

Bulkley Valley Cross Country Ski Club - Board Meeting

November 3, 2016 - Alpenhorn meeting room

Board members

Present: Daryl Wilson, Kara Przeczek, Jill Krause, James Cuell

Absent: Steve Osborn, Sara Belanger

Meeting started 18:38

1) Minutes of last regular meeting

MOTION by James, seconded by Daryl that the October 6 meeting minutes be accepted as drafted and posted on bvnordic.ca. Motion approved.

2) Director's Responsibilities

Discussed was the responsibilities of the directors and viewed Steve's chart and any changes were to be brought forward to Steve.

Vacant positions:

Nordic Centre – Daryl will look after

Events - ?

Volunteer - ?

3) Directors reports

a) President – Daryl (via email)

- insurance for the facility has been changed so do not pay the bill from the first invoice, this was to reflect the actual cost of Piston Bully to replace the same model, year and hours not a replacement of new so we were paying way too much insurance
- I am working on LED quote for trails
- Maps are being looked at by Tyhee and I to get all new trails GPS and then print

b) Membership report – Jill

- End of Oct 100 signed up, and in same time in 2015-16 season 69, 2014-15 62 so ahead of years passed
- Calderwood agreed to sponsor season pass making again \$300 plus \$200 for adverting stickers

c) Treasurer/Financial – Kara

- Kara emailed her Treasurer's Report plus Financial report to Oct 31 and Instructions for making purchases on account and deposits (Copy attached to these minutes)
- Kara said she has a handle on the books, we will have monthly updates on the budgets and operations, Quick book spread sheets are easier to explain and read
- a term deposit came up and was rolled over
- Mystery deposit for over \$800 was being looked into find what it was from.
- Need to change signing authority on the account.

MOTION by Kara, seconded by Daryl that signing authorities on the BV Credit Union be amended to remove Suzanne Pearce and Kristen Lang and to add James Cuell. Motion approved.

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d) **NSDP** – James

- No report

e) **Nordic Centre** – Daryl

- No report

f) **Communications** – Sara absent

- No report

4) New Business

- Opening day discussion was to wait for a while no snow hard to make a date.
- We discussed sponsors on our web site could we get a page set up?
- Erik Lilles is very keen on helping on projects, like LED lights
- Locker rental fees we have discussed dropping them off at McBike so I will let Walter know to ask people to do that
- Advanced Women clinic: Nellie is asking if she can host one as well as a standard women's clinic? [Daryl's note on this since the meeting: I have talked with Nellie on dated and checked for lodge conflicts and all is good, so I believe it will be Jan 21/17]

5) Dates for next meetings

Alpenhorn meeting room booked 6:30 – 9:00 pm on the first Thursday each month:

- December 1
- January 5
- February 2
- March 2
- April 6
- May 4

Meeting adjourned 19:56 pm

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Action	Status <i>Tasks will be removed after appearing in one set of minutes as completed.</i>
Finances	
Kara will incorporate feedback from Oct 6 meeting and distribute final instructions on purchases and deposits.	Completed Nov 3.
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.	
Strategic Planning	
Léa-Marie and Daryl will help Steve edit and complete a draft strategic plan for the board to review. (mid-July)	Put on hold pending priority work on finances etc.
NSDP	
James/Leslie-Jean will look into providing direction/support for School Program, (possibly ask Head Coach to develop learning outcomes and coach guidance. Note that the board wants to see more structure/guidance for the coaches.)	
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.	
Nordic Centre	
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	
Daryl will get kitchen forms and sanitation plans done and posted before April 16	??
Daryl/Steve will look at Whitehorse grooming policy/information as an example for tracksetting priorities	

*Draft prepared Nov 27, 2016 based on Daryl's notes emailed Nov 25
Please refer to the minutes of the subsequent board meeting for approval or revisions.*

From: Kara Przeczek <magellan_08@yahoo.com>
Sent: November 3, 2016 4:20 PM
To: 'Daryl Wilson'; 'James Cuell'; 'Sara Belanger'; 'Jill Krause'; secretary@bvnordic.ca
Cc: secretary@bvnordic.ca
Subject: Treasurers report
Attachments: BVCCSCDepositandPurchaseGuidance.docx; name=BVCCSC 16Oct31 Budget vs Actual v 16Nov03c.xlsx

Hello!

