

# Bulkley Valley Cross Country Ski Club - Board Meeting

October 6, 2016 - Alpenhorn meeting room

## Board members

Present: Wally Lesawich, Steve Osborn, Léa-Marie Bowes-Lyon, Leslie-Jean MacMillan, Kara Przeczek, Jill Krause,

Absent: Sue Pearce, Daryl Wilson, Jevan Hanchard

Meeting started approximately 6:38 pm

## 1) Minutes of last regular meeting

**MOTION** by Steve that the June 2 meeting minutes and July 11 resolution be accepted as drafted.

Motion carried

## 2) Directors reports

### a) President – Daryl (via email)

- I am working on the insurance for the facility with BV Insurance.
- Working on getting board members I may have three
- The Terrain park has been cleared, athletes have walked it says it should be great.
- We had a work bee Sept 25 to get wood in for the lodge, had a super turnout 30 people so we got wood for the lodge, wax hut and biathlon also some kids went out onto the trails and cleared brush.
- Working with Steve and Kara on the budget and books.
- Steve and I have been working on board structure
- Jevan, Brant and I had a meeting at the trails this summer with Wetzinkwa Forestry about logging in the future
- I also have been dealing with Telkwa Cariboo Committee and small misunderstanding

### b) Treasurer/Financial – Kara

#### i. Last year's financial statements sent out by Kara Sep 29

- We saw some exceptional expenses last year (I'm looking at you, pisten bully and cisterns), and due to our ageing infrastructure and equipment can unfortunately expect to see these kinds of expenses occur more often. Tonight we will be discussing restricted funds for capital projects as well as how to deal with large repair expenses.
- Discussed shortcomings of the books and noted that for several reasons, last year's bookkeeping was not allocating income and expenses among programs. Financials will be presented at AGM along with plans for keeping books up to date going forward
- Discussed draft instructions for making purchases and deposits (to reduce mis-allocations like last year).

**ACTION:** Kara will incorporate feedback and distribute final instructions on purchases and deposits.

*Draft prepared October 9, 2016*

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- ii. **Budget** for this year (draft circulated by Steve on Sep 27)
- Nordic Centre accounts have been separated from Membership to facilitate better tracking of income and expenses related to trail user fees.
  - Race events have been combined with other events.
  - NSDP Support is a new budget area that recognizes cross-NSDP program cooperation without the need for within-program transfers.
  - The budget for the club as a whole shows a deficit indicating a need for additional grants and sponsorships and possibly fee increases in the near future. In the absence of additional grants, there is sufficient income for operations but not enough to contribute to restricted funds for our long-term expenses.

**MOTION** by Steve that the budget be accepted for presentation to the AGM. Carried.

- iii. Steve explained the status of current **Restricted Funds** and a plan for replacing them with new Restricted Funds:

- The Athlete Van Fund was released and reallocated last year (board decision Mar 3, 2016)
- \$20,000 was used from the Infrastructure Fund last year for the cistern and chimney. On July 11, the board approved allocating another \$14,500 from the fund for the roofing project. (Now in this year's Nordic Centre budget but may not all be required if grant applications to Canada 150, NDIIT and MEC are successful.)
- \$10,000 was removed last year from the Piston Bully Restricted Fund to support exceptionally high repair costs. \$5000 was also used from the fund last year to buy a reconditioned final drive.
- Restricted Funds are internal records tracked for planning purposes. A review of the funds revealed that the amounts theoretically remaining (\$519.73 Infrastructure + \$46,656.92 Piston Bully) were not fully supported by actual cash net of current liabilities (\$40,337.17). A difference of \$6,839.48. (Numbers based on June 30, 2016 balance sheet adjusted for \$14,500 withdrawal for the roofing project.)
- The proposed restricted fund plan (attached) would replace the current funds with new funds with specific purposes and targets and start them with fully-supported funds: \$40,000 for the Tracksetter and \$0 for Infrastructure. The budget proposes a contribution to each of the funds by the end of our fiscal year.

**MOTION** by Steve that the attached restricted fund plan be adopted. Carried.

- iv. The status of **grant applications** was discussed. Great work by Irene Ronalds and Kara. More opportunities exist if we have volunteer support to pursue the applications.

c) **NSDP and Fun** – Leslie-Jean

- i. Coaches OK with revised NSDP structure as presented by James.
- ii. There is a shortage of rabbit coaches. The board needs a volunteer-coordinator position to lead club-wide recruitment/retention efforts.

