**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Kevin Kriese, Steve Osborn, Irene Ronalds, Stephen Wickham

Unable to Attend: Jill Krause

Meeting started at 18:35

1. **Minutes of Last Meetings**
* Edit to Steve O.’s director’s report made at his request

***Motion:*** Ben moved to approve edited April 2020 minutes; Steve seconded; approved.

1. **Directors Reports**

**Ben:** Chair & Communications (emailed May 23)

Kevin and I attended the CCBC AGM and workshop via videoconference. There were around 40 participants. Workshop was more of a status update from each participating club, still useful information but it sounds like the in person full day sessions of past years were more productive.

Hope to have a draft newsletter available for review by the end of the month.

Turned on a gmail feature to flag messages spoofing the originator such as the ones Barb has been receiving pretending to be from me asking for etransfers. Hopefully this will help identify phishing attempts.

CCBC AGM information/ideas added at the board meeting:

* A large masters program is a good way to recruit coaches and other helpers
* Possibility of a grooming workshop associated with winter camp
* One club has a seniors ski and tea
* 2 clubs of similar size to ours have moved to a general manager model
* No guidance re covid

**Barb**: Treasurer (emailed May 21)

**Steve:** Nordic Centre (emailed May 24; April 22 & 26 with revisions to latter emailed on April 27)

Stuff done (and stuff to do):

* Worked with Kevin on project plans and grant applications.
* Worked with Barb to get updated finances from Brenda.  (Explore possible changes for next fiscal).
* Brief discussions with Wetzin’kwa Community Forest about chipping. (WCF agreed to send more info about harvesting plans and to talk soon about our MoU, etc.  Should share info with members in next newsletter.)
* Minor update to management plan to change PB maintenance needed to maintenance done, mostly App 7.2.  (Still need to add a list of recent grants and projects they funded.  Should provide link to management plan in next newsletter.)

 Status of Projects and Summer Works:

* **Auxiliary Tracksetter**  [Highest priority] Tracked ATV (Canam Outlander DPS, 850 cc), with tracks and winch will cost $21,669. NDIT grant application for $10,669 submitted Apr 28. Net result of Nordiq Canada fundraising is $13,389.
* **New groomer attachment** [Worthwhile but not essential. Only if full funding].The tracked ATV can pull the GinzuGroomer but if we had a second groomer we could use the ATV and the Skandic snowmobile at the same time. A better grooming implement, Tidd Tech G2 would cost $13,845. The full cost has been requested as a minor capital component of the Gaming Grant. This is the same grant source that we are seeking coaching funding but the capital component of the application will have no impact on the success of the coaching component.  The PB Garage is not eligible for this grant. So no downside to apply.
* **Trail Upgrades** [High priority, subject to funding] RSTBC is providing $40,000 direct funding for the remaining drainage and grading issues on early season trails. The Club’s share is $5000. Kevin is leading the project. Brant will provide trail work supervision.
* **PB Garage** [High priority, requires grant support]Planning is underway by Brant Dahlie, Stephen Howard with input from John Schibli, Wally Lesawich, Patrick Dumais. Draft plans attached for information (not needed for minutes). There is some flexibility in costs but we are currently estimating total cost to be $108,000. Grants will be requested from Wetzin’kwa (decision early July) and from Gaming Capital Projects (decision in October). Some site preparation this fall. Construction next summer, subject to funding.
* **Upgrades to existing machine sheds**  [Worthwhile but not essential. Only if full funding].Kevin’s preliminary discussion with RDBN indicates that Gas Tax funding could pay for upgrades to the existing buildings. The new garage is not eligible so no downside to apply for funding this lower priority. Kevin and I will present a range of options to determine eligibility and potential size of a grant. At a minimum, we should  stabilize the current foundation posts, widen the skid steer lean-to. Ideally, we can include a concrete base and a roof for the fuel tank. If the funding is available, we would put in additional foundation supports, replace the trusses and roofing and install siding to match the PB garage.
* **Brushing and Work bees** Kevin will direct trail brushing which will mostly be done by volunteers on the skid steer.
Steve will work with caretakers and Normand Légaré to organize solo/household “work bees” for firewood, deck repainting, cleaning, etc. over the summer and fall.

Status of Nordic Centre Finances:

The spreadsheet circulated May 21 (filename: *Profit and loss by class 20May15 v.2.xlsx*) shows a deficit for the Nordic Centre of $-17,774. A big part of the deficit is due to $11,000 transferred to the aux tracksetter reserve fund (April 27 board decision) before we received the fundraising money from Nordiq Canada. Additional income and expense expected this fiscal:

* Nordiq Canada fundraising income $13,389 and a corresponding increase to the aux tracksetter reserve.
* $5000 payment received for tractor. (final tractor payment of $5000 will be next fiscal)
* ~$1600 payroll wages (delayed timesheet)
* $1700 for skid steer mower blades and Ginzu parts
* $500 to hire self loader to collect donated culverts for summer trail work

After the above, the Nordic Centre will have a projected year-end deficit of $-5,582. (Which is close the amount of the delayed tractor payment.)

