**Board members**

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

Meeting started at 19:00

**1) Minutes of Last Meeting**

***Motion:*** Steve W. moved to accept November 22 draft board meeting minutes; Ali seconded. Approved.

**2) Directors Reports**

**Barb**: Treasurer (emailed December 9)

**Steve O:** Nordic Centre (emailed November 17)

**General Manager**:  I continue to off-load tasks to Jan and he seems to be doing a great job of handling it all.  Most of his responsibilities focus on the Nordic Centre and he is still on the learning curve but I am very happy with his progress. The biggest improvement I notice is the extra attention and support that Jan is giving to our employees, volunteers and our equipment.  In the next week or two, I hope to have the GM recruitment committee meet with Jan to provide initial feedback and guidance on his work so far. After another month or so of getting up to speed, I expect the board may need to consider how best to provide guidance for the GM’s future priorities and scope of work.

**Nordic Centre:** The trails are in great shape due to the weather, the summer trail improvements, and skilled work by the groomers and the early season grooming protocols (packing and small machines before PB).  The lower parking lot and access road are a bit bigger this year and are being expertly plowed. Buildings are in great shape and have updated cleaning and COVID protocols.

We had some early season challenges due to issues with our small machines. Jan is ensuring that they get the “pro-active maintenance” approach that has worked well for the PistenBully.

**New Garage:** The garage is functional although limited by the lack of the garage door. (Delayed until January or later due to supply chain issues.)  The groomers love it! Patrick and Brant are building work benches and storage systems and starting to set it up with tools and spare parts.  Jan is helping the groomers use the space efficiently with equipment log books, calendars and other systems.

With the expected cost of the door and siding, the garage is probably going to be about $7,000 over the original pre-COVID budget ($150,000 for Phase 1&2). I’m OK with that.  When it is complete in the spring, I will be able to ask NDIT for the $68,000 grant they promised. With that and the Gas Tax grant, we will have most of the funding we need for Phase 3 (attached “carport”) and Phase 4 (upgrades to the old equipment sheds)

**Nordic Centre Finances:** For operations (besides capital projects), we are in very good shape this year due to the very high number of season passes.  The extra revenue is giving me confidence to approve extra spending on things like tools, spare parts and safety gear. The original budget assumed some “normal” large repairs but if they don’t occur, I expect the extra spending will be within the original budget. If we do end up with large repairs, I may need to come back to the board to revise the budget.

**Club Finances:**As I stated earlier, the Gas Tax grant approved by the Regional District requires financial statements prepared by a Certified Professional Accountant. I have been working with Brian Edmison at Edmison Mehr who will prepare the statements needed for the grant and at the same time, review the current account structure for ways to improve going forward.  We are making progress and I hope to have a proposal for the board soon. The cost of restructuring will be significant (several thousand dollars) but I feel it is worth considering. I want to emphasize that the work done by our bookkeeper and treasurer has been accurate and complete. The previous restructuring we did at the beginning of FY2021 was undertaken with good intent and best efforts but was done without the expertise that Brian is able to provide.

**Jill:** Membership (emailed Dec. 12)

Membership report

2020-2021

Members as of Dec 11-  1006

Self serve ticketing as of Dec 11 $1430.00

2021-22

Members as of Dec 11-  1187

Self serve ticketing as of Dec 11  $1016.50

**Ben:** (emailed December 12)

- Working with Julien and Colin from Nordic Pulse to polish up our map data and diagnose automatic update issues

- Met with Jan to walkthrough the Nordic Pulse grooming app and how we have setup our trails in the service

- Setup a TV and small computer to show the latest nordic pulse data in the window of the office at the lodge where the whiteboard used to be.

- Helping with website updates for the Jan 2 race. Learned a few new tricks about embedding Google drive folders into the website.

