

Bulkley Valley Cross Country Ski Club - Board Meeting

March 3, 2016 – Alpenhorn meeting room

Board members

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

Absent: -

Other attendees: Irene Ronalds, Lisa Perry

Meeting started approximately 6:45 pm

Minutes of last regular meeting

MOTION by Jevan that the February 3, 2016 meeting minutes be accepted as drafted. Motion passed.

Directors reports

- 1) **President** – Daryl (report emailed in advance of meeting)
 - a) Some of the Biathlon group helped a couple of weekends ago and stocked the wood shed enough to last the season.
 - b) I have been talking back and forth with the insurance company on registering our equipment to operate on crown land, still need to talk with Brant on exactly which pieces we use and where. This will determine how much and what we should insure.
 - c) Steve and I have a meeting next Tuesday with the province on dog trail signage, recreation agreement and meet new person Brandy Hughes from the province.
 - d) Safety on trails- our first aid kits are in good positions on trails, I am drawing up a sign to place on the lodge to indicate where the rescue sled is parked.
ACTION: Daryl will get new easier-to-open first aid buckets and sign to rescue snowmobile and on snowmobile.
 - e) This weekend the biathlon club is hosting 10 BC team members and coaches for training before Nationals and will be using the expertise of their coach to ask questions for our coaching. Most of them are region kids from PG, so they have been here lots but two for the south are coming and the coach has not been here before, so a good opportunity to show off our club.

2) NSDP and Fun – Leslie-Jean

Fun and other attempts to increase membership:

- a) **Dessert Night** (fundraiser for Nationals). Most of the athletes planning to travel to Nationals for Cross Country Skiing and Biathlon participated in the fundraiser. We had a smaller turn out of club members and NSDP families than usual as the evening conflicted with the return of many of the Juniors from Quebec and several events in town. Everyone attending had a great time, and between Dessert night and the Chris Dahlie Race, the athletes each raised just over \$300 for their National trip costs.

NSDP

- b) **Bunnies and Rabbits:** Rabbit Night ski was well received. Groups preparing for Fun Day and upcoming Marathon. Paula is trying to encourage the older Rabbits to consider joining Extendos, and may send out individual letters to parents inviting them to enroll their child in Extendos. Some concern about finding enough coaches for next year.

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c) Extendos, Tacos, Juniors and Seniors

Races:

- Four athletes attended BC Champs #2 in Kamloops, and Hamish Woods had first and second placings by age, Travis Pete had second and third finishes by age, and Jesse Smids had two fourth placings by age.
- Many athletes travelled to Prince George for Westerns and the Northern Cup, including several Extendos and Tacos. Several BV athletes had podium finishes, including Hamish Woods, who finished 3rd in Classic Distance and FT Distance. The Juniors and Seniors had a particularly challenging course for their last race, but Alex, Geoff and Lisa were able to coach them through the challenges.
- Several Juniors headed to BC Winter Games. They were inspired by the multisport event, and really enjoyed the Penticton trails. Jesse Smids had a podium finish.
- Travis Pete has headed to BC Championships, and the rest of the Junior and Senior athletes will be participating in local time trials this weekend.
- Five athletes will be representing our club at Nationals in Whitehorse.

Program Notes:

- Chris Manhard, head coach for CCBC, will be coming here to work with Juniors, Seniors and Coaches next week.
- Lisa's contract is finished at the end of March, but the NSDP is considering a proposal to extend her contract though parts of April and May, and possibly start her again in September. Proposal is attached to this email.
- Lisa is planning a spring camp to begin the Summer Program on April 30 and May 1, and she hopes to have a second focussed weekend with the athletes over the May Long weekend.
- Patrick is keen to offer some programming in the summer to Tacos to increase athlete retention.
- Patrick has offered to help with the design and building of a Terrain Park.

d) Biathlon:

Races:

- At BC Champs in Whistler, Seton Kriese had a first and second finish, and was awarded the first aggregate award for the year for Senior Boys. Claire Lesawich had a fifth and third finish, and won the first aggregate award for Juvenile girls. Kelli had two first place finishes, and was awarded the Masters Women aggregate for the year. Angus placed fifth and third in the two races.
- At BC Winter Games, Seton Kriese earned two gold and a bronze in the Biathlon (First in Sr. Boys Sprint and Sr. Boys Super Sprint and Third in Sr. Boys Individual).