After adjusting for a couple corrections and additional expenses, Events has a projected surplus of $2,190  and Membership will have a surplus of about $7,108

NSDP has a number of additional costs and restrictions before year-end but will likely have a surplus of several thousand dollars.

So the club’s year-end (all programs combined) will likely have a surplus of $5000 to $9,000.

 Our April 27 meeting re-purposed the $29,035 tracksetter reserve to a restricted fud for the PB Garage.   I propose that at year-end, we transfer the combined surplus from all programs to the PB Garage restricted fund. **At year-end, our PB Garage fund would then have between $34,000 and $38,000.**

 How much can the club commit to the PB Garage?  In Kevin’s report, he asked for a motion committing a total of $38,000 to the PB Garage in support of Wetzinkwa and Gaming Capital grant applications. We won’t know our year-end surplus until early July but we need to decide now on how much we are willing to commit. The full amount does not need to be in a reserve fund but it will be a spending commitment if we get the grant(s). Whatever amount the club commits will affect the potential size of the Gaming grant dollar for dollar.

Considerations:

·        Buying the auxiliary tracksetter is #1 priority. If NDIT grant (mid-July) is unsuccessful, we will need to fundraise and/or pay $9,000.

·        We have a $36,000 infrastructure contingency fund (plus a $9,000 contingency final drive) Dipping into that fund reduces our ability to react to other contingencies.

·        Next year’s operational budget will likely have some flexibility, especially with the $5000 tractor payment but there will also be uncertainties with income from passes and tickets.

 **Jill:** Membership (no report)

**Irene:** NSDP (emailed May 22)

Steve Wickham has submitted the Gaming Grant proposal - Thankyou Steve.

ADP- With end of season shutdown due to Covid 19, and cancellation of Nationals, many of our young skiers ended their seasons early this year. After a few weeks off, coaches have been able to provide structure in the form of training plans (for recovery and zone 1) and web-based strength training. The ADP has small informal contract agreements with Mat Smider, Graeme Moore and Shelley Kuhn (strength training performance, Canmore) to support dryland training for about 17 keen athletes. This is made affordable due to reduced coaching costs over the winter season.

Ski School - requires a coordinator for next season. This could be rolled into duties of NSDP coordinator, Michelle Dogan-Smith. Viasport grants expected to open this month that could help with purchase of equipment to replace several sets that are worn.

Rabbits - no news to report.

**Kevin**: Grants & Sponsorships (emailed May 19)

1.  Update on 100 campaign.  Final contribution

    Total donations  9,364.32

    Plus 100 matching   $800

    minus admin fee     $515.28

   Net 9,364.32

Note matching donation of apple shares not yet received.   estimate $3532.18 additional.

2.  We are now registered to permanently receive charitable donations through Nordiq Canada.  the form is simple to fill out and we can advertise it to our members at any time.  <https://app.etapestry.com/onlineforms/Cross-CountrySkidefondCanada/club-donation.html>

I propose to "launch" this campaign again in the fall and make it part of our membership drive.

3.  Received approval from Rec Sites and Trails for $40,000 for this year for trail improvements!!

4.  Worked with Steve to prepare submission to Wetzin'kwa community grant program.  Attached.  This requires a commitment from the club for $38,000 for the project.

Proposed resolution:  The club commit $38,000 from restricted and reserved funds for the purposes of a garage.

**Anne**: Secretary and Volunteer (no report)

1. **Actions from Previous Minutes**

**A.** Ben and up to one other to attend teleconference CCBC AGM – Ben & Kevin attended (see Ben’s director’s report)

**B.** Steve and Barb to work on getting revised financial report from bookkeeper – done (see Steve and Barb’s directors’ reports).

**C.** Steve to contact Wetzinkwa re future logging plans – done (WCF to send information)

**D**. Steve to plan work bees with covid 19 restrictions in mind – done (see Steve’s director’s report

**E.** Anne to prepare first go at trail use under covid restrictions for next year – a few basic considerations outlined for discussion in Anne’s director’s report

**F.** Kevin and Ben to prepare and distribute document for fundraising campaign (for next autumn)

**G**. Estimate demand for lockers via question in newsletter (for early fall newsletter; must have responses before registration opens)

1. **New/Continued Business**

**a**) Nordic Cente profit/ loss & garage

**Motion:** Kevin moved that the club commit $38,000 for the purposes of a piston bully garage; Steve O. seconded. Approved.

* No year attached to commitment so could be paid over 18 months

**b)** Planning for next year given covid 19 concerns

* Need decisions by mid-September for registrar
* Organise calendar as normal (use dates from last year but consider moving women’s clinic earlier in January to give participants more time to practice) and expect some events to be cancelled
* Need guidance from CCBC and RSTBC

*Action Item:* Irene to contact CCBC; Anne to contact RSTBC

**c)** Bookkeeping

* Discussion included switching systems, streamlining categories

*Action Item*: all directors to ask around about potential bookkeepers

**5) Tabled**

a) Locker allotment

Meeting adjourned 19:55

Next meeting: mid-August; exact date not yet determined