

Bulkley Valley Cross Country Ski Club - Board Meeting

December 3, 2015 - Alpenhorn meeting room

Board members

Present: Daryl Wilson, Wally Lesawich, Lea-Marie Bowes-Lyon, Leslie-Jean MacMillan, Sue Pearce, Kara Przeczek, Jill Krause, Steve Osborn, Jevan Hanchard

Absent:

Other attendees:

Meeting started approximately 6:40 pm

1) Minutes of last regular meeting

MOTION by Daryl seconded by Sue that the Nov 5, 2015 meeting minutes be accepted as drafted. Motion passed.

2) Directors reports

a) President – Daryl

- i) Cap Expenditure Plan: projects will stay as potential until brought to the board for endorsement and priority setting. Donation/grant requests should not proceed until board approval.
- ii) Snowflake Social: 25-30 people had good time. Good start to build on for next year.
- iii) Opening day: Dec 9 Wednesday. Sue will post on website and FB. Daryl will talk to Brant. Jill will tell ticket booth duty organizers.
- iv) Running of meetings: discussion of ideas on how to speed up meetings and be more efficient on larger tasks like the strategic plan. Several ideas proposed such as cutting off discussion that is getting too detailed or off topic; getting a third party to facilitate big issues and dedicating time to it; email material in advance of meetings.

b) Membership report - Jill

- i) 300 members have registered so far, similar to this time last year
- ii) 15% discount for new members online not possible. Should try to have computers and people to help registrations at swap meet
- iii) Will be ready for ticket sales on opening day

c) Communications - Sue

- i) Ads in paper for Rabbits registration and early-bird deadline.
- ii) Sending email to club soon
- iii) Spirit of the Mountains will be Jan 24-31. Host XC skiing in town? Need someone to trackset.
- iv) Bookkeeper – interviewed someone who might still be interested. Kara, Steve and Sue will meet to determine next steps after board meeting.

d) NSDP and Fun – Leslie-Jean

- i) Foodsafe at the Lodge – Andrea Dunbar will lead efforts to get training for interested people
- ii) Need sanitary plan to post. No towels and an instant read thermometer. Cabinet doors fixed. **ACTION: Sue** will talk to Walter about getting forms and plans done and posted.
- iii) Irene will contact Walter to coordinate Lodge cleanup
- iv) Hook in roof for TRX. Directors suggested the wax room if not in way of other users.

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- v) NSDP is asking about how to get decisions for things like installing a TV screen. Discussion outcome: Approach the director involved who can identify who to contact (e.g. lodge manager)
 - vi) On behalf of NSDP, LJ asked Wally for approval to install the NSDP screen above fireplace. **MOTION** by Wally, seconded by Daryl that the board endorse the installation of the screen above the fireplace for use of the NSDP and others. Passed.
 - vii) Who organizes criminal records checks? Daryl as board chair asks coaches for checks every 2 years.
- e) Treasurer/Financial – Kara**
- i) Payments being kept up
 - ii) Not in debt. No lotteries won.
- (On Dec 3, Kirsteen sent directors several financial statements as of Nov 30, 2015: Balance Sheet, Profit and Loss, and Infrastructure expenses.)
- f) Lodge - Wally**
- i) Cistern water working. Still need to install low water alarm.
- g) Area – Jevan**
- i) New trail to underpass in place
 - ii) Lots of maintenance done to the groomer
 - iii) Wetzin’Kwa will be doing some logging near but not immediately adjacent to our trails. On town side of dog trails. **ACTION: Jevan** will see if proposed logging will result in revenue sharing income.
 - iv) Track setting same as last year with hours being recorded. Tracksetters would like board to set priorities on what and when to track set. It would be nice to have more information on use and needs. In the absence of surveys etc., **ACTION: Jevan** will talk to groomers and prepare tracksetting plan to bring to board.
 - v) Sue asked how communications are between events and grooming **ACTION: Jevan** will ask tracksetters about how/who to communicate regarding events.
 - vi) Signage and maps – names and updating. **ACTION: Jevan** will form a trail naming committee including long-standing members to identify trail names. Too late to make changes for this season but expect that by summer, we will be ready for signs and new brochure.
- h) Race Events – Lea-Marie**
- i) Officials refresher course last weekend. 2 new people plus some existing officials. Race committee will meet next week to plan year.
 - ii) Getting ready for first races. LM will not be available to be chief of competition for Chris Dahlie and Wetzin’Kwa Loppet. May need to cancel if someone doesn’t step up.
- i) Secretary – Steve**
- i) “Director Responsibilities and Key Positions” accepted by board as an evolving document
 - ii) Director addresses obtained for report to BC Registry and Revenue Canada
 - iii) Files being sought. Let Steve know if you have club files other than what you need for your day to day club activities.

