

Bulkley Valley Cross Country Ski Club - Board Meeting

August 13, 2015 - Alpenhorn meeting room

Board members

Present: Daryl Wilson, Wally Lesawich, Jill Krause, Sue Pearce, Lea-Marie Bowes-Lyon, Steve Osborn

Absent: Leslie-Jean MacMillan, Jevan Hanchard

Other attendees: Kirsteen Lang (bookkeeper). Liz Osborn (approx 7:00 - 7:30)

Meeting started approximately 6:40 pm.

1. Minutes of the May 7, June 4 and July 29 meetings

MOTION by Daryl seconded by Wally that minutes from May 7, June 4, July 29 board meetings be accepted as drafted. Motion passed.

2. Chair Report (part 1)

Jevan and Brend Hanchard are moving to town and we will have new caretakers: Rob and Andrea Dunbar. Recently from Prince George. A young family who are into cross country skiing.

Daryl reported on his action items from previous meeting.

- Contacted Jevan and confirmed he will be area director
- Contacted Sue and confirm she will be the Communications director and discuss the need for communications committee
- Looked into potential capital projects for Capital Expenditure Plan:
 - Biathlon looking into roof and targets
 - Possibly new trail lights and consider converting to LED lights
 - Terrain park for kid's playground
 - Could ask members for ideas

Discussion: These are just ideas. Funding sources have not yet been explored. There are also other pre-existing ideas (e.g. sound dampening for lodge ceiling). How should we proceed with developing a new Capital Expenditure Plan?

ACTION: Daryl and Steve will work together to update the old Capital Expenditure Plan with these new ideas and send to board members for review before we consider how to get club member input.

3. Registration

Liz Osborn (club registrar) attended the meeting briefly to seek direction from the board.

When should club membership and program registration open? Fees would need to be set by ski programs first. CCBC requires that at least ten members be registered by early October. Last year,

registration was open in time for Club's day in September but it required ski programs to determine fees earlier than normal. No one registered at Club's day.

The board agreed that it was not worth pushing for registration by September and that early October was soon enough. Other information such as program contact information could be provided at Clubs Day. Liz said that she will contact different program leads to determine rates this year but will not attempt to have registration ready by September Club Day.

Cross Country Canada (CCC) increased their portion of the CCBC/CCC fee by \$2 per member. CCBC will absorb \$1 of the increase resulting in the CCBC/CCC fee being \$19 instead of \$18. CCBC says that clubs can "recoup" the other \$1 via a reduction in Zone4 online checkout fees. CCC would pay the \$1 checkout fee IF a club opts into a Zone4 upgrade. The Zone 4 upgrade allows automatic reporting of members into the CCBC/CCC database. Liz looked into the "upgrade" and feels that it could have issues as it is introduced. It would also require members to complete CCC survey questions. The board supported Liz's recommendation for the club to not opt into the upgrade this year.

4. Chair Report (continued)

Daryl reported on the action item regarding Executive/Committee Organization Structure. Daryl will circulate draft update to board members for feedback before it is finalized and posted online.

Daryl addressed the need for an extra AGM to accommodate the change in fiscal year end. It was agreed that we should have a mini-AGM at the ski swap in October. Club members would be told the reason for this short AGM so soon after the May AGM and that it would set us up to have a regular AGM the next fall.

5. Secretary's Report

Steve described the status of his action items from previous meetings. (see updated Action Item Summary at the end of these minutes).

ACTION: Steve will contact board members individually to determine if they require a club email account.

6. Race Director's Report

Lea-Marie has scheduled races. Dates are on Leslie-Jean's calendar.

CCBC asked if we can fill the Level 1 Officials course scheduled for Nov 7. Lea-Marie confirmed we want the course and will be seeking participants from club members and the race program will cover the cost. She will also offer the course to neighbouring clubs (at their expense.)

ACTION: By the Oct board meeting, Lea-Marie will establish a race committee and schedule a meeting.

7. Communications' Report

Sue says that Kara Przeczek expressed interest in joining the board and possibly taking on Treasurer duties. Kara will be invited to the next meeting.

