**Board members**

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

Meeting started at 18:43

**1) Minutes of Last Meeting**

***Motion:*** Steve O. moved to accept December draft board meeting minutes with change to point f; Anne seconded; approved.

**3) Directors Reports**

**Barb**: Treasurer (revised financial reports emailed Jan. 19)

**Steve:** Nordic Centre (emailed January 19)

·        Put up dog leash signs and some inadequate plastic shovels. Corresponded with volunteers wanting to improve dog poop situation.

·        Explored options with Kevin for Swamp bypass trail. Carried out an in-depth check of ice thickness.

·        Rechecked swamp crossing on Jan 17 (more cautiously). Still not frozen enough to groom.

·        Miscellaneous lodge maintenance with help from caretakers Michel and Gen. Furnace switch repair by Josh Wimbush.

·        Reviewed Kevin's research on groomer attachment and decided to order G2 groomer (thanks to Steve Wickham for getting the grant for 100% of the cost.)

·        Picked up Canada flag (+ spare) from Taylor Bachrach. Emailed Nathan Cullen about BC flag. Replaced Canada flag and trimmed tattered bits from 3 other flags (not as bad as I initially thought.) Will cancel flag order. Possible $100 restocking fee which is less than the value of 2 Canada flags.

·        Regular discussions with Patrick about grooming and plowing status. Exceeding standards we set earlier in year.

·        Various machine repairs were handled by Brant and Patrick. PB now needs a special hydraulic hose (on order) but is still OK to run. The number and types of these repairs are normal.

·        Quad stuck in gear on Pine Creek trails on Jan 1. Kevin and Patrick managed to get it back and down to Evergreen. The problem could be minor or major and covered by warranty. Apparently, Evergreen has been too busy to work on it.  Update at meeting: quad repaired and have ability to fix same problem if reoccurs

·        January newsletter with contributions from others.

·        Kevin sent in a report for how we spent Wetzin'kwa grant on foundation for new garage.

·        Worked with Kevin on fundraising strategy.

·        Zoom meeting arranged for Jan 27 with Wetzin'kwa to discuss MoU update, Wetzin'kwa logging plans, fire hazard planning, potential new trails, etc. Most topics will need further discussion and work.

·        Brant Dahlie offered to take on the Buildings Manager position (volunteer). Yay!

·        Read and responded to various emails in my bvnordic email inbox (~400 since last meeting). More kudos from members than complaints. Unfortunately, the latter uses up more time and energy.

. Dog poop volunteers are already on it.

I reviewed finances and estimated the year-end situation for the Nordic Centre.

**Tracksetter garage** is recorded separately from Nordic Centre operations.

·        It took 460 volunteer hours plus $27,000 to construct the slab foundation with oil-separation drain.

·        Paid for by Wetzin'kwa grant ($15,000) plus $12,000 from the club’s $40,000 garage reserve fund.

·        About $85,000 is needed to complete, unless we rely heavily on volunteers and donated materials. Gaming Capital application ($57,000) was unsuccessful and no other grants applied for yet. The only committed funding is the $28,000 remaining in the club’s garage reserve fund.

**Nordic Centre Operations**

·        Original budget (AGM) excluding garage, quad and G2 groomer was roughly balanced with $95,000 revenue and expenses.

·        Increased passes and tickets will likely result in $60,000 more revenue than predicted in the budget.

·        Machine expenses will likely be 5 to 10 thousand higher than budget.

·        Wages will likely be on budget despite large increase in grooming. Other expenses will be on budget or under budget.

·        Overall, I project a surplus of $57,000 at year-end. (No, I did not fudge that to match the amount of the unsuccessful capital grant.)  What to do with the surplus will be part of the discussion of Kevin’s fundraising strategy.

*Action Item:* Steve to put up sign for ski crossing HBM Rd.

*Action Item:* Steve to put up sign allowing dogs to park in upper parking lot when no space in lower lot

**Jill:** Membership (emailed Jan. 18)

On my last report I projected that with the huge increase in Season pass sales, that day ticket sales would be down. WoW, was I wrong!

