**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Kira Hoffman, Ali Howard, Susan Kinkela, Steve Osborn

Unable to attend: Hillary Clark, Brandin Lilgert, Sarah Sacharoff, Stephen Wickham

Guests: Kevin Kriese

Meeting started at 19:05

**1) Updated Trail Plan (Kevin)**

* Referred to 4 documents circulated by Kevin prior to the meeting
* Updated trail plan incorporates modifications to address concerns raised by other user groups
* Proposed Swamp Dog trail area biological assessment considered; proposed basic monitoring to determine if impact
* Letter to RSTBC outlining proposed/potential trail work for next few years to obtain authorizations provided

**Motion: Anne moved to accept the updated (December 1) trail plan; Ali seconded. Approved.**

* Potential funding options discussed

**2) Minutes of Last Meeting**

***Motion:* Ali moved to accept September 26 draft board meeting minutes; Kira seconded. Approved.**

**3) Directors Reports**

**Barb**: Treasurer (no report)

* Useful to change directors with signing authority to Susan and Ali
* BVCU requires AGM minutes to make change

***Action Item: Anne*** *to send Barb AGM minutes*

**Steve O:** Nordic Centre (emailed Nov. 22)

Opening: We are still 10 cm away from being able to fully open. That might be this weekend depending whether we get rain or snow.

All of our trails have been packed to make a good base but only our early season trails (~18 km) have been trackset. There are still some rocks, dirt and twigs to watch for so rock skis are recommended. Until we get 30 cm packed base, the PistenBully will stay in the garage and we will be relying on the snowmobile-pulled groomers. Machines and facilities are all in good condition and operators have had some pre-season training, so all is ready for the snow.

Trail plan: Kevin has been working on our trail plan to include recent trailwork, planning discussions, and updated priorities, subject to funding. We will hopefully have a draft updated trail plan circulated before the board meeting.

 Grant opportunities – New Tracksetter and Trails? Attached is an overview of  two new grant opportunities. It is quite possible that these may be government’s last big grant programs for years. I propose that we discuss our priorities for these at our Nov 28 board. It might be possible to target both a new tracksetter ($250k-$450k) and more trail improvements ($95k). There is not a lot of time available. One requires an expression of interest by Dec 7 and the other has an application deadline of January 4. If the board agrees that trail improvements should be the target of one application then we have another time constraint. Kevin has ready-to-go trail plans, estimates and info but he will be away for several months starting early December.

**Do we have director(s) and other volunteers who can lead the grant-writing process?** Ideally, they could start this week looking into the grant application conditions and gathering information from Jen (previously worked on tracksetter funding options) and Kevin (lots of background and wording from previous applications. And of course I would be able to help. Any work done now would no doubt help the board’s decisions on Nov 28.

 **Susan:** Membership (emailed Nov. 28)

TOTAL PASS SALES: 764

|  |  |  |
| --- | --- | --- |
|  | **Do Not Have** 2021-22 Pass | **Have** 2021-22 Pass |
| OCTOBER (from Oct 7) | 185 | 127 |
| NOVEMBER (to Nov 28) | 253 | 199 |
|  | 438 | 326 |

Also: 2 companion passes at no charge for support

**Brandin:** Communications (no report)

***Action Item: Brandin*** *to send out reminder about season pass early bird deadline*

**Position open:** Grants & Sponsorships

* Jen is spearheading Rural Economic Diversification Fund proposal
* Kira offered to edit application

**Ali:** Events (verbal report)

* Looking for volunteers to put up lights
* Idea to include lights annually in September workbee tasks
* Need to approve calendar of events each year at start of season

**Motion: Ali moves to accept the calendar of events outlined below; Steve seconded. Approved.**

|  |  |
| --- | --- |
| **Event** | **Date** |
| Santa’s Wonderland | Dec. 17, 2022 |
| Stroywalk | Dec. 17,2022 – Jan. 1, 2023 |
| Women’s Clinic | Jan. 22-23, 2023 |
| Grand Tour de Treat | Jan. 29, 2023 |
| McBike Welcome Day | Feb. 19, 2023 |
| Wetzin’kwa Loppet | Mar. 18, 2023 |
|  |  |

***Action Item: Ali*** to contact Brandin to send out request for help

**Sarah:** NSDP (no report)

**Anne:** Secretary (emailed Nov. 21)

* Filed club 2022 BC Societies Annual Report

**4) Action Items from Previous Meeting**

* ***those directors who have not already done so*** *to prepare job descriptions – some still outstanding*
* *write out process for considering proposed projects/events*– done
* *write draft blurb wrt search for president for website - done*
* *circulate motion on fee increase for vote - done*
* *contact Alli about remaining name of potential directors - done*
* write blurb for box on home page of website recruiting new board members – done/no longer relevant

**5) New/Continuing Business**

a) Updated Trail Plan – discussed at beginning of meeting

b) Directors Roles

* will have governance discussion in new year (refer to Kevin’s comment at AGM)
* Kira to be director-at-large
* In new year, need to recruit seriously for replacement for Steve O. as Nordic Operations director

***Action Item: Anne*** *to organise tracking system for sponsorships and grants*

c) Meeting Dates

* 4th Monday in the month at 7 pm
* December meeting will be 3rd Monday

d) Update on Financial System

* Status reviewed by Steve O.
* Having difficulty getting Sage to produce reports that we want; work is continuing on this
* Sage software has annual fee of $1500 – includes support
* Cost of financial restructuring may be $10-12K which is higher than what budgeted for

Meeting adjourned 20:50

Next board meeting: December 19