The website committee has been inactive. Steve asked if the Sue and the board would support him making unilateral changes to the website to make it more usable. The future website committee can then consider other changes whenever.

ACTION: Sue will seek volunteers for a communications committee.

ACTION: Steve will make some functional improvements to the website.

8. Membership and Treasurer's Report

Jill has nothing to report

9. Lodge Report

Wally described the reasons for the **proposed water system** being change to a concrete cistern near wax hut. Brant's discussion with the owner of the water delivery service revealed potential problems with a plastic water tank. Wally talked to health department and he has no preference between plastic and concrete. But based on the input and experience of BV Water, and potentially better ground conditions near the wax hut, Wally and Brant are proceeding with an underground concrete cistern.

Wally confirmed that current pump will work. Proposed tank will be about 3500 - 4000 gallons which will be big enough to hold some water year round. (A near empty tank can result in bacterial growth.) After it is built, we will require a maintenance and emergency measures plans. Current cost estimate for 12x10x8 foot \$7547 + tax materials and plumbing. Not including labour (about \$4000) and electrical. Wally gave plans to health and expects approval soon.

Chimney improvement is proceeding. Brant obtained advice on what is needed and has a supplier. The new chimney will be added next to masonry chimney. Work will be done as time is available while working on the higher priority water system.

Caretakers: Board acknowledged great caretaking by Jevan and Brenda.

ACTION: Sue will send a card to express the club's appreciation of Jevan and Brenda's time as lodge and area caretakers.

10. Old business

None, other than what has been covered in director's reports.

11. New business:

MOTION by Daryl, seconded by Steve that expenditures for of the water and chimney improvements approved at the July 29 meeting will be covered by the Infrastructure Restricted fund. Motion passed.

12. Action Item Summary

Action	Status <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
All: review May 7 meeting minutes at next board meeting	Completed
Daryl: contact Jevan to confirm he will be Area director	Completed
Daryl: contact Sue to confirm that she will be the Communications director and discuss the need for communications committee(s)	Completed
Daryl: start work on a new Capital Expenditure Plan for club projects.	Completed (New action item for further work)
Daryl: update his previous work on the Executive/Committee Organization Structure. Steve will help edit and then send to directors for input.	Ongoing
Daryl and Steve will work together to update the old Capital Expenditure Plan with new ideas and send to board members for review before we consider how to get club member input. (from Aug 13 meeting)	
Steve: look into any potential gaming grant implications and will report ASAP to directors by email. Also check on the criteria for the timing of the AGM in relation to fiscal year end	Completed Potential issues investigated and resolved. OK to stay with decision to change fiscal year.
Steve: scope out the changes required and the appropriate timing due to the new Societies Act (from June 4 meeting)	not done yet
Steve: use the 2012 strategic plan to develop a simplified template and send it to all directors for review and input. (from June 4 meeting)	not done yet
Steve: send to all directors the list of key volunteer positions in the APPOINTMENT OF KEY POSITIONS Policy and seek feedback on any need to update the list. (from June 4 meeting)	not done yet
Steve will contact board members individually to determine if they require a club email account. (from Aug 13 meeting)	
Steve will make some functional improvements to the website.	
Lea-Marie , by the Oct board meeting, will establish a race committee and schedule a meeting. (from Aug 13 meeting)	
Sue will seek volunteers for a communications committee.	
Sue will send a card to express the club's appreciation of Jevan and	

Brenda's time as lodge and area caretakers.	
Wally: ask Walter Bucher to get kitchen inspection	Completed. Water storage issue discussed at July 29 special meeting.
Wally and Jevan: look at how to fix or replace the chimney	Completed. Discussed at July 29 special meeting.
Jevan: set up and maintain monitoring cameras (from June 4 meeting)	
All: identify people to help with FUN events and with a promotions committee.	ongoing

13. Adjournment

Meeting adjourned at 8:30 pm

Board Positions:

- President and chair – Daryl Wilson
- Secretary – Steve Osborn
- Membership & Treasurer – Jill Krause
- Lodge – Wally Lesawich
- Area – Jevan Hanchard
- NSDP and Fun - Leslie-Jean MacMillan
- Race Events – Lea-Marie Bowes-Lyon
- Communications – Sue Pearce