**Board members**

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

Meeting started at 18:34

1. **Minutes of Last Meeting**

***Motion:*** Ben moved to accept October 26 draft minutes; Anne seconded; approved.

1. **Directors Reports**

**Barb**: Treasurer (emailed Nov 17)

**Steve:** Nordic Centre (emailed Nov. 23)

* COVID-19 measures put in place for lodge and parking: Signs, disinfecting supplies, instructions, log sheet, table and chair layout.  Coordinated signs and supplies with support from Rec Sites and Trails (COVID signs, masks, glove) , McBike (sign laminating), an anonymous donor (case of hand sanitizer).
* COVID-19 protocols and communications for machine operators, caretakers and cleaning duties for NSDP ticket checkers.
* Input to COVID-19 protocols for other programs, especially related to use of buildings
* Normal prep of lodge for the season with some minor improvements: Labelling of lockers, clean out of under-stair storage. Discovery of newsletters and AGM minutes back to 1980s.
* Normal prep of trails: map covers removed, emergency buckets out, signage adjustments.
* With Kevin, met twice with head groomer Patrick Dumais to give club direction for grooming and plowing. Developed strategy and roster to ensure high quality tracksetting, even if it snows or we have machine issues.
* Watched Kevin lead the early season efforts of volunteer track packers: Kevin Kriese, Geoff Recknell, Dick Harrison, Sean Fraser, James Cuell. Ground is saturated but summer trail works led by Kevin and Brant the last few years have made a huge, noticeable difference.
* Watched Kevin organize the purchase, delivery and prep of the more-impressive-than-expected tracked quad.
* Video meeting with Spirit North to discuss logistics in support of their occasional use of the Nordic Centre, with Jen, Ben and Denise.
* Still working on signage regarding logging truck access to end of Valley View. Good communications from Wetzin’kwa. Possibly finished early December.
* Various website and email updates.
* Neglected my director’s report and review of financial reports in favour of preparations for earliest and best opening in years!

**Jill:** Membership (emailed Nov. 23)

* As of this morning we have 709 members!!!! Last years final total was 715.

Comment: Registrar thinks that high numbers are also due to improvements in the trails over the last few years, not just covid.

**Ben:** Chair and Communications; also reported on NSDP (emailed Nov. 22)

**Chair**

* Interviewed by CICK news for their Nov 18th show about opening and our response to COVID <https://www.smithersradio.com/program-playlist/cick-news-playlist-11182020>
* Attended ADP coaches meeting and Ski North meeting
* Reviewing latest financial statements

**NSDP**

* Working with Jen, Steve W., Denise, Dawn (rabbits coordinator), Helene (past rabbits coordinator) to develop a more detailed safety plan for bunnies/rabbits. Working on integrating feedback now.
* Imposed registration limits for bunnies, rabbits and extendos to limit group sizes during practice (and lack of coaches). Bunnies and Rabbits are full (18 participants each).
* ADP Coaches meeting, decided to cancel snow camp
* Waiting to hear from CCBC regarding guidance on hosting Community Coaching Workshop Nov 28/29
* The Introduction to Community Coaching and Community Coaching courses are being offered for free until mid January. Will communicate this to parents to encourage coach development to help maintain SDP programs.
* Still seeking person(s) to fill NSDP director vacancy. Jen, Steve W. and myself are distributing work amongst us on an interim basis. Have had a few people approach me to express a desire to help the SDP program but not particularly interested in a board position. Brainstorming on ways to use this help to reduce load on NSDP director position.
* Wax change to fluoro-free a potentially expensive proposition. Club wax techs point out that we’ve been in a wax deficit for a few years. Fluor-free change is an opportunity to address this but will be expensive. Per race wax fees help replace waxes used from stockpile but aren’t sufficient for initial stock-up.

**Communications**

* See CICK news interview above
* Have done one update of announce mailing list membership from 2020/2021 memberships, need to do another soon given huge growth recently. 794 people on the announce list currently.
* Helping Denise and coaches update SDP mailing lists and making notes about how to improve the process going forward.
* Some small tweaks to website and added sticky news item reminding people of latest PHO guidance/orders.
* Facebook at 857 followers, Instagram at 260.
* NSDP started on snow on Saturday
* Still no one volunteering for director
* Bunnies and Rabbits are full
* Community Coaching going ahead as of now

**Kevin:** Grants & Sponsorships

-Launched fundraiser for auxiliary groomer;

-Inquired into ability to apply for grants from BVFoundation

     -in the past the Biathlon club (when it was a separate club) received grants from BV foundation but there I couldn't find anything more recent

     -BV Foundation only provides grants to charitable organizations. If you do not have charitable status, you can partner with a charitable organization to manage the grant

     -Nordiq Canada is willing to act as a partner for grants for us.  It requires a partnership agreement to be developed that meets Nordiq Canada's criteria

     -BV foundation grants are usually small, but could be a good fit for special projects, especially where there is an obvious community benefit.

