Bulkley Valley Cross Country Ski Club - Board Meeting

January 5, 2017 - Alpenhorn meeting room

Board members

Present: Daryl Wilson, Kara Przeczek, Jill Krause, James Cuell, Steve Osborn, Sara Belanger

Guest: Brandy Hughes

Meeting started at 6:40 pm

1) Introductions then Presentation from Brandy Hughes

District Recreation Officer, Nadina-Skeena Recreation District
Ministry of Forests, Lands and Natural Resource Operations

Presentation and discussion topics:

Recreation Site

The benefits to the BV Nordic Center being a Recreation Site is the Forest Recreation Regulation applies, which ensures the recreation features are managed appropriately. It also facilitates a referral being sent to RSTBC and BVCCSC when other stakeholders – mineral tenures, commercial operations, Industry, etc. – are interested in the area. Other benefits include RSTBC being able to support the BVCCSC through financial contributions or in the form of infrastructure installation or helping with maintenance (i.e., firefighters, compliance & enforcement, work-bees).

Going through the Partnership Agreement, the following items were discussed:

Kara had a question about the operating season term. It's for the entire year so activities conducted in the summer months are covered under the PA insurance.

1. Volunteers and Insurance –refer to Section 6.01, page 6 & Section 5, page 3 of Schedule B.
   a. Schedules B and H – list the activities and training requirements covered by our insurance provider. Only these activities should be performed by volunteers.
   b. Proof of training – as mentioned above, training requirements are listed in Schedule B. Please assess an individual`s skill level based on these requirements and keep a record of the assessment along with any certificates that provide proof of training. This could be audited.
   c. Partnership Engagement Summary (PES) – due annually on January 15th. This reports on volunteer hours for the calendar year prior and is used for insurance purposes. **Very important**.
   d. Tracking volunteers and employees – the club is responsible for the safety of their volunteers. Please track volunteers, including their name, birth date, address, etc. The group sign-in form is attached.
   e. Chainsaw Policy – see attached.

2. Section 7 of Schedule B – please report any incidents or close calls to RSTBC.

3. Schedule D (user fees) – BVCCSC confirmed that the fees are not increasing for the 2016/2017 season.

4. Schedule E (annual reporting) – three or four deliverables submitted to RSTBC annually:
   a) PES – see bullet #1, c.
   b) Annual Report – summarizes the "services" completed for the year prior. This is due on December 15th but could be changed. Please refer to Schedule B and H for which services to

list. This report helps RSTBC in requesting money for clubs and can be helpful in getting grants. **This is outstanding for last year's services**.

c) Annual Revenue & Expenses Report – a "statement of income" may be requested. See Schedule D.

d) Operating Plan - please review existing Ops Plan (see Schedule H) and update if necessary. The goals or projects listed in the Ops Plan could be supported by RSTBC if deemed to address safety or environmental concerns or meet public demands. **Cost estimates are always helpful.**

5. Schedule G – **please update attached "Sch G Structures".**

6. Section 57 authorization – required when wanting to conduct Works that involve significant excavation of soils, cutting down trees, or building infrastructure. See the attached document, "S57 Application Guide", for items/activities that require authorization. Please complete the attached form, "Trails Recreation Form", for new section 57 requests or include, in detail, in the Ops Plan. This is authorized by the Recreation Officer.

7. Timber removal – significant timber removal proposed by the BVCCSC that <u>does not</u> coincide with a cutting permit proposed by Wezin'Kwa's requires approval from Wezin'Kwa Community Forest Corporation, the Recreation Officer in the form of a Section 57 authorization letter, and potentially the District Manager of the Ministry of Forests, Lands and Natural Resource Operations. Danger tree falling is considered a requirement of the PA to keep the trails safe. Therefore, District Manager approval is not required but ensuring that Wezin'Kwa is okay with it is.