I have quite a few things to report and also some items that I would like to discuss at the meeting tonight.

1) Please see attached instructions for making purchases on account and deposits at BVCU and please distribute widely. People have been doing better at ensuring the deposits are labelled with a good, descriptive note, but I still had to track down several invoices and we have a mystery \$852 deposit from Oct 4th that I need to figure out.

2) Please see attached financial report for July to October 31 2016. I will also be bringing print-outs to the meeting tonight. Please let me know if you have any questions about the budgets, the expenses accrued so far, or the categories we are using.

3) I would like to talk to the board about the Club Challenge that Daryl forwarded last week. It could be an easy opportunity to get some additional financial support for the club, with a small amount of effort from a few people. I will talk more about it tonight, but I think an obvious place to start would be with any people or businesses who make donations already (perhaps BVCU for Wellness Week?) that may want to do it through this venue so that it is tax deductible. Who would know about current donations?

4) Irene has been working hard on grants. Main one is the NDI grant for the Lodge Roof and Ceiling project, which Nellie Davis at Regional District is helping with. Irene has received letters of support from Rec Sites Trails BC, Town Council, and Regional District. Now waiting hoping to hear results of Can 150 and MEC before finalizing the request to NDI Nov 14.

She tried a few of the Viasport grants to help cover coach training costs, but no word yet. The timing windows have to align so that you apply and the grant closes before the actual course takes place, which can be a challenge when dates change etc.

The other one is the Gas Tax grant which looks to be perfect for LED outdoor light conversion, and we are hoping that Erik Lillies will take this one on. I believe that Daryl has been working on this as well with BV Electric.

5) I am also acting registrar this month, and I have a mystery - does anyone know Marty Lafontaine? I have a membership cheque for him and I wonder if it is for his son, Liam Rompfh?

6) One of our term deposits has matured. It is currently rolled over into another 3 year fixed term at 1.5% interest, but if we want to invest it in some other way now is our chance. I will bring details tonight.

7) We need to update signing authority. Any volunteers? Need to pick one or two new additions and make a motion to add the new people and remove some past members and then two people with current signing authority have to sign the minutes.

Thanks for sticking with me through this long email and I will see you tonight.

BVCC Deposit and Purchase Guidance

Night Deposits

- Night deposits should ONLY for ticket booth sales
- All other deposits should be made with a teller so that a description can be included with each deposit (see Deposits below)
- **IF** a day deposit is not possible and a night deposit contains funds other than ticket booth sales, then the person making the deposit should email the Treasurer (treasurer@bvnordic.ca) as soon as possible with the following information:
 - Date of deposit
 - Total amount of the deposit
 - Breakdown of the amounts and budget (program, event, etc) that they should be attributed to

Deposits

- Make deposits with a teller at BVCU
- For each deposit, ask the teller to note the following:
 - The purpose of the money (e.g., maple syrup sales) so that the money can be correctly allocated in the budget (mandatory)
 - The name of the person making the deposit, to enable follow-up if necessary (optional)
- If the deposit includes money for different programs please make separate deposits with the teller so there is a description for each
- Membership and program fees should only be deposited by the Registrar. Please leave these at McBike.

Purchases on Account

It is absolutely critical that people making purchases on account communicate the purpose of the purchase to the Treasurer. This is to ensure that expenses are allocated to the appropriate budget.

- When making a purchase on account, please do the following:
 - Ask that a brief descriptive note be included on the purchase order or invoice (example, tractor repair)
 - Include the name of the purchaser on the purchase order or invoice for follow up
- If you do not get to see the annotated purchase order with your own eyes to verify that something was actually written on it (since it rarely seems to happen)
 - Leave a copy of the purchase order or invoice for the Treasurer at McBike with a description of the purchase and note that it was made on account **OR**
 - Take a photo or scan the purchase order or invoice and email to the treasurer (treasurer@bvnordic.ca) **OR**
 - Email a brief description of the purchase (a couple key components), date of purchase, and total amount to the Treasurer (treasurer@bvnordic.ca)
- **BV Wholesale** is particularly challenging since they do not send the PO with the invoice. The purchaser **MUST** request a copy of the PO and either leave at McBike or email as noted above.

If you have any questions about purchases or deposits please contact Kara Przeczek (Treasurer) at treasurer@bvnordic.ca or 250-877-0726.

