**Board members**

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

Unable to attend: Stephen Wickham

Meeting started at 19:03

**1) Minutes of Last Meeting**

***Motion:*** Ali moved to accept January 24 draft board meeting minutes; Steve O. seconded. Approved.

**2) Directors Reports**

**Barb**: Treasurer (emailed February 16)

**Steve O:** Nordic Centre (emailed February 21)

Financial restructuring: Tisha said she would go to Edmison Mehr on Thursday

Feb 17 to give them the bookkeeping file (old system updated to Feb 9) plus

the new laptop with the new software. I will talk to Brian Edmison before

the board meeting to find out the timing of the conversion to the new system

so we will know how long we will be pausing our financial recordkeeping.

 Nordic Centre finances: I reviewed the most recent Financials which includes

data to Feb 9. The following are some year-end projections based on known

and guesstimated costs for the rest of the year. Note that the budgeted

revenue assumed only 900 season passes.

So it looks like we may have a $14,000 surplus at the end of the year. I

expect about a $5,000 surplus in Membership. The Board will make decisions

on those at the end of the year but one likely need is to start saving

towards a future machine purchase. (see next section)

 Machine strategy: Jan, Kevin and I are starting work on a machine assessment

and strategy. As we rough out a draft, we will be seeking input from

groomers and the board. Initial impressions are that our fleet of machines

is suitable for our trail system and that enhanced maintenance will reduce

the frequency of breakdowns. Keeping the PB still seems to make sense but as

it gets older there is an increasing risk of extended or catastrophic

breakdown. We are exploring options for adding a second PB or a mid-sized

machine. The cost will be substantial and will take several years to

accumulate funds and obtain grants. The updated machine strategy is intended

to identify what we need, how much it will cost and how and when to start

raising funds for it.

New Garage Project: Jan is starting to stickhandle all of the components of

this multi-phase project. I am continuing to manage the grants and funds.

Brant and Stephen H. expect to complete the garage (phase 2) in May before

starting on the attached storage shed (phase 3). As soon as the phase 2 is

complete, we can provide our final report to NDIT and receive the $68,000

they approved. Jan is also working on the planning and lining up

contractors to upgrade the old shed (phase 4). Gas tax funding has been

pre-approved for most of phase 4.

 General Manager: Jan and I have periodic discussions on the many tasks and

responsibilities he has taken on. He is doing a great job, especially

providing support and guidance for the grooming department. I'll ask Jan to

provide his report to the board on some of the things he has been working

on.

**Jill:** Membership (emailed February 25)

2020-21

Membership 1104

Ticket booth to Feb 23/21  $12092.85

2021-22

Membership 1238

Ticket booth to Feb 23/22   $9281.60

**Brandin:** (verbal report at meeting)

* Moving to standardized approach for communications for all organisers of events, programs, other

**Position open:** Grants & Sponsorships

**Ali:** Events (emailed February 27)

**Social Events**

— Tour de treat January 30 was a great success. Over 175 people attended with proceeds going to the food bank. The organizers did a terrific job of balancing fun for families with keeping things simple & not volunteer-intensive. Treats were generously provided by Highroad Harvest Farm, Mama  J’s, Nature’s Pantry, Paul’s Bakery Rayz Bakery, Rustica Bakery, Roadhouse, Subway, and Two Sisters.

— McBike Family Welcome Day on February 20 was well-attended despite minimal advertising and warm icy conditions leading up to the event. Snow returned just in time to improve things for new skiers. Jill & Peter from McBike did a terrific job of setting folks up with whatever gear they wanted to try out and volunteers helped outfit kids with the Club’s Ski Skool gear.

— Masters drop-in lessons concluded on February 23. Six sessions were planned but one was canceled due to heavy rain/icy conditions. Cobey Oliemans did terrific work organizing again this year, and 10 coaches volunteered to instruct up to three dozen skiers each week.

**Races**

— the Chris Dahlie Open & Teck Northern Cup #5 on February 6 was attended by just over 100 racers, including many masters skiers. Icy conditions in the lead up prompted the Race Committee to remove the Dip from the course.

— the annual Wetzin’kwa Loppet will take place as a mass-start race on Saturday March 12, followed by a week of virtual races owing to the popularity of last year’s virtual event.

**Sarah:** NSDP (emailed Feberuary 26)

Financials

* Sarah and others wrote a sponsorship letter and draft sponsorship agreement for Jan to use when approaching businesses.
* still predicting about a $9000 surplus

Head Coach

* Andrew has indicated that he is keen to renew his contract for next year
* provided opportunity to ADP coaches to attend 1 Masters Performance Session each, max 2 ADP coaches at each MPP session
* beginning to plan end of year fun activities such as 24 hr ski
* beginning to plan summer programming
* coordinating date for summer dryland camp with PG head coach.  Hoping for one ~June, one in ~Sept

Racing

* 25 BV Nordic athletes travelled to race in Salmon Arm.  Fantastic experience, lots of competition
* ~15 BV Nordic athletes travelled to race in Vanderhoof.  BV Nordic won the northern cup pennant for 2022
* ~ 15 BV Nordic athletes travelled to race in Terrace at Snow Valley
* ~ 20 BV Nordic athletes travelled to Burns Lake for Tech Northern cup
* BV Nordic Tech cup # 5 was a great success from the NSDP perspective.  Thank you to organizers and volunteers.