2019-2020

Members 715

Ticket booth to Jan 19/20  $1837.20

Store sales to Jan 19/20  $3878.50

2020-2021

Members 1085

Ticket booth to Jan 19/21  $8514.35

Store sales to Jan 19/21  $6089.00

**Ben:** Chair and Communications; also reported on NSDP (emailed January 18)

* Helping Sarah come up to speed understanding club internals and finances
* Meeting with Denise weekly to ensure she has appropriate workload, provide direction and answer questions, keep abreast of NSDP things. Sarah has been attending recent meetings and I will eventually step away from these meetings.
* Promoting the holiday hustle event
* Promoting masters and helping Cobey get an @bvnordic.ca account to support her coordinating the program
* Will be promoting staycation scavenger hunt
* Provide some feedback to Steve O.’s January newsletter content
* Setting up a new “snow stump” webcam that lives outside and won’t be affected by the frost on the window in the timing hut like the current camera and also has better night time performance.
* Attended a NSDP 5 year vision working group meeting that I asked Helene Fleury to organize.
* Chat with Steve O. about Nordiq Canada insurance manual changes and impacts for us, which led to a request for clarification sent to CCBC.

1077 announce mailing list members

903 Facebook followers

358 Instagram followers

**Kevin:** Grants & Sponsorships (emailed January 17)

Club Fundraiser:

* In the month of December we received an additional $250 in donations.  Total is $3350 in November and December.
* We received one inquiry from a member about what had become of his donation last spring.  He had not seen the info in the club email.  After receiving information on what it was used for (quad) he indicated he would be happy to donate again
* Ben is looking into mechanics of how to receive contribution from CN rail, who will make a donation for volunteer hours worked by their current or retired employees
* Nordiq Canada is just launching a revised fundraiser for clubs that will provide a small top up to funds raised between now and the end of the season.   It is otherwise the same as what we have already got.

Sponsorships

* We got some nice prizes for the holiday hustle from Smokescreen, McBike, Natures Pantry, and Smithers Brewing

Corporate Donation

* fielded inquiry from a member who wishes to propose to her employer that they provide financial support to the ski club.  She was looking for info on what club priorities would be, and wanted to know if funding could support indigenous youth and skiing.  I consulted with NSDP (Sarah and Ben) and then provided her information on our priorities as well as how Spirit North supports indigenous youth skiing.  She will approach her employer.
* This raised questions about the lens we put on corporate donations. I'll outline some considerations in the discussion paper.

Biathon

* Submitted club development grant to Biathlon BC for range and cabin improvements

Wetzin'kwa

* Submitted mid-term grant report for Wetzin'kwa communty forest grant ($15,000 for PistenBully shed)

NDIT – Feb. 14 deadline; focus = tracksetter garage

**Ali:** Events (emailed Jan 24; Jen emailed update on Holiday Hustle on Jan 17)

—supported Jen & Kevin with virtual high fives and kudos for their  excellent job of organizing and promoting the Hustle

—made sure the organizers of the scavenger hunt had what they needed and were ready to promote their fun event

—liaised with Kelsey at Northern health about masters lessons

—helped Cobey with advertising and organizing masters. The first session  last Wednesday was a great success with participants particularly enthused about the 3:1 student-teacher ratio.

—still looking for more coaches, given the ratio, so if anyone can suggest people who we may not have reached out to please let us know

—contacted Ellen re:Valentines event

—spoke with Mark Gillis about the loppet & will discuss at tomorrow’s meeting

**Sarah:** NSDP (emailed Jan 24 along with document on wax inventory and supply need)

**Division of Duties:**

Jen Chapman will be responsible for ski s’kool, rabbits and ski boosters oversight.

Steve Wickham will be responsible for attending the coaches meetings, grant applications and masters oversight.

Sarah Sacharoff will be responsible for tracking the NSDP financials and overseeing Denise, our paid Coordinator.

We plan to meet about once a month on our own.

**Finances:**

Currently projecting a small surplus. I’ve had Patrick Williston look over my expected/outstanding expenses.

