

Bulkley Valley Cross Country Ski Club - Board Meeting

February 3, 2016 – Skeena-Stikine District meeting room

Board members

Present: Sue Pearce, Kara Przeczek, Jill Krause, Steve Osborn, Jevan Hanchard, Leslie-Jean MacMillan

Absent: Daryl Wilson, Wally Lesawich, Lea-Marie Bowes-Lyon

Other attendees: Kirsteen Laing

Meeting started approximately 6:40 pm

1) Minutes of last regular meeting

MOTION by Steve seconded by Sue that the January 7, 2016 meeting minutes be accepted as drafted. Motion passed.

2) Directors reports

a) Treasurer/Financial – Kara and Kirsteen

- i) Kara thanked Kirsteen for sending out the financial reports despite being sick and very busy. At the meeting, the board briefly reviewed the progress reports for most of the programs and asked questions of Kirsteen and provided information about specific items.

ACTION: All directors should have a close look at the financials that Kirsteen emailed February 1. Questions can be directed to Kirsteen. Concerns or issues that the board should be aware of can be directed to Kara for discussion at the next board meeting.

- ii) In other news it sounds like we have a new bookkeeper! We need to iron out details and organize a few things, but hopefully she will start at the beginning of March with Kirsteen kindly staying available to help with the transition.

- iii) **ACTION:** Kara, Sue & Steve will draft a job-description/contract for the new bookkeeper.

b) President – Daryl (report emailed in advance of meeting)

- i) Letter from Hamish Woods and Travis Pete requesting funding for Nationals.

Discussion at meeting that up to 6 athletes may apply for travel support.

MOTION by Sue, seconded by Kara that the \$2000 budgeted for Nationals support be divided among the athletes who request by letter to board by March 3, 2016. Motion passed (Leslie-Jean abstained)

ACTION: Request to Board for travel support to Nationals tabled to March 3 meeting.

ACTION: Steve will update policy on travel funding based on board motion from last year.

- ii) Dog issue, I have been talking with many people and they all believe it is a great thing to have a place for dogs and majority have not had problems, but we need to enforce dogs under control and cleaning up after them from tunnel to dog trails.

- iii) Our Biathlon Group was in PG last weekend and had a great showing. Kids all had fun and we had couple first time racers and I believe they are hooked. Our club is second in club points in the province. Our club's name is getting out there.

- iv) Personal note: I have a chance to go to Biathlon Nationals and be assistant wax tech for the BC team, I will know tomorrow if I have been selected so our little club in the north is doing big things on National Level.

- v) Safety on trails I have not had a chance to look into this fully. Have been talking with a few members and have some suggestions

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- c) **Membership report** – Jill (report emailed in advance of meeting)
- i) 2015-2016: Members 599 Ticket booth sales to the end of Jan \$5269.35
2014-2015: Members 568 Ticket booth sales to the end of Jan \$5938.35
 - ii) The Jan 31 Free ski/Outreach day was a huge success! Tenley said they gave out around 100 free tickets that day. 48 people took out free rental/demos that McBike had up there. [Jill described some of the groups and families who participated.] ...most of whom had never been on skis before. ... The day was supposed to be from 12-3:30. We got there at 11:00 and there were people waiting for us. I left around 5:15. Tenley forwarded us an e-mail from the ESL co-ordinator, with rave reviews from the 28 ESL participants. Tenley and helpers had hot apple cider and baking inside for people and Tenley was chatting with everyone and being an amazing ambassador for the Club. Great day!
- d) **Communications** – Sue (report emailed in advance of meeting)
- i) **Newsletter:** Most recent one was distributed mid-January. Valerie and I worked on this one together. She'll be mostly independent for the next one (mid-March).
I'm trying to figure out a way for it to land in people's main inbox, instead of their "promotions"/junk mail folders. I'm not tech-savvy so if anyone has a suggestion...
 - ii) **Tourism Smithers relationship:** Gladys and I will meet this week or next to discuss some options. Tourism Smithers, McBike and potentially the club may go in together on an ad in CCBC magazine. More to come.
 - iii) Photographer was on-site for Women's Clinic; I'm hoping to utilize some of her photos on website and in future promo material.
 - iv) **Upcoming:**
 - (1) Dessert Night
 - (2) Chris Dahlie open
 - (3) Wetzin'kwa Loppet
 - (4) Volunteer appreciation evening (SHOULD WE DO ONE?)
- e) **Secretary** – Steve (report emailed in advance of meeting)
- i) **Dog policy:** a small committee drafted an update to the dog policy. Feedback from the board on content and next steps will be appreciated.
MOTION by Steve, seconded by Jevan that new dog policy be accepted. Passed.
ACTION: Steve will work with dog policy committee to communicate updated dog policy to members
 - ii) **Filing:** Files are accumulating, including minutes from the first meetings in the 1980s. I shopped for a file cabinet. A locking, metal cabinet that fits under the race office side table will cost \$199 plus tax from a local store. Not clear which budget this would come from.
 - iii) **Strategic Planning:** My promised draft is still not done. I'll bring what I have to the meeting. There will still be lots to discuss in the time available. Especially if we get into the topic of volunteer incentives/perks.
 - iv) **Rescheduling meetings:** The Feb meeting was rescheduled from the 4th because 2 (possibly 3) directors couldn't make it. I didn't mind redoing it but after a bunch of emails and logistics, it was rescheduled to Feb 3 which will still have 3 directors absent. In the future it is probably best to stay with the scheduled dates. If we don't have a quorum, we can then see about adding a new date.

