**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Steve Osborn, Sarah Sacharoff

Unable to attend: Brandin Lilgert , Stephen Wickham

Guests: Susan Kinkela, Roger MacMillan, Kelsey Stasiuk, Jan Wengelin

Meeting started at 19:03

**1) Minutes of Last Meeting**

***Motion:*** Ali moved to accept March 28 draft board meeting minutes; Steve O. seconded. Approved.

**2) Directors Reports**

**Barb**: Treasurer (emailed April 19)

**Steve O:** Nordic Centre (emailed April 20)

Communications:

* Sent lots of reading material to directors
* Tons of emails and lots of phone calls to provide support or direction to others doing good work.
* Solicited input for decision to end season a little early.
* Minor updates to online info.
* Met with Marisa Ashley regarding proposed Firesmart treatments around the stadium
* Discussions regarding proposed trails

Machines:

* Re-worked the machine assessment and strategy
* Worked with Jan, trail crew and directors on decision to buy new Skandic.
* Kept in the loop and provided support for Jan’s efforts to wrap up the season and have the machines serviced and ready to go for next season.

Finances:

* Keeping enough of a handle on finances to enable decisions on repairs, purchases and projects
* Looking into how and when to continue with financial restructuring
* Nordic Centre is likely not going to have any surplus, primarily due to high machine operating and repair costs. (Labour costs near or below budget.) Several aspects worth discussing with the board after more analysis.

Garage and Sheds:

* Jan is taking the lead on coordinating the completion of the garage, tearing down the old PB bay, building the attached “carport”, upgrading the remaining old sheds.
* the garage door was installed (no direct involvement by me but I am so relieved to see it in.)

**Jill:** Membership (emailed April 21)

2020-2021

Members 1104

Self serve ticketing (last cash out Apr 24/22) $17871.75

Store sales $11085.00

2021-2022

Members 1238

Self serve ticketing (last cash out Apr 06/22)  $13218.35

Store sales  $8952.50

Waiting on Tamara for tally of manned 3 hour shifts, so payment can be transfered to NSDP.

**Brandin:** (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah:** NSDP (emailed April 20)

Summer Training

* Andrew and 5+ athletes going to training camp in Whistler in early June
* Spring summer Registration opening asap

CMT

* Cmt Had performance review with Andrew and plans in the works for a goals meeting for next season in early May
* Andrew and Denise coming back next year.  Andrew’s new contract will start May 1, 2022.  Denise’s current contract end date extended so she can help in April and May.

Grants

* Steve W applying for gaming grant with minor capital (loaner rifles for Biathlon)
* Jen C applied for Canada Post grant for ~$5000, new timing clock and 10 pairs classic ski s’kool skis, 8 pairs ski s’kool boots to add to the supply

End of Season

* Held end of season bbq at the lodge on the last day of ADP training
* Try biathlon day was a hit for some of the u12 and u14 athletes

Finances

* predicting **~$13K** surplus, planning to purchase some expensive wax equipment, etc to take care of most of it.  Can we transfer some $ to the National’s Reserve for athletes going to next year’s nationals?  Nationals fundraising didn’t happen this year.
* ski s’kool transfer to club for trail fees pending $2488
* received CCBC Grant, all of NWSDA grant
* expecting Ski S’kool Grant from BVCF.  They encouraged club to apply for other things
* ticket booth transfer pending - Sarah sent email to Jill K
* race event catering transfer pending
* asked for a report for how the National’s Travel Reserve has been used over the fiscal.  It seems that our existing reports don’t capture in’s and outs from the reserves.

**Anne:** Secretary (emailed April 17)

I looked into changing club by-laws to increase number of directors

·         Special resolutions are required to implement fundamental changes to a society, including changing its name or bylaws.

·         Requires vote of 2/3 majority of members present at AGM or special meeting called.

**3) Action Items from Previous Meeting**

* ***Steve*** to provide update on Adventure Trail with details including whether plan is for adventure trail and other proposed trails all to be accessed from same spot– done
* ***Brandin*** to send out season wrap up with recruitment as lead article; include final thanks - done
* ***Anne*** to look into what would be involved in changing by-laws to increase board size - done
* ***Anne*** to move ahead with decals if not too expensive - done

Future Action Items:

* ***Action item for fall: Jen*** to check into grant on club’s behalf for fall application period

**4) New/Continuing Business**

**a)** Last Minute Updates (Steve O.)

* Trail planning & summer work: Adventure Trail deferred for further discussion; proposal(s) with alternatives must come back to the board; no RSTBC funding this year; swamp bypass not yet approved – in process; Pine Creek improvements to be started and maybe finished this summer
* Grooming Staff: head groomer pulling back; Jan will schedule
* NC finances: expect to approximately break even as higher revenue used due to high machine repair costs; note that newer PB400 is size of our present PB
* Idea: northern clubs could jointly sponsor mechanic to go to Piston Bully school – no action item attached to this so is this something that Jan would take on?

***Action item***: ***Trail group*** *to bring proposal for Adventure Trail back to board*

***Action item: Jen*** *to send contact information for potential new groomer to Jan*

**b)** Recruiting New Directors & Key Personnel

* Agree to increase number of board members at next AGM
* Difference of opinion about usefulness of directors-at-large
* Time to move on job descriptions

***Action Item: all directors*** *to ensure that there are job descriptions for their positions; if possible, also have descriptions of key personnel*

**c)** Finances

* Restructuring – have software and laptop but restructuring not yet done because tax season intervened; targeting to be done at end of June (our end of fiscal); idea raised to use both systems in parallel for a few months – note that this would double the work; end of June is okay for gas tax grant but not for gaming grant; gaming grant will need year end figures; Steve W. attended to how to prepare gaming grant seminar

***Action item: Sarah*** *to give Steve W. a heads up that he will need end of year figures*

* Year End – we budgeted for 900 members; ~$14K surplus in membership if include sponsorships; process = different parts of the club can apply for the surplus/sponsorship money; no surplus from events; races wants a new timing equipment which costs ~$10K

***Action Item: all directors*** *to participate in identifying our priorities for the surplus (by email)*

* Budgeting for Next Season –

***Action item: all directors (if relevant)*** *to put together proposed budget for next season that follows new financial structure*

***Action Item: Steve O.*** *to resend financial structure to everyone*

***Action item: Anne*** *to prepare membership budget*

* Club does not have 5-10 year plan

**d)** Project Control

* In past, have often had champion who goes for it without necessarily noting how it fits into club short- and long-term priorities
* Many amazing results from that approach over the years
* Push new project proposal process in which proponent provides essential information for board decision
* Okay to have different process for different areas of club, e.g. events, trails

***Action Item: all relevant directors*** *to write out process for their area* (no deadline set – early next season?))

Meeting adjourned 20:40Next board meeting: May 30 (4th Monday is a long weekend); chair ?