**potential over budget on wax.** Alan has done a wax inventory (spreadsheet is attached) and thorough investigation into what we need to get our non-flouro wax supply up to his comfort level. He estimates that in order to do that it would cost ~$7500. We have purchased the Master Wax kit already leaving about ~$7000 of wax left to purchase. Alan tells me that at this point in the season he thinks he won’t be able to fully replenish because of short supply but feels that he could replenish about $4000 worth. Our budget was $3000 but I would like to go ahead with this and purchase what we can now while we have Alan, our wax guru. I believe this is Alan’s last year actively coaching and acting as wax lead. We should expect at least $3000 of wax purchases in FY2022.

Clarification at meeting: the extra wax money would come from within NSDP budget

**Grants:**

Kat Tire Track Attack - Sarah is collecting expenses to submit ~$1500. In our original proposal we said we would spend a large hunk of the money on hotel rooms for track attack champs (cancelled) and they graciously agreed to let us spend it differently.

National Winter Sports Development Association (NWSDA) and AltaGas Club Support Program (Head coach grant) ~$10,000 - Steve looking into applying for this for next year.

*"The club must demonstrate a commitment to a minimum amount of job security for the coach being considered for this financial assistance. This includes a minimum two-year commitment, conditional on funding support, with a benefits package that includes a medical and insurance services plan and contribution to an RRSP plan on a matching contribution basis;*

Women's Coaches' Development Grant - NSDP directors will need to followup on this in the next month.

**ADP:**

Coach Graeme Moore visited. He saw everyone from Extendos and up. All seems well. Graeme was particularly impressed with our U10s. Plans for GM to come again in Feb and Mar. Also some Lisa Perry sessions.

Coaches are doing time trials during practice.

**Rabbits:**

Off to a good start, they didn't seem to have any issues with spacing and drop off and pick up in their first session. There were a couple of the youngest bunnies that had parents stay for the first session. There are nine JR on the waiting list and they looked into starting a Sunday session but when approached about a possible Sunday session, the day did not work for them.

**Masters:**

from Cobey on Masters (~Jan 18):

*"Ali Howard has figured out the Covid-19 safety plans for the Masters program. Basically, we are meeting outside the lodge and keeping to small groups (3 athletes per instructor, so only 4 people/group). Sign up is on-line and advance. No more drop-ins.*

*Regarding funding, we have not needed any money in the past as we have taken a $5 donation from each participant and I have used that money to purchase snacks and drinks. This year however, there are no snacks nor drinks, so no money needed. The coaches are all volunteers.*

*Things are still in flux, and we are still setting things in place so stay tuned.”*

**Biathlon:**

Leaving this to Kevin? Including the finances?

**Ski S’kool:**

1730 student skis! Seems to be well organized by Denise, etc.

Expected income to NSDP is 6920. Expected expense for honorarium to coaches 6760 Also there is a cost to NSDP in the form of Denise’s coordinator time to organize which I think is substantial. Previously this work has been done by a volunteer. NSDP is running at a loss on ski s’kool.

Club income ($2 per ski per student) $3500

* Discussion at meeting – programs contribute to operations because operations runs a structural deficit; club subsidizes Ski S’kool
* Question whether club or gaming should subsidize Ski S’kool?

**Ski Boosters:**

Seems to be running smoothly. Paula and Tamara will tally Ticket Booth Duty hours at the end of January and then again at the end of the year.

**COVID:**

We are continuing to adapt to follow the restrictions. Ben sent a reminder to coaches recently regarding the clubs expectations (attendance, remind kids to distance at the beginning of the session)

**5 Year NSDP Visioning:**

Helene is doing a great job running meetings with help from Diana Cullen.

Sarah and Patrick W have formed a subcommittee studying the current financials and future budgeting for head coach. Patrick has been reaching out to other clubs to understand how they do it, what the salaries are ($50-60,000). We did a little cost analysis for approximate hourly rate for U14 kids ( at least 107 hrs of instructions, so ~ $2.40 per hr), U16 ( $309/250hr = $1.23/hr). In my opinion, current costs are extremely low and could go up.