**Brandin:** (emailed December 12)

Currently working on:

1. Mid December email - this email will go out at the end of this week. The purpose is to communicate upcoming events that can’t wait for the end-of-the-month December Newsletter. This includes

-holiday hustle

-Santa’s workshop

-Teck cup

- reminder about the Christmas ski pass

-is there anything else that can’t wait for the end of the month (the newsletter drops Dec 29)

2. December news:

● First month in action -A note from our GM

● BVCS grant acknowledgement - missed in last newsletter

● Membership registration update

winning the CCBC registration challenge

● Dog trail info - Kerry

● Vernon Canada Cup race report- Patrick

● upcoming events: highlight given to the TECK race in early Jan and the Holiday Hustle (will be underway when newsletter comes out)

● Results from the NSDP Virtual Auction

Anything else to add to the Dec news?

3. Ongoing online presence

-FB, IG and website

If anyone wants something posted or highlighted on IG, FB, or on the website, let me know. I’m happy to do it.

**Position open:** Grants & Sponsorships

**Ali:** Events (emailed December 12)

— organized and attended a free coaching clinic animated by BVCCSC alumna, Ingrid Granlin. Anyone who coached adults in the past couple of years, or indicated at registration that they were willing to, was invited to attend. Two skate sessions were organized to keep groups small and allow for  excellent feedback & dialogue between the participants and Ingrid. An additional classic session was held the following day for whomever wanted to attend. The sessions were extremely well-received and reasonably attended, especially by coaches of the Womxn’s Clinic. Fourteen people attended & left feeling confident in their ability to instruct adults.

— printed & posted a very basic sign noting “what’s on at the Nordic centre” outside the lodge. A second one will be posted at the dog trails.

— continued to liaise with the coordinators of the upcoming social events. The Santa’s workshop event has evolved to include a StoryWalk, with help from the NW Child Development Centre, & expanded somewhat in order to use a generous donation of garlands and lights from Toyota. I will send a thank you to Scott at Toyota once the event is underway and I can snap a photo for him.

— the changes to our regional restrictions will make things easier for the organizers of all of the events, especially the Womxn’s Clinic & Tour de Treat. All organizers are aware that they still need to have a covid19 plan in place.

— the notice has gone out for the Teck Northern Cup #2 and registration is open at Zone4. Despite the late start to organizing it, the notice was only a few days late & Robbie Dunbar has everything well in hand so far

— in my role as volunteer coordinator for the race, I sent out messages to anyone who had checked the “race help” box at registration, all the ADP parents, and a third message targeted to those who have taken the officials course to see if they can act as course controllers. Happily, some people have already signed up!

**Sarah:** NSDP (emailed December 7)

* snow camp - Andrew organizing, some challenges with zone 4, doing bagged lunches, Graeme Moore visiting coach, quite a few visiting athletes
* CC course Sat Dec 4, Sarah vax checked, Lisa Perry taught
* Coach Management Team  (Sarah S, Ryan C and Patrick W) - meeting weekly with Andrew and Sarah is meeting biweekly with Denise
* Some U16/18 athletes attended Westerns at Sovereign.  Great results including Ava Wimbush #1!
* wax team (Sandy, Andrew, Mark Gillis) have been making purchases to bring our wax kit and tools up to speed.  NSDP approved some additional spending, up to $8000 this year.  None of the $3000 budgeted last year was spent.
* Perry Rath will not be able to do athlete profiles for the newsletter this year.  He doesn’t have any kids in the program anymore.  Looking for replacement
* Ski S’kool has started, updated ski s’kool webpage with BVCF info.  Denise is tracking our ski s’kool funding requirements and reporting with BVCF.
* Virtual Auction - sent thank you’s to all donees to virtual auction.  Thank you Michelle Nisbet, Tamara Gillis, Jen Chapman, Georgie Watts.  Michelle Nisbet is happy to organize again next year.
* Sent letters to Sausage Factory and Safeway for support on food purchases necessary for Snow Camp and Races.
* Covid - conversed with many NH/gov folks about covid guidelines - Nathan Cullen, Cormac Hikisch, multiple EHO from NH.  Was getting conflicting advice on requirements.  Also, ViaSport conflicted with the advice we were getting from NH.  On Nov 30th, Northern Health came out with new orders that are an improvement but still some confusion.  At the time of writing this, volunteers, coaches and officials must be vaccinated.
* conversed with Andrew B and Patrick W about U16/18s not mingling in the lodge wax room.
* ADP athlete medical info and parent contact stored in file in office and has been communicated to coaches in case of emergency.
* Denise is planning a zoom lecture series for ADP & Master’s Performance (MPP) athletes.  First session is Dec 22 on mental race prep.  May eventually offer to a larger audience.
* Some confusion with Andrew’s pay checks and how we handle vacation pay.  Issue is that Andrew is the first salaried employee, gets handled differently from contract employee.  Also, contract could have been clearer in regard to vacation pay.   Considering revising the contract and getting resigned for clarification.
* Andrew is offered up to 5% RRSP matching in his contract.  This was a requirement for the head coach grant we received.  Andrew has been asked to let us know if he plans to take advantage of the matching.  If he does, we may need support to figure out how to implement.  Dean Allen has offered to help us with that.

