**Board members**

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

Guest: Kelsey Stasiuk

Meeting started at 19:01

**1) Minutes of Last Meeting**

***Motion:*** Sarah moved to accept February 28 draft board meeting minutes; Jen seconded. Approved.

**2) Directors Reports**

**Barb**: Treasurer (no report)

**Steve O:** Nordic Centre (emailed March 27)

**Nordic Centre finances:** Due to delays in financial restructuring and reporting, I don’t have a precise picture of finances but I see enough invoices and forecasted maintenance costs to know that we are not exceeding our revenue but I am getting anxious that we won’t have as large a surplus as we should have given the spike in membership.  Hopefully by next month, I can provide a much better forecast of our year-end revenue and expense totals.

Worked with Kevin and Jan on **trail plan** and **equipment assessment.** Looking forward to a good discussion at this board meeting.

Ongoing work with Jan to organize who, when, how of coming **construction projects** (finish garage, tear down old PB bay, build open shed attached to the garage, upgrade remaining old sheds).

**Jan has taken the lead on** organizing, scheduling machine maintenance. And he is meeting regularly with Patrick and providing support for the grooming crew. Jan and I are strategizing our approach to maintenance and grooming crew for next year.

With essential help from Anne (initial updates and reminders), I submitted our **Operating Plan** which is required under our partnership agreement with RSTBC. It is now posted on our website (Our Club > Bylaws, Policies & Plans) and uploaded to the Plans folder of our Admin/Board drive.

**Jill:** Membership (emailed March 26)

2020-21

Members 1104

Self serve ticketing to March 23  $16705.95

2021-22

Members 1238

Self serve ticketing to March 23  $12843.35

**Brandin:** (no report)

**Position open:** Grants & Sponsorships

Update from Jan on sponsorships:

* 37 businesses, goal is 40.
* after initial visits I have one 1K cheque and one 5K plus commitment, a large sponsorship for a Pine Creek Bridge
* in next 7 - 10 days will circle back to businesses that needed time to decide.
* bummer that other clubs beat us to it by having gone out last month. Some businesses are interested for next year as they are already tapped out for this fiscal.
* The feedback is good and they like to see a face representing the organization. They also question why the club has not done this in the past.

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

33rd annual Wetzin'kwa Loppet March 12 to 20 was a success. Over 180 people raced, many of them from out of town. Combined with the virtual component, over 270 people participated. The virtual loppet was down from last year, but the mass-start race had the highest attendance numbers in a decade. Overall, we can be happy with the hybrid model.

Race Committee plans to meet Tuesday/29 to debrief the three races from this year and discuss successes and challenges. Mark Gillis had a very challenging time using zone4 for both the in-person and virtual races. He is gathering information about what platform would be better to use in the future, but in his view zone4's desktop site is "pretty much dead" and we will need to "spend money to time races next year." This is not entirely unexpected, as he had previously mentioned the need to modernize our timing clock in order to use new timing systems.

**Sarah:** NSDP (emailed March 27 with Biathlon added from Kevin)

Financials

* Sarah has draft fees for 2023 and a draft 2023 budget with forecasts through 2026.  No major changes from previously shared 5 year budget.  Still planning to do small increases in fees (3%) every year.  Sharing internally within NSDP for comments.
* NWSDA funds $10,000 received.  Steve W reporting.  Hoping for two more years of this $10,000 grant but at this point unknown on if we will receive.
* CCBC Head coach grant, Steve W reporting.  Steve W is optimistic that we will receive $10,000 next year and $8000 the following.
* BVCF Ski S’kool grant, Denise reporting
* possibly making some Biathlon loaner rifle purchases and extra wax equipment with some of predicted surplus before the end of June.
* Sarah needs to meet with Registrar (Liz) and possibly Treasurer (Barb) to understand the discrepancy between expected fee income based on registration and numbers in financial reports.  This will help Sarah improve her 2022-23 budget accuracy.
* Sarah is proposing including wax fee in Fall Winter 2023 fees for U10-U18.  Too much overhead this year with athletes opting in late, wax registration not matching who had paid, etc.

Head Coach

* Andrew has been asked to coach at CCBC development camps.  Andrew is keen and CMT has agreed.
* Andrew is in discussions with coaches to find out how they want to participate this summer and into next winter.
* Andrew is working to firm up training groups and training schedule for summer 2022
* Sarah has prepared draft contract for 2022-23 head coach.   Sharing within NSDP then will share with treasurer/president(Ben) for comments.
* No 24 hr relay fundraiser this year, volunteer burnout.
* CMT will be conducting a performance review in the next couple weeks.

Racing

* PG BC Champs - 16 Top 3 finishes, 44 BV Nordic athletes.  Our wax team also supported 2 Houston and 1 Burns Lake athlete.  BV Nordic was loudest cheering squad.
* Nationals - Bronze for Ava Wimbush, 3 BV Nordic athletes
* Fantastic support from coaches, wax team and parents at races.  Very positive, fun experience for athletes.

Rabbits & Ski S’kool

* wrapped up Rabbits.  Coach party tonight.
* ski s’kool numbers:   Numbers slightly down because of covid/weather cancellation/bus cancellations.  We are not concerned.