November 3, 2016

The Bulkley Valley Cross Country Ski Club
Profit & Loss Budget vs. Actual by program
July through October 2016

	Events		Membership		Total Club		Nordic Centre		Athlete Development		Biathlon Program		Masters Drop-in		NSDP Support		Rabbits Program		Ski S'Kool Program		Total NSDP		Total unclassified		TOTAL			
	(Club)		(Club)						(NSDP)		(NSDP)		(NSDP)		(NSDP)		(NSDP)		(NSDP)									
	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget	Jul - Oct 16	Budget
Trails and area	0.00		0.00		0.00		1,572.11	6,000.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		1,572.11	6,000.00
Total Maintenance	0.00		0.00		0.00		5,045.03	18,500.00	0.00		0.00	600.00	0.00		0.00		0.00		0.00		0.00	600.00	0.00	0.00		5,045.03	19,100.00	
Operation																												
Fuel	0.00		0.00		0.00		32.66	9,000.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		32.66	9,000.00
Payroll Expenses	0.00		0.00		0.00		0.00	1,200.00	0.00		0.00		0.00		510.60	3,700.00	0.00		0.00		510.60	3,700.00	0.00	0.00		510.60	4,900.00	
Supplies	0.00		0.00	1,000.00	0.00	1,000.00	156.00	1,600.00	0.00		0.00	500.00	0.00	400.00	0.00	1,000.00	0.00	1,000.00	0.00	500.00	0.00	3,400.00	0.00	0.00		156.00	6,000.00	
Ticket booth staffing	0.00		0.00		0.00		0.00	2,000.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	2,000.00
Training - head coach	0.00		0.00		0.00		0.00		0.00		0.00	2,500.00	0.00		0.00	1,000.00	0.00		0.00		0.00	3,500.00	0.00	0.00		0.00	3,500.00	
Training - other	0.00		0.00		0.00		0.00		0.00		0.00	1,500.00	0.00		0.00	1,500.00	0.00		0.00		0.00	3,000.00	0.00	0.00		0.00	3,000.00	
Travel - head coach	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	3,000.00	0.00		0.00		0.00	3,000.00	0.00	0.00		0.00	3,000.00	
Travel - waxing	0.00		0.00		0.00		0.00		0.00		0.00	600.00	0.00		0.00	800.00	0.00		0.00		0.00	1,400.00	0.00	0.00		0.00	1,400.00	
Volunteer appreciation	0.00		86.73		86.73		0.00		0.00		0.00	500.00	0.00	100.00	0.00	1,000.00	0.00	1,000.00	0.00		0.00	2,600.00	0.00	0.00		86.73	2,600.00	
Wages	0.00		0.00		0.00		0.00	21,000.00	0.00		0.00		0.00		7,020.00	36,750.00	0.00		0.00	5,000.00	7,020.00	41,750.00	0.00	0.00		7,020.00	62,750.00	
Waxes	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	3,000.00	0.00		0.00		0.00	3,000.00	0.00	0.00		0.00	3,000.00	
Total Operation	0.00		86.73	1,000.00	86.73	1,000.00	188.66	34,800.00	0.00		0.00	5,600.00	0.00	500.00	8,170.60	51,750.00	0.00	2,000.00	0.00	5,500.00	8,170.60	65,350.00	0.00	0.00		8,445.99	101,150.00	
Reconciliation Discrepancies	0.00		0.00		0.00		229.28		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		229.28	0.00
Telephone and internet	0.00		0.00		0.00		339.42	1,250.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		339.42	1,250.00
Utilities	0.00		0.00		0.00		503.34	4,500.00	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		503.34	4,500.00
Total Expense	15.00	4,500.00	554.35	6,200.00	569.35	10,700.00	14,231.76	110,400.00	0.00		0.00	13,800.00	0.00	500.00	8,780.91	77,500.00	0.00	4,250.00	0.00	5,500.00	8,780.91	101,550.00	0.00	0.00		23,582.02	222,650.00	
Net Income	245.00	0.00	-554.35	-200.00	-309.35	-200.00	-2,575.58	-25,900.00	0.00	15,000.00	3,638.00	0.00	0.00	0.00	-197.66	-16,000.00	0.00	1,750.00	0.00	1,500.00	3,440.34	2,250.00	852.00	0.00		1,407.41	-23,850.00	