9. Masters Performance has waitlist of 10 people, outside of 12 that are currently registered.  Current plan is to not increase the size of the program but shows that there is a lot of interest.

10. covid vax checking.  Jen, Sarah, Steve working to decide how to handle latest changes to restrictions.  Specifically lifting of vax no longer necessary for for adults coaching outdoor sport.

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* Steve O. revised website donate page revised so describes the specific project that we are fundraising for; link updated so it first displays our own page with a description of the approved project. I also added some wording that addresses why the donation is being made through Nordiq Canada.
* Anne updated Director Responsibilities table; will post on website after Dec. 18. Will add job description bullet before postin.
* Steve O. asked Jan to ensure that our grant and sponsor reporting obligations are being met. They will be working on the details of that role and the need to at least give reminders to responsible directors as deadlines approach.
* Steve O asked Jan to send monthly report to board.

**4) New/Continuing Business**

**a)** Raffle

* Consensus wrt what to do with CCBC prizes – raffle or silent auction
* Timing: welcome day & end on loppet day
* Might need gaming license depending on which route taken

***Action Item: Ali***to send email to 2 potential raffle/auction organisers

**b)** Timing Clock

* Need new clock if want to use chips
* Existing clock has been around a long time; doesn’t work well with real time
* Need list of priorities with associated costs (and indication as to whether the costs are within the surplus or would need $ from general revenue); relationship between chips and clocks needs explaining
* Maybe club could loan $ because races tend to run surplus
* Sit on this until Telus upgrade completed

**c)** Electric Snowmobile Offer

* Harvey and Corey Tremblay offered to buy to try out/test
* Pre-order in mid-December; available next year
* BC Hydro gives rebates for installing charging station
* Need to acknowledge and then work out details
* Storage – cold should not be problem for battery power loss

***Action item –* Jan** to look into charging station

***Action item –* Steve O.** to provide blurb for Dec. newsletter

**d)** Board President and Grants & Sponsorship Director

* Positions still open
* ongoing

**e)** Dog Incident

* received email about altercation involving writer’s dog and another dog
* dealing with this is board’s responsibility and not that of dog trail coordinator
* Need to hear other side of story
* Possible responses include request for more compliance (dog must be on leash in parking lot), aggressive dogs need to exercise but must use muzzle, no second chances for dog bites

***Action Item: Anne*** to write to both parties (after Christmas Hampers is over)

**f)** Covid

* Given omicron, ensure that refund/cancellation policy for races and events are clear (put on registration form): refund if cancelled due to covid minus fees incurred

**g)** Skiing on Prairie

* Look at our insurance – coverage if doing something in another venue
* Consensus – if NSDP wants to ski on prairie then must get permission from Ski Smithers and must ensure that our insurance covers the activity; after those steps completed, then must ask permission from the board

**Action Item: Denise or Andrew** to check insurance if propose to ski on prairie

***Action Item: Steve W***. to circulate decision of board to Andrew and coach list

**h)** Holiday Hustle

* Request to offer seasons pass as reward for participating – draw for participants
* Club policy is to not offer season’s pass as prize or perk – see policy
* Free passes feasible but activity has to pay for it

Meeting adjourned 20:20

Next board meeting: January 24; Steve W. to chair