

Bulkley Valley Cross Country Ski Club - Board Meeting

March 9, 2017 – Aspen Inn, Riverside Lounge

Board members

Present: Daryl Wilson, Jill Krause, James Cuell, Steve Osborn

Absent: Kara Przeczek, Sara Belanger

Meeting started at approximately 6:45 pm

1) Minutes of last regular meeting

MOTION by Daryl that the February 9 meeting minutes be accepted as drafted and posted on bvnordic.ca. Motion carried.

2) Directors reports

a) President and Nordic Centre – Daryl (emailed Mar 7, 2017)

- Signed papers with Rec and Trails and receiving \$5000 for trails signage and names
- Trail strategy with Kevin
- Award to be given out at Marathon to Alex and Jane
- Talked to Brant about awarding the Chris Dahlie award at the marathon

b) Membership – Jill (emailed Mar 1, 2017)

2015-16

Members 597

Ticket booth to the end of Feb. \$7454.70

2016-17

Members 533

Ticket booth to the end of Feb \$8192.50

ACTION: Daryl will expand the slot of the money boxes during the summer.

c) NSDP – James (emailed Mar 9)

Rabbits

- program done for the year. Last event is the Loppet this weekend

School Program

- wraps up March 24th. Will compile a detailed report then

Master's Drop-In

- last session was February 22nd

- 104 attended over 6 sessions

ADP

- Leave for Nationals in Canmore next week. 8 Skiers attending

- lots of activity around the marathon this weekend with the waxing fundraiser, pasta night, dessert auction and lunch

Draft prepared March 15, 2017

Please refer to the minutes of the subsequent board meeting for approval or revisions.

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Biathlon

- Claire Lesawich and Callie Lancaster at nationals

d) Secretary – Steve

- Provided advice/support to Irene Ronalds for Gas Tax Grant application, including getting a supporting resolution from the board. (approved resolution attached)
- Produced a project overview and a trail strategy for Rec Sites and Trails which included the Peter Tweedie's trail map and signs project and Kevin Kriese's trail repair & maintenance project. (Overview and Strategy attached to agenda emailed March 6)
- Provided support to Loppet organizers
- Posted minutes and other notices onto the website.

e) Treasurer/Financial – Kara away

Financials to Feb 27 emailed to directors March 6

- Budget vs Actual
- Transaction detail
- Directors to review and give feedback

Kara is away February 20 to March 23. Jill took over treasurer's duties until Kara returns.

f) Communications – Sara

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3) Other Business

a) Financial Management Policy.

MOTION: Steve moved that the board approve the policy as amended. Motion carried.
(Approved version attached)

b) Gas Tax Grant status

Regional District of Bulkley Nechako sent us a contract for \$25,000 for our roof and ceiling project. The Board appreciates the Regional District's support and acknowledges the fantastic efforts by Irene Ronalds in securing this and other grants.

Gaming grant application – Discussed priorities for capital portion of gaming grant. Subject to confirmation of eligibility, the club's priority will be to seek approximately \$10,000 for trail maintenance and improvements, approximately \$3500 for a roller-compactor and approximately \$6500 for race equipment (V-boards and additional Summit equipment).

c) Flooring

MOTION: Daryl moves, James second that the club buy rubber flooring for approximately \$4500 and determine how and when to install in the future. Motion passed.

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4) Dates for next meetings

- Wednesday April 12 at Buchfink Lodge
- May 4

Meeting adjourned approximately 9:00 pm

Draft prepared March 15, 2017

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Bulkley Valley Cross Country Ski Club
Board Resolution - Conducted by email February 20, 2017

Board directors

Resolution was emailed February 20 to board directors: Daryl Wilson, Steve Osborn, Jill Krause,
James Cuell, Sara Belanger, Kara Przeczek

All directors responded in favour.

Be it resolved that the Bulkley Valley Cross Country Ski Club approves the submission of a Federal Gas Tax Application to the Regional District of Bulkley-Nechako and furthermore the Bulkley Valley Cross Country Ski Club will enter into an agreement with the Regional District of Bulkley-Nechako if the application is approved.

Resolution passed by the board.

A handwritten signature in black ink, appearing to read 'S Osborn', is positioned above the typed name of the signatory.

Steve Osborn, Club Secretary



Financial Management Policy

This policy of the Bulkley Valley Cross Country Ski Club (BVCCSC or the Club) has been approved by the BVCCSC Board of Directors (Board) on March 9, 2017. It replaces the Financial Management Policy dated February 1, 2009.

Definitions:

Fiscal year: The Club's fiscal year is July 1 to June 30.

