

Bulkley Valley Cross Country Ski Club - Board Meeting

September 10, 2015 - Alpenhorn meeting room

Meeting started approximately 6:45 pm.

Board members

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

Absent: Jill Krause, Jevan Hanchard

Other attendees: Kirsteen Lang (bookkeeper), James Cuell (Coach Management Committee), Chris Werrell

1. Agenda

Minutes of previous board meeting

Presentations from Coach Management Committee and Chris Werrell

Directors' reports

Old business

- Clubs Day Preparations
- Executive/committee Organization Structure (and Key Positions identification)
- Draft Capital Expenditure Plan
- Draft Strategic Plan

New business (if not addressed in Directors' reports)

- Appointment of new director
- Pre-season checklist
- Preparations for ski swap and mini-AGM in October
- Internet for lodge and caretaker
- Head Coach Contract

2. Minutes of previous board meeting

MOTION by Dary, seconded by Lea-Mariel that minutes from August 13, 2015 meeting be accepted as drafted. Motion passed.

3. Directors' Reports

President's report – Daryl Wilson

There is an opportunity to provide a chain saw safety course to club members.

ACTION: Daryl will find out details about cost and timing and inform directors by email before deciding if and when to offer the course to club members.

After discussion regarding some new expenses to maintain the caretaker's cabin,

MOTION by Steve, seconded by Daryl that maintenance of the caretaker's cabin be the responsibility of the Lodge director. Motion passed.

Prepared September 12, 2015

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Bulkley Valley Cross Country Ski Club - Board Meeting

September 10, 2015 - Alpenhorn meeting room

Paper copies of the Draft Executive/Committee Organization Structure were distributed to directors.

ACTION: Steve will work with individual directors to clarify director responsibilities and produce the next version before the next board meeting.

Secretary's report – Steve Osborn

Names of those in key positions identified and will be added to Executive/Committee Organization Structure. Regarding key positions policy, there are currently no vacant positions that the board needs to address.

ACTION: Steve will post key position names on the website and incorporate key positions into the Executive/Committee Organization Structure.

Website revisions underway. Ben Forsyth has agreed to manage weather station/data. If hardware is needed, board feedback was that it may be eligible for local funding sources.

4. Head Coach Contract Presentations

On behalf of the Coach Management Team (CMT), James Cuell provided the board with background and status of contract negotiations. The CMT asked the board to confirm the role of the CMT to make a decision regarding head coach and the CMT was seeking board feedback.

Chris Werrell described his evolving role as head coach for the last five years and expressed concerns about the proposed wording of the contract for this year. Chris wanted to know from the board what the club's vision was for coaching and the head coach.

After discussion with the presenters, the board tabled further discussion to an in camera session to be held later in the meeting.

5. Appointment of new director

MOTION by Daryl, seconded by Leslie-Jean that Kara Przeczek be appointed as a director and be responsible for the position of Treasurer. Motion passed.

MOTION by Daryl, seconded by Wally that Kara Przeczek be given cheque signing authority for club accounts and that Rosemary Barnewall be removed from cheque signing authority. Motion passed.

6. Directors reports (continued)

Finances Report – Kirsteen Laing

Kirsteen provided an update on the status of year end reports for the "mini fiscal year" (covering the period April 1, 2015 to June 30, 2015 as the club transitions to the new fiscal year July 1 – June 30). The year-end reports will be available for the "mini-AGM" to be held on the night of the October 24 Swap Meet.

Kirsteen gave notice that she will not continue as bookkeeper, hopefully after a replacement is found.

ACTION: Kara, Sue and Steve will form a bookkeeper recruitment committee. Other directors will

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Bulkley Valley Cross Country Ski Club - Board Meeting

September 10, 2015 - Alpenhorn meeting room

assist in identifying suitable candidates.

Lodge Director's Report – Wally Lesawich

The new water cistern should be completed by the end of next week.

Chimney parts are on order and will be installed after the cistern is complete.

New caretakers have moved in: Robbie and Andrea Dunbar

A workbee is scheduled for Saturday September 18

Area Director's Report – Jevan Hanchard (via Daryl)

The new trail from the underpass to the stadium has been cleared.

