**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard,

Jill Krause, Steve Osborn, Sarah Sacharoff, Stephen Wickham

 and

 Andrew Brisbin (head coach)

Unable to attend: Kevin Kriese

Meeting started at 18:34

**1) Minutes of Last Meeting**

***Motion:*** Ben moved to accept August draft board meeting minutes; Sarah seconded; approved.

**2) Directors Reports**

**Barb**: Treasurer (emailed September 14)

**Steve:** Nordic Centre (emailed September 25)

**Work bee:** I sent out an email to members on September 2nd asking for a few volunteers to help paint, brush and split firewood.  Response was minimal but the essential work is getting done. Andrew is getting the athletes to stack wood and pick rocks. A couple volunteers are doing some brushing. I will arrange firewood splitting in October. Garage painting is described below. I suspect there would be more turnout if we had group effort on a set day. Someday that will happen.

**Garage Construction:** Stephen Howard and Brant Dahlie continue to work on the garage. Progress has slowed down due to contractors being unavailable and not many volunteers. Sue Harrison and Irene Howard helped Stephen and Brant paint the 40 sheets of plywood and the soffit wood. Insulation and interior plywood will likely be done in October – December. The siding will be painted by Brant over winter but not installed until spring.

**AED at the Lodge:** As I explained in my Sep 15 email to the board, I decided to keep the AED functional by replacing  expired supplies with a new battery (4 year life) and a single adult pad (2 year life). These have been ordered and will be installed in early October.

**Trail improvements** are continuing with Brant supervising while Kevin is away. Mowing is mostly done but wear and tear on the machines is an issue that might prevent perfection everywhere but I’m sure the trails will still be more than decent. Kevin reinforced our awesome Nordic Centre sign posts so that it won’t fall over.

**Nordic Centre Workers**:  Grooming and mowing employees and volunteers with significant hours were given snazzy Trail Crew Stanfield sweaters to recognize their role in providing great skiing in recent years. Watch for them.

Patrick Dumais has confirmed that he will return as Head Groomer. Bryan Swansberg will continue as a paid PistenBully groomer. Brant Dahlie will continue helping with machine maintenance and problem solving. Brant is also volunteering as Buildings Manager. These 3 employees have been notified of the board’s policy making full vaccination a condition of employment. They will all meet the condition.

**GM Recruitment:** We had 16 applications. Three have been notified that they are on the short list. Interviews will take place late September or early October.  Anne has agreed to help Ben, Kevin and I with the interviews and selection. If we find a suitable person, they will likely start November 1.

**Jill:** Membership (no report)

**Ben:** Chair and Communications (emailed September 25)

Chair Report:

- Starting to review GM job applications

- Contributed to discussions around COVID and NSDP programming and events such as the bottle drive

Communications Report:

- GM job advertising in a number of venues

- Responded to request from newspaper to create a small ad for the club to include in a future local clubs promotion

**Kevin:** Grants & Sponsorships (emailed September 17)

* submitted grant report to Biathlon BC for biathlon improvements.

**Ali:** Events (emailed September 26)

-- At Denise's request, reached out to Ingrid Granlin to try to firm up dates for her coaching clinic; still nothing firm

-- reached out to various event organizers about the projects they have previously led. Will need to find a new lead for the Women's Clinic.

-- liaised with Laura Stanton of Wetzin'kwa Community Forest board about National Forest Week event, which was canceled & reimagined as a scavenger hunt

-- am delighted that the volunteer option has been returned to the registration form

**Sarah:** NSDP (emailed September 26)

* BVCF sent an invite for formal application of grant towards ski S’kool funding.  $21,000 total, 3 years.  $7000 per year of which $4500 would be used to reduce cost to students and $2500 would go to NSDP to cover our program overrun.  Will apply formally and keep our fingers crossed.
* Cancelled/Postponed Bottle Drive because of COVID situation.  Revisit in October.
* COVID U12 and below is currently shutdown because of local caseloads.  Will reassess Thanksgiving Weekend.
* COVID restrictions for fall/winter all programs.  Decided on just “strongly recommending” vaccinations rather than requiring.  Not clear whether vaccination will be required at out of town races this season.  Whistler Athletes Center is requiring full vaccination.
* Zone 4 registration are almost done.  Will include everything bunnies to Masters.  Option to donate to NSDP.
* Master’s Performance Program.  Capping at 12 this year.