Rabbits & Ski S'kool

* well underway and going smoothly.
* some Ski S’kool cancelations because of weather but Denise is rescheduling where she can
* spirit north athletes are participating in Ski S’kool for 3 sessions

Coordinator

* Denise continues to lead the coordination of Ski S’kool
* coordinating 2022 coaching workshops (T2T/T2C)
* reporting and applying for ViaSport Grants
* held second podcast style lecture for ADP/Masters Performance athlete
* beginning to plan setup of summer registration

**Anne:** Secretary (emailed February 25)

* Sent letter to CCBC re issues with Zone4 financial reporting (letter and detailed document prepared primarily by Liz O., registrar, and Steve O.)
* With Sarah, Steve O., Steve W. and Jan, prepared letter for sponsorship request

**3) Action Items from Previous Meeting**

* *Steve O.* to do next steps in raffle/auction – Anne taking this on – just begun
* *Ali and Sarah* to talk further re potential reorganisation of NSDP/Events split - done
* *Steve* to rewrite 2-5 year horizon for new trails in draft Trail Plan - done
* *Steve* to write blurb on Trail Plan for newsletter - done
* *Brandin or Steve* to post draft Trail Plan with request for input on website – done
* *Brandin* to send out stand alone announcement about fundraiser at end of month and include again in newsletter; check in with Kevin re draft – newsletter part done
* *Brandin* to write bite-sized blurb to paste onto bottom of all major communications with programs - done
* *Sarah* to ask Laura H. to announce at races and to include blurb on communications with programs – first part no longer relevant; decided not to do second part
* *Anne* to write blurb recruiting volunteers to look into changes for passes for newsletter - done
* *Anne and Sarah*  to write one pager sponsorship letters and submit to Steve W. for review - done
* *Steve O.* to write letter to CCBC re Zone4 - done
* *Steve and Jan* to contact dog trail volunteers re switching direction of dog trails – done
* *all directors* to recruit new board members and key personnel – to be discussed in new/continuing business
* ***Action Item (for when the snow melts): all directors*** to ensure that there are job descriptions for their positions as well as those of key personnel

**4) New/Continuing Business**

**a)** Swamp Dog wetland (see discussion email from Kevin including options)

* Have responsibility to environment as well as to recreation
* Discussion: The original concept here was to create more diversity for dog trails and to allow the ski experience of crossing an open wetland which has been lost due to the closing of the Pine Creek Swamp.  There are other options for dog trails, but none will have the open swamp experience.   Other dog trail options are more expensive and complex to build.  A new dog trail would take several years to complete if we had volunteers leading it this year.
* Guidance from the Board: Option 2 = Do not submit the authorization request for Swamp Dog, but keep the trail proposal in the draft trail plan, subject to doing an assessment of impacts to identify mitigation strategies

**b)** Club Fundraiser (see Kevin’s email outlining steps)

* Keep fundraiser separate from membership prizes
* Should send stand alone email to members, news item on website, blurb on club Facebook page

***Action Item: Brandin*** to distribute draft stand alone email to board for comment by Feb. 2

***Action Item: Brandin*** to put something on Facebook

***Action Item: Brandin*** to put news item on website

***Action Item: Ben*** to send CCBC add-on to Brandin

* Related discussion but not part of fundraiser: Tourism Infrastructure Grant

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

**c)** Membership Prizes

* Give misc. swag to loppet organiser and let them distribute however they want to
* Silent auction for 2 big prizes
* Tone of announcement should be upbeat

***Action item – Anne*** to organise silent auction and write announcement

**d)** Recruiting New Directors and Key Personnel

* Incl. President, Grants & Sponsorship, Membership, Nordic Centre, Trail Coordinator
* Difficult to recruit in casual conversations due to covid & people not spending time in lodge
* More attractive if can resume social side of meetings
* Important to have job descriptions (not just points from Directors’ Responsibilities table)
* Message at season wrap up: emphasize time of change and growth opportunity; relate back to ski experience (If you had fun this year, looking for new people ….)
* Message again before AGM
* Encourage potentially interested people to contact us
* Use personal contacts among friends
* Use loppet as occasion to thank Jill (who won’t be there) and recruit replacement

***Action Item: Ali*** to let loppet organiser know to make announcement at start of loppet when most people present

**e)** Covid

* Nothing new – keep following health guidelines

**f)** Permanent Ski Pass

* For next year, considering decal applied to this year’s pass
* Need to remind people to save their passes
* New Membership Director can look at more sturdy permanent pass

***Action Item: Anne*** to move ahead with decals if not too expensive

Meeting adjourned 20:22

Next board meeting: March 28; Jen to chair

***Action Item: Anne*** to ask if people want in-person or virtual meeting in one week reminder email