

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

Board members

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

Absent: Leslie-Jean MacMillan

Other attendees:

Meeting started approximately 6:40 pm

1) Minutes of last regular meeting

MOTION by Daryl seconded by Jill that the Dec 3, 2015 meeting minutes be accepted as drafted. Motion passed.

2) Directors reports

Reports emailed in advance of meeting:

a) **President** – Daryl

- i) I set up a **charge account at BV Wholesale** for race events and general items needed for lodge. What anyone needs to do is Print and sign and put down what it is for.
- ii) I am going to be looking into safety around the trails, signage direction for incident reporting.
- iii) I have had a few emails about dogs not controlled at the lower parking lot and on trails. I am going to ask the ticket booth coordinator to send out a memo to checkers to enforce leashes and control. Talking with Brant may get more signage.
- iv) I added LJ to **Interior Stationary account** and removed some old names.

b) **Membership report** - Jill

- i) **Self-serve** is around \$100.00 less than last year for Dec12-Jan01. (\$2800.00 ish and \$2900.00 ish)
- ii) **Membership** is 579 this year and 568 last year. So “yahoo” !!! I think the membership increase is thanks to increased advertising, Loretta`s e-mails, limiting the time frame of the X-mas passes, good snow & good temperatures (no melt) before Dec 10th.
- iii) I picked up more copies of the **old map** today and distributed them to the stores and trails.

c) **Communications** - Sue

- i) **Newsletter:** I have found someone to take over production of the newsletter. She and I will put out the January newsletter together next week, as a transition. If you have something for the newsletter please get it to me no later than Wednesday January 13 (next week).
- ii) **Signage and Maps Committee:** After request for interest, I heard back from a few people (and head-hunted a couple more). They are: Brant and Steve Howard, Tom Havard, Linda Kuslieka. Andrew has said he's got the map files (from Steve H), so can help with that end of things. JEVAN are you overseeing this group?
- iii) **Sanitation Plan for the Lodge...**Not done yet. I've been in touch with Walter and hope to post it this weekend.
- iv) **Upcoming:**
 - (1) Tour de Soup: posters have gone up, facebook event created, info on website. So far there seems to be lots of interest
 - (2) Women's Clinic: posters are up?), facebook event created. Will push this in newsletter

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

- (3) Spirit of the Mountains Festival: ski for free day, Women's Clinic....Any other ways we're participating?
- v) Inroads with Tourism Smithers is happening, slowly!

