

Bulkley Valley Cross Country Ski Club - Board Meeting

October 1, 2015 - Alpenhorn meeting room

Board members

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

Absent: Jevan Hanchard

Other attendees: Kirsteen Lang (bookkeeper), Liz Osborn (Registrar)

Meeting started approximately 6:45pm

1) Minutes of last regular meeting

MOTION by Daryl seconded by Lea-Marie that the Sep 10 meeting minutes be accepted as drafted.
Motion passed

2) Directors reports

a) President – Daryl

- i) Tlell Glover provided the club with a “Masters XC Coordination handbook” for running the Master’s drop-in sessions. Darrel has digital copy.
ACTION: Daryl will send digital file to Steve for the club’s central files.
- i) BV Backpackers want to take over maintenance of Harold Price cabin.
Apparently the Harold Price cabin created some issues with First Nation trapline holder.
ACTION: Daryl 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.
- ii) 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. (previous action item updated)
- iii) Signing authority for Kara near done. Kara just needs to go into BVCU to sign paper
- iv) Book keeper potential candidates to be considered by the recruitment committee.

b) Membership report

- i) Liz Osborn, club registrar notified the board that not changing to the new system is not an option under Zone 4. Consequences:
 - the club may not be able to refund CCBC/CCC fee \$19 to those who register even if circumstance warrant a refund.
 - Zone4 might withdraw money from club account if, during a week of transactions, total credit card payments are less than the total CCBC/CCC fees.The board endorsed the registrar’s recommendation to proceed with using the new Zone4 system which automates payment of CCBC/CCC fees.
ACTION: Liz will work with Kara and Kirsteen to have a dedicated bank account for Zone4 transactions.

Leslie-Jean asked what kind of data goes to CCC under the automated system.

Oct 6 update: Liz found out from Dan Roycroft at Zone4:

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- *CCC only gets aggregate information, no names or other individual information*
- *If CCC needs to confirm a person's name for an insurance claim, it gets that info from CCBC*
- *CCBC does collect individual information*
- *Data fields that CCBC receives are clearly identified in the Zone4 admin area on the club's registration form. These are: First Name, Last Name, Home Phone, E-Mail, Gender, Birth Date, Address, City, Province, PostalCode.*
- *CCBC also gets the NSO name (standardized National Sport Organization Categories) of the ski program a person has registered for. It seems there's no change under the new Zone4 membership system with the information forwarded to CCBC.*

ACTION: Liz asked the directors to register ASAP to ensure the club has a minimum of 10 registered before the October 15 deadline for club registration.

- ii) Jill Krause: Jill is unavailable for the ski swap. Kirsteen will handle membership registration at this year's ski swap.

c) Communications - Sue

- i) Newsletter out yesterday and AGM notice sent today.
- ii) Sue will arrange ski swap posters and ads
- iii) Website committee currently has only one volunteer.
- iv) Website changes discussed

d) NSDP¹ and Fun – Leslie-Jean

- i) Lots of athletes going to ski camps. ~12 out of 45 at PG from here.
- ii) Lisa Perry is new head coach. Lea-Marie updated the board on the Coach Management Team's decision process. Commitment is for this winter only. Future hire will be subject to club vision/direction.

e) Treasurer/Financial

- i) Kara starting to learn the job
- ii) Kirsteen sent draft balance sheet and financial statement to Kara, Daryl and accountant Brian Edmison

f) Lodge - Wally

- i) Water tank is built. Needs to be cleaned and disinfected. Will get a plumber to do plumbing to switch over.
- ii) Chimney parts ready. Still time to install before season.

g) Area – Jevan absent

h) Race Events – Lea-Marie

- i) nothing to report yet on formation of race committee

¹ Nordic Skills Development Program

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i) Secretary - Steve

- i) There should be a central location for paper files (file cabinet at lodge) and digital files (non-public part of website or a cloud storage service, other than those needed for current operations by directors/key volunteers)

ACTION: Steve will set up a file cabinet at the lodge plus a digital storage system.

- ii) Functional improvements to website.
- iii) Revised startup checklist distributed and will be posted on website's Bylaws, policy and plans page. Further revisions will be done as needed.
- iv) Other outstanding tasks still being worked on or needing work.

3) Old business

- a) Clubs Day results: some people came to be booth for info and a few wanted to get involved in biathlon.
- b) Monitoring camera status unknown. Maybe high school art class

4) New business

- a) Preparations for ski swap and mini-AGM in October
 - poster and advertisement underway
 - AGM notice out and mini-budget ready

Adjourn

Director Positions:

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

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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> |
| Steve will work with individual directors to capture director responsibilities and produce the next version of the Executive/Committee Organization Structure before the next board meeting. | Completed, subject to board approval at Nov meeting. Draft circulated to directors on Oct 2 and posted on website Oct 8. |
| 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) | |
| Daryl 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 | |
| Daryl will send digital file of Tlell Glover's "Masters XC Coordination handbook" to Steve for the club's central files. | |
| Daryl 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. | |
| Steve : scope out the changes required and the appropriate timing due to the new Societies Act (from June 4 meeting) | Completed BC Registry Services website says no action needed until we get informed – probably Nov 2016. |
| 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). | Outstanding. Board discussions noted that recruitment and coaching should be a key focus of the plan. |
| Steve will post key position names on the website and incorporate key positions into the Executive/Committee Organization Structure. | Completed. Incorporated into Directors Responsibilities and Key Positions doc |
| Steve will make some functional improvements to the website. | Completed. updates will be ongoing |
| Steve will set up a file cabinet at the lodge plus a digital storage system. | |
| 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. | Call for help in newsletter and on website |
| Sue is working on a fall newsletter. | Completed |
| Sue will advertise the Ski Swap and AGM and include it in the newsletter. Steve and Daryl will prepare an official AGM notice and agenda (including election) and include a brief rationale for the mini-AGM. | Completed |

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| Jevan will set up and maintain monitoring cameras (June 4 meeting) | unknown status |
| All: identify people to help with FUN events and with a promotions committee. | Completed Initial events identified. No board suggestions for committee. |
| Kara, Sue and Steve will form a bookkeeper recruitment committee. Other directors will assist in identifying suitable candidates. | Underway |
| Liz will work with Kara and Kirsteen to have a dedicated bank account for Zone4 transactions. | Completed |
| All directors are asked to register ASAP to ensure the club has a minimum of 10 registered before the October 15 deadline for club registration. | |

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