

Bulkley Valley Cross Country Ski Club - Board Meeting

April 7, 2016 - 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:

Meeting started approximately 6:45 pm

1) Minutes of last regular meeting

MOTION by Steve seconded by Léa-Marie that the March 3 meeting minutes be accepted as drafted. Motion passed

[Note added to March 3 minutes to clarify that the statements about which athletes will receive travel assistance came from the board meeting and was not in the emailed NSDP report.]

2) Directors reports

a) President – Daryl (Apr 6 email report + meeting notes)

- i) I have signs made up for rescue sled and one for on the lodge to direction people to where it is parked
- ii) I am working on an operating report update for the province
- iii) I am in discussion with the organizers of the terrain park idea
- iv) I would like to discuss closing the trails earlier than the 17 because snow is disappearing quickly.
Board direction: Agreed to close on Sunday. **Action:** Sue will email notice to members.
- v) I have come up with different plan for first aid kits on trails. **ACTION:** Daryl will have ready for next year and will review locations
- vi) I am working with Peter Tweedie on proposal to Province for funding on GPSing our trails and drafting new maps
- vii) **ACTION:** Daryl will look into safety communication options for tractor and track setter

b) Treasurer/Financial – Kara (Apr 6 email report + meeting notes)

- i) Brenda Zantingh is doing a good job as bookkeeper.
- ii) Kara has financial information to Mar 21 which was prepared for the gaming grant application.
We are \$6000 over budget estimates but have sufficient money in the bank, some in term deposits. A big reason for the overage is because of higher than expected Pisten Bulley repairs. Total maintenance costs so far this year is \$43,610
- iii) Board direction needed on which and how much money to liberate from restricted funds: The restricted fund decision will be dealt with later. Kara can remove money from term deposit if and when needed for cash flow.
ACTION: Kara will email monthly financial reports to Directors with the first sent after being reconciled to end of March.

Draft prepared April 8, 2016

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April 7, 2016 - Alpenhorn meeting room

c) NSDP and Fun – Leslie-Jean (Apr 6 email report + meeting notes)

Fun and other attempts to increase membership:

Marathon - a race event, but our club fun event for March. See race report.

NSDP

Bunnies and Rabbits: Fun Day and Marathon were lots of fun.

Jocelyn Campbell will coordinate next year.

Extendos, Tacos, Juniors and Seniors

Races:

- Five athletes will be represented our club at Nationals in Whitehorse. We all had a terrific trip and were impressed by the facilities and organization of the Whitehorse club. Hamish won a bronze in the 15 km classic ski, and had terrific finishes in all of his skis. Travis and Jesse had top 10 finishes for their age year, and Ryan had a very impressive result on the distance classic ski. Jacob had some terrific races, and improved considerably through the week. He is very keen to race again next year.

Program Notes:

- Chris Manhard, head coach for CCBC, was very well received in his work with Juniors, Seniors and Coaches. It appears that CCBC will be offering more support to local skill development programs next year.
- Lisa's contract has been extended though parts of April and May. James Cuell is working to develop a sustainable financial plan to allow her to start work again in September.
- Lisa is planning a season end party (proposed April 14), and she hopes to have a focussed weekend with the athletes either April 29 or May 6 weekend.
- Patrick has committed to help with the design and building of a Terrain Park.

Biathlon:

Races:

- Seton and Angus both competed at Nationals.

Program Notes:

- Biathlon Bears is happening in April again this year.
- Peter is organizing a visiting coach to help with summer biathlon specific training

Masters Rec: No update. Finished last month.

Masters Lite: No update. Finished last month.

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Bulkley Valley Cross Country Ski Club - Board Meeting

April 7, 2016 - Alpenhorn meeting room

School Program: Continued scramble for coaches. Discussion about level of payment of coaches may need to occur.

Schools are asking for learning outcomes. Directors note that coaches should be given guidelines.

ACTION: LJ will talk to Anne Marie about roles and responsibilities for School Program and if/how direction can come from NSDP, (possibly ask Head Coach to develop learning outcomes and coach guidance. Note that the board wants to see more structure/guidance for the coaches.)

Waxing: no update. Geoff has written draft policy discussing wax protocols. Ongoing discussion whether or not to financially support head waxer expenses at races. Board comments that wax policy and waxer expense policy should be program decisions.

Wellness Program: No update. Ended last month

Ski Boosters:

- Membership paid NSDP for Ticket Booth manning 75 (1/2 days) x \$30.00= \$2250.00
- Amount earned for Marathon lunch still to be determined.
- Food safe training occurring April 9.