Coordinator

* Denise planning end of year ADP BBQ April 2
* Denise preparing Kal Time grant reports
* Denise and Sarah creating feedback survey for ADP parents/athletes
* Denise is helping organize volunteer coach training during the summer including applying for ViaSport grants to help cover costs.
* Denise did all of our ski s’kool coordinating and reporting

**Biathlon:**

Biathlon has been anchored by a core group of three masters athletes for the past two years.   This year biathlon offered a six session masters program that allowed athletes to try it out.  Seven athletes participated and it was well received and was so much fun a seventh session was held.   Lea Marie did a great job organizing this program and several of those athletes have expressed an interest in returning next year.

In addition biathlon will be offering a one day kids camp on April 2.  Timing was designed to coincide with the end of regular NSDP programs.   Notices will go out shortly.

What happens next year will depend on the level of interest.  To get a youth program running will take some parent leadership.  Hopefully the kids camp will let families decide if they are interested.

To prepare for the future biathlon has initiated and planned a few updates to our equipment.  A big limitation in the future will be rifles.  The price of rifles has gone up a lot in the past five years and it’s almost impossible to find a used rifle.  Therefore few families will be able to afford to purchase a rifle, and will need to rent.   Our rifle fleet has several very old and worn out entry level rifles that are no longer reliable or easy to maintain.  We are going to look for grant opportunities to purchase three or four new entry level rifles.

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* *Anne* to organise auction of membership prizes - done
* ***Brandin*** to distribute draft stand alone email to board re fundraiser, post on Facebook and on website - done
* ***Ben*** to send CCBC add-on to Brandin - done
* ***Anne*** to move ahead with decals if not too expensive - done
* ***Anne*** to ask if people want in-person or virtual meeting in one week reminder email – done

Future Action Items (no need to review at this time):

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

**4) New/Continuing Business**

**a)** Trail Plan (see Mar. 21 email from Steve O.)

***Motion:*** Steve O. moved to accept BV Nordic Plan version March 21, 2022 as final; Anne seconded. Approved.

**b)** Adventure Trail (see Mar. 21 email from Steve O.)

* No longer planning to submit funding request as outlined because of overlap with coaching clinic funding proposal from the club
* Some uncertainty about what adventure trail would actually include & question about access point
* Several hundred metres

***Action Item: Steve*** *to provide update with details including whether plan is for adventure trail and other proposed trails would all be accessed from same spot*

**c)** Grooming Equipment Assessment (see 3 documents attached to Mar. 21 email from Steve O.)

Wanted to explore the importance that we should assign to addressing machine reliability, grooming quality, adapting to changing climate, shifting to low carbon and controlling costs. Points during discussion listed below in order presented.

* Skiers expectations are too high; cant guarantee perfect grooming in all conditions
* Not the place to test low carbon technology due to our location
* A suggestion wrt how to measure environmental impact; per member emissions should incorporate those from driving up to Nordic Centre; personal emissions probably > individual portion of club emissions
* look at how can reduce emissions
* possibility of burning renewable diesel exciting as short-term action
* electric large machines is much longer term
* mid-sized rabbit would groom 1 classic lane + skate
* Are we adamant that must have 2 classic lanes on all trails at all times – ask membership (this is really an action item but wasn’t flagged as such during discussion)
* Monday should be a grooming day cz many local businesses are closed
* Tractors are being used out east – has anyone talked to them
* PB seems expensive and highly specialized so maybe not the answer
* Keep an eye out for chances for funding – may be some federal opportunities coming soon
* Distance to repair person should be important consideration
* PB alternatives may be better in theory than in practive
* Suggest changes in trail design if want to save costs and avoid multiple passes
* Lots of skiers ask which trails are PB-groomed trails and ski accordingly
* Blade on front of PB does a lot of work – not clear how would work with tractor
* Grooming equipment not place to address climate action – other possibilities more relevant
* Alternative equipment is not proven
* Question of reliability – are we OK with PB breakdowns or do we need replacement or additional machine
* Question: what would be delay between ordering machine and delivery? No answer
* Is there a way to differentiate between PB and other groomers on Nordic Pulse? Yes.
* What are over-riding concerns with how do analysis = climate change? Reliability? Cost?
* Members have come to expect quality grooming of PB; need same size
* Add renovator
* Suggest 2nd machine
* Possibility to allow purchase of carbon offset if people want
* Idea to pool spare parts with other clubs
* Tightening up procedures on maintenance

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

* Incl. President, Grants & Sponsorship, Membership, Nordic Centre, Trail Coordinator
* Some positive responses
* Include in season final wrap up

***Action Item: Brandin*** to send out season wrap up with recruitment as lead article; include final thanks

* We need to be prepared to answer questions: time commitment, flexibility, what are roles and responsibilities
* Possibility of increasing board size in order to be able to split duties of some positions

***Action Item: Anne*** to look into what would be involved in changing by-laws to increase board size

**e)** Covid

* Nothing new

**f)** Finances –

Tabled until April meeting

* 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 20:31

Next board meeting: April 25; Jen to chair