d) NSDP and Fun – Leslie-Jean

i) Updates

- (1) **Teck Northern Snow Camp** (Nov 27-29) was a huge success with more than 50 cross country ski athletes, from Terrace, Prince George, and Smithers. Caledonia Nordic Centre head coach, Graeme Moore, led the camp and was excited to work with such talented athletes and coaches.
- (2) On Dec 18-20, James Cuell and Jen Plummer attended the **CCBC Ski Preparation Clinic** at the Caledonia Nordic Ski Club in Prince George, and learned some of the finer points of cross country skis and ski preparation from Graham Maclean, a former National Ski Team waxing technician. The two day course offered hands on practice for coaches and wax techs regarding glide wax, top coats, base binders, classic wax and base structure. Jen and James took to the snow to test their best skis in the latest glide out methods and try out kick wax tune ups as they will do on race days.
- (3) **Santa's Workshop** (Dec 19th), organized by Lea-Marie, was a great success. Around 50 kids came by, and we've been told the visit with Santa in his workshop had little ones entranced and talking all evening. Kids and their parents also enjoyed their pictures with Santa, decorating cookies, and sipping hot chocolate. Many thanks to Santa and his elves, Perry Rath and Kara (decorations), and to Jackie and Daryl for keeping the reindeer safely at their house away from the biathlon range.
- (4) **BC Winter Games Trials/Teck Northern Cup** (Jan 2 and 3) went well with 25 biathletes and 60 skiers attending the races. All of the local skiers interested in BC Winter Games will be able to attend, and we are hoping for a few wild cards so all of our biathletes will also be able to go. Thanks to Jen Plummer for coordinating BC Winter Games for skiing, and to Peter Tweedie for coordinating winter games for Biathlon.
- (5) **Time Trial Tuesdays** coordinated by Lisa Perry have been a big success. The two holiday trials brought out many costumed and keen alumni, as well as lots of recreational skiers for fun interval training sessions. We'll have two more sessions in January, and hoping to have one of them downtown at Chandler Park during Spirit of the Mountains.
- (6) Marlene Thimer has organized **Tour de Soup** for Sunday, January 17th. She has five soup/poker stations ready to go and has done lots of advertising to try to reach out to recreational skiers and community members. **Buchfink Day** is also scheduled for January 17, so I'm wondering if the board would be willing to serve warm drinks and possibly baking from 1-2:30 or so instead of the traditional pancake breakfast. **ACTION: Several directors** agreed to attend and to provide some baking.
- (7) Nellie Dow is coordinating **Women's Clinic** for Sunday, January 24.
- (8) Tenlie Dahlie has taken charge of our school, family and community **Outreach Day** on Sunday January 31. For the outreach day, BVCCSC will provide free ski passes, McBike will provide free ski rentals, and club members will guide new skiers on our trails. We'd love suggestions for a catchier name for the Jan 31 date.
- (9) **Rabbits**, coordinated by Paula Bartemucci, begins this weekend. 36 bunnies, 43 rabbits, and 9 Extendos are registered for 86-88 total athletes. Last year, the program had a total of 99 after some cancellations. Paula has lost two coaches over the holidays due

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

to injury and work commitments, and is scrambling a bit to fill those slots. She believes she may have some coaches for those spots. Rabbits has special dates planned including: Super Hero Day (Jan 30), Night Ski (Feb 11), Fun Day (March 5), and the Marathon (March 12).

- (10) **Track Attack** 1 and 2 have been on snow since December, and the groups are gelling well. Several of the TA coaches have taken L2T training this year. Juniors are skiing 3-4 times a week, and began their racing season last weekend with the BC Winter Games trials.
- (11) Three Senior athletes, coached by Alex Woods, attended **Norams** in Vernon (Dec 10-12), and were keen to get their racing legs under them again. Seton and Angus, two senior biathletes, raced in **Canmore for a Biathlon Noram** (Dec. 10-12) and had strong starts to their seasons.
- (12) **BV Biathlon** has 16 youth athletes in the program and a clutch of masters. It is notable that the largest age group of athletes is the Midget 9 & 10 year old category, with 7 athletes. This is positive to future of the program. Regular practices started in early November this season, the earliest we've done. We don't know yet if any of our athletes have qualified for Biathlon nationals as the Cup races are the qualifiers. We have a great group of keen athletes, a dedicated core of coaches, without whom our program wouldn't exist (Thank you!) and a supportive parent group.
- (13) This weekend, thirteen NSDP skiers are attending **BC Cup #1** in Vernon, while twelve athletes are competing in **BC Biathlon Cup #1** in Vanderhoof. Through the season, NSDP athletes will be competing in BC Cups, BC Winter Games, Westerns and Nationals.
- (14) Cobey Oliemans has taken over coordination of **Masters drop-in**, and is ready to start sessions Wednesday, January 13. Three women are attending **Masters Lite** with Lisa Perry. Lisa meets with the skiers once a week and gives them a full strength and conditioning program and schedule. She is hoping the program will expand substantially by next year.
- (15) The **Ski School Program**, organized by Kathy Fraser, is already in full operation. The program has expanded even further, so school students are up at our trails 3-4 days/week. We are still in need of coaches to help with this program. Lisa Perry and Linda Kuslinka are coordinating **Racing Rocks** for this year on Thursday February 25.
- (16) The **Homeschool Ski** program will not happen this year due to scheduling conflicts, but we are hoping to have it operational for next year.
- (17) Sandra Nash is coordinating **NSDP training**. CCBC made an exception to allow us to run CC in Smithers without insisting all participants had already completed their ICC, and three of the six course participants were from Smithers. We sent one coach to Prince George for L2T Dryland, and had 9 participants for the L2T on Snow course in Smithers. CCBC would like someone in Smithers to become a Learning Facilitator. Sandra will follow up with Lisa Perry and the Coach Management Committee to see if Lisa can become recertified.
- (18) Anne Marie Findlay and Larry McCulloch continue to manage the **Wellness Program**. BVCU has committed to the program, and HiTech is interested in some portion of a program. Steve Osborn has suggested that the club needs to work on a broader Sponsorship program that includes the Wellness Program as one facet.
- (19) **Ski Boosters** continue to support the NSDP through organizing the one page club calendar, ticket booth, chore schedule, special events, race lunches, fundraisers and lodge supervision.

