**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Susan Kinkela, Sarah Newton, Steve Osborn, Joanne Reid, Sarah Sacharoff

Unable to attend: Aurora Lavender, Adrianne Rosenberger

Meeting started at 19:05

**1) Minutes of Last Meeting**

***Motion:* Ali moved to accept June 24 draft board meeting minutes with addition of emailed motion and 2 edits; Steve seconded. Approved.**

**2) Directors Reports**

**Jen:** Chair (no report)

**Barb**: Treasurer (verbal report)

* Started working with new bookkeeper

**Steve O:** Nordic Centre (emailed August 29)

**Bridges and trailwork**:  The swamp bypass is DONE! (The attached picture looks like it is overkill but that section turned out to be a boulder field so the excavator operator had to dig deep ditches to get dirt to cover the rocks.) The two new bridges are complete but getting some modifications to make them more tracksetter-friendly.  Additional trail improvements, the new Valley View connector and the new outhouse installation are underway.

**Prinoth Bison:**  Our new tracksetter is waiting patiently in Calgary, complete with the BV Nordic Centre logo.  Delivery has been scheduled for December 3-4, subject to change due to weather.  We want enough snow on the ground to allow basic training.  I agreed that we will pay in late October.

**New Heating System**: Gen Perkins, Jan and I received training on the lodge heat pump system.  It is going to be a big improvement on air quality and comfort. The project completion report was sent to NDIT and they say they will release their $35,500 grant by the end of August.

**Emergency pack shelters:**  Tim Penninga and crew have almost finished building 4 shelters and plan to install them next month. We just need someone to buy and equip the packs that will go in them. Anyone know someone who would be good to do that?  We will likely copy what Golden did. See picture.

**RDBN Recreation Contribution Grant**: I have been working with RDBN on the draft agreement for our 3 year $15,000/year grant. It should be signed soon and our first payment will be in September.

**Property Insurance:** Jan has been looking into alternate insurance for several months. The best prospect seemed to be the policy and rates that Golden has. Jan supplied information to Western Financials in Golden but they have not been able to get quotes from their insurance companies yet.  Our current insurance with BV Insurance renews on October 1. They have all the info needed to update the insurance regarding new machines, electrical heating, crossing of HBM rd, etc. Jan recommends that if we don’t get quotes from Golden by September 15, we continue our insurance with local BV Insurance  That will be enough time to make a decision and finalize new policy by October 1.

**Work Bee**  Scheduled for September 21-22 and 28.  Jan sent out a job sign-up link.

**Trail Info Session**  No date yet but I intend to have a late fall information session for anyone interested from the general membership. Topics will include updates on our new machines, new trail work completed, new outhouse. Plans for new signage.  Proposals and feedback on additional new trails. Need for trail work champion (Kevin retiring from trail coordinator).

**Sarah N.:** Communications (no report)

**Aurora:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah S.:** NSDP (emailed Sept. 3 with update Sept 4)

**Summer Training**

- ADP athletes trained hard this summer.  Many hours of roller skiing, working out in the wax hut, running, hiking, etc

- Highlight of the summer was a fantastic U14+ overnight hike to SilverKing Basin (see photos)

- athletes attended camps in Whistler and Rossland.

- sessions with Titan at the wax hut are ongoing.

- hired Antje von Seydlitz, former club racer and Olympian in rowing and currently completing her Masters Degree in counselling (including mental skills in sport) to conduct a 7 part zoom series for U14+ ADP athletes on Mental Skills in Sport.

**Registration and Fees**

- Fall Session U14+ starts September 4.  Track Attack will start shortly after.

- ~3% fee increase for all NSDP programs (except ski skool)

- We have abandoned our attempt to open registration for September.  We need Liz and her full zone 4 permissions in order to deduct the TA fee required by CCBC for TA age kids.  Not having the ability to collect all fees (club membership, seasons pass, program fee) at one time, before the beginning of the fall/winter training season (pre September) is an issue for ADP.  We have spent a significant amount of volunteer and employee hours struggling with this.  Issues as I understand them are:

1. permissions for zone 4

2. confusion for parents having to register, then buy a seasons pass/club membership later

3. collecting TA fee for CCBC

4. confusion for coordinator having to track that all the fees have been collected for each athlete

5. need to make sure that athletes/parents/coaches have signed the latest code of conducts

Our plan is to see if we can setup a meeting with Liz to come up with a better plan for future years.

**Fundraising**

- Yeva Glover is our ski boosters coordinator.  She is in the process of confirming leaders for all of our fundraising activities over the F/W season.