Program Notes:

- This weekend, the 10 Athletes with the BC Biathlon Team will be training in Smithers to prepare for Nationals. The Provincial coaches will offer coach training to our local coaches.
- Biathlon Bears will begin in April again this year.
- Peter is organizing a visiting coach to help with summer biathlon specific training

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e) Masters Rec:

Has finished. Cobey is happy with the turn out, and will organize again next year. She would love to find a second person to help with the program.

f) Masters Lite:

Finished last evening. Three people participated this year, and Lisa sees that number growing substantially by next season. Lisa will be setting up several Masters with summer training programs.

g) School Program:

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

Racing Rocks happened this week, and went well, except that 40 students did not show up for the event. May want to increase fees and not return them in the future. Several coaches were paid for participating in this event.

h) Waxing:

No update. NSDP will be discussing whether or not to financially support head waxer expenses at races.

i) Wellness Program:

Ended on Wednesday night. BVCU participated this year, and contributed \$5000 towards the NSDP and race events. Hitech did not participate, but did offer to purchase prizes for an event.

j) Ski Boosters:

Are hoping to assign many jobs for next year by the end of this year. Interested in finding coordinators for food and special events, so requests for help can be bundled.

k) Head Coach:

Lisa would like to come speak to the board at some point this year. She is interested in participating in a spring program if the NSDP agrees to extend her contract or pay her hourly.

l) Admin:

NSDP has identified a number of issues that need to be addressed:

- 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 is working to develop a sustainable funding model for the NSDP.
- Sandra has sent amendments to the coach training policy. I will send the amended policy around to the board before the next meeting, and we can discuss it then.
- 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.

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- 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.
- I will request that program leads submit articles for the club newsletter.

Other tasks

- I have requested that Kara equally divide the money put aside for 2016 Nationals amongst all athletes attending Nationals for Biathlon or Cross Country.
- I am still in discussion with Wally about Lodge Cleaning and Lodge Rental Issues.
- I have asked Jevan about dog owners using the upper parking lot, and if we have set track setting priorities.

Issues/Decisions for the Board:

Funding for Nationals

At the Feb 3 meeting, the following motion was passed: "...that the \$2000 budgeted for Nationals support be divided among the athletes who request by letter to board by March 3, 2016." Letters were received from Hamish, Travis Pete, Jesse Smit, Seton Kriese, Angus Tweedie, Jacob deGroot applied for Nationals travel funding support. So they will receive \$333 each.

[**Clarification** added to 2016Apr8: the above paragraph is from the board meeting and was not in the emailed NSDP report.]

Head Coach Summer Program

Can the board let me know if they support the idea of the attached Head Coach Summer Program in principle? Directors expressed general support.

Athlete Van Fund:

MOTION: Steve moves, Sue seconds that the board of directors accept the NSDP subcommittee's recommendations that an athlete van is no longer the best use of club funds and that the Athlete Van Restricted Fund of approximately \$40,708 be released and allocated as follows:

- \$25,000 to the NSDP program as start-up money (to be available for use early in the season and replenished each year after receiving fees and grants, unless unforeseen circumstances arise)
- \$5708 towards building a play park this summer (starting August 2016).
- \$3000 to be spent this fiscal year on wax equipment and test skis, waxing tables, etc.
- \$7000 (approximately \$2000 this spring and approximately \$5000 next fall) on expanding the coaching and biathlon programs.

Motion carried.

Steve agreed to ask accountant for opinion about our motion and report back to the board. [Outcome subsequent to the meeting: The accountant did not have experience with gaming grant requirements. Responses from the board expressed no concerns.]

3) Treasurer/Financial – Kara

- a) Trying to contact our new bookkeeper Brenda Zantingh.
- b) Developed a draft contract for services
- c) Kirsteen will work with Brenda to get her to speed.

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- d) Directors would like monthly snapshots in the future

4) Area – Jevan

- a) Recent communications to club membership addresses complaints about tracksetting. Pointed out challenges. Asked tracksetters to set as much as possible.
- b) Piston Bulley repaired again. **ACTION:** At our next meeting, after we know the cost of the recent major repairs, Steve will propose a motion to withdraw money from the tracksetter restricted fund for those repairs.
- c) Rebuilt final drive bought and if done early we can get money for used which can be used to pay for other parts.
- d) Piston Bulley maintenance schedule and parts required 8-10 years out is still being worked on. **ACTION:** When the maintenance schedule is complete, Steve will propose a motion that previous decisions regarding the tracksetter restricted fund be replaced by a board decision to restrict \$_____ for major repairs and/or replacement of the tracksetter consistent with the projected costs in the Club's tracksetter maintenance plan and that the board consider topping up or increasing the fund at the end of each season after considering amounts spent from the fund and the projected needs in an updated tracksetter maintenance plan.
- c) Wear and tear from clearing parking lots. costs of alternate methods? Feedback from tracksetters and mechanic says the type of clearing done does not harm the tracksetter. And does not bring gravel onto the trails. Will still look into options sometime.
- d) Priority setting for tracksetting ...Suggestions to look at Whitehorse grooming policies. Jevan, Brant and Steve worked on adapting the Whitehorse policy and include how to complain or compliment.
- e) The club should apply for a community grant from the community forest this year.....
ACTION: Kara will take on Wetzinkwa community grant application. Ideas needed for next meeting. Grant application has May 30 deadline.

5) Lodge – Wally

- a) **ACTION:** preparing an emergency plan for our water supply
- b) Doing 4 per year water samples
- c) Lodge clean-up discussion: **ACTION:** Sue will do sanitation plan and foodsafe plan.
- d) **ACTION:** Steve will update lodge rental policy to set the single day fee at \$150
- e) **ACTION:** Wally & Steve and Daryl will review major capital needs and update our infrastructure capital plan.
- f) **ACTION:** When the infrastructure capital plan is completed, Steve will propose a motion like the following: that previous decisions regarding the infrastructure restricted fund be replaced by a board decision to restrict \$_____ for major repairs and/or new buildings consistent with the Club's infrastructure capital plan dated ____ and that the board consider topping up or increasing the fund at the end of each season after considering amounts used from the fund and the projected needs in an updated infrastructure capital plan.