**Bulkley Valley Nordic Masters Performance Program**

New this year, we are offering a Masters program that is focused on skiers that wish to train hard towards their performance goals – whether that is completing loppets, racing in Northern BC or simply improving their fitness. It is geared towards athletes that have some cross country ski experience, but would like to continue to refine their technique, as well as push themselves to do workouts as a group on the ski trails.

* **16 weeks of programming**
* Coached workouts on **Tuesday evenings 7:30pm – 9:00pm**
* Athlete driven group workouts on **Thursday evenings 7:00pm – 8:30pm** with the first on snow session **Tuesday, November 30th, 2021**.
* 50% skate, 50% classic.

Masters athletes can work towards racing locally (2 races in Smithers, plus Wetzin’’Kwa Loppet), travel to various Northern Cups that BV Nordic is attending (Burns Lake, Vanderhoof), or even compete against other BC Masters at Provincial Championships in Prince George (March 4 – 6, 2022)

Other features of the programming:

-          Wax clinic

-          Technique Video Feedback

-          Recommended Weekly Training Plan based on your race goals

-          Access to Team Clothing purchase

-          Track training on Training Peaks

-          BV Nordic wax support at approved races

Primary Contact – BV Nordic Head Coach Andrew Brisbin

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* Steve to discuss AED situation further with Jen – done; decision made to stock 1 adult set of pads
* Ben to send out another communication canvassing for volunteers and directors in mid-Sept. – to do
* All directiors to contact one or two (or more) people about potentially joining board or taking on some tasks
* Kevin, Sarah, Anne and any others who need to add anything to Zone 4 forms to send Liz the information by September 15 – done
* Anne to summarize survey results for distribution to members – in progress; decision to present in single document with ToC and links to sections

**4) New/Continuing Business**

**a)** AGM/Board Recruitment

* October 17; outside at Nordic Centre; 14:00
* Announcement must be posted on website at least 21 days in advance of meeting & distributed by email to members at least 14 days in advance
* Inform members that directors’ reports and financial report available on website; hand out proposed budget at AGM

***Action Item: all directors if relevant*** *to prepare director annual report and submit to Anne by October 10****; Anne*** *to collate and post on website;* ***Ben*** *to circulate to all members board or taking on some tasks*

***Action Item: all directors if relevant*** *to send budget to Steve by October 4; Steve to prepare financial report and proposed budget*

***Action Item: Sarah*** *to invite Andrew to give brief presentation at AGM*

**b)** Discussion of COVID safety measures for the upcoming season

* Lodge measures, including mask mandate, same as last year – may maintain even if mask mandate lifted by health authorities
* Re-emphasize distancing
* Women’s clinic and masters – repeat safety requirements from last year
* Possible tour de cookie as safe alternative to tour de soup

**c)** Bookkeeping

* Transition has been difficult due to lack of face to face meetings because of covid
* If contemplate changes, need to have help of someone who understands bookkeeping; need input from someone who can advise on structure

**d)** Charitable donations during registration

* Nordiq Canada system based on CRA rules
* Interrupts registration process – preferred to put link in email confirmation
* Need specific project

***Action Item: ask Kevin*** *to define project*

***Action Item: Anne*** *to investigate whether can remove existing CCBC/NC funding request from Zone 4 registration process (and why included) & provide information to board; decision would be board decision*

**e)** Support for special needs athlete

* Request from family for pass for assistant
* Supportive in theory – implementation details?
* Not support giving annual pass; prefer day pass as required

***Action Item: Ben to reply***

Meeting adjourned 20:11

Next board meeting: AGM

**Tabled action items (for fall):**

* Jill to look into feasibility of reusable pass
* Sarah to get back to vending machine proponent for more details (proponent was working on answers at time of last board meeting) – on hold for the summer
* Kevin and Ben to work on communications re donation via Nordiq Canada & Zone 4
* Anne to prepare a first draft of communication re survey results; Ben to add some numbers; let people know that more detailed info will be available for AGM; timing is to have ready to distribute around the time of first snow