

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

Board members

Present: James Cuell, Ben Forsyth, Barb Guillon, Anne Harfenist, Jill Krause, Kevin Kriese (by phone), Erik Lilies (second half of meeting), Eamon Mauer, Steve Osborn, Irene Ronalds

Unable to Attend: Daryl Wilson

Meeting started at 18:40

1) Minutes of Last Meeting

MOTION: Steve moved to approve January 28 meeting minutes; Eamon seconded. Motion approved.

Action Item: Anne to post minutes.

2) Directors Reports

Ben: Chair (emailed report Feb. 24)

- Worked the ticket booth at Welcome day and said hi to lots of people.

Daryl: Past President

- No report

Barb: Treasurer (emailed report Feb. 19)

- Emailed financial report up to Feb. 15

Ben: Communications (emailed report Feb. 24)

- Welcome day promotion
- Contributed some photos/videos for our entry in CCBC's jackrabbits video competition. See <https://www.youtube.com/watch?v=e51aGDN0UGI> Chris Duncan put together the video.
- Draft event poster for loppet
- Promo for Teck Northern Cup #3/Chris Dahlie Open
- Far too much time mucking around with webcams. Encountered some problems communicating with weather underground and with our bvnordic.ca ftp server. Should be resolved now. Weather underground has latest image from lodge and daily time lapses available. <http://bvnordic.ca/webcam> has latest images from lodge and timing hut. Will integrate more with website soon.
- Compiled and edited content for newsletter and sent it out. Thanks for the great material from everyone.
- Added the digital specific version of the nordic centre map to the Avenza Maps store (map is free). This means you can find the map directly from inside of the Avenza app. Here's the map in the store <https://www.avenzamaps.com/maps/853237>
- Also tweaked the map page on our website to try to make it easier for people to install Avenza and get the map into it.

Website Stats

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

- Over past 30 days: ~1800 users and ~14.5k page views
- Last month's stats: ~1600 users and ~13k page views

Facebook stats

- 627 Followers, up from 620 January 27
- Over past 28 days: post reach of ~4200, Engagement (likes, shares etc) of ~1800
- Last month's numbers: : post reach of ~4100, Engagement (likes, shares etc) of ~1100

Instagram

- 129 followers, up from 124 on January 27

Steve: Nordic Centre (emailed report Feb. 24 with update sent Feb. 25)

Like the website says: Great Snow. Great Trails. Great Times. (maybe time to freshen the logo up but it is still true.)

The grooming team has been doing a great job despite some wrinkles.

The PistenBully's tiller had problems before Christmas and was temporarily fixed with some welding (~\$500). Then a locally available used tiller was purchased (\$1500) and installed by Jason, our expert mechanic in late January (\$5600 including some other works). While Jason was here, we had a valuable discussion that led to the info I circulated earlier and the decision to replace 3 hydraulic pumps in March. The information was also incorporated into the draft management plan that we will discuss at our Feb 25 board meeting.

Since the last meeting, Kevin Kriese and I have been working on the draft management plan. The Feb 19 version was emailed to directors for review. During our Feb 25 board meeting, I would like to hear any concerns or suggestions from directors and then I propose to go through key parts of the plan highlighting implicit policy statements and strategic directions that the club would effectively adopt if the plan is approved.

The management plan started out as a Nordic Centre tool but for context it included all aspects of the club. Hopefully, it can be of use for other programs (now or in future updates). The plan's direction is mostly based on what we have been doing already. What's new is that it tries to crystallize previously unwritten goals and strategies. It also has a few new strategies that fill in some gaps or have arisen due to new info (like the proactive maintenance strategy for the PB). If the board is OK with the mgt plan's direction, we can use it ASAP to seek longer term Rec Sites and Trails capital funding and for several grant applications that need to be written in April.

Spirit North Ski Festival

Spirit North (spiritnorthxc.ca) has a successful program to introduce indigenous youth to cross country skiing. Under the program, Wet'suwet'en youth from Witsset have been coming to the BV Nordic Centre the last two years. Spirit North has booked the lodge to host a ski festival event for on April 11. They hope to have around 150 students from 4 different schools attending. 14 students and 3 chaperones

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

will stay overnight at the lodge on April 10. Gen Perkins is handling the lodge booking for our club. Normal lodge rental rates will be paid. Since this is likely to be after the end of our normal ski season, I asked Brant and Patrick if they can do some late grooming. There could be about \$200 incremental cost to the club to do the extra grooming. I would like input from the board about whether to charge Spirit North for that extra grooming cost and/or whether to charge for day tickets (at group rate).

