

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

November 5, 2015 - Alpenhorn meeting room

### **Board members**

Present: Daryl Wilson, Wally Lesawich, Lea-Marie Bowes-Lyon, Leslie-Jean MacMillan, Sue Pearce, Kara Przewczek, Jill Krause

Absent: Steve Osborn, Jevan Hanchard

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

Meeting started approximately 6:38 pm

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

**MOTION** by Sue Pearce seconded by L-J MacMillan that the Oct. 1, 2015 meeting minutes be accepted as drafted.

Motion passed.

### **2) Directors reports**

#### **a) President – Daryl**

- i) Working on Snowflake social scheduled for Nov. 14, 2015, 7PM to Midnight. Asks that we spread the news.
- ii) Expenditure Plan (as per hand-out). Asks that Board Members review the document and provide comments before next Board meeting so that he can share an updated draft at the next Board meeting. Once updated and reviewed by Board, the Expenditure Plan will be shared with the membership for their input.
- iii) Harold Price and Starr Creek Cabins update:
  - (1) As per discussion with MFLNRO, confirmation has been provided that the Starr Creek Cabin is officially closed to overnight use and that it is no longer registered to the BVCCSC. This is reflected in the BVCCSC's Recreational Agreement.
  - (2) The Bulkley Valley Backpackers Society ("BVBS") would like to take over the Harold Price cabin from the BVCCSC. MFLNRO will update the BVCCSC's Recreational Agreement to indicate that the BVBS is now responsible for the cabin. MFLNRO will follow-up on first nations land issues. BVCCSC members will retain the ability to access and use the cabin.

#### **b) Membership report - Jill**

- i) 82 members have registered so far.
- ii) Reciprocal agreement with ski hill is set up. BVCCSC season pass holders get 10% off day pass at the ski hill and ski hill season pass holders get 10% off a day pass at the Nordic centre (equivalent to \$1 off).
- iii) Calderwood Realty is going to sponsor the season pass card making again this year.
- iv) Jill will prep an ad to advertise that club registration is now open.
- v) Kirsteen suggested that the 15% new members discount that is available only when signing up at the ski swap should be reviewed if we are trying to get people to sign up online. At the ski swap only 5 people registered for 15% discount.

**ACTION: 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.**

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### c) Communications - Sue

- i) Met with Joelle from CJFW to discuss advertising. One idea that was discussed was doing a snow report for clubs in our region (Houston, Burns Lake, Smithers). Each club would pay for a day or two a week. Joelle will talk more about it with Sue once she has spoken with the other clubs.
- ii) Sue will talk to Gladis Atryll of Tourism Smithers about setting up ski and stays with BVCCSC.
- iii) The Northword ad is coming up for renewal. It is \$350. Sue is not sure whether it is worth placing an ad in Northword because it has been the same ad for several years and she is not sure of the magazine's readership level. She will discuss with Northword.
- iv) The website committee is composed of Sue and Ben.  
**ACTION: 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.**
- v) Bookkeeper: 3 people have been approached but these people do not have the Quickbooks experience that is required. Next step is to issue a call to the membership to see if anyone has Quickbooks experience that would be interested in being a bookkeeper.

### d) NSDP<sup>1</sup> and Fun – Leslie-Jean

- i) LJ prepared report outlining status of membership in Youth Programs and shared with Board members.
- ii) School program last year had 1600 unique students visits, some who visited more than once. This is the 5<sup>th</sup> highest attendance in the province. The program is short of coaches for the coming season. Need coaches that are available during the day. **L-J will review list of members with Community Coaching (if the list exists) to see if more coaches can be found.**
- iii) In Vernon, there is a big push for ski school conversion to club and to ADP. With this in mind, **L-J is proposing** that on Jan. 31, 2016, family's of kids that have attended or will be attending the school program, will be able to use a free family pass to ski on club trails. Club members could provide ski trail tours for the visitors. She has talked to Peter Krause about having McBike provide free rental for adults. The idea of this day is to try to get families of school program kids to come up to the club more than once during season.
- iv) Wellness Program: Larry and Anne-Marie have started on this and have Hi-Tech lined up.
- v) **Tweaks will be made to the Training Policy** to clarify how people are reimbursed and what activities are covered. Sandra to work on this. L-J will present updated policy to Board for approval.