Program: A Club program consists of related club activities which are managed together under a single program budget with delegated decision-making. (Programs listed below)

Budget: A budget is a plan of estimated income and expense for the year; usually prepared before the start of the fiscal year and used as a base for comparison with actuals. Budgets can be corrected or updated during the year to reflect new information.

Forecast: A forecast during the fiscal year is an estimate of total income and expenses for the year that relies on reported actual finances to date plus expectations for the remainder of the year.

Responsible Director: The Board may assign a director responsible for a program. That director will monitor operations within the program and support any key positions. The Responsible Director is not necessarily delegated decision-making for the program budget.

Policy: Financial Management

The following system of financial planning and management will be used by the BVCCSC to ensure that the Club's financial resources are appropriately budgeted, accounted for, and reported out to the membership and partners.

- The Board is ultimately responsible for the financial management of all club activities.
- For each fiscal year, the Board will approve a budget for each program and for the club as a whole. The Board may approve revisions to budgets.
- The finances of each program will be tracked separately in our bookkeeping system but the funds for each program will be deposited in and spent from consolidated funds controlled by the Board.
- Tracking of finances is the responsibility of the Treasurer with support from a paid Bookkeeper.



- Each year, a Board decision will designate who has signing authority for cheques. Cheques will require two signatures. Online payments to Revenue Canada will require only the Treasurer's authorization.
- The Board may delegate the management of a program budget (spending decisions and budget monitoring) to a designated person(s).
- The person(s) designated to manage a program budget is responsible for:
 - ensuring program income and expense are appropriately tracked in the club's bookkeeping system using procedures established by the Treasurer (e.g. marking receipts and invoices with information to allow allocation to program budget lines).
 - monitoring program income and expense and reporting significant variances from the approved program budget to the Board via the Responsible Director.
 - periodically forecasting program income and expense for the rest of the fiscal year and reporting any concerns to the Board via the Responsible Director.
- The Responsible Director for each program will ensure that the program budget is being managed in accordance with this policy and will keep the Board informed of the general financial status of the program and any significant concerns.
- The Treasurer will coordinate all grant applications and requests for support from businesses to avoid duplicated efforts across program areas and to achieve best value for the club.

Restricted funds

By Board decision, available money may be allocated to a restricted fund. Restricted funds are intended for major expenses that are beyond the normal activities funded by program budgets. As such, these funds are considered unavailable for program budgets unless a Board decision releases funds into a program budget or a special project budget. The following are ongoing restricted funds:

- Buildings Restricted Fund – for major repairs (e.g. roof replacement) and new or replacement buildings.
- Track setter Restricted Fund – for purchase of a track setter or other major trail equipment or major repairs.

Principles

- At the program level and for the club as a whole, financial decisions will be made consistent with the approved budget and in a way that effectively supports



program and club objectives.

- Program budgets should seek to balance the program’s overall income and expense (break-even principle).
- Program areas may pursue fundraising for targeted purposes.
- An end-of-year surplus in any program other than Nordic Centre will, by default, be available for use at the Board’s discretion. Program decision-makers can request Board approval to carry some or all of the surplus into the program’s next year to support a specific purpose such as a planned activity or as start-up funds. Surplus from Nordic Centre activities will normally be allocated to the building and/or track setter restricted funds.
- Unrestricted surplus funds for the Club as a whole should ideally be no more than 50% of the Club’s total annual expenses.
- Variances within program budgets do not require board approval if the forecasted net income/loss for the program has not changed significantly.

Programs

The following table identifies which club activities will have program budgets. The Board may delegate financial management of program budgets to a person(s) who will normally be a decision-maker(s) for the program.