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- v) **Lodge office computer:** Ben Forsyth will set up a user account on the computer for tracksetters so they can update trail conditions. **ACTION:** Steve will give the login info to Jevan when it is ready.
- f) **Area – Jevan**
- i) Piston Bulley repaired. more than just hydraulic.
- ii) Asked mechanic what to expect on the Piston Bulley. Good machine, worth the maintenance. Maintenance schedule. Coming soon: one side final hydraulic drive already replaced with steel. Other side still aluminum and replacement is \$15,000. Refurbished drive available for \$5000.
ACTION: Jevan will prepare a Piston 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 Probably replace 8-10 years
MOTION: Jevan moved, Sue seconded that the club purchase the refurbished final drive for approximately \$5000 and that the money come from the tracksetter restricted funds. Passed.
- iii) In an email sent to directors Jan 19, Jevan described the need to repair the main hydraulic pump on the Piston Bulley costing \$8,000 to \$9,000
MOTION: Jevan moved, Steve seconded that, per discussion in January emails, the tracksetter repairs in January will use Tracksetter Restricted Funds. Motion passed.
- iv) Discussion on the likely wear and tear from clearing parking lots.
ACTION: Jevan will look into costs of alternate method for snow clearing to preserve the Piston Bulley. For March meeting.
- v) **ACTION:** Jevan will still write up the priority setting for tracksetting.
- vi) Jevan confirmed that he is the board rep for the sign/trail naming committee and will provide them with terms of reference.
- vii) From Jan 19 email: For those not familiar, we have an agreement with Wetzin'kwa Community Forest whereby they provide direct revenue sharing of 50% of their profit for any harvest that occurs within our approved recreational area polygon under our rec tenure. With only a small area if overlap we can expect just over \$1000 this winter. Wetzin'Kwa does not plan to log any more in our rec area. I had a good discussion with Jay Baker about opportunities under their community program for a Grant. This is something that is available on a yearly basis...
ACTION: The club should apply for a community grant from the community forest this year.

- g) **NSDP and Fun – Leslie-Jean** (report emailed in advance of meeting)

Fun and other attempts to increase membership:

Buchfink and Tour de Soup - organized by Marlene Thimer. Approximately 80 participants, 20 volunteers. Participants were very enthusiastic, and loved the combination of hot homemade soups and our beautiful trails. Many thanks to the board for organizing baking and drinks in the lodge in remembrance of the Buchfink family.

Women's Clinic - organized by Nellie Dow. 64 people attended and a great day for all. Participants approached Lisa's Mom in town to tell her how much they enjoyed the day.

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Welcome Day - organized by Tenley with help from McBike; already reported by Jill. Thanks so much to everyone for such a terrific event.

