

## **Bulkley Valley Cross Country Ski Club - Board Meeting**

June 4, 2015 - Alpenhorn meeting room

### **Board members**

Present: Daryl Wilson, Wally Lesawich, Steve Osborn, Jill Krause, Lea-Marie Bowes-Lyon, Leslie-Jean MacMillan

Absent: Jevan Hanchard, Sue Pearce

**Other attendees:** Kirsteen Lang (bookkeeper)

Meeting started approximately 6:50 pm.

### **1. Minutes of last regular meeting**

Minutes from May 7 meeting (prior to May 13 AGM) not available for this board meeting. [Minutes were subsequently posted to [bvnordic.ca](http://bvnordic.ca).]

ACTION: Review May 7 minutes at next board meeting

### **2. Introduction of new board members and assignment of positions**

Only one new member (Steve Osborn). Currently 8 board members. The bylaws require a minimum of 5 and maximum of 11. The board can appoint other club members to the board to fill vacancies.

Vacancies: Treasurer, Grant coordinator, Wellness program

Discussed the treasurer's position. Since the bookkeeper comes to most board meetings, the treasurer's position on the board is not as onerous. Until a new board member is found for the position, Jill Krause agreed to be treasurer as well as membership director.

Assigned Positions:

- President and chair – Daryl Wilson
- Secretary – Steve Osborn
- Membership & Treasurer – Jill Krause
- Lodge – Wally Lesawich
- Area – Jevan Hanchard (to be confirmed)
- NSDP<sup>1</sup> and Fun - Leslie-Jean MacMillan
- Race Events – Lea-Marie Bowes-Lyon
- Communications – Sue Pearce (to be confirmed)

MOTION by Daryl: The above positions are accepted by the board. Motion passed.

MOTION by Daryl: The following people will be the only people with financial signing authority for the club starting June 4, 2015: Daryl Wilson, Jill Krause, Suzanne Pearce, Kirsteen Laing. Motion passed.

ACTION: Daryl will contact the absent directors to confirm that Sue will be Communications director and Jevan will be Area director.

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<sup>1</sup> Nordic Skills Development Program

*Draft prepared June 17, 2015*

*Please refer to the minutes of the subsequent board meeting for approval or revisions.*

### 3. Reports and brief on upcoming events

#### Financial

At the club's May 13 AGM, the proposed change of fiscal year-end to June 30 was explained as being better as it is after completion of ski operations. Directors discuss possible implications of the year-end change on the gaming grant application process. (Irene Ronalds completed this year's gaming grant application. Andre Scarth led the application in previous years.)

ACTION: Steve will look into any potential gaming grant implications and will report ASAP to directors by email. Steve will also check on the criteria for the timing of the AGM in relation to fiscal year end.

MOTION by Steve, seconded by Leslie-Jean, that the club change its year end to June 30.  
Motion passed.

#### NSDP

CCBC changed their **bylaws** due to change in legislation governing societies. CCBC wants clubs to change their bylaws ASAP. Steve questioned the need for changes soon given the provisions of the new Societies Act are not yet in force.

ACTION: Steve will scope out the changes required and the appropriate timing due to the new Societies Act.

Leslie-Jean is making a NSDP **Calendar** for 2015-2016 and discussed some events. Leslie-Jean wants the club to have more FUN events:

- Fall fair parade Aug 26? Possibility to have a float and/or athletes roller-skiing.
- Clubs day Sep 12? NSDP will lead. Needs advertising. Could use flashier banner.
- Ski swap Oct 23? Needs good advertising.
- Club ski and Santa's workshop Dec 19?
- other clubs have examples of other Fun events

NSDP committee proposes removing \$10,000 from athlete van **restricted fund** for use in some NSDP projects.

MOTION by Leslie-Jean, seconded by Wally that the club remove \$10,000 from the Athlete Van Restricted Fund for use in pending NSDP projects which will be subject to board review and approval. Motion passed.

Alycia Traas is being contracted by the Athlete Development Program to do **summer training** using funds budgeted for the summer coaching program. The Coach Management Committee is managing the contract.

#### Membership

The reduction in membership was a concern discussed at the AGM. Need quality advertising before fall. Website needs to be usable and effective.

*Draft prepared June 17, 2015*

*Please refer to the minutes of the subsequent board meeting for approval or revisions.*

### Communications

Discussed the need for a committee of volunteers to tackle the work of promotions and communications. Separate committee was started for website but needs support.

ACTION: Daryl will contact Sue about the promotions position and the need for communications committee(s).

### Lodge

ACTION: Wally and Jevan will look at how to fix or replace the chimney.

ACTION: Wally will ask Walter Bucher to get kitchen inspection.

### Area

Underpass was vandalized with paint. RCMP is investigating.

ACTION: Jevan will set up and maintain monitoring cameras.

## **4. Other Club Business**

### Capital Expenditure Plan

ACTION: Daryl will start work on a new Capital Expenditure Plan for club projects.

### Strategic Plan

At the AGM, club members expressed a need to address the falling membership numbers and proposed several ideas. An updated strategic plan could focus club efforts on improving membership.

ACTION: Steve will use the 2012 strategic plan to develop a simplified template and send it to all directors for review and input.

### Organizational Structure

ACTION: Daryl will update his previous work on the Executive/Committee Organization Structure. Steve will help edit and then send to directors for input.

### Key Volunteers

ACTION: Steve will 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.

## **5. Decide if we want to continue summer meetings**

No meeting in July. Next meeting will be August 13. Subsequent meetings will be the 1<sup>st</sup> Thursday of each month.

ACTION: Steve book the Alpenhorn boardroom for Aug 13 and first Thursday of subsequent months.

*Draft prepared June 17, 2015*

*Please refer to the minutes of the subsequent board meeting for approval or revisions.*

ACTION: All directors should identify people to help with FUN events and with a promotions committee.

## 6. Summary of current and outstanding Actions Required

Action	Status
<b>All:</b> review May 7 meeting minutes at next board meeting	May 7 minutes posted on website
<b>Daryl:</b> contact Jevan to confirm he will be Area director	
<b>Daryl:</b> contact Sue to confirm that she will be the Communications director and discuss the need for communications committee(s)	
<b>Steve:</b> 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	
<b>Steve:</b> scope out the changes required and the appropriate timing due to the new Societies Act	
<b>Wally and Jevan:</b> look at how to fix or replace the chimney	
<b>Wally:</b> ask Walter Bucher to get kitchen inspection	
<b>Jevan:</b> set up and maintain monitoring cameras	
<b>Steve:</b> book the Alpenhorn meeting room for Aug 13 and the first Thursday of subsequent months.	Done. Meeting room booked for 6:30 pm Aug 13, Sep 3, Oct 1, Nov 5, Dec 3.
<b>All:</b> identify people to help with FUN events and with a promotions committee.	

## 7. Adjournment

Meeting adjourned