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

- ii) **Issues:** I have informally surveyed some NSDP and high use club members. Suggestions have included:
- (1) Significantly increasing tracksetting budget and time so trails are more regularly groomed and do not become icy or snowed over, and so more trails are open for skiing more often
 - (2) Alternate grooming logging roads and upper trails so upper trails are open for skiing more often. Novice skiers could ski below if logging roads are not available.
 - (3) Ensure race courses are track set well several weeks before races so race track is not soft.
 - (4) Don't drive snowmobile on race track once race course is set.
 - (5) Need for branches to be trimmed on several trails.
 - (6) Ensure lights are on in the evening.
 - (7) Cleaning: NSDP cleans regularly. We are finding, though, that the lodge is often dirty the day after we clean it. We suspect school group users, special event coordinators and the race committee may not be cleaning lodge after they use it.
 - LJ will talk with the School Program, Masters, the Race committee and some special events like the Women's the ask them to wash dishes/vacuum/clean bathrooms after use.
 - I am wondering if all board members can talk to any groups under their supervision and ask them to tidy up the lodge after use.
 - If the board is OK , LJ will make a sign reminding users it is not acceptable to leave their dirty glass beside the sink for someone else to wash.
 - (8) Dog parking: I have had several requests from dog owners to be allowed to park their cars in the upper parking lot and use the new connector trail down to the dog trails.
 - (9) Lodge Rental: We may need to revamp our lodge rental process. Renters may not be receiving invoices. [Walter deals with lodge rentals.]
- ACTION: Directors** were asked to address the questions and issues raised in Leslie-Jean's report, if they fall within their area of responsibility.

e) **Treasurer/Financial** – Kara

- i) Looking for feedback on what sort of information would be useful for the monthly reports. Steve gave suggestions by email.

f) **Race Events** – Lea-Marie

- i) **Santa's Workshop** on Dec. 19 was a great success. We had around 50 kids come by. All loved it. You should have seen the looks in their eyes when the elves opened the door to invite them in and there was Santa. And all enjoyed the cookie decorating and hot chocolate at the lodge. LJ says one parent told her that the workshop made their kid's Christmas. So, I think we'll be doing this next year and can expect more kids as people will spread the word. There were the odd non ski club members that visited as well so I think that is a good sign. Many thanks to Daryl (aka Santa), Amanda (aka Elf), LJ, Perry Rath (for all the wooden toys, signs, and other great extras), Jackie, and Stephanie for helping, and to Sue's mom for the elf costumes, and to Kara for decorations.
- ii) **Teck Northern Cup 1** was on Sunday. It went well. We had about 60 racers, a few from out of town. Could possibly have had more if PG didn't have their BC Winter Games trials in PG that day too. It was cold but sunny.

