**Board members**

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

Unable to Attend: James Cuell, Eerik Lilies, Eamon Mauer, Daryl Wilson

Meeting started at 18:40

1. **Minutes of Last Meeting**
* Not yet available – will be distributed by email before the AGM
1. **Directors Reports**

**Ben:** Chair & Communications (emailed report Sept 15)

- New criminal record check process came into effect in July. I still need to update the website with the new forms and details

- Got a very belated end of season newsletter out in August.

- Coordinated a CCBC Kal Tire SDP grant opportunity which resulted in a grant of around $1900 for new club roller skis to lend out to track attack age kids to try before committing to purchasing their own. Patrick Williston did all the heavy lifting with the application and coordinating purchase of roller skis.

- Investigating upgrading the software that runs the website to the latest version for security, usability, and style reasons. The version we are running is from early 2014. Looking at hiring a local web developer familiar with the software to help.

- Working on putting LJ's calendar information into google calendars like we had last season that Lisa maintained. Would like to have list of upcoming events from the google calendar shown on the home page of [bvnordic.ca](http://bvnordic.ca)

- Investigating weather website alternatives as weather underground is misbehaving.

- Been asking friends/acquaintances in other sport communities (cycling in Vancouver, xc skiing in Oregon) to spread the word about our search for a new head coach.

 **Daryl:** Past President

* No report

**Barb**: Treasurer (Steve emailed emailed financial statements Sept 13)

  Year-end Financial Statements for Fiscal Year 2018-2019

  Draft Budget for Fiscal Year 2019-2020

 Discussion:

* Club has spent money that it will be reimbursed for
* Will need to rethink cash flow forecast if we apply to NDIT as it is the main funding source for which we pay first and are reimbursed later

**Steve:** Nordic Centre (emailed Nordic Centre report Sept 16 & forwarded Kevin’s Trails and Range report September 8)

**Nordic Centre Report**

* Trail Improvements will allow even better early season grooming and summer brushing. Skid-steer works great. Range improvements help now but will also allow eventual work on target roof.  Kevin’s report circulated earlier (note: trails and range report added below).
* Fire hazard reduction.  Decided to pay for some extra machine time to pull debris back from trees to allow burning by Wetzin’kwa.  Wetzin’kwa is looking at other fire hazard treatments so we will need to be part of those plans in the future.
* Work bee Oct 6 will focus on moving and stacking wood that the firecrews cut for us.  Also some brushing in areas that the skid-steer can’t reach. And some prep for deck coating.
* Pisten Bully.  New belts (purchased last fiscal) will be installed in October. Anyone coming through the Okanagan with a truck who could pick up the belts?  Patrick Dumais has been confirmed as head groomer. Will be helped by Mark Williams. Still need to confirm if other groomers from last year will be continuing.
* Kiosk for lower parking lot. Brant plans to build a nice-looking, movable kiosk for maps, info and self-serve tickets.
* Maps. Trails are being added to Trailforks which will allow easy use on phones with the no need for cell coverage on the trails.

 **Trails and Range Report (original report included photos):**

*Biathlon Project Update:*

Biathlon did an upgrade to the range this summer to meet competition standards.  Lots of dirt got moved.  Total cost was about $5,000 and as a result Biathlon has spent down most of its previously reserved funds.  Completing this phase prepares for a longer term goal of pouring a concrete foundation and installing a roof.

*Trail Improvements.*

 Over 20 days of backhoe work completed upgrades and repairs to our highest priority trails.  Wet weather meant some areas are not as smooth as we want but its a big improvement.  Cables and signs were installed at three locations to prevent access to trails.

Work included: 1) grading and ditching at Upper Logging Road (Fuhrs); 2) new subgrade on Hound Heaven across wet spot near Junction I - in the past this wet spot had stuck tractors and prevented early season skiing; 3) ditching, culverts, and grading at Junction of Pooch Paradise and the Pup -this was a total mess before - we should be able to set this on a lower snowpack now.

The back end of Pooch Paradise is a priority for next year.  Total mess with old corduroy and tracks from several attempts to bury equipment.

*Skid Steer Project*

The skid steer has arrived and is being used to mow trails.  The skid steer had a couple minor issues but is otherwise working well.  Its a pleasure to operate and definitely handles the tough ground better than the tractor.   The photo below is of Pooch Paradise; the Skid steer was able to mow a little wider than the tractor, which helps address side brush.  Also note the stump in the foreground; Pooch paradise has lots of these hidden gems.

 A final report is required to get funds re-imbursed from Northern Development Initiative Trust.

The plan is now to sell the old tractor and use those funds to buy a snowplow.

**Jill:** Membership (no report)

**Irene:** NSDP (emailed report September 16)

NSDP has advertised for a new Head Coach, but no prospects so far.

In lieu of a Head Coach NSDP has advertised for a program coordinator (including for Ski S’kool Program), no prospects so far.

On the plus side, our volunteer coaches, most of whom are adult learners of the sport, have been well-trained by Lisa over the past few years, and dryland training is proceeding well at all levels.