Time Trial Tuesday in Town - tons of fun, especially with a disco ball. NSDP will evaluate and decide if we do this event again next year.

Upcoming in February: Dessert Night (fundraiser for Nationals). Chris Dahlie. Is there any possibility to include a recreational category in the Chris Dahlie to increase participation? [There are recreation categories]

NSDP:

- 1) **Bunnies and Rabbits:** Going well. First annual Superhero day held last Saturday to rave reviews, with older NSDP kids as villains. Rabbit night ski to happen next Thursday night.
- 2) **Extends, Tacos, Juniors and Seniors** - all going well. Many athletes were in Burns Lake last weekend for the Northern Cup. Several Juniors heading to BC Winter Games. Four athletes are heading to BC Cup #2 this weekend, and a very large numbers from Ext- Seniors heading to Westerns in PG Feb 19-21. Chris Manhard, head coach for CCBC, will be coming here to work with Jrs and Srs in March.
- 3) **Biathlon:** Ongoing great interest in programs, and good turn outs and results and races. Several athletes traveling to Callaghan to watch World Cup.
- 4) **Masters:** Going well with Cobey as organizer.
- 5) **School Program:** Continued scramble for coaches. Discussion about level of payment of coaches may need to occur. Racing Rocks has been moved to School Program, so may need to move funds to School Program this year to cover extra expenses. May need to increase fees next year. Hoping to find funds to pay coaches for work on Racing Rocks day.
- 6) **Masters Lite:** Going well. Could grow easily for next year.
- 7) **Training:** no update.
- 8) **Waxing:** no update. As discussed below, questions about financially supporting head waxer expenses at races.
- 9) **Wellness Program:** Anne-Marie Findlay is looking for volunteers to do some baking and lodge volunteering for the Wellness Program. NSDP volunteers are feeling a little stretched. Anyone have a secret stash of volunteers?
- 10) **Ski Boosters:** Lunches going well. Nationals group coordinated by Jane Woods doing most of the lunches to fundraise for Nationals trips for Cross Country ski and biathlon. Wetzinkwa lunch funds will likely go to coach gifts again this year. Cleaning issues are discussed below.
- 11) **Head Coach:** Lisa would like to come speak to the board, possibly in March, to introduce herself and speak about her vision. She's having a terrific year, and is very well loved by the

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athletes and coaches. Her report is attached to this email.

NSDP Issues/concerns:

12) **Gaming grant** requires info on restricted funds.

ACTION: Steve and Kara will review the status of current restricted funds and propose decisions to update or change for March board meeting. Board decisions and written rationale for each restricted fund needs to be maintained on file.

13) Club jackets have been ordered but embroidery costs were not charged.

MOTION: Steve moved that the board will approve the \$250 unexpected cost associated with the NSDP jacket order. Passed.

14) Discussion regarding responsibility for **cleaning the lodge** and expectations being put on NSDP.

ACTION: Steve will discuss the issue of lodge cleanup with Wally.

15) **Coaches who are not club members.** [The club is covering the cost of membership for two coaches who do not have season passes this year.]

ACTION: The club need to develop a policy on membership fees for coaches who are not buying season passes. Possibly in the context of strategic planning regarding volunteer support.

Leslie-Jean's report included the following which were not discussed due to lack of time:

ACTION: Directors are requested to read the NSDP report and other directors' reports in these minutes and where appropriate respond or comment directly to the responsible director. If board direction is still needed, it should be added to the agenda for the next meeting.

16) I am wondering if the board would consider paying membership fees for all club coaches so we can ensure they are covered by insurance. Coaches would still be required to pay for their own trail passes.

17) Several board members and key volunteers may not be returning next year. I am wondering if we can begin recruitment now so we are not panicking in the fall.

18) Through CCBC, I have joined an email group discussing provincial best practices, and that email has been circulated to the board. I am wondering if we should set up a Membership subcommittee to see if any of these practices might be helpful.

19) Alan Baxter sent two emails that were forwarded to the board on Volunteer recruitment, retention and recognition. Should we also set up a volunteer subcommittee?

20) NSDP felt having a paid volunteer coordinator would not be a good use of funds, especially as even with a volunteer coordinator for Rabbits, several families are still not helping.