8. Event permits – events that coincide with the activities covered under Cross Country BC and Canada <u>do not</u> require a permit from the Recreation Officer. This is due to the user having to purchase a ticket. Other types of events that are not related to the club's business may require an event permit. **Please forward attached email, "Event Permits – Reminder", to organization or business that is interested in hosting event at the facility, and have them call me.**

9. Signage – BVCCSC to work on "signage strategy". This is a priority for RSTBC and will help out as much as possible. There is the possibility for surplus funds showing up at the end of fiscal (March 31st). If the signage strategy is in place, RSTBC would be willing to contribute some funds.

10. Danger trees – this is an ongoing concern in this part of the world. BVCCSC reported that the amount of blowdown occurring is currently minimal – not a regular occurrence and due to a couple big wind events last summer. It's also reported that "green" trees are coming down. The firefighters are available to help and RSTBC can provide some signage if needed to warn users.

ACTION: Steve will send Brandy our list of events (Sent Jan 15)

ACTION: BVCSS (Daryl) to send updated map of "operational" trails for addition to the operating plan and indicate which ones are groomed. Discussed that all of the trails are generally groomed.

ACTION: RSTBC to install standard "recreation sites and trails BC" sign to entrance sign.

ACTION: re: Bowmen Annual Event – Daryl please pass on attached email, "Event Permits – Reminder", and have them call me.

ACTION: RSTBC to pick up two outhouses not being used near ~~lodge~~ wax hut

ACTION: BVCCSC will confirm that we have markers at all junctions and a supply of old or temporary maps. Before next season we will renew our trail signs and map brochures.

Brandy left the meeting prior to the board continuing with the business topics.

2) Minutes of last regular meeting

MOTION by Daryl moved that the November 30 meeting minutes be accepted as drafted and posted on bvnordic.ca. Motion accepted

3) Directors reports

a) President and Nordic Centre – Daryl (vian Jan 4 email)

- Submitting volunteer hours for 2016 to province before Jan 15
- Still dealing with maps with Peter from Tyhee
- Continue to monitor wolves
- Dealt with Walter on lockers and lodge issues to brought to me.
- Ski to Santa was huge success
- BV Regional Biathlon Race Jan 2 was great lots of volunteers and about 25 shooters including two Olympians

b) **Membership** – Jill (by Jan 5 email)

2015-16
Season pass members 597
Ticket booth to Jan 01/16 (started on Dec 12/15) $2878.00

2016-17
Season pass members 524
Ticket booth to Jan 01/17 (started on Dec 22/16) $2914.00

Lower parking lot self-serve ticketing wasn`t operational until Dec 29/16 due to set-up delays. Daryl said that the drop pass box was set up at dog trails just before Christmas once we were open.

c) NSDP – James

- No notes recorded

d) Communications – Sara

- Newsletter within 10 days

e) Treasurer/Financial – Kara (by Jan 4 email)

- Signing authority at BVCU has almost been updated. Just need James to go in and sign
- I have had to issue a lot of refunds for the snow camp and a couple for Masters Fit so that will set our account back once they go through.
- I am interested in setting up some additional online bill payments for some of our regular expenses (BC Hydro, Chevron fuel bill, payroll remittance). This will save time for the treasurer as well as cheques, envelopes, and postage, plus reduce chances of overdue payments.
- Financials were sent to directors after the meeting on Jan 10

f) Secretary – Steve (by Jan 5 email)

Donna Barnett, Minister of State for Rural Economic Development was in town January 4th and met with several recreation clubs at the local office of Recreation Sites and Trails BC. I attended for Daryl. It was an informal visit to inform the minister of the accomplishments and challenges faced by recreation groups. After meeting in the office, the minister and RSTBC staff went to the Nordic Centre and I talked about the club facilities, membership, programs and our challenges. We discussed the challenges of a mostly volunteer-run facility and options for operational funding support. Donna Barnett is responsible for the Rural Dividend Fund, ($75 million over 3 years). She acknowledged that there have been misunderstandings about eligibility and application requirements but felt that we should be eligible. She asked her Chief of Staff Andrew Ives to arrange a meeting with local groups to explain the application process before the next intake (Feb or March?). I will work with Irene and Kara on this.