**Looking Forward**

- Sept 21 - All ADP games day at Luxmore’s

- Sept 27-29 - PG Dryland Camp

- T2T workshop will be Dec 6-8

- Snowcamp Dec 13-15 (tentative)

- There is a race **every** weekend from Jan 31 - March 23:

- Dec 6-8 Vernon Canada Cup

- Jan 11-12 BC Cup 1 Revelstoke

- Jan 31-Feb2 westerns Kimberly

- Feb 8-9 Chris Dahlie Smithers

- Feb 15-16 BC Cup 2 PG

- Feb 23 - Burns Lake

- Feb 28-Mar 2 BC Champs Kelowna

- Mar 8 Vanderhoof

- Mar 15 - Loppet

- Mar 17-23 Canmore Nationals

**Experiences Canada Exchange**

Ryan Chapman is organizing an exchange for 2010-2012 birth year ADP athletes with Nakkertok in Gateneau QC.

Initial Details:

* Funded by a federal cultural exchange program - only costs are a $250 registration fee per person (the flight and extra costs are covered by a government grant), and additional costs of food and activities for the week we host.
* We would host 30-35 Nakkertok Skiers in early December (likely line it up to include the December ski camp) for a week of skiing and other local activities - this would require ADP families involved to host an athlete or two, feed them, have our corresponding athletes also miss school for the week the Nakkertok Skiers are in town, and organize some other activities outside of skiing (skating, dinners, bowling, interesting local tours, etc)
* We would send our athletes for a week in late January or early February to Ottawa, and experience something similar on that end. Some of the activities they have explained to us are a tour of Parliament and skating on the Rideau Canal, plus lots of skiing! We would send 2-3 chaperones as well depending on our total number of skiers.
* They have approximately 30-35 athletes, and we are likely to be closer to 20. This is ok, it just means we will have to billet 2-3 kids per family when they are here.

**Susan:**  Membership (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*
* ***Steve*** *to ask Tisha to include a detailed report for Events in future months – not yet done*
* ***Steve*** *to work with Jan on preparing some estimates for major projects – done*
* *Jen to look into how other clubs compensate volunteers - done*
* *Aurora to clarify with Jan about possible “expectations” - ??*
* *Tabled: Steve O to ask insurer about bundling snowmobile coverage and forest fire coverage*
* *Tabled: recalculate what our targets for reserves are*

**4) New/Continuing Business**

a) registrar/membership director/Nordic centre operations co-director

* Liz is stepping down as registrar after 12 years
* Susan is stepping down as membership director but will continue to do the passes
* Responsibility for membership will fall under secretary until such time as have a membership drive or strategy that requires significant input and attention
* With increase in projects etc, need to find a way to help Steve as operations director; separation into trails and buildings not recommended; co-director model suggested
* Should advertise both positions in single email.
* Will also need new trail coordinator, but should advertise that related to trail plan open house

***Action Item: Steve to find out time commitment for registrar position***

***Action Item: Sarah N. to send email soliciting volunteers for registrar and operations co-director***

b) Fees

* Annual inflation rate as of July was 2.8%
* Suggest improved enforcement as way to raise revenue
* If possible, more efficient way to pay for day pass recommended
* Include notice at self-pay locations with e-transfer address and suggesting can pay at McBike
* Include positive spin on keeping rates at last season’s levels in newsletter with mention of RDBN grant

***Motion:* Jen moved that the club maintain 2023/245 trail fee rates for the 2024/25 season; Susan seconded. Approved with 2 opposed.**

***Action Item: Sarah N. to write newsletter blurb***

c) Newsletter

* Include look for your passes blurb
* All board members proofread draft newsletters with eye to spelling of names (people and places)
* Trail info session announcement

***Action Item: Steve and Jan to send info on trail session to Sarah N.***

d) AGM

* October 27 at 2 pm at lodge
* Trail planning open house to precede agm

***Action Item: Anne to send information on timing requirements to board***

***Action Item: Sarah N. to do posting and email to members***

***Action Item: Steve to ask Jan to arrange wine and cheese.***

***Action Item: Sarah N to ask Brandin if he will organise agm***

e) SafeSport policies

* All are finalized except screening and whistleblower policies
* Those 2 policies to be voted on by email

***Action Item: Sarah N. to ask someone to be ombudsperson for whisleblower policy.***

***Motion: Jen* moved to adopt all the SafeSport policies except screening and whisleblower; Joanne seconded. Approved with 1 opposed.**

***Motion: Anne moved to rescind existing BVCCSC policies that have been superseded by SafeSport policies: criminal record check, discipline and dispute resolution, athlete and parental codes of conduct, coach’s code of conduct; Jen seconded. Approved.***

Meeting adjourned 20:40

Next meeting: October 1