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- iv) Requirements for liability insurance clarified with CCBC and the following emailed to directors:

If it is a purely social activity (Ski swap, dinners or other receptions) that is approved or sanctioned by the club's board of directors then there is no need to have non-members sign a waiver. CCC does not need to sanction the event. [It is possible to request a Certificate of Insurance but that is only necessary if a third party requires proof of coverage such as the hall where the potluck dinner is being held.]

If the non-members are engaging in physical activities related to skiing or dryland training type activities (hikes, rollerskiing) then they should sign an acknowledgement of risk. The risks are low for XC, but they exist and the club has a duty to inform participants of those risks, particularly non-members. When they sign the form it says the club did their best to tell participants it is cold and slippery out there and if they fall down it may hurt. A sanction or certificate of insurance would only be necessary if a third party required proof of coverage.

3) Old business

To confirm that upcoming events have been sanctioned by the board of directors, as required for liability insurance, **MOTION** by Steve, seconded by Sue that the Tour de Soup on approx Jan 17, 2016, Santa Workshop on Dec 19, 2015 and Family Ski on Jan 31, 2016 be club events where we invite non-members to participate. Motion passed.

4) New business

Léa-Marie: Santa workshop Dec 19: B&T sleigh ride available. Daryl is seeking sponsors. Should we have a photographer? Discussion: only if someone will sponsor

5) Strategic Plan

Steve: Insufficient time to start discussion on Strategic Plan at this meeting. Steve proposes that we focus on just 2-3 key issues and develop strategies to address the issues. First step is brainstorming to identify priority issues.

Daryl: each come up with an issue and possible solutions. Pool and prioritize. We should dedicate most of the next board meeting to prioritize and develop strategic solutions.

ACTION: Steve will send out rough ideas for strategic issues and request for more issues/solutions. Steve will also send out meeting schedule for the rest of the year and a reminder that next meeting will focus on strategic plan.

Adjourn at approximately 8:45 pm

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Action	Status
	<i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
Board members are asked to either approve or specify revisions to "Directors Responsibilities and Key Positions 2015-2016.	Completed Accepted by board as an evolving document. (on web since early Oct).
Board members to review Capital Expenditure Plan distributed by Daryl and provide comment in advance of next Board meeting.	Completed Projects will stay as potential until brought to the board for endorsement and priority setting.
Jill will talk to Liz to see if it's possible to have 15% off for new members through Zone 4 by next Board meeting	Completed Not possible. Better to have helpers at computers during swap meet
Steve and Daryl use the 2012 strategic plan to develop a draft update with attention to recruitment and coaching strategies then send it to all directors for review.	In progress. Will be focus of Jan 6 meeting
Steve will set up a file cabinet at the lodge plus a digital storage system.	ongoing search for files
Steve will send out rough ideas for strategic issues and request for more issues/solutions in advance of Jan 6 meeting.	
Lea-Marie will establish a race committee and schedule a meeting.	In progress
Sue will seek volunteers for a communications committee.	Ongoing: Call for help in newsletter and on website.
Sue will talk to Gladis Atryll of Tourism Smithers about setting up ski and stays with BVCCSC	ongoing
Sue will discuss with Northword the club's ad in the magazine	
Kara, Sue and Steve will form a bookkeeper recruitment committee. Other directors will assist in identifying suitable candidates.	ongoing
Sue will buy thank you card for Gordon Douglas, HomePro Central Interior in Houston who performed WETT inspection and donated his work to the club	Completed
Sue will write a letter to the Credit Union to ask for a donation in kind for a computer to replace outdated met station one.	Completed. Credit Union donated computer and monitor
Sue will talk to Walter about getting necessary kitchen forms and sanitation plans done and posted.	
L-J will review list of members with Community Coaching training to see if more coaches can be found for the School program	Completed
Jill will talk to Liz to see if it's possible to have 15% off for new members through Zone 4 by December Board meeting.	Completed not possible

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L-J will talk to NSDP and Walter to see who is interested in taking Foodsafe training by next Board meeting.	Completed
L-J is proposing that on Jan. 31, 2016, families of kids in the school program will get a free family pass to ski on club trails with club members providing ski trail tours.	Completed: Board endorsed Event planning underway
Sandra will tweak the Training Policy to clarify how people are reimbursed and what activities are covered. L-J will present updated policy to Board for approval,	ongoing
Jevan will set up and maintain monitoring cameras (June 4 meeting)	Not done last summer.
Jevan will see if proposed logging will result in revenue sharing income.	
Jevan will talk to groomers and prepare tracksetting plan to bring to board.	
Jevan will ask tracksetters about how/who to communicate regarding grooming needs for events.	
Jevan will form a trail naming committee including long-standing members to identify trail names. (To allow signs and brochure to be in place for next season.)	

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