- Comments: perhaps give option for better grooming with PB for estimated cost or free grooming with ginzu; after end of season so no day pass charges

Licence for Groundwater Usage

We have a shallow well that supplies untreated water for the lodge's toilets. New rules mean we need a licence and a \$50/year fee to use groundwater. I completed the application this morning. (Deadline to avoid the \$250 application fee is March 1. The application form is now a useful document as it describes the well and the water line.

AED replacement pads

Robbie Dunbar noted that the pads in the kit have officially expired. (still good but 911 would consider them expired.) New pads (2 adult and 1 child) are \$300. We need to plan on replacing these consumables every 2 years. I will put in the order. It is on my Nordic Centre to-do list.

Dishrack shelf

Robbie Dunbar is getting a quote to purchase a dishrack for our Health department required drying system. \$265 if we pick it up in Prince George.

Future project: Nordic Centre documentation

Kevin suggests the club have a Nordic Centre users manual of how everything works. A lot is in the head of just a few people and will eventually be lost. The location of pipes and wires everywhere is a complete mystery but will eventually be needed when someone needs to dig something up. Groundwater fees, AED pad replacement, water cistern inspection/cleaning, and other periodic tasks could also be included in the manual. I put this suggestion in the Nordic Centre to-do list.

- Board agrees that this is an excellent idea.

Nordic Centre Actual vs Budget Finances

The financials to Feb 18 indicate that we are close to our budget:

- Nordic Centre income of \$113,000 will be close to the \$122,000 budgeted after further day and store ticket sales. (Note that the actual and budget include the Wetzin'kwa grant of \$45,600)
- Nordic Centre expenses of \$149,000 is still within the budgeted \$170,000.
- The above are ordinary income and expense.
- Other income and Other expense address transfers to and from reserve funds reserved from previous years. The budgeted numbers are still feasible but the actual numbers will not be entered until the board makes decisions at end of the fiscal year.

Restricted Funds for the Nordic Centre

The following information will be referred to during discussions of the draft management plan.

- The Infrastructure Restricted Fund, at the end of last fiscal year, had \$4,911. At our Sep 6 meeting, the Board allocated the \$45,593.05 grant from Wetzin'kwa related to last year's logging. \$20,000 was budgeted to the Infrastructure Fund. Assuming that number is confirmed

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

at the end of this fiscal year, there will be about \$25,000 in the Infrastructure Fund to address future major repairs or renovations.

- The Tracksetter Restricted Fund, at the end of last fiscal year, had \$59,442. The Sep 6 allocation budgeted \$15,593 contribution to the fund. No additional contribution was budgeted. The board's recent email decision authorized up to \$20,000 withdrawal from the fund. Subject to the board's end of year allocation decisions, the Tracksetter fund could have \$55,035.

Jill: Membership (emailed report Feb. 25)

2018-19

Member 618

Ticket booth Dec 15-Feb 25 \$ 10373.55

2017-18

Member 556

Ticket booth Dec 02-Feb 25 \$6884.80

Irene: NSDP (emailed report Feb. 25)

All programs are ticking along nicely, thanks to a great cohort of volunteers.

I was up at the Nordic centre with BVCU group last Wednesday night, and was able to overlap with Masters. Nice to see such a large and diverse group at Masters!

Lisa will be leaving at the end of this season, so we are recruiting for a new Head Coach.

Ski Boosters brought to my attention a list of approved buyers at BV Wholesale - that needs updating. I will bring it to Barb at the meeting.

Ski School is going well, although the need for more coaches is an ongoing issue.

A large group of athletes are off to year end races:

15 Track Attackers are off to BC Cup Championships in Salmon Arm, the largest group in a long time.

Zoe Hallman, Jesse Smids, Connor Murphy, and Gregory Baxter are off to Nordic Nationals in Ottawa.