21) I have not heard back yet if dog owners would be able to use the upper parking lot with their dogs.

22) I have not heard back yet if we have a plan to address possible lodge rental issues.

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23) I am not clear if track setting priorities have been set, or if suggestions I collected have been considered.

24) Question about financially supporting head waxer expenses at races.

h) Lodge – Wally absent

i) Race Events – Lea-Marie absent

3) Old business

i) Strategic Plan discussions are recognized as a way to provide direction on volunteers, finances etc. but there is insufficient time during mid-season meetings.

ACTION: Steve will strategize with others how to complete strategic planning and board time for after March meeting

Meeting adjourned approximately 9:15 pm

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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>
All directors need to have a close look at the financials that Kirsteen emailed February 1. Questions and corrections can be directed to Kirsteen. Concerns or issues that the board should be aware of can be directed to Kara for discussion at the next board meeting.	
All directors are requested to read the NSDP report and other directors' reports in these minutes and where appropriate respond or comment directly to the responsible director. If board direction is still needed, it should be added to the agenda for the next meeting.	
Several directors agreed to attend and to provide some baking at the January 17 Tour de Soup/Buchfink Lodge Day.	Completed
Request to Board for travel support to Nationals tabled to March 3 meeting.	
Steve will compile ideas and input from the Jan 7 discussions and send to directors so we can work on strategic actions at February meeting.	Completed Feb 3. No time to review during meeting.
Steve will strategize with others how to complete strategic planning and board time for after March meeting	
Steve will send note requesting directors' reports to be emailed in advance of next meeting.	Completed. Adopted as normal practice.
Steve will set up a file cabinet at the lodge plus a digital storage system.	outstanding
Steve will update policy on travel funding based on board motion from last year.	meeting minutes for most of last year not on web
Steve will post revised dog policy and work with dog policy committee to communicate updated dog policy to members	
Steve will give lodge computer login info to Jevan when it is ready for tracksetter updates	
Steve will discuss the issue of lodge cleanup with Wally.	
Sue will seek volunteers for a communications committee.	Completed - Found newsletter editor.
Sue will talk to Gladis Atryll of Tourism Smithers about setting up ski and stays with BVCCSC	
Sue will discuss with Northword the club's ad in the magazine	??
Kara, Sue and Steve will form a bookkeeper recruitment committee. Other directors will assist in identifying suitable candidates.	Completed
Kara, Steve & Sue will draft a job-description/contract for the new bookkeeper prior to her start March 1.	

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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 and Kara will review the status of current restricted funds and propose decisions to update or change for March board meeting.	
Sue will talk to Walter about getting necessary kitchen forms and sanitation plans done and posted.	
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 for approval,	
Jevan will see if proposed logging will result in revenue sharing income.	Completed – reported to board Feb 3
Jevan will look into costs of alternate methods for snow clearing to preserve the Pisten Bulley. For March meeting.	
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	
Daryl will do a safety review of our trails	
Unassigned - The club should apply 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	
Unassigned - The club need to develop a policy on membership fees for coaches who are not buying season passes. Possibly in the context of strategic planning regarding volunteer support.	

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Head Coach Report

It has been great being back with the club! The energy and enthusiasm within the NSDP and Club has been so refreshing!

There has been a lot of things going on and I am doing my best to keep up. On the Coaching side of things...it seems to be going well. We have had great turn outs for races, superhero day and time trial Tuesday in town, etc. The athletes and coaches seem focused and high energy still so this is good. I am seeing areas to where we can grow and am looking forward to next season already.

One of my background priorities is putting together a survey for the NSDP regarding its goals, future direction, roles and expectations, sponsorships, etc. There are other matters as well that have been brought to my attention that are also in the process of being addressed slowly throughout this season such as Facebook and promotions and volunteer appreciation and policies/standards for certain matters.

I am new to this season and late coming in but I have a strong history with the club where the athlete program went through a great growth spurt before and I feel it is at that stage again. I feel that our club could have a very strong year round program in the future. Cross country ski training transfers over to so many sports that we could possibly offer a strong summer program for athletes within the valley plus some training camps and outdoor adventure trips. I remember when I first joined the club and had an interview with Steve Howard we brainstormed a bunch of fun ideas of where we could go with the club programs... maybe the time is now approaching.