6) Race Events – Lea-Marie

Loppet coming up with Joe De Gisi as chief of competition.

7) Membership report – Jill (report emailed in advance of meeting)

- a) 2015-2016: Membership 597 Ticket booth sales to Mar 1, 2016 \$7454.70
2014-2015: Membership 568 Ticket booth sales to Mar 1, 2015 \$8211.10

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8) Communications – Sue (report emailed in advance of meeting)

- a) March **Newsletter** so far has no content. The deadline for submissions has come and gone, and Valerie received nothing. I have sent out a second email, but please encourage your contacts to submit a write up on their events, programs, etc including photos and captions.
- b) Last week I coordinated with Jevan to send out a short message to the membership regarding tracksetting challenges. We received a number of very positive responses, very appreciative of the club's hard work. .
- c) Wetzin'kwa Loppet advertising is under way

9) Secretary – Steve (report emailed in advance of meeting)

a) **Old meeting minutes:**

I managed to find all but a handful of old minutes from the last few years. Thanks everyone for the help in that. I haven't posted them all on the website yet but I did make a summary of board motions. The main motivation for doing this now was to get a handle on our restricted funds.

- b) **Restricted Funds:** At first I thought we did not have good documentation of our restricted fund decisions. But after reviewing all of the board and agm motions, we have almost all of the restricted deposits supported by motions. I prepared a list of restricted fund transactions with supporting motions [download link provided to board directors].

Although we have documentation, we will need to review and make new motions on all of our restricted funds to satisfy the Gaming Grant application requirements. I have been working with Irene Ronalds who is doing the next Gaming Grant application. A key issue was what to do about the Athlete Van Fund. So last week we met with representatives of the NSDP. I prepared the attached Restricted Fund Backgrounder for the NSDP and for the board. The NSDP reps had a good discussion and came up with some recommendations for the board regarding the fate of the Athlete Van Restricted Fund. I used the NSDP subcommittee's meeting minutes (Feb 25, 2016) to draft the motions for the 3 restricted funds.

- c) **Dog trails:** I posted the new dog policy on the website but I have not communicated it to members yet. Recreations Sites & Trails BC is interested in better trail and dog signage and will be meeting with Daryl and I soon? We will strategize communication to members after that meeting.
- d) **Filing:** outstanding
- e) **Lodge office computer:** Ben Forsyth tried to set up a user account but it seemed to cause other issues. Still possible to use for tracksetting updates but not errorproof. Will set up for next year.
- f) **Strategic planning:** I am hearing comments indicating that we REALLY need a strategic plan or some sort of vision to guide the club. We also seem to have a lot of short-term issues that have consumed our mid-season meetings. So I recommend that we dedicate meeting time this spring and early fall to work on the strategic plan and that we invite members to participate, especially those who might be interested in joining the board next year
- g) I am wondering if the topic of **volunteer incentives/perks** warrant a board motion or policy. Currently it is up to programs to address within program budget. Board decision needed if club-wide implications (e.g. membership, passes). Will add this to strategic planning discussions,

Old business

- a) none discussed other than topics brought up during director reports.

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New Business

a) Next meeting dates

Directors expressed willingness to have additional meetings in March , April &/or May to work on strategic planning

b) Who is planning to stay on the board for next year. This will help our recruitment for next year.

Continue: Kara, Jill, Daryl, Steve

Stepping down from board but staying involved in the club: Wally, Jevan, Lea-Marie, Leslie-Jean.

Undecided: Sue

Meeting adjourned approximately 8:30 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.	Completed (or too late)
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.	Completed (or too late)
Request to Board for travel support to Nationals tabled to March 3 meeting.	Completed
Steve will strategize with others how to complete strategic planning and board time for after March meeting	Additional meetings will be proposed
Steve will set up a file cabinet at the lodge plus a digital storage system.	
Steve will update policy on travel funding based on board motion from last year.	
Steve will post revised dog policy and work with dog policy committee to communicate updated dog policy to members	Policy posted on web but needs communication and signage
Steve will give lodge computer login info to Jevan when it is ready for tracksetter updates	Done - not practical this year
Steve will discuss the issue of lodge cleanup with Wally.	Completed
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, Steve & Sue will draft a job-description/contract for the new bookkeeper prior to her start March 1.	Completed. Will be negotiated
Steve and Kara will review the status of current restricted funds and propose decisions to update or change for March board meeting.	Completed. motions proposed
Sue will get 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 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	Completed
Daryl will get new easier-to-open first aid buckets and sign to rescue snowmobile and on snowmobile.	

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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	
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.	
Wally will prepare an emergency plan for our water supply	
Steve will update lodge rental policy to set the single day fee at \$150	
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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