Claire Lesawich and Miller Kriese have qualified for Biathlon Nationals in Whistler.

James: Events

- Welcome Day
 - It was a busy day with at least 100 people taking advantage of the free day passes and around 60 people borrowing skis from the huge set of skis event sponsors [McBike and Sport](#) provided.

Thanks to Tenley Dahlie for coordinating this event, and to Pete and Jill Krause from McBike for hanging out in the cold all day helping people with equipment. The volunteers who provided the amazing baking also deserve a round of applause.

- Chris Dahlie race
 - Comment: V boards were a huge success
 - Comment: had swag for volunteers – an excellent idea
- Marathon upcoming

Eerik: Grants & Sponsors

Bulkley Valley Cross Country Ski Club - Board Meeting
February 25, 2019 – BV Engineering Services office, Smithers

- No report

Action Item: Kevin to get list from Kara

Anne: Secretary and Volunteer

- Question: how often and when to remind people about upcoming board meeting
- One week prior and 2 days prior

3) Actions from Previous Minutes

a) Newsletter - COMPLETED

b) Building Manager brought into communications loop – COMPLETED

c) System to track/replace first aid supplies – on Steve’s to-do list

d) Inform about decision not to proceed with volunteer appreciation event – COMPLETED

e) Inform about toboggan issue – COMPLETED (in newsletter)

f) Cost Control and Tracking Procedure

- Distribute existing procedures (Kevin)
- Create chart of accounts – almost COMPLETED
 - Next step is to show list to Brenda to ensure that this set up is useful
 - Need to re-structure the list by program & create cards with codes for each program (expense codes excluding “other expenses”)
 - Program managers may wish to add or remove codes
- List of stores where club has accounts – in process

Action Item: Barb to show chart of accounts to Brenda

Action Item: Eamon and Barb to clean up list

g) Draft Management Plan (circulated by Steve Feb. 19)

- Review comments discussed and will be incorporated as appropriate
- Note that this will be a living document that can be updated or changed as necessary
- Discussion about pros and cons of skid steer including cost compared to excavator, difficulty becoming proficient, safety, ability to snow plow, utility on wet Pine Creek trails, how good a job it does
- Safety wording added
- Board supports Draft Management Plan
- Once finalized, make plan easily accessible to members and organise a get-together for dialogue

Action Item: Steve – to incorporate comments to produce final plan

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

MOTION: Steve moved that up to \$20,000 from the tracksetter restricted fund be allocated to pay for repairs to the PistenBully beyond the Fiscal 2019 tracksetter maintenance budget. Approved by email (8 directors responded)

4) Tabled

a) Topics for conversations about strategic directions

- Tabled from January meeting due to lack of time

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

- Tabled from December meeting

5) New Business

a) Shifts in directors' responsibilities

- Kevin to take over responsibility for grants
- Need list of who to thank and when and where – Kara had made a bit of a list
- Steve to temporarily do basic level of building manager's role
- Need to recruit volunteer to take on larger role of building manager: pro-active maintenance, oversight position incl. make list of what needs doing, find project leader or contractor, put out call to volunteers, make sure supplies are available
- Discussion not completed: when best to advertise?, acceptable to recruit someone who just wants to do basic level?

Action Item: Kevin to get list from Kara

Action item?: Ben? advertise for new buildings manager

b) Rec. Sites and Trails

- Need to update our agreement (e.g. Daryl is listed as primary contact)
- Need to keep (for 7 years) records of volunteers, days & hours worked, proof of certification
- Annual reports to be submitted:
 - User fee & club membership
 - Volunteer records
 - Summary of Services
 - Statement of Income and Expenditure
 - Operating Plan
 - Safety Plan

Action Item: Anne to find out if any of above reports have been submitted to RSTBC & organise reporting

Bulkley Valley Cross Country Ski Club - Board Meeting

February 25, 2019 – BV Engineering Services office, Smithers

6) Future Actions (listed for tracking purposes – both of these are now on Nordic Centre to-do list so will not be listed on future minutes):

- consider suggestion of tracking trails as single track as part of trail grooming strategy
- consider sign on both sides of tunnel

Meeting adjourned 21:00

Next meeting March 25 at 6:30 at Eerik's office