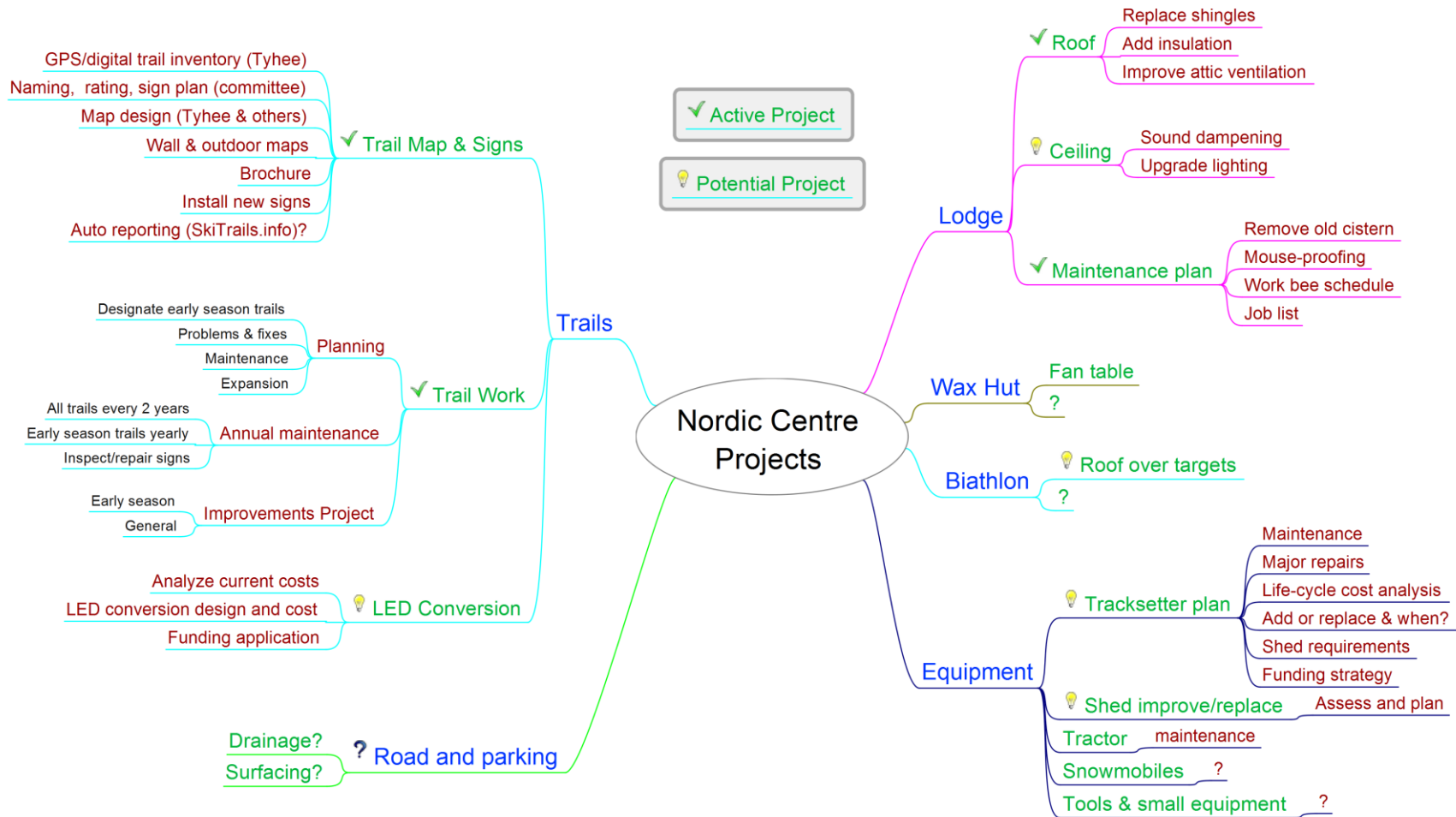
PROGRAM	DECISION-MAKERS	FINANCIAL MANAGEMENT
Nordic Centre Develop, maintain & operate ski trails, lights, buildings.	Nordic Centre Director with input from track setters, buildings manager and advice from the Board	Program budget with income primarily from user fees (day tickets and season passes).
Membership (Club) Includes: Membership activities Communications Administration	Communications: Responsible Director Administration: President & Secretary Fun events: Responsible Director(s) & Event Coordinators	Program budget with income from membership fees, grants, sponsorships and budget surpluses from events, projects & programs.
Events (Club) races, clinics, socials.	Events Director plus Race Committee or event coordinator	Program budget consists of event-specific incomes and expenses. The Events Director will strive to balance total income and expense across all events.



The following **Nordic Skills Development Programs** will be run cooperatively with the intention of balancing total income and expense across all NSDP programs and strive for long-term financial sustainability of the programs. The NSDP Committee may establish policies to support and direct program activities.

PROGRAM	DECISION-MAKERS	FINANCIAL MANAGEMENT
NSDP Support	NSDP Committee <ul style="list-style-type: none"> • NSDP Responsible Director • Head Coach • Representatives from Athlete Development, Biathlon, Rabbits, Ski S'Kool, Masters, Ski Boosters, Training, Wax The paid coach is supervised by the Coach Management Committee	Income will come from grants, sponsorships, some fundraising and a portion of program fees (not necessarily internally transferred). Expenses include paid coach, waxing, training and Ski Boosters.
Athlete Development Program	Coaches Committee <ul style="list-style-type: none"> • Head Coach (program lead) • Rep(s) from each ADP component 	Program budget with income from fees, grants, sponsorships and fundraising.
Biathlon Program	Biathlon Committee <ul style="list-style-type: none"> • Biathlon Head Coach (program lead) • Rep(s) from each Biathlon component 	Program budget with income from fees, grants, sponsorships and fundraising.
Rabbit Program	Rabbit Coordinator (with input from Rabbit leaders and advice from Head Coach or NSDP Committee)	Program budget with income primarily from fees.
Ski S'Kool	Ski S'Kool Coordinator (with advice from Head Coach or NSDP Committee)	Program budget with income primarily from fees.
Masters Drop-In	Masters Coordinator (with advice from Head Coach and NSDP Committee)	Program budget with income from drop-in fees.