### e) Treasurer/Financial – Kara

- i) \$552 was made at ski swap which is about the same as last year. We sold less than in 2014 but our rent at Muheim was less than it was at St. Joe's.
- ii) **Kara will be responsible for vetting sponsorship/donation requests/grants** to help ensure that various aspects of club aren't competing for same donations/money.

### f) Lodge - Wally

- i) Northern Health has taken last water sample and performed site visit. Boil water advisory has been lifted. Chimney has been inspected and it has been approved for use. Gordon Douglas, of HomePro Central Interior in Houston, performed WETT inspection and donated his work to the club.

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

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**ACTION: Sue will buy thank you card and send it to Gordon by week of Nov. 16, 2015.**

- ii) Inspection Report by Northern Health has been provided. Some work remains to be completed. See inspection report for details. Need to provide list of Foodsafe certified members and/or list of people interested in taking Foodsafe training. Also require thermometer for taking temperature of food.

**ACTION: L-J will talk to NSDP and Walter to see who is interested in taking Foodsafe training by next Board meeting.**

- iii) Caretaker's cabin cistern has imploded. With limited time prior to winter setting in, decision was made to install a line from the club's cistern to the caretaker's cabin to get repairs completed. All plumbing has been installed save for a few parts. System will be hooked up as soon as parts arrive. Temporary cistern filled with 800 gallon until system hooked-up. Caretakers will pay for all water beyond one load of water that club uses annually.

**g) Area – Jevan (absent)**

**h) Race Events – Lea-Marie**

- i) Coach Management Committee: Provided update on contract status.
- ii) Race Committee: currently has one other member. L-J suggested Lea ask Jen Plummer and Paula B. for suggestions of others that may be interested in being on committee.

**i) Secretary – Steve (absent)**

### 3) Old business

- a) Board approval/revisions requested of "Director Responsibilities and Key Positions". Still needs to come from Steve.
- b) Tasks arising from Mini-AGM ? Cabins: see report above.

### 4) New business

- a) Get update from Jevan on status of groomers for this upcoming season. Ask who is being hired.

Adjourn

Action	Status
	<i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
<b>All directors</b> are asked to register ASAP to ensure the club has a minimum of 10 registered before the October 15 deadline for club registration.	Completed
<b>Daryl</b> and <b>Steve</b> 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.	Completed
<b>Board members</b> to review Capital Expenditure Plan distributed by Daryl on Nov. 5 and provide comment in advance of next Board meeting.	

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<b>Action</b>	<b>Status</b> <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
<b>Daryl</b> will find out details about cost and timing of a chain saw safety course. <u>Oct 1 update</u> : Chainsaw course has room for 2 on Oct 17 at BV Nordic Centre. Darrel will talk to Robbie Dunbar and ask Jevan to propose someone else	Completed
<b>Daryl</b> will send digital file of Tlell Glover's "Masters XC Coordination handbook" to Steve for the club's central files.	Completed
<b>Daryl</b> will discuss with Recreation Sites and Trails about previous issues with the Harold Price cabin and the potential inter-related issue of BBSS seeking a new cabin site.	Completed
<b>Steve and Daryl</b> 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
<b>Steve</b> will set up a file cabinet at the lodge plus a digital storage system.	Unknown Status
<b>Lea-Marie</b> will establish a race committee and schedule a meeting.	In progress
<b>Sue</b> will seek volunteers for a communications committee.	Call for help in newsletter and on website
<b>Jevan</b> will set up and maintain monitoring cameras (June 4 meeting)	unknown status
<b>Kara, Sue and Steve</b> will form a bookkeeper recruitment committee. Other directors will assist in identifying suitable candidates.	Underway
<b>Liz</b> will work with <b>Kara</b> and <b>Kirsteen</b> to have a dedicated bank account for Zone4 transactions.	Completed
<b>Sue</b> will buy thank you card and send it to Gordon by week of Nov. 16, 2015.	
<b>Jill</b> will talk to Liz to see if it's possible to have 15% off for new members through Zone 4 by December Board meeting.	
<b>Sue</b> will write a letter to the Credit Union to ask for a donation in kind for a computer to replace outdated met station one.	
<b>L-J</b> will talk to NSDP and Walter to see who is interested in taking Foodsafe training by next Board meeting.	

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