**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Susan Kinkela, Brandin Lilgert, Steve Osborn, Stephen Wickham

Unable to attend: Hillary Clark, Kira Hoffman, Sarah Sacharoff

Meeting started at 19:35

**1) Minutes of Last Meeting**

***Motion:* Anne moved to accept Sept. 5 draft board meeting minutes; Jen seconded. Approved.**

**2) Directors Reports**

**Barb**: Treasurer (no report; financials will be updated by end of week)

**Steve O:** Nordic Centre (emailed Sept 25)

Quickie Nordic Centre Report:

* Saturday’s work bee was a great success!  Over 40 volunteers got almost every task done and apparently had lots of fun and socializing. Jan did an excellent job organizing. (I wasn’t there.)
* We now have new stadium lights and burnt out trail lights have been replaced.
* The wax hut is repaired and the new floor has slip-resistant paint. (RDBN grant)
* The old shed has been stabilized and the skid-steer lean-to widened. (RDBN grant)
* Trails have been mowed and culverts repaired.
* Jan has already done some pre-season preparations.
* Nordic Centre property insurance (Buildings, contents, tracksetter) is in place. BV Insurance Services is donates 10% of renewal cost. Balance we pay: $12,837  Ouch. We will consider ways to reduce the cost for next year.
* RSTBC authorized the new adventure trail. Work might start soon.

**Brandin:** Communications (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah:** NSDP (no report)

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* ***those directors who have not already done so*** *to prepare job descriptions – some still outstanding*
* ***Brandin*** *to*  send out announcement about workbee and include hanging holiday lights in list of tasks to be done at workbee – done
* ***Brandin*** to advertise change in early bird date – not yet done
* ***Anne*** to send list of AGM requirements to Brandin - done
* ***Brandin*** to organise AGM – done
* ***all directors*** to check out Indy Pass website and decide whether want to join or not; send comments to Anne – done
* **Susan** to discuss logistics including insurance with Liz and make sure that she is okay with change in date for opening registration – done – Re opening registration earlier: Liz suggested that they use an ADP only registration form that they can start up whenever the program needs it. Memberships and season’s passes for ADP and everyone else would continue to be on the main registration that opens around the usual time – by early Oct. This is how some clubs are doing it."
* ***Sarah*** *to adapt Code of Conduct and send draft to Kira and Ali for review - ??*
* Future action item: recalculate what our targets for reserves are – not yet done
* ***Barb*** to check sponsorship figures – not yet done
* Steve O to work with Steve W and Brandin to find cost cutting (not a new action item) –not yet done
* ***Ali*** to figure out Events reserve - done
* ***Jen*** to solicit date for board meeting prior to AGM by email - done
* ***Steve O*** to check on fee for large lockers; distribute motion for increase by email; let Liz know results of email vote - done

**Motion:** Steve O. moved that locker fees for the 2023-2024 season will be $50 for standard lockers and $65 for large lockers, inclusive of GST and processing fees; Anne seconded. Approved.

**4) New/Continuing Business**

1. Director Recruitment

* AGM social = opportunity to recruit directors and other volunteers
* Joanne Reid offered to serve as director with emphasis on recreational skiing

***Action Item: Brandin*** to advertise wine and cheese following AGM in AGM announcement emailed to members

***Action Item: Brandin*** to mention need new directors in AGM announcement emailed to members

***Action Item: Sarah*** to follow up with 2 potential candidate

***Action Item: Jen*** to follow up with one potential candidate

1. Dahlie award

* Board voted to give award to Peter Tweedie

***Action Item: Brandin*** to reach out to biathlon participant to present award

***Action Item: Anne*** to arrange trophy inscription

1. Budget 2023/24 (2 forms of draft budget circulated by Steve O.)

* Discussion wrt budget and financials from 2022/23: how much detail to present at AGM. Steve O. circulated 3 options
* As long as present coherent picture of our finances, no need to pay for accountant unless required by granting opportunity
* Never had pushback/questions from funders regarding presentation of financial reports
* Decided to present simpler version of budget and financials at AGM: balance sheet + summary figures + reserves

**Motion:** Steve O. moved to accept the Sept. 26 budget; Ali seconded. Approved.

1. Financial Report

* See (c) above.
* Expect final version of financial report from 2022/23 by end of month

***Action Item: Steve O*** to send Anne financial report for inclusion in report to RSTBC

1. Snowmobile insurance

* Haven’t had it in past years
* Increased risk of wildfires of concern
* Perhaps get insurance on new machine
* Depends in part on deductible

***Action Item: Steve O.*** to find out deductible

1. Use of rescue sled and emergency procedures

* Our liability insurance covers normal use but non-members not covered
* Keys to snowmobile now locked away
* Could work on approach to have one sled available for rescue
* Says on website that have sled available
* Other clubs don’t have rescue sled – call search and rescue

***Action Item: Steve O.*** to work with Jan on practical way to make it possible for member use of sled for emergency

1. Reconsidering lodge rentals

* Discussed and decided to leave policy as is but allow exceptions for group like Spirit North who have event insurance; one club member would have to be present

1. Lockers (for next year)

* Several directors made suggestions when they submitted their vote on locker fees
* Decided to wait until have locker coordinator
* Can recruit at AGM; one possibility mentioned at board meeting

***Action Item: Steve O.*** to touch base with Susan to get job description for locker coordinator

Meeting adjourned at 20:22.

Next meeting date will depend on availability of new directors

Meeting moved in camera: