**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Adrianne Rosenberger, Sarah Sacharoff

Unable to attend: Sarah Newton, Steve Osborn, Joanne Reid

Guest: Jan Wengelin

Meeting started at 19:05

**1) Minutes of Last Meeting**

***Motion:* Jen moved to accept October 1 draft board meeting minutes; Sarah seconded. Approved.**

**2) Directors Reports**

**Jen:** Chair (no report)

**Barb**: Treasurer (no report)

**Steve O:** Nordic Centre (emailed November 20)

I’ve been busy with many minor details and consultations as we get close to opening for the season. Jan has been leading the major tasks on his long, pre-season checklist.  Kevin has been leading the early season packing and leveling with our corduroy crew volunteers. Machines are all working well. The snow plus rain plus teasing amounts of additional snow is challenging. They are aiming to have our priority 1 trails skiable before we open. (Broadway, Logging roads, Wetzin’kwa, Demo Forest, Biathlon Loops on the Lodge side. Pooch Paradise and Hound Heaven are our priority one trails on Pine Creek side.)

I delegated the opening-day decision to Jan. He is keeping me informed and will ask Sarah N to help with club-wide notification just before opening.

**Sarah N.:** Communications (emailed)

Continued training and communication with the new website and social media helpers, Carina Helm and Jack Carrington.

Worked with Benji Wickham for his article on his ski camp experience for the second newsletter in November.

Reconnaissance and photo taking forays at the BV Nordic trails so that Carina and I have some usable pictures for upcoming posts

2nd newsletter completed for November

Communicated several times with Adrianne R about photo and video usage issues. I used a video on social media of her two kids skiing away from me. The video was about 5 seconds in duration, at no time were their faces at all visible, and I asked their permission. Unfortunately I should have asked their parents instead. And I know they signed a blanket waiver but Adrianne had valid concerns about the use of that video and about me asking her kids. She was really nice about it but it has made me see I need to really be more professional about the images I use.

As of Dec 5th the Dog Loop Video has only had 255 views, so I will start plugging it on social media and I will include it on subsequent newsletters. Perhaps during winter holidays it could run sometimes on the tv inside the clubhouse? Not something I am feeling strongly about, it's just an idea.

**Grants & Sponsorships**: position open

**Ali:** Events (emailed Nov. 24)

**Race Committee** (RC)

-- Robbie Dunbar secured a $2500 grant from ViaSport to pay for officials' training. Level One is now a self-paced online course that the RC hopes any interested members at large will take; the RC will reimburse the cost of registration.

-- the RC is hosting a Level Two course on Nov. 30 & Dec 1 that is fully paid for by the ViaSport grant. Several members of the current race committee are registered, as well as a couple of people who are not currently on the RC. There will also be a number of people attending from out of town

-- RC also considering purchase of new mobile fencing to replace the cumbersome old blue fencing. This would be funded from reserves & this year's surplus from races

-- RC looking for people to apprentice with Liza Hart, the current head timer, as she will be stepping down after this season

-- also would like to find someone to apprentice with Robbie should he wish to step down, as he has now been the Chief of Competition for three seasons.

**Womxn's Clinic**

-- event is scheduled for Sunday, January 26, 2025

-- for the third year in a row (! we are very grateful!) Julie Sheppard is organizing, and has recruited Abby Morgan to help

-- plan is to have 70 participants

-- hope to have online registration open in time for holiday gift giving

**Social Events**

**StoryWalk**

-- scheduled for Saturday, Dec. 21/24 to Sunday, January 5/25

-- the Child Development Centre & Smithers Community Services Assoc are once again providing a StoryWalk

-- this year the book is *Ten on the Sled* by Kim Normand

-- event is free to public

-- will be located close to the lodge in attempt to be as accessible as possible

**Holiday Hustle**

-- scheduled for Saturday, Dec. 21/24 to Sunday, January 5/25

-- Kira Hoffman & Brandin Lilgert organizing

**Tour de Treat**

-- scheduled for Saturday, Dec. 21/24

-- grateful to Sue Harrison & Kate Kantakis who are once again organizing & are very far along in planning

**Solstice Event**

-- scheduled for Saturday, Dec. 21/24

-- Erica Haughland enthusiastically jumped in with both feet to make sure an event will take place -- amazing!

-- plan is to have a small ceremony at sunset, games, a silent ski for those who want to reflect on the year, a night sky presentation, crafts, music, a bonfire, etc

**McBike Family Day**

-- scheduled for Sunday, February 16, 2025

-- Jill & Peter from McBike have agreed to bring their rental fleet again this year

-- looking for someone to organize this event as it feels like a missed opportunity for community outreach

**Sarah S. & Adrianne R:** NSDP (emailed November 21)

**Safe Sport**

-Given lack of Safe Sport Officer and Screening Committee we have attempted to move the ADP to be in line with the new policies

- Denise has been communicating with coaches of new training requirements, CRC, etc. and is the holder of records and forms, hopefully when we appoint a Safe Sport Officer, the tracking and coordination of this work will be taken over?