Nordic Centre Projects



Nordic Centre Projects

Active Projects – Project well defined, project manager assigned and some or all funding in place

Project	When	Project Manager	Board contact	Cost estimate	Funding Source
Roof Project <ul style="list-style-type: none"> • Replace roofing (contractor) • Upgrade insulation (contractor) • Improve ventilation (Wally & volunteers) • Maintenance plan (Wally) 	Spring 2017	Wally Lesawich	Steve Osborn	\$28,000	Gas tax grant application: \$23,000 for roofing and insulation. Wetzin'Kwa: \$5,000 (till May31) for ventilation materials, project management and maybe eavestroughs. Club: \$0
Trail map and signs <ul style="list-style-type: none"> • Digital trail inventory (Tyhee) • Naming, rating, sign plan (trail committee) • Map design (Tyhee & others) • Outdoor and wall maps (sign company) • Brochure (graphic designer and printer) • Install signs (volunteer or contract?) • Auto reporting system (SkiTrails.info?) 	Feb – Sep 2017	Peter Tweedie	Daryl Wilson (Nordic Centre) Steve Osborn (admin)	\$17,000	RSTBC?: \$5000 for fiscal 2016-17 mapping and signs Club?: \$2000 for project management RSTBC &/or other: \$10,000 to complete in summer-fall 2017
Trail work <ul style="list-style-type: none"> • Planning • Maintenance • Improvements* 	Feb – Sep 2017	Kevin Kriese (trail coordinator) *other Proj Mgr for improvements	Daryl Wilson (Nordic Centre) Steve Osborn (admin)	\$5000 to \$20,000	Club budget: \$5000 External funding needed for Improvements: \$15,000

Nordic Centre Projects

Potential Projects –subject to further planning and/or funding

Project	When	Lead	Board contact	Cost estimate	Funding Source
Lodge ceiling & lights	Spring – fall subject to funding	Brant Dahlie	Steve Osborn	\$11,000	Rural Dividend Fund??
LED trail light conversion	Assess in Feb		Daryl	?	Eligible for gas tax grant?
Tracksetter plan	Before fall 2017	??		\$0	n/a
Auto report grooming (linked to trail map & signs project)	By fall 2017?	Ben Forsyth	Steve	\$1,000/yr?	Gaming grant? Sponsors

Trail Strategy for 2017

Bulkley Valley Nordic Centre

The Bulkley Valley Cross Country Ski Club is undertaking three trail projects during 2017:

1. **Trail Map and Signs** Update and enhance maps and signs on the trails, at the lodge, in a brochure and online.
2. **Trail Work** Plan and implement maintenance and improvements for safer grooming and skiing and for early season skiing.
3. **LED Light Conversion** Investigate the feasibility and value of converting trail lights to LED.

To ensure that these projects are successfully completed, the Club will:

- Assign a lead person for each project; and in some cases, hire a project manager;
- Define the outcomes expected from each project;
- Utilize volunteers where practical and paid services and products where appropriate;
- Leverage club funds with funding support from partners (including Recreation Sites and Trails BC) and available grants.

1. Trail Map and Signs

Outcomes	When	Who	Rough Cost
Project Management	Feb – Jun	Peter Tweedie, Tyhee Forestry Consultants	\$2000 (Club)
Naming, rating, sign plan*	Feb - Mar	Trail committee with input from board & RSTBC	Volunteers
Updated digital trail inventory	Jan – Feb	Tyhee	\$5000 RSTBC work order
Map design (content & aesthetics)	Feb – Mar	Tyhee with input from trail committee, board & RSTBC	
Brochure design	March	To be determined	
Sign posts, mounting hardware etc.	March, if sufficient funds	To be determined	
Lodge wall maps	March, if sufficient funds	To be determined	\$10,000 from RSTBC &/or sponsors/grants
Brochures printed	By Sep	To be determined	
Sign posts, hardware, etc. (if not purchased yet)	By June	To be determined	
Signs produced	April – Jun	To be determined	
Signs installed/replaced	By Sep	Volunteers + machine rental	