Anyways... I don't see any major changes this year for full year program but setting up a stronger foundation for the NSDP and other programs is priority and planting seeds for full year program potential. My contract ends March 31 but I am hoping to be able to help more with the process of NSDP and other programs foundation and looking ahead for next season employment and how that will be carried out.

I hope to be able to attend the March executive meeting and present whatever comes out of our survey.

To note: we have a large team going to westerns and Chris Manhard (BC Team coach) will be here for 3 days in March to support our club and coaching development. We have 5 athletes going the BC Cup #2 and we will have lots in the Chris Dahlie. More parents and coaches are getting out into the local races as well, which is great for athletes and everyone to see. Racing Rocks Skool Ski event has over 120 possibly to attend at the end of Feb. There is lots going on and so far so good.

Thank you ALL for your time and efforts in sustaining an outstanding club/ski community!! Smiles, Lisa



POLICY REGARDING DOGS AT THE NORDIC CENTRE

PURPOSE

The Bulkley Valley Cross Country Ski Club's (the Club's) policy regarding dogs at the Bulkley Valley Nordic Centre is designed to:

- promote responsible use of ski club facilities by skiers with dogs;
- reduce the potential for incidents involving dogs on ski club facilities;
- identify areas where dogs are permitted and the conditions of use; and,
- outline the Club's response to complaints regarding dog behavior.

POLICY

Skiing with dogs at the Bulkley Valley Nordic Centre is allowed and encouraged under the following conditions:

Areas of permissible use

- Skiers are permitted to have one or two dogs at the lower parking lot, on Pooch Paradise, Hound Heaven and the connecting trails from the lower parking lot to Pooch Paradise and Hound Heaven.
- Dogs are not permitted to be at the upper parking lot, on the trails connecting the lower and upper parking lots or on any other ski trail at the Nordic Centre.

Responsibility of skiers with dogs

- be in control of their dog(s) and will be fully responsible for any incident involving their dog(s).
- keep their dog under close control in the parking lot, through the underpass and on the connecting trails to Pooch Paradise and Hound Heaven. "Close control" means on leash unless the owner is able to keep the dog close and not bothering other skiers, recognizing that some skiers may be afraid of dogs.
- ski in the direction posted. One-way dog traffic reduces confrontations.
- remove dog waste from trails; either bag it or toss unbagged waste into the bush.

Complaints

- The Club encourages all skiers to respectfully point out to dog owners any incidents of non-compliance with this policy.
- Anyone who has a complaint of serious non-compliance or aggressive dog behavior should report the incident as soon as practical to any member of the Club's board of directors.
- The Club's directors will consider all complaints and may take any of the following actions depending on the seriousness of the incident:
 - The Club may withdraw the dog's privilege to be on the dog trails.
 - The Club may withdraw the dog's owner privilege to have any dog on the dog trails.
 - Other actions appropriate to the incident.

The following are draft ideas to show the direction the dog subcommittee proposes. This is not part of dog policy.

COMMUNICATION PLAN

After policy is approved by the board,

- request signs (direction signs, shared use tips?, rules & etiquette)
- post the policy on the website
- on website news, facebook and newsletter, notify members about the revised policy and encourage feedback
- put up new signs
- initiate a doggie patrol to encourage compliance, especially early next season
- Next fall, add a question(s) to membership registration asking if they will be skiing with a dog and automatically provide them with the rules and etiquette tips

Etiquette for Skiing with Dogs

very rough draft of some ideas. An etiquette sign is being considered

- keep your dog in the vehicle until you are ready to ski
- don't let your excited dog race into the underpass ahead of you
- muzzle your dog if you are not confident that it will behave appropriately with skiers, kids and dogs
- when approaching skiers without dogs consider that they could be intimidated by your dog. Keep fido close to you until past.
- flip abandoned poop off the trail. To respect skiers without dogs it is especially important to keep the trail clean between the parking lot and the dog trails
- carry a leash in case you need it.
-