-Biathlon Canada has also put out Safesport Policies to adopt and attempted to streamline for clubs that have both Nordic and Biathlon - in the process of trying to get clarification from CCBC as to which policies we should be adopting to no avail.

- Sarah S wrote a wack of reference letters to “grandfather” in our existing coaches

**Registration**

Rabbits - 80

ADP - Junior - 32

 TA - 32

Masters Lite - 16

Masters - 16

Biathlon Masters - 7

Biathlon Youth - 8

**Rabbits**

Sarah and Denise met with Tara MacPherson (Rabbits Coord for 24-25)

Potentially offering a bvnordic headband to rabbits coaches that complete their required training.  Sarah’s thoughts” Rabbits and bunnies coaches volunteered thinking that they are helping out with 8-10 ~1 hr on snow sessions.  When we then ask them to do 8+ hours of training, it feels like a crazy ask.  But, we really want them to do it so we are offering the headband.

Sounds like our CC course (early Jan) will have to be cancelled because CCBC can’t find us a facilitator!  Unfortunate given that they want our coaches to have certifications.  Plan to book very early for next year.  Hoping CCBC will let Andrea be our facilitator (sounds like they generally want someone from outside of the club but we are going to push back).  We have decided that we don’t have a great backup option for this year.  Andrea is very busy.

**ADP**

* 2 U14s, 4 U16s and 3 U18s as well as Andrea and a couple of our ADP coaches attended on snow camps in Vernon last week.
* Yeva/Denise leading ADP duties signup.  Our system seems to be working well.  Sounds like they may film a short video at the NC to explain to new families how to complete the tasks.
* older ADP athletes to volunteer at Tour de Treat
* Pumpkin Fest was well received Oct 26th
* Adrianne organized revamp of race suits with lots of feedback from athletes, etc. - Jakroo store will remain open all season for anyone to purchase
* Sandy and Andrea managing the wax budget
* transition to on snow has happened.  Roller skis have been put away, wax workout room being transitioned
* McBike hosted athletes for ski fitting night with discounts for our racers
* received a Kal Tire grant that will allow us to pay Jesse Wimbush to help coach Track attack athletes this year.  We had the same grant last year for Kaia Andal.
* TA and Juniors have been on snow a few times

**Masters**

-Masters on snow started Tuesday

**Biathlon**

* starting soon
* Doing rifle fitting in the lodge Nov 23rd.
* hoping to do monthly time trials, Lea-Marie will coordinate with Jan
* working with Lea-Marie to understand what training biathlon coaches need for safe sport

**Masters Drop In**

Andrea planning to offer a coaching session for Masters drop in coaches on Jan 19.

**Ski S’kool**

BVCF Ski Skool Grant for 2025-26.  Denise has prepared the application, Adrianne prepared an intro letter and financial details.  Asking for $6500.

*“My class has participated in Ski S’Kool for many years.  The students have always left with a positive attitude about skiing and look forward to going again.  The instructors are very interactive and meet the needs of students no matter what skill level they are at.  The students are so proud of themselves when they realize how much they have learned and improved their skill level.  The being outside in a beautiful setting is a bonus to our physical skills.  Students learn to persevere and have a growth mindset. It is a wonderful experience to help students learn skills they can use their whole life.”*

Nikki Kluss Telkwa Elementary School

Ski Skool letters have been sent to schools and we have at least 19 sessions booked already which according to Denise is great.

**Employees**

Renewed Denise’s contract with help from Adrianne, Sarah S, Jen C

**Trails**

When the board is considering next steps for trails, Andrea is keen to give her two bits to the board regarding the value of the homologation trails.

**Ski Swap**

Led by Denise, shadowed by Erica Lilles.  Erica will take over next year.  Sounds like it went very well.  Slightly lower profit for NSDP compared to last year but last year seemed like an anomaly.

**Snow Camp**

* snow camp filled up in about 12 hrs.  Was set for 60 kids.  have let in more, now around 65.  This doesn’t include the 35 Nakkertok athletes that will be participating
* considering not setting a size limit on snow camp for future years.  we want to be able to include all the northern bc kids we can.  Andrea says she didn’t ever set size limits on her camps on the island.  She recommends this.
* Lodge limit is 300, during covid it was 150.  We are assuming we can now use 300 as capacity.  We expect to be around 150 for dinner.
* Arlynn K and Titia W organizing the food, Andrea leading the camp

**Nakkertok Exchange**

BV Nordic Sock Fundraiser Success

315 pairs of socks sold = 3k profit!

need to figure out how to handle day passes for visiting snowcampers, nakkertokers and their chaperones.  Working with Jen, Steve O, Ryan, Jan and Denise on this.