     -because of the need to develop a partnership agreement with Nordiq Canada, it would take a bit of lead time

     -we should keep this in mind for future years.

-Other grants

     -NSDP applied for a grant from VIA sport to provide coaching support to female coaches

     -Thanks to Ben, the applicant copied me on the application.

     -NSDP had not been placing grants on the shared drive, so there was no "corporate record".  Denise now has access to Google drive and will ensure we have a record of all grants applications and approvals

     -Reminder to anyone seeking a grant to keep me in the loop.  The Director of grants and sponsorships does not need to write all grants, but can provide support to writing grants if there is enough lead time.  I can ensure the club has a record.

**Ali:** Events

Discussed in detail under New Business below

**Anne:** Secretary & Volunteer

I submitted our annual Activities and Financial Reports to RSTBC along with the updated Directors' roles.

I also submitted our annual report to the BC govt. as required under the Societies Act.

1. **Actions from Previous Minutes**

a) Jill to let Ali know possible dates for Welcome Day – done

b) Ali to forward risk chart to board

Action Item: Ali to reforward risk chart to board

c) Jen to email Dawn and outline our concerns – done

d) NSDP sub-committee (in lieu of director for now) to submit rabbit plan to board by Nov. 15 – done

e) Steve to ensure that website is up-to-date, i.e. accurately reflects our covid reality

f) Kevin to ask Ski Boosters is they have spare capacity (re fundraiser) – done – Ski Boosters will spread the word if they have activity

Discussion: If slightly over goal, should repurpose extra for ginzu attachment.

g) Ben to mention in next newsletter (re fundraiser) – sent as announcement to all members

h) Jill to forward letter from Caledonia to board - done

i) Jill to send info about all clubs with whom we have reciprocal agreements to Steve to put under membership benefits on website – done

j) Barb to communicate need to have financial reports by 15th – done

k) All board members to take the time to read next financial report to see if understand - done

1. **New Business**

**a)** Events:

* Discussion of what events can be held and, if held, in what format
* Difficult for volunteers to plan under uncertain conditions so must think whether worth time and energy and stress
* Women’s clinic cancelled – coaching list to Cobey so perhaps can increase the capacity of Masters
* Masters – probably need to have people sign up in advance to keep control of the numbers
* Santa’s workshop cancelled
* Welcome Day: discussed changingformat to Welcome Window with free coupon @ McBike to put in envelope at self serve kiosk to get pass and can use within 2 week period, but decided to cancel Welcome Day for this year

Action Item: Anne to send pamphlet file to Jill

* Possible new event – virtual scavenger hunt
* Re race – need decision by Dec 10

Action Item: Ali to convey deadline to Jen P.

* Marathon – maybe kids race one day & adults another; possible self time
* Tour de Soup is still an unknown

**b)** Programs

* Ben, Jen and Steve W acting in role of director for programs]
* Will discuss options about how to go forward
* Will discuss which structural decisions within NSDP are board level; e.g. of strategic decision is coaching model – to go forward with full or part-time model; “operationilization” is NSDP role
* Gaming grant in past was about more than coaching; it is a club grant

**c)** Other covid-related issues

* Still problems with passing etiquette: get kids to make video of how to pass – put link in newsletter and on social media; also need signs to remind how to pass at major points
* Day pass kiosk: comment received that should have cover over envelopes
* Ticket checkers can have a role to play in trail etiquette
* Parking lot: if too full, can put in cones or other markers so people park more efficiently; e.g. PG has more cars with less room

***Action Item***: Steve O to arrange separation of ski racks and look at potential cover over envelopes (which would then become a high touch surface)

**d)** Financial Reports

* NSDP report missing
* Some expenses do not appear under a project
* Want eithera general ledger report that is a comprehensive list for double checking OR every transaction has a project
* Prefer second option

***Action Item:*** Barb to discuss reporting issue with bookkeeper so is fixed

Meeting adjourned 20:33

Next meeting: December 21 – will probably be virtual