**Board members**

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

Unable to Attend: Eamon Mauer

Meeting started at 18:35

1. **Minutes of Last Meetings**

***Motion:*** Kevin moved to approve May 27, 2019 minutes; Steve seconded; approved.

***Motion:*** Steve moved to approve Sept 16, 2019 minutes; Kevin seconded; approved.

1. **Directors Reports**

**Ben:** Chair & Communications (emailed report Oct. 26)

Chair:

- Updating “authorized contacts” for criminal record check process

- Corresponding with BV Insurance regarding club insurance.

- Made financial statement graphs for AGM

- Created paypal account for club to be available for donations via TrailForks “karma” donation process.

Communications:

- Embedded updated google calendar on to various club pages, e.g. <http://www.bvnordic.ca/events-activities/>

- Looking at how best to embed the agenda view of the google calendar onto the homepage of [bvnordic.ca](http://bvnordic.ca)

- Also thinking about best way to put webcam image(s) on homepage.

- Gave various club coordinators facebook access to be able to create events and respond to messages etc instead of having me as a bottleneck

- G Suite maintenance for people in new roles etc.

**Barb**: Treasurer (emailed Oct. 27)

* No updated financial information since Sept 30th which was presented at the AGM.
* We received the $30,000.00 grant from the NDIT for the skidsteer.

**Steve:** Nordic Centre (emailed October 26)

Recent happenings at the Nordic Centre:

* PistenBully belts should be installed by Wed. $14,000 of high quality belt was bought in last fiscal. Brant Dahlie, Steve Howard, Michel Poulin, Steve Osborn, Dennis Courtliff are removing and reinstalling 2200 bolts.
* Health inspection of water and kitchen facilities was successful. We need to continue what we’ve been doing. (Monthly water sampling being done by Gen Perkins, Ski Boosters ensuring FoodSafe practices.) Steve will update Sanitation Plan and Water Emergency Response Plan.
* Water system was shocked in September by Michel and Gen. Water cistern sediment was cleaned by contractor last week.
* NDIT’s cheque received for their share of the Skid Steer, $30,000.  Kevin will handle the two years of reporting.
* We are ready to order a snow plow for the Skid Steer, as previously planned. I will update the board on budget implications at the meeting.
* We have snow already but not enough to groom yet.
* Rolling has begun – thanks Kevin.
* Changing Hound Heaven dog loop – swapping old 2.5 connector for Hound Heaven diagonal.

Jill: Membership (emailed Oct. 25)

69 members as of Oct 23/19

$300.00 cheque is in the pick -up box  (this is the season pass sponsorship that Calderwoods used to do. The stickers are being made and Season pass production can start when they are ready.)

Hudson Bay Mtn Adventures agreed to reciprocal agreement in which members get 10% discount at other facility.

Irene: NSDP (emailed Oct. 25)

NSDP has been quite busy in the last few months figuring out a Plan B for program, since we have not been able to find a new Head Coach. Activities include:

* Meeting with Coach Mgt Team to discuss options
* Graeme Moore contracted to act as visiting Head Coach for 4 weekends throughout ski season for ADP and up to 3 hours per week of advising re training plans and practice plans for coaches U16
* Small contract w Revelstoke XC Club to provide training plans for U18 - to be provided by their Head Coach Matt Smider
* Michelle Doogan-Smith hired as part-time NSDP Coordinator
* David Doogan-Smith has volunteered to ski with U18/16 on Wednesdays
* Antje Von Seidlitz has volunteered to ski with U14 on Tuesday nights
* Alex Woods to ski with U18 intensity sessions Tuesdays after school
* Letter to BC Gaming Commission indicating how same program is being delivered, just split into several positions, to confirm whether NSDP grant still valid
* New contracts written for Michelle and Graeme
* If Gaming Grant secure we can build other supports into program

Weekends for visiting HC are Nov 22-24, Jan 10-12, Feb 14-16 (BC Winter Games prep and Chris Dahlie), Mar 13-15 (Nationals prep)

Kevin: Grants & Sponsorships (no report)

*Grants and Sponsorships:*

Anne: Secretary and Volunteer (emailed Oct. 27)

* Submitted Summary of Services Report and Financial Report for Recreation Sites and Trails BC.
1. **Actions from Previous Minutes**
* Formalization of club arrangement with Wetzinkwa is on Steve O.’s to do list.
1. **Parked Strategic Discussion Topics**
* Membership (e.g. membership drive? Idea to encourage registration at work bees; do we target under-represented groups?
* Programs (e.g. transition of rabbits to beyond)
* Plan to have strategic discussion on above topics in spring

***Action Item:* All directors** to look through Management Plan (available on website) to see whether there is anything that needs tweaking this year

1. **New Business**

**a)** Directors’ Roles and Key Responsibilities

* Secretary take on responsibility for maintaining table
* Ben to be responsible for membership program; will continue to follow-up on insurance renewal

***Action Item: All directors*** to send Anne any edits to Directors’ Roles & Key Responsibilities table

***Action Item:* Anne** to send updated table to Recreation Sites and Trails

**b)** Budget

***Motion:*** Kevin moved to adopt the September 22 budget as drafted; Anne seconded; approved.

***Motion* (approved by email with votes of support from 6 directors prior to board meeting):** Ben moves that Barb Guillon, Jill Krause, Anne Harfenist and Steve Osborn be granted cheque signing authority for the Bulkley Valley Cross Country Ski Club and that cheque signing authority be removed from James Cuell and any other persons on record.

***Action Item: Barb*** to take copy of minutes with motion to BV Credit Union to update signing authority

* Some programs need regular updates as to where they are with respect to amount spent compared to budget
* Updates with transactions should be sent to all board members to use as wish or delete

***Action Item*: Barb** to ask Brenda to produce a detailed report by mid-month

**c) Brunch**

* December 7 from 10-12
* Pancakes and coffee
* Not free skiing
* Buchfink Lodge Day
* Remind people that is almost end of early bird ski passes

 ***Action item:* Ben** to produce posters; **Anne** to put up around Main Street

 ***Action item:* Ben** to advertise via Facebook to try to reach people not presently members

**d) Spirit North**

* Irene met with Spirit North
* Via Sport grant to encourage first time access to new sport may be good venue for Spirit North
* BVCCSC contributes by volunteer efforts
* Policy is not to offer discounts on passes/day tickets
* Sub-committee to assess nominations: Ben, Irene, Anne

Meeting adjourned 20:15

Next meeting: November 24

Note: December meeting will be held on December 16