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

- iii) **Biathlon** on Saturday went well as well. There were about 25 racers and several from out of town. There were also numerous spectators.
- iv) **Next race is the Chris Dahlie** on Feb. 14. Nellie Dow will be Chief of Comp. And I will help her get up to speed with this.

g) **Secretary** – Steve

- i) **Records:** I am still searching for past records. I have the old treasurer's files. I have not yet found the President's old, non-confidential files. They didn't make it to Daryl. I've lost contact with Jill and not yet heard back from Steve Howard. I will need to apply for a replacement society certificate and maybe other records as the need arises. Does anyone know of an old file cabinet that the club can have? If someone gives us one, we'll use the size we get. If we need to buy one, I will wait till I get most of the files together to see how big it needs to be.
- ii) **Website:** I now have the software keys for the programs that run our website but it will take some time for me to learn how to use them beyond the simple updating I am currently doing. Unless someone identifies a burning need for changes and/or a volunteer who knows Expression Engine (software), I will put my efforts toward keeping content up to date and eventually learn enough to safely update the software.
- iii) **Strategic Planning:** I am getting ready for Thursday's strategy session. I'll bring what I have to the meeting and we can build on it with additional brainstorming then prioritize.

Reports presented at meeting:

h) **Area** – Jevan

- i) Talked to groomers about tracksetting priorities. Removed budget as a constraint on grooming frequency. Previous priorities continue. No formal plan for board.
- ii) Confirmed that Brant Dahlie is the primary contact for event organizers to discuss grooming needs.
- iii) Sue found people for a trail naming committee. Jevan will give the committee terms of reference.
- iv) Challenge: lack of snow affects what tracksetting is possible. Would be good to communicate in newsletter.

i) **Lodge - Wally**

- i) Water low level light installed for free by HIS Electric Josh Wimbush.
- ii) Sewer smell: Venting inspected and improved.
- iii) Water test good.
- iv) Might need a workbee to split more wood.
- v) Video display screen is installed in an appropriate and somewhat inconspicuous spot.

3) **Old business**

a) **Strategic plan discussions-** led by Steve

ACTION: Steve will compile ideas and input from the Jan 7 discussions and organize within strategic objectives. Will try to combine with key objectives of the previous strategic plan. Draft objectives & solutions will be emailed to directors so we can work on strategic actions during the February meeting.

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 7, 2016 - Alpenhorn meeting room

4) **New business**

Discussion of emailed reports during the week prior board meetings. Generally in favour for future.

ACTION: Steve will send note requesting reports to be emailed in advance of next meeting.

Adjourn at approximately 8:45 pm

Action	Status <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
All directors were asked to address the questions and issues raised in Leslie-Jean's Jan 7 report, if they fall within their area of responsibility.	
Several directors agreed to attend and to provide some baking at the January 17 Tour de Soup/Buchfink Lodge Day.	
Steve and Daryl 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.	Completed. Focus of Jan 7 meeting and beyond.
Steve will send out rough ideas for strategic issues and request for more issues/solutions in advance of Jan 7 meeting.	Completed
Steve will compile ideas and input from the Jan 7 discussions and send to directors so we can work on strategic actions during the February meeting.	
Steve will send note requesting directors' reports to be emailed in advance of next meeting.	
Steve will set up a file cabinet at the lodge plus a digital storage system.	ongoing search for files
Lea-Marie will establish a race committee and schedule a meeting.	Completed
Sue will seek volunteers for a communications committee.	Found newsletter editor.
Sue will talk to Gladis Atryll of Tourism Smithers about setting up ski and stays with BVCCSC	ongoing
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.	ongoing
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,	ongoing
Jevan will see if proposed logging will result in revenue sharing income.	

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.

Bulkley Valley Cross Country Ski Club - Board Meeting

January 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 talk to groomers and prepare tracksetting plan to bring to board.	Completed. Discussed with groomers and removed budget as limiting factor. No formal plan for board.
Jevan will ask tracksetters about how/who to communicate regarding grooming needs for events.	Completed. Brant Dahlie is contact for grooming prior to events.
Jevan will form a trail naming committee including long-standing members to identify trail names. (To allow signs and brochure to be in place for next season.)	Completed. Sue formed committee. Jevan to give committee terms of reference?

Draft prepared January 13, 2016

Please refer to the minutes of the subsequent board meeting for approval or revisions.