Head Coach: Lisa has been extended through part of April and May. She has attended training to facilitate ICC and CC, and will be developing annual training plans for athletes.

Admin:

- We have formed a small group to make financial decisions, and are now working to formally describe the group and develop terms of reference.
- I did not review roles and responsibilities this year, and several jobs have fallen through the cracks. James Cuell is reviewing and updating the roles and responsibilities we used last year, and is also updating the program structure.
- James Cuell is working to develop a sustainable funding model for the NSDP.
- James Cuell is working on NSDP budget to make it easier to track funds and report for grants.
- Sandra has sent amendments to the coach training policy. I will send the amended policy around to the board before May's meeting, and we can discuss it then.
- Geoff has written a draft waxing/equipment policy. Would appreciate if the board could review. It is attached to this email.
- We will be working to develop policy around head waxer expense reimbursement, and will present it to the board.
- We will be working to develop a policy with the board for paying the lead coaches' expenses on trips when the head coach does not come along.
- We need to determine how to ensure that all coaches have CCBC memberships, and need to decide if we will be paying fees for coaches who do not otherwise ski with the club.

Draft prepared April 8, 2016

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April 7, 2016 - Alpenhorn meeting room

- Irene and Jen have applied for a \$2500 Northern Coaching Grant through Via Sport. Jen will apply for the Royal Bank Learn to Play grant to support Ski School. Irene continues to work on the Gaming Grant to fund the NSDP.

NSDP Issues/Board Decisions:

1. **Policy for NSDP waxing:** Favourable director comments. Fully within NSDP's area of responsibility so NSDP can make decision to adopt the policy.
2. **Nationals funding policy.** Needs to be updated. [see discussion/decision under Secretary's report.]

d) Membership report – Jill (Apr 6 email report + meeting notes)

- i) 2015-16 membership 597
Ticket booth sales for the season \$8379.70 Owed to NSDP for Ticket Booth manning 75 (1/2 days) x \$30.00= \$2250.00
- ii) 2014-15 membership 568
Ticket booth sales for the season \$9155.65 Paid to NSDP for Ticket Booth manning 81 (1/2 days) x \$30.00= \$2430.00
ACTION: Kara will transfer \$2250 to NSDP from members

e) Area – Jevan away.

f) Lodge - Wally

- i) Emergency plan completed.
- ii) Food safe course April 16. Registration is being coordinated by Andrea Dunbar
- iii) Sanitation and food safe plan **ACTION:** Sue will post before the 16th.
- iv) **ACTION:** Wally will get a roofing cost estimate

g) Race Events – Léa-Marie (Apr 6 email report + meeting notes)

- i) Since we last met the Wetzin'Kwa Loppet happened. We had a great turnout. There were 165 racers total. 64 bunnies and rabbits. Last year we had 152 racers total. 45 bunnies and rabbits.

I think this is a great improvement. There were slightly fewer non-rabbit racers but many more bunnies. These numbers don't reflect the adults that skied with their little ones. Last year I think we made them register so we may have captured slightly more adults. So, our numbers of non-rabbit racers this year might be a bit lower because of that.

The full course envisioned by the loppet committee was used this year.

Last year it had to be modified to account for logging. Also new was the use of new connector trail from the stadium to Pine Creek, so there were no road crossings this year. And, another new thing we tried this year was organizing the stadium so that racers passed through the stadium as much as possible and as close to the spectators as possible to make for more cheering opportunities in the stadium. And for a more exciting race.

The race organizers did a great job and it was a good learning experience for everyone. I had a debrief with Joe who was Chief of Race for the first time.

Draft prepared April 8, 2016

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Bulkley Valley Cross Country Ski Club - Board Meeting

April 7, 2016 - Alpenhorn meeting room

- ii) In the next little while it will be time to set race dates for next year. I will also be looking at our financials to see whether we can make some race-related purchases

h) Communications – Sue (Apr 7 email report + meeting notes)

- i) Tourism Smithers has designed an ad for CCBC magazine; we will be splitting a full page with McBike. The ad looks really nice, with lots of emphasis on the Nordic centre and bvnordic.ca website. Tourism Smithers logo and website is also included.

I see this relationship as having great potential, and I plan on meeting with Gladys to discuss plans for next ski season re looping the Nordic Centre and club in with Tourism Smithers initiatives and advertising.

- ii) Final newsletter has gone out. We can do a summer issue, but for the past two issues it has been like pulling teeth to get people to contribute. Items that would be great for a summer issue:

- Summer training updates
- Upcoming work-bees
- Maintenance/improvements updates
- AGM notice
- Ski Swap

- iii) My intention is to step down from the board, but I would like to stay engaged in helping with communications. I will do my best to find potential replacements, and will pass on names to the (yet to be formed) nominating committee.