We are also pursuing some creative ways of supporting the volunteer coaches with coaches/x racers who may be available on a part-time basis.

Bottle drive is proceeding this week, followed by ski-testing, and McBike night. Kids were invited to a Regional Teck Fall Dryland camp in Prince George. We will endeavour to host a Snow Camp in early December.

**James:** (no report)

Kevin: Grants & Sponsors (emailed report Sept 16)

*Grants and Sponsorships:*

-Most of the details are covered under other reports.

-Gaming Grant submitted (successfully) by NSDP.  However our request to include minor capital for a mower was not successful.

 -Although gaming grant allows submission of minor capital requests, its hard to make a case for items that benefit the club broadly because the purpose of the actual gaming grant is to run a "program" (coaching, kids, etc).

-Kal Tire Grant submitted (successfully) by NSDP

-NDIT grant (30,000) and Wetzinkwa ($7500) submitted by Operations.

 -Of interest; for NDIT, the club had to spend the money first, and then will recover the funds.  This meant Barb and Steve had to juggle our term deposits.

 -Funds should be recovered in the next 6 weeks

Future funding; nothing concrete planned.  Most likely major project is machine shed.  Needs a "leader" to spearhead next phase.  Likely funding window for this is late spring 2020.

Looking for any ideas that people want to further pursue on grants.  Also will try to get a better handle on miscellaneous sponsorships programs are pursuing.

Anne: Secretary and Volunteer (no report)

1. **Actions from Previous Minutes**
* None noted
1. **New Busines**

**a) Registration**

* CCC and CCBC not changing fees
* Club membership, season pass, day pass and program fees will stay the same as last year.
* Decided to omit the volunteer check-list, comfy couch question and ‘do you ski with dog’ question from registration

***Action item:* Irene** to check on wax fees and program registration fees and let Liz know

***Action item:* Jill** to let Liz know that club membership fees to be at the same level as last year and to omit volunteer check list, comfy couch question and dog question.

**b) Club calendar of events (circulated by Leslie-Jean)**

***Motion:*** Steve moved to endorse the BVCCSC-sponsored events on the appended calendar; Kevin seconded; approved.

**c) Dirctors’ positions and responsibilities**

* Directors present plan to continue
* James plans to step down
* Need to find out status of those who were unable to attend meeting
* Responsibilities to be determined after the AGM when new board in place
* Events position will be vacant

 ***Action item:* Ben** to ask Eerik; **Anne** to ask Eamon; **Steve** to ask Daryl

 ***Action item:* Anne** to include call for new directors in AGM notice sent to **Ben** for posting and mail-out

**d) AGM October 18**

* Post on website at least 21 days before meeting and leave up until meeting
* Written notice sent by email to all members at least 14 days before meeting
* Directors’ reports should be ready for posting by the time that written notice is sent to members
* Time = same as last year
* No special resolutions
* Need to recruit new directors
* Try to engage attendees with key questions (not necessarily in following order):
* Management Plan
* Volunteers – ideas for incentives; what other tools
* Trails & Facilities – anything else/different like to see
* Open invitation for members to volunteer on specific projects e.g. play park plan, machine shed (note that they won’t go ahead without a leader)

 ***Action item:* All directors** to solicit candidates for director

 ***Action item:* James (or Kevin)** to arrange snacks, beverages

**e) Season Start Up**

* Work bee – Oct. 6: Steve organising
* Ski swap – Nov. 2: L-J organising
* Clubs Day – no Clubs Day this year
* Paper brochure – no changes from last year
* Paper maps – keep as are for now; eventually maybe print on cloth

**f) Review and adopt year-end financial statements, FY 2020 budget and allocation of this year’s logging profit**

* Suggest that year purchased should be included in the amortisation table
* FY 2020 budget sheet NSDP information will be collapsed for public consumption
* Need to formalize agreement with Wetzinkwa re logging money
* Discussion of allocation of this year’s Wetzin’kwa grant from logging profits:  agreed to utilize $10K to trail work and budget $18K toward a reserve fund (possibly for a machine shed) at the end of the year.
* Discussion of target limits for unrestricted reserves to maintain eligibility for grants; proposed target limits will be circulated with the proposed budget for directors’ approval.

 ***Action item:* Steve** to work on formalizing agreement with Wetzinkwa

**Motion:** **Ben** moved to submit the financial statements to the AGM as financial representation of FY 2019 with minor changes noted; **Anne** seconded; approved

**Motion #1 (approved by email with votes of support from 7 directors prior to board meeting):** Steve Osborn moves that the board allocate the combined surplus\* from the Events, Membership and Nordic Centre Programs to the Infrastructure Reserve Fund. (\*Surplus income net of previously approved transfers.)

**Motion #2 (approved by email with votes of support from 7 directors prior to board meeting)**: Steve Osborn moves that the board allocate the combined surplus of the Nordic Skills Development Programs to the NSDP contingency reserve fund.

**g) Chris Dahlie Award**

* Sub-committee to assess nominations: Ben, Irene, Anne

Meeting adjourned 20:40

Next meeting: possibly brief board meeting immediately after AGM – waiting to hear back from directors on this idea