We recognize that if fees went up considerably it would make the program potentially unaffordable for some families. Sarah has reached out to Bulkley Valley Youth Sports Foundation and Boarding for Brant to understand if there would be potential help for Nordic families next year if fees did increase, feedback is yes. Also, Athletics 4 Kids ([a4k.ca](http://a4k.ca/)) currently supports a BV Nordic family and recommended we spread the word so they could support more, up to $350 per child. Wondering if we should have links to these resources on our website.

Considering a dryland camp this summer, potential interest from Smithers Ski Club kids to also participate.

Patrick has some potential interest for head coach position.

**Future Coordinators:**

Starting to think about next years coordinators. Attempting to compile some notes and lessons learned for each of these programs to ease transition to new coordinators.

We are fairly close to securing a Rabbits Coordinator for next year…Jen singled out a few parents and asked them if they would do it and it sounds like Tlell Glover and possibly another parent will co-lead rabbits for next year (likely Sue Pearce). Heather Cosman also said she would do it if no one else would.

No plans currently for next year lead for Ski S’kool, Masters, Waxing Lead.

Tamara and Paula said they would stick with Ski Boosters next year.

**Anne:** Secretary(emailed Jan. 18)

* I submitted the Partnership Agreement Engagement Summary to Rec Sites and Trails BC.
* Answered many emails sent to Feedback (and forwarded many to other directors).

**4) Actions from Previous Minutes**

a) Kevin to organise survey for Feb – discussed under New/Continued business below

b) Steve to make signs re keep dog on leash & suggest use right hand route to parking lot - done

**5) New/Continuing Business**

**a)** Grant and Fundraising Strategy (discussion paper circulated by Kevin)

* Future board and staff model will inform funding priorities for year end, board recruitment, grants and fundraising priorities
* Over last 5 years, strategy has been to use management plan priorities to fix infrastructure and fix trails
* Club has reached critical size – is this the time to move to other model of running club e.g. general manager model
* Suggest form sub-committee to look into this
* In meantime, feedback wanted on immediate funding priorities as outlined in discussion paper to continue to address club infrastructure deficit
* Board discussion – decided that list is appropriate
* Mower is new addition to list
* Should stay aware of the question of a second groomer in the long-term, but not consider in short term
* Clubs our size have more functions in paid position(s)
* Overlander model is paid ticket booth attendants who also do many other chores
* Can’t get into GM situation without a contingency fund because otherwise won’t have the $ to cover position until the season starts
* Need overarching plan and then figure out how to harmonize w/ NSDP
* Business model: funding from membership and other revenue streams
* Sub-committee = Steve O. Ben, Anne
* Companion piece: fundraising policy
* Is it as simple as no controversy, no strings?
* What does it take to say no?
* Need to clearly articulate what $ is for
* If go to GM model – reliant on more funding and need to have clearer sponsorship/fundraising (money from outside) policy
* We are small market and may not have a huge number of sponsorship options – what are possibilities?

*Action Item:* Sub-committee bring back ideas to board at March meeting

**b)** Safety and First Aid

* Discussion wrt club willingness to train people in first aid
* Decision to keep current approach
* Better inform members on where equipment is and what have

**c)** Loppet and future races

* Are races events or NSDP? Both involved – race committee should do organising
* No race committee this year – need race committee as planning for next year’s races will start soon
* Dates? Avoid freeze/thaw cycle
* Keep it simple and over time period

*Action Item:* Ben to find out status of previous race committee members & solicit head race person if necessary

* Is there upcoming training relevant to race committee?

**d)** Policy Development and Maintenance

* Split up responsibilities for review & do quick review

*Action Item: Ben to make spreadsheet of existing policies and assign to board members for review*

**e)** Board Recruitment

* Some long-time board members likely to stop down soon
* To some degree, recruitment is likely to depend on discussions and decisions arising from a) above

**f)** Survey

* Prioritize what want to learn and consider who is intended audience
* Suggested focus - What will keep existing members as part of club?

*Action Item:* all board members to send survey ideas to Ben within a week

*Action Item:* Kevin to look at updating trail strategy

**g)** Relationship with Wet’suwet’en

* Need to consider this as go forward

Meeting adjourned 20:45

Next meeting: February 22