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- iii. Draft Wax Policy previously circulated to directors.  
**MOTION** by Leslie-Jean that the attached draft wax policy be adopted. Carried
- iv. Training Policy variance. Board discussion was in favour of expanding access to training as a potential method of volunteer recognition.
- v. Leslie-Jean is continuing as Vice-President of **CCBC** till spring

### **d) Membership report – Jill**

- CCBC membership drive discussed
- Working on preparations for registration and membership cards.

### **e) Lodge – Wally**

- The club has been coasting for 20 years on low maintenance costs for the “new” lodge. The club will have to keep expecting major expenditures into the future years. Targeting \$25,000 in a restricted fund should be enough to handle future issues.
- Cistern needs cleaning. Confined space so we need to get a contractor who is certified to operate within confined spaces.

**MOTION:** proposed by Daryl that the club use a contractor who is qualified to operate with potable water storage and certified to operate within confined spaces to inspect the cistern yearly and clean it when necessary. Carried

### **f) Communications – Sue (via email)**

- Communications have gone out regarding the AGM and the membership drive. I have made a poster for the membership drive and I'm just waiting for Liz to say that registration is OPEN before posting them around town.
- I'd like to start promoting the ski swap; just need some details from the organizer- who is it this year?
- I'd like to help with organizing "Welcome Day"- if there is discussion about this event at the meeting, please give me some action items I can help tackle.

## **3) Other Business**

We agree with Daryl's message expressing the club's appreciation for the work and accomplishments of the departing directors:

Wally Lesawich, Léa-Marie Bowes-Lyon, Leslie-Jean MacMillan, Sue Pearce and Jevan Hanchard.

THANKS!

## **4) Dates for next meetings**

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

- November 3
- December 1

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

Meeting adjourned approximately 9:00 pm

<b>Action</b>	<b>Status</b> <i>After an item is noted as completed in the minutes, it will not appear in next minutes.</i>
<b>Finances</b>	
In preparing the next budget, the <b>board</b> should consider how the board can best support high performance athlete development within the club. (context: cancelled travel funding policy)	
<b>Steve</b> 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.	Drafted. To be ready soon
<b>Kara</b> will develop a procedure to identify how deposits and expenses should be allocated. (for next season)	Drafted. To be ready soon
<b>Strategic Planning</b>	
<b>Léa-Marie</b> and <b>Daryl</b> will help <b>Steve</b> edit and complete a draft strategic plan for the board to review. (mid-July)	Put on hold pending priority work on finances etc.
<b>Other</b>	
<b>Steve</b> 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
<b>Steve</b> will produce a synopsis of one-line policy descriptions with links to the actual policies - before next fall	
<b>Steve</b> will set up a file cabinet at the lodge plus digital storage.	
<b>Daryl</b> will look into safety communication options for tractor and track setter	
<b>Daryl</b> will look into whether our liability insurance applies to lodge rentals. <b>Steve</b> 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	

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<b>Leslie-Jean</b> 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.)	
<b>Sue</b> will get kitchen forms and sanitation plans done and posted before April 16	??
<b>Jevan</b> will write up a description of tracksetting priorities	?? Consider adopting Whitehorse policy
<b>NSDP</b> – will develop a policy on membership fees for coaches who are not buying season passes. Board decision may be needed depending on who pays.	

*Draft prepared October 9, 2016*

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## BVCCSC Restricted Fund Plan

Draft Oct 5, 2016

### **Track-Setter Restricted Fund**

**Purpose:** Build a reserve separate from our operational budget to enable the eventual replacement of the Track-Setter and to support unexpected major repairs.

**Target:** \$150,000 by 2022. Adjust target as better information becomes available.

**Plan:** Start with \$40,000 as of October 6, 2016 and contribute at least 15,000 per year from the Nordic Centre budget. Budget \$10,000 per year for annual repairs and maintenance with any end-of-year surplus being added to the restricted fund.

### **Infrastructure Restricted Fund**

**Purpose:** Build a reserve separate from our operational budget to enable major repairs and improvements to Nordic Centre buildings and area infrastructure.

**Target:** \$25,000 by the end of 2017-2018. Adjust the target as better information becomes available and for board-approved major capital projects.

**Plan:** Utilize previous infrastructure funds for spring 2017 roofing/venting project. Start a new Infrastructure Restricted fund with \$0 as of October 6, 2016 and contribute at least \$10,000 per year in the Nordic Centre budget.

# **Bulkey Valley Cross Country Ski Club: Nordic Skills Development Program (NSDP)**

## **Policy for Waxing and Managing Wax Supplies and Team Racing/Training Equipment**

### **Purpose / Objectives:**

1. To provide guidance on uses and maintenance of race team equipment including waxing equipment, test skis and club roller skis.
2. To implement a cost effective wax program that encourages fair sport and supports club athletes by providing consistent, high quality technical support and waxing product.
3. To ensure team waxing services are consistent with Cross Country BC and Biathlon BC standards.

### **Policy:**

1. This policy applies to the Nordic Skills Development Program (NSDP) and includes cross-country and biathlon programs.
2. A head waxer will be appointed with the responsibility for:
  - a. managing the wax and wax equipment budget;
  - b. maintaining equipment and wax supplies; and,
  - c. working with the Head Coach and wax team to ensure there is a race specific wax plan for all club supported race events.
3. A team-based approach will be used to support race events.
4. Wax teams will be confirmed in the race specific wax plans.
5. Race team waxing is available to club athletes in the NSDP inclusive of extended rabbits through to senior age groups for both x-country and biathlon athletes and includes adults registered in club masters race programs.
6. As part of NSDP orientation the coach will provide an overview of this policy to the parents of athletes to help them understand what to expect and how they can support their children with waxing and care of equipment.
7. Race team waxing is to support eligible club athletes at race competitions only.
8. High fluoro (HF) wax are intended to be used for athletes in point races where it makes a difference to overall placement and eligibility by ensuring BV athletes are on a level playing field with other competitors.
9. Wax product and service provided will be in-line with provincial standards and reflective of the athletes age and the level of competition.
  - a. Point races - Non-fluoro (NF) or low fluoro (LF) below 14 years age (juvenile boys/girls category for cross country, senior boys/girls category for biathlon).
  - b. Non-point races - NF or LF for all athletes.
10. Further to the guidelines described above, BV coaches will support other club coaches where there are race specific agreements to limit the use of HF wax.

11. The club standard for high fluoro wax includes HF base wax and “puck” topper. The club program does not support the use of HF powders and liquid HF products due to cost.
12. Athletes requiring products not covered under the club program may make arrangements on a cost recovery basis. Arrangements will require advance planning and requires confirmation between coach and head waxer.
13. Race team waxing is available to club parents or coaches at BC Championships for the club relay race (when racing for club points).
14. Waxing is a cost recovery service. Income sources are program fees and fund raising events. The annual budget for wax supplies will be reviewed regularly to ensure it remains cost effective.
15. Eligible race competitions include Northern Teck series races, Chris Dahlie Open, BC Cup and Biathlon BC Cup races, BV Regional Biathlon Race, BC Winter Games and any other club race team supported point races such as Noram, Westerns, Nationals.
16. Waxing services may be available to other club members on a fee-for-service and first-come, first-serve basis.
17. All monies raised from ski waxing go towards covering the cost of supplies and equipment.

**Equipment (waxing/test-skis):**

18. Wax equipment may be used by arrangement for other funding raising events (e.g. marathon ski waxing service to fund raise for athletes going to Nationals). A donation to the race (wax) program is encouraged to cover wear and tear of equipment. Wax supplies are on a cost recovery basis.
19. Race team test-skis are for glide and grip testing purposes only.

**Equipment (roller-skis):**

20. The club will maintain a limited inventory of roller-skis to support the NSDP program (currently 4 pairs skate, 4 pairs classic).
21. Club roller skis are available for coaches and athletes to support the introductory stage of roller-skiing at the “Learning-to-Train” level and including club athletes attending fall dryland camps.
22. Athletes and coaches are expected to purchase roller-skis when roller skiing is a regular component of their dry-land training plan (generally this starts at 13 years age).

Drafted: October 2, 2016

Approved by the BV Board of Directors: October 6, 2016