Roofing Project: Irene is following up on our application to NDIT and it looks very promising. (GREAT work Irene!) We should hear for sure after a Jan 13 meeting of NDIT's regional advisory committee. I reviewed our original proposal and confirmed that regardless of NDIT, we can go ahead with at least the roofing/ventilation work next spring. (money from Wetzin'Kwa, BV Roofing and the club ($14,500 already budgeted). If we get what we hope for from NDIT, we can add insulation to the roofing/ventilation work and also complete the ceiling sound dampening and lighting upgrade and the club contribution drops. (The club committed to $3,677 in NDIT proposal assuming MEC grant. MEC grant was unsuccessful so club cost could be around $11,000.) I can be the board contact for the project. I talked to Wally and Brant and they are willing to be involved. We will develop a more detailed budget and project plan after confirmation of NDIT funding.

Lists of Events, Projects and Key Volunteers: By semi-formally tracking who is doing what, I hope to inform the board about any volunteer gaps. We also need the list of events for insurance purposes. The treasurer and bookkeeper need to know budgets and responsibilities for project spending. If we don't get to it at the meeting, I will need director input by email.

Policies: Lodge Rental, Financial Management, Dogs and Grooming are still on my list of outstanding action items. Hopefully directors will get a flood of draft policies to review in coming weeks.

4) Other Business

a) Santa's Workshop – Lea-Marie's report by Jan 4 email)

Santa's Workshop was a great success again this year. Held on Dec. 17, the event was well attended and several families came that were new to Smithers or new to the Club. We do not have a definite count on total participants as it is difficult to keep track of all the little ones. Nevertheless, 75 cookies were handed out for decorating and photos were taken of 57 kids (with many more too shy to sit with Santa). A higher number was expected but there were some competing Santa events being held on the same day. Last year we had around 50 kids visit Santa. The event was organized and run by several volunteers including Perry Rath (without whose wooden toys the event would look much less realistic), Léa-Marie Bowes-Lyon and Leslie-Jean MacMillan. Daryl Wilson was Santa and Amanda Wilson was one of two elves (with the elf costumes coming from Sue Pearce's mom). Tamara McHugh-Gillis, Darah Gillis and Helene Fleury made sure everyone got a cookie to decorate and a warm cup of hot chocolate. Decorations were provided by Kara Preczcek, Hélène Fleury, and Perry Rath. Santa's chair was provided by Re/Max

b) List of 2016-2017 Club Events

The following are official club events that have been discussed and/or on club calendar and website. This motion is to ensure the list of events are in our formal record.

MOTION by January 15th email, (as promised in the Jan 5 meeting): Steve moves that the board of the Bulkley Valley Cross Country Ski Club agrees that the following are club events hosted by the club for participation by club members and the public. This list is in addition to program activities that are targeted to members and holders of day passes. Motion passed with a majority of the directors supporting it by email.

Date	Event	Organizer
October 28, 2016	**Ski swap**	Debbie Turton
December 10, 2016	**Snowflake Social**	Daryl Wilson
December 17, 2016	**Santa's Workshop**	Lea-Marie Bowes-Lyon
January 2, 2017	**BV Biathlon Competition**	Peter Tweedie
January 15, 2017	**Tour de Soup**	Marlene Thimer
January 29, 2017	**Women's XC Ski Clinic**	Nellie Dow
February 5, 2017	**Welcome Day**	Tenley Dahlie
February 12, 2017	**Teck N Cup XC race**	Jennifer Plummer
March 11, 2017	**Wetzin'Kwa Loppet**	Jennifer Plummer

5) Dates for next meetings

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

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

Meeting adjourned approximately 9:00 pm

ACTION: Steve will update the Action list and circulate it by email before the next meeting.