**Anne:** Secretary (emailed Nov. 17; membership report forwarded from Susan K. on Nov. 25)

* filed club annual report and and financial report to RSTBC
* filed club annual report to BC Registry of Societies
* prepared draft table of Director Responsibilities and Key Positions

**Joanne:** (emailed November 25)

  Our exploration of trail improvements continue...this time  ( October 27 )Roger, Andrea coach, Debbie and I took a good look at the playground area and envisioned some changes and improvements which would make the play  area more inviting, inclusive of skill levels and a "flow' to the other trails above it eg  "duck walk hill ".

 It'll be fun ! And exciting,

**3) Action Items from Previous Meeting**

* *All directors to submit director’s report to Anne by Oct. 7 - done*
* *Some directors should prepare a brief oral presentation for AGM - done*
* *Trail group to email announcement of trail plan session to all members - done*
* *Steve to revise and distribute PB operator selection document to board - done*
* *Jen to converse with Jan about insurance - done*
* *Sarah S. to post agreement on website, rearrange policies on website; add NSDP sub-category - done*
* *Steve to ask Jan to check Nordiq Canada liability insurance to ensure that we are covered on trails presently outside rec site. - ???*
* *Steve to ask insurer about bundling snowmobile coverage and forest fire coverage - done*
* *Aurora to clarify with Jan about possible “expectations” - ??*

***Action Item: Anne to contact Aurora to obtain updates from her time as director of sponsorships and grants***

* *Tabled: recalculate what our targets for reserves are*
* *Tabled: ask registrar if possible to easily determine how many new members are dog trail skiers.*
* *Tabled: email votes (in general)*
* *Tabled: Director vacancies: NC Operations co-director; Treasurer – prior to next season*
* *Tabled: free season’s passes for groomers*
* *Tabled: Wetzin’kwa Community Forest Corporation – BVCCSC Memorandum of Understanding*

**4) New/Continuing Business**

1. Day passes as appreciation and free passes for participants/coaches during camps
* Jan has 20 day passes to give out
* Board supports giving out passes for specialized required work or skill and worker not submitting an invoice
* In most cases, for other types of labour, should offer payment if invoiced
* Jan and Steve should take the lead on the above use of day passes
* Parents of kids participating in camps must buy day pass if going to ski
* $3/day charge for school groups, exchange groups, shine together, spirit north (same as Ski Skool)
* Discussion of season’s passes tabled until Jan. or Feb.
1. Response to request to name structure
* Board does not support this request
1. Directors and Key Positions table

***Motion: Ali* moved to approve the Director Responsibilities & Key Positions table with the update to president’s role and CMT; Barb seconded.** **Approved**

d) Solstice

* Going ahead
* Will need to manually set lights

e) SafeSport Implementation

* Note: from Nordique Canada SafeSport website: Every club should have a SafeSport officer as member of board and every club must have a screening committee
* Adrianne presented NSDP’s process for this year in absence of screening committee
* Some discussion about volunteer vs paid position

***Action Item: Adrianne write up call out for volunteers for screening committee for next newsletter***

f) Rec Site Boundary Revision

***Motion:* Anne moved that the BVCCSC supports a revision of the boundaries of Recreation Site REC98586  to better cover the area of the Bulkley Valley Nordic Centre’s ski trails and nearby hiking trails. The BVCCSC proposes using the dashed blue line on the circulated map; Jen seconded. *Approved***

g) Director Vacancies

* Grants & Sponsorships now vacant again
* No need for role to be a board position if person interested in role but doesn’t want to be on board
* Operations co-director now vacant again
* Steve thinking about ways to restructure his responsibilities in consultation with Jan but wasn’t at meeting to discuss further so tabled
* Jen to take on signing authority from Steve

***Action Item: Ali will speak to potential grants and sponsorship coordinator***

***Action Item: Jen to organise taking over signing authority***

h) Insurance

* Board supported diversifying insurance companies to take advantage of lower rates for machines
* Board supported $5K deductible on new policy
* Will revisit building deductible and removing some buildings when insurance up for renewal next year
1. Motions approved by email:

***Motion:* Steve moved that the Board of Directors:**

1. **Adopt the attached Tracksetter Operation Guidance dated October 8, 2024.**
2. **Approved the attached Appointment of Key Positions Policy 2024.**
3. **Appoint the following people as Tracksetter Operators, as recommended by Jan Wengelin, General Manager:**
* **Patrick Dumais**
* **Kelsey Stasiuk**
* **Cam Schley**

**Anne seconded. Approved.**

***Motion:* Anne moved to approve Laura Green as club registrar beginning in November; Sarah N. seconded.  Approved.**

***Motion:* Steve moved that the Club provide each appointed tracksetter operator with a club membership and season pass; ??? seconded**. Approved with 1 opposed.

j) Chris Dahlie award

* Only space for 2 more plaques; cup tarnished and falling apart; little interest from members when call for nominations
* Didn’t call this year
* Should we retire it or continue?
* No consensus
* Some suggestions for other people to take it over – if someone wants to take it on then we can revisit continuing it

Meeting adjourned 20:50

Next meeting: January 6

Plan for 2 meetings in January to deal with extensive list of tabled items.