- iv) UNRELATED to communications:

- Winterland is closing: do we need to find another ticket vendor? Directors discussed. (Jill left room during meeting discussion) Consensus was that ticket sales at McBike worked well and was now the only place to rent cross country skis. We are open to other stores asking to sell day tickets but there is no need to seek out another ticket vendor.

i) Secretary – Steve (Apr 7 email report + meeting notes)

- i) Recreation Partnership Agreement: In early March, Daryl and I met with Brandy Hughes and Joanne Williams to discuss our Recreation Sites and Trails BC Partnership Agreement. There are a number of things we need to work out with them. We need approval for our user fees, any competitive events, and our yearly planned operations. They have concerns about improving signage and reducing dog conflicts. They are being very helpful and understanding as we transition from operating independently to operating within the obligations of the 2014 Partnership Agreement. Working with them formalizes our use of Crown land and makes extra support and funding possible.

- ii) Missed Funding Opportunities?: I keep hearing of funding opportunities that we are missing. Joanne and Brandy told us that Northern Development Initiatives Trust love to fund groups like us. They can provide event funding very quickly (anything from timing equipment to tents). Apparently, we should apply to BC Rural Dividend Program for towns smaller than 25,000. Irene Ronalds is handling this year's Gaming Grant application. She is focussing on just coaching money but noted that the club could apply for quite a bit more. Wetzin'Kwa won't be logging in our area for awhile so no more profit sharing. But they have a community grant program which we could apply for. We did not apply last year. Applications due before end of May. The town of Smithers has a grant writer (funded by NDIT) who could work on applications for us. But we don't have anyone in the club assigned

Draft prepared April 8, 2016

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Bulkley Valley Cross Country Ski Club - Board Meeting

April 7, 2016 - Alpenhorn meeting room

to funding coordination.

Board direction: Kara has taken on the role of grant coordination. But there should be a committee to help with the work of applying, monitoring and reporting for grants and sponsors.

- iii) Athlete Travel Funding Policy: At the Feb 3 board meeting Steve was tasked with updating the policy on travel support to nationals based on a board motion from last year. The expectation was that the board had changed the policy to divide up the funding among all who were going. But the March 5, 2015 minutes only notes that "The object of club funding is for youth and we have to reflect this better in our policies". There was no motion to amend the policy. There was a decision to split the money among only the youth athletes going.

The current version of the Travel Funding Policy (from 2008) only applies to club athletes who qualify for the BC Team. In recent years, the board has varied from that requirement and granted travel support to any athlete attending nationals. The policy also specifies application requirements which have not been followed recently, (although the wording is somewhat unclear about which kind of requests require that level of detail). The recent departure from the policy raises several concerns, such as those raised in Irene Ronalds' letter to the board. The policy warrants review but general board direction is needed on which approach to take.

The board discussed the pros and cons of different options. General consensus was that support for individual athletes was best done within the NSDP program.

MOTION by Steve, seconded by Léa-Marie that the Travel Funding Policy be rescinded as the board wishes to support the program rather than individuals. Passed (Leslie-Jean abstained)

ACTION: The next budget should consider how the board can best support high performance athlete development within the club.

- iv) I just re-read our Financial Management Policy. It is quite good but the budgeting and board structure are out of date.
ACTION: Steve will draft and propose a revised Financial Management policy which lists the program budget areas and refers to the annual directors/key position responsibility table for the assignment of program budget responsibilities.
- v) A revised dog policy was approved in February but not communicated out to membership yet. Joanne Williams suggested looking at the way Whitehorse manages dog use. [Whitehorse policies](#) look good. The policy links a CCC notice that clarifies that club members skiing with their dog will not be covered by our insurance if someone is injured by an encounter with the dog.
ACTION: Before next fall, Steve will draft and propose a revised dog policy which draws from the Whitehorse and CCC info.
- vi) Our policies are good but there is an overwhelming number of detailed policies.
ACTION: Before next fall, Steve will produce a synopsis of one-line policy descriptions with links to the actual policies.
- vii) Restricted Funds Documentation: At our last meeting, we released and reallocated the Van fund and I recommended that we have new motions for the tracksetter and infrastructure

Draft prepared April 8, 2016

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April 7, 2016 - Alpenhorn meeting room

reserve funds. Ideally those reserved funds will be linked to a new maintenance/replacement plan for the tracksetter and an updated Capital Expenditure Plan for buildings. Those plans are still outstanding actions.

viii) Next AGM and Director Recruitment: Our next AGM needs to occur next fall.