Wetzin'Kwa does not plan to do any logging this year adjacent to BV Nordic trails.

Most of Pine Creek and the dog trails have been mowed this summer.

NSDP¹ Director's Report – Leslie-Jean MacMillan

We are currently short of coaches for the juniors.

Our club's participation in the Fall Fair parade was a success and fun for all.

At Clubs Day, Jen and Paula will attend to represent NSD programs.

Race Events Director's Report – Lea-Marie Bowes-Lyon

The Officials course is going ahead

Lea-Marie described her plans for establishing a great race committee.

Communications Director's Report – Sue Pearce

Clubs Day is Saturday Sep 12 and our club's participation is all arranged.

ACTION: Sue is working on a fall newsletter.

Ski Swap and mini-AGM will be Saturday Oct 24 at Lake Kathlyn School.

ACTION: Sue will advertise the Ski Swap and AGM and include it in the newsletter.

ACTION: Steve and Daryl will prepare an official AGM notice and agenda (including election) and include a brief rationale for the mini-AGM.

7. Old business

- Clubs Day preparations addressed under Communications Report.
- Executive/Committee Organization Structure (and Key Positions identification) addressed under President's and Secretary's reports.
- Draft Capital Expenditure Plan will be an ongoing task for Steve to seek email feedback from directors)
- Draft Strategic Plan still outstanding

¹ Nordic Skills Development Program

Prepared September 12, 2015

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Bulkley Valley Cross Country Ski Club - Board Meeting

September 10, 2015 - Alpenhorn meeting room

New business

- Appointment of new director (completed)
- Pre-season checklist will be an ongoing task for Steve to seek email feedback from directors.
- Preparations for ski swap and mini-AGM in October addressed under Communications Report.
- Internet for lodge and caretaker. Steve proposed that the new caretakers could share the club's satellite internet and pay for any incremental costs. No objections from directors.
- Head Coach Contract
In camera discussion.
MOTION by Steve, seconded by Sue that the board confirm the authority of the Head Coach Team to make decisions regarding the head coach contract. Motion passed.

8. Adjournment

Meeting adjourned approximately 10:30 pm.

Summary of Current and Outstanding Actions Required

Action	Status
	<i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
For Clubs Day September 12, 9 am – noon: <ul style="list-style-type: none"> • Sue will make sure a table is booked for the club and produce an information leaflet about the club. • Paula will attend to promote the Rabbits program • Leslie-Jean will find someone from NSDP to attend to talk about the coached programs. 	Completed
Daryl: update his previous work on the Executive/Committee Organization Structure. Steve will help edit and then send to directors for input.	Completed
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.	
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)	Draft distributed. Steve will seek director's input by email
Daryl will find out details about cost and timing of a chain saw safety course and inform directors by email before deciding if and when to offer the course to club members.	
Steve: scope out the changes required and the appropriate timing due to the new Societies Act (from June 4 meeting)	Ongoing. Roughly looked into. Not urgent.

Prepared September 12, 2015

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September 10, 2015 - Alpenhorn meeting room

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: 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).	Completed. Discussed at Sep 10 meeting.
Steve will post key position names on the website and incorporate key positions into the Executive/Committee Organization Structure.	
Steve will contact board members individually to determine if they require a club email account. (from Aug 13 meeting)	Completed
Steve will make some functional improvements to the website.	Ongoing
Lea-Marie , by the Oct board meeting, will establish a race committee and schedule a meeting. (from Aug 13 meeting)	In progress
Sue will seek volunteers for a communications committee.	In progress
Sue will send a card to express the club's appreciation of Jevan and Brenda's time as lodge and area caretakers.	Completed
Sue is working on a fall newsletter.	
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.	
Jevan will set up and maintain monitoring cameras (June 4 meeting)	
All: identify people to help with FUN events and with a promotions committee.	ongoing
Kara, Sue and Steve will form a bookkeeper recruitment committee. Other directors will assist in identifying suitable candidates.	

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