

Bulkley Valley Cross Country Ski Club - Board Meeting

June 2, 2016 - Alpenhorn meeting room

Board members

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

Absent: Jill Krause, Jevan Hanchard

Other attendees: Irene Ronalds

Meeting started approximately 6:42 pm

1) Minutes of last regular meeting

MOTION by Daryl that the April 7 meeting minutes be accepted as drafted. Motion passed

No minutes from April 28 strategy session.

2) Directors reports

a) President – Daryl

Sent operating report to province as update to Rec Sites and Trails partnership agreement. No response yet.

Peter Tweedie found out about Canada 150 grant opportunity. Up to 50% of a project. Has to be in by June 22nd. Upgrade to rec facilities, econ dev and benefit the community.

General support to apply but need more information before we can commit to 50% of a project. OK if Kevin/Irene pursues subject to board decision.

Patrick is working with others to find a location for the terrain park. Daryl will discuss with Joanne from Rec Sites and Trails. And then update board and send info to members about any significant clearing.

b) Treasurer/Financial – Kara

i) Finances to April 30 sent out with agenda.

ii) Updates and fixes were identified during an April meeting with Brenda but fixes have not all been done yet.

ACTION: Kara and Steve will determine status of current tracksetter expenses and restricted fund and ask board for decision on how much to put in and remove.

ACTION: Kara and Steve will work on fixes with Brenda when she is available.

ACTION: Léa-Marie will work with Sara to determine race income from Zone 4 and cash deposits

ACTION: Kara will develop a procedure to identify how deposits and expenses should be allocated. (for next season)

c) NSDP and Fun – Leslie-Jean

Lisa suggests talking with someone to adapt bunnies program to Ski S'Kool

d) Membership report – Jill not here

e) Area – Jevan not here

ACTION: Daryl will talk with Jevan and Chris (Telkwa Fire Crew) about working with Wetzin'Kwa to cut down danger trees.

f) Lodge - Wally

Grant application going in for roof replacement. Nothing else to report.

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- g) **Race Events** – Léa-Marie
Dates still being set. Just Northern Cup, Biathlon and Marathon planned for next year.
- h) **Communications** – Sue no report but maybe a summer newsletter
- i) **Secretary** – Steve - no report

3) Old business

- a) Next **AGM date**: Sep 14.
ACTION: Sue will book a place for a Sep 14 AGM. Steve will identify if there are any resolutions needed for the AGM (e.g. fees, bylaws)
- b) Board **nominating committee**:
ACTION: Daryl will establish a nominating committee on behalf of the board.
- c) **Building Plan and Tracksetter Plan**:
Discussed the possibility of one capital plan and one restricted fund. Consensus was that two plans and funds would be best to safeguard long-term savings.
ACTION: Steve will continue to develop two plans to support the two restricted funds.
- d) **Strategic Planning**:
Board is OK with volunteer focus in latest draft. Discussion supported notion of having a volunteer coordinator on the board.
ACTION: Around mid-July, Léa-Marie and Daryl will help Steve edit and complete a draft strategic plan for the board to review.
- e) **Lodge rental policy** update:
Steve raised a concern that our insurance might not cover us for renting out the lodge.
ACTION: Daryl will look into whether our liability insurance applies to lodge rentals. Steve will draft the revised policy or propose rescinding the policy based on the insurance outcome.
- f) **Financial Management Policy** update:
Steve pointed out that the draft Financial Management Policy emailed on June 1 needs some changes to reflect the evolving NSDP organization structure.
ACTION: Steve will work with James to ensure the revised Financial Management Policy covers the new NSDP structure and then send the revision to the directors for review and voting.

4) New business

- a) **Summer and fall tasks**
ACTION: Aug 20 work bee will be coordinated by Wally and communicated by Sue.
- b) **Next regular meeting** will be scheduled after finances are ready for decisions. We will need to:
 - i) Decide whether any program surpluses can be carried forward
 - ii) Decide whether any club surplus can be added to restricted funds
 - iii) Determine whether any club fees should be changed
 - iv) Establish who needs to do what by when to complete the budget

Meeting adjourned approximately 9:20 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>
Finances	
Kara will email monthly financial reports to Directors with the first sent after being reconciled to end of March.	Completed. Sent with June agenda
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	Completed
Kara will transfer \$2250 to NSDP from members (ticket booth duty)	
Kara and Steve will work on bookkeeping fixes with Brenda when she is available.	
Steve will provide the board with two capital plans to support the two restricted funds. (Based on info from review of infrastructure needs by Wally, Daryl and Steve, and review of tracksetter needs by Jevan, Daryl and Steve.)	
Kara and Steve will determine status of current restricted funds. Steve will propose motions to withdraw money for major repairs and to renew the restricted funds with links to tracksetter and infrastructure plans.	
Léa-Marie will work with Sara to determine race income from Zone 4 and cash deposits. Info to be provided to Kara to update finances.	
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)	
Steve will work with James to ensure the revised Financial Management Policy covers the new NSDP structure and then send the revision to the directors for review and voting.	
Kara will develop a procedure to identify how deposits and expenses should be allocated. (for next season)	
Strategic Planning	
Léa-Marie and Daryl will help Steve edit and complete a draft strategic plan for the board to review. (mid-July)	
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.	Completed

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Preparations for summer and fall	
Wally will coordinate a work bee for Aug 20. Sue will communicate the date and details to members.	
At our May meeting, the board should to set a date for the next AGM.	Completed
Sue will book a place for a Sep 14 AGM. Steve will identify if there are any resolutions needed for the AGM (e.g. fees, bylaws)	
Directors should send Daryl suggestions for nominating committee.	Completed
Daryl will establish a nominating committee on behalf of the board.	
Daryl will talk with Jevan and Chris (Telkwa Fire Crew) about working with Wetzin'Kwa to cut down danger trees.	
Steve will set up a file cabinet at the lodge plus digital storage.	outstanding (consider larger cabinet behind door)
Other	
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 produce a synopsis of one-line policy descriptions with links to the actual policies - before next fall,	
Daryl will look into safety communication options for tractor and track setter	
Daryl will look into whether our liability insurance applies to lodge rentals. Steve will draft the revised lodge rental policy or propose rescinding the policy based on the insurance outcome. Revisions should set the single day fee at \$150 and consider options for not-for-profit	
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.	discussed previously that training policy can be an NSDP decision
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.	

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Jevan will write up a description of tracksetting priorities	
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 get a roofing cost estimate	Completed

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