ACTION: At our May meeting, the board should to set a date for the next AGM.

Directors will need to be replaced and therefore recruitment should start soon. I suggest we review the list of existing/needed director roles, find people for a nominating committee and attempt to have some overlap with some new candidates.

ACTION: Directors should send suggestions for the nominating committee to Daryl.

The Board recommends that the next board adopt the following director roles. Depending on the number of directors, roles could be split or shared.

- President
- Secretary
- Treasurer and grant/sponsor coordinator (supported by a paid bookkeeper and a grant/sponsor team)
- Membership (supported by club registrar)
- Communications, Advertising & Promotion (supported by a team)
- NSDP Liaison (budget and programming responsibility would be with program coordinators)
- Race Events (supported by race committee)
- Lodge and Area (supported by lodge manager and operations manager)

Four or more directors will be needed to fill the last 4 positions.

ix) Club files: A file cabinet and cloud storage are still on my list but not highest priority. Feel free to help out, not care or care but be patient.

3) Old business

a) Lodge policy still needs to be revised to reflect the new price. The next draft should consider whether to have a different rate for use by not-for-profit groups.

b) Strategic Planning:

ACTION: Steve will send directors information about our strategic plan (old plan and efforts to date) plus a request that programs identify a few priorities by April 21. Steve, Daryl and Sue will meet on April 25 to prepare materials then the board will have a strategic planning session on April 28.

4) New business

a) Next regular meeting will be Thursday May 5.

Adjourned approximately 9:30 pm

Draft prepared April 8, 2016

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Bulkley Valley Cross Country Ski Club - Board Meeting

April 7, 2016 - Alpenhorn meeting room

Action	Status <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
In preparing the next budget, the board should consider how the board can best support high performance athlete development within the club. (context: cancelled travel funding policy)	
At our May meeting, the board should to set a date for the next AGM.	
Directors should send suggestions for the nominating committee to Daryl.	
Steve will send directors information about our strategic plan (old plan and efforts to date) plus a request that programs identify a few priorities by April 21. Steve, Daryl and Sue will meet on April 25 to prepare materials then the board will have a strategic planning session on April 28.	
Steve will strategize with others how to complete strategic planning and board time for after March meeting	Completed. Scheduled by board
Steve will set up a file cabinet at the lodge plus a digital storage system.	outstanding (consider larger cabinet behind door)
Steve will update policy on travel funding based on board motion from last year.	completed (board decision to rescind)
Steve will post revised dog policy and work with dog policy committee to communicate updated dog policy to members for next fall.	Whitehorse policy will be considered before implementing our policy
Steve will update lodge rental policy to set the single day fee at \$150 and consider options for not-for-profit	
Steve will draft and propose a revised Financial Management policy which lists the program budget areas and refers to the annual directors/key position responsibility table for the assignment of program budget responsibilities.	
Steve will produce a synopsis of one-line policy descriptions with links to the actual polices - before next fall,	
Daryl will look into safety communication options for tractor and track setter	
Daryl will get new easier-to-open first aid buckets and sign to rescue snowmobile and on snowmobile.	completed
Leslie-Jean will talk to Anne Marie about roles and responsibilities for School Program and if/how direction can come from NSDP, (possibly ask Head Coach to develop learning outcomes and coach guidance. Note that the board wants to see more structure/guidance for the coaches.)	
Sue will get kitchen forms and sanitation plans done and posted before April 16	
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.	

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April 7, 2016 - Alpenhorn meeting room

Action	Status <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
Jevan will look into costs of alternate methods for snow clearing to preserve the Pisten Bulley. For March meeting.	Completed
Jevan will prepare a Pisten Bulley maintenance schedule and parts required 8-10 years out. Costs of replacement and major repairs can then be factored into target level for restricted fund.	
Jevan will write up a description of tracksetting priorities	
Kara will email monthly financial reports to Directors with the first sent after being reconciled to end of March.	
Kara will take the lead on applying for a community grant from the community forest this year. (last year applications were accepted from Mar 31 – May 29) BVCCSC received community grants in 2010 and 2014	
Kara will transfer \$2250 to NSDP from members (ticket booth duty)	
NSDP – will develop a policy on membership fees for coaches who are not buying season passes. Board decision may be needed depending on who pays.	
Wally will prepare an emergency plan for our water supply	completed
Wally will get a roofing cost estimate	
Steve, Wally and Daryl will review infrastructure needs and update infrastructure capital plan	
Steve will propose motions at the next meeting regarding withdrawing money for recent Pisten Bulley repairs and to replace tracksetter and infrastructure restricted fund motions with motions which link the restricted funds to tracksetter and infrastructure plans.	

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