are off to Nationals in Whistler at present.

Lisa finished up her season coaching mid-March. she may return to prepare YTPs and to organize a Spring Dryland Camp, but she will be moving on to other things next season. She ended up having a terrific winter with the club - her focus was supporting the Track and Attack and Extendo age athletes and parents and she did a great job. This is a great cohort of engaged parents, most of whom are learning to ski as adults. She was a huge support to these parents learning to coach their kids.

Head Coach position for next season has been posted via CCBC.

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

James: Events

- Marathon

Discussion: Some reports of volunteer burn-out.

- Option – Ski Boosters do not have to do all of the food at races. Can offer lunch as additional cost at time of registration and contract out preparation.
- Distributive model of lodge clean up – kids (and/or parents) help out & club supports programs. Without club support, programs would be much more expensive. Ski Skool surplus goes to NSDP.
- Next step: discussion within NSDP about volunteer burn out, lodge clean up options; discussion with Ski Boosters about core responsibilities and how much extra to take on.
- Re-examine model because it differs from other clubs where racing is much more expensive.
- Thanks expressed to volunteers like was done for Tour de Soup and marathon should be encouraged

Kevin: Grants & Sponsors (emailed list of key grants March 21)

- List of grants for discussion

Anne: Secretary and Volunteer

- I had preliminary discussions with Rec Sites and Trails BC about our required annual reporting. I prepared a draft operating plan (2019/2020), due April 1, as one requirement.

Eamon: (March 25 email)

- will volunteer as project manager for equipment shed

3) Actions from Previous Minutes

a) List of grants - COMPLETED

b) Building Manager – COMPLETED

c) Cost Control and Tracking Procedure – COMPLETED (may be re-visited in future)

- Barb discussed with the bookkeeper and she is not in favour; also there seems to be no advantage to the businesses.
- Barb has not been having trouble connecting receipts with proper cost centre
- Given the above, we will not proceed with a change to the system at this time, but will keep what has been done so far in case the situation changes

Action item: Kevin send around Adrian's memo and post to board drive

Action item: Eamon post what has been done so far on the board drive

Action item: Responsible directors circulate memo at beginning of each year outlining how to track expenses to make the treasurer's job easier.

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

d) Management Plan

- Casual get-together for dialogue on April 7 @ 3 pm
- Kevin will be there

Action Item: Ben – to advertise

4) Tabled

a) Topics for conversations about strategic directions

- Tabled from January meeting due to lack of time.
- Will develop from April 7 discussion about Management Plan

b) Membership (including but not confined to membership drives, late openings)

- Tabled from December meeting

5) New Business

a) Potential grants

- Kevin circulated list that we have accessed in the past & few new ones
- If anyone knows of others, should let him know
- Kevin will track potential grants
- NSDP does most of applying for grants
- In the near future:
 - NDI (May)
 - Wetinkwa (end of May)
 - New capital fund (July)
- Discussion about maximum \$\$ club can have in reserve as a condition of some grants – can't have more than 50% of operating funds set aside in savings so strategy is to stay below 50%; have 3 year lifespan
- Possible projects mentioned include pa system inside lodge, cook stove, skid steer (easy project to implement, day hut on Valley View)
- Need to separate
 - Contingency funds = rainy day
 - Restricted funds – make conform to requirements of funding agencies

b) Sponsorships

- Need to track requests for sponsorships (primarily events and NSDP) to ensure that same businesses not being hit all the time
- When planning a sponsorship drive for any reason, check with sponsorship director
- Daryl offered to help with sponsorship

Bulkley Valley Cross Country Ski Club - Board Meeting

March 25, 2019 – BV Engineering Services office, Smithers

c) RSTBC draft Annual Operating Plan

- Draft circulated for comments
- Give another chance for review of updated version

Action item: Anne to circulate penultimate version for comments, incorporate those received and submit to RSTBC

d) Cross Country Ski BC

- no cost for ad to club so go ahead
- conference call with club presidents/ reps – list of potential topics circulated; different board members may participate depending on topic

e) Year end newsletter

Action item: Ben to put together newsletter

Action item: All directors send newsletter content to Ben

f) Chris Dahlie award

- 3 potential award winners discussed

Action item: Daryl to discuss with Brant & Tenley

Meeting adjourned

Next meeting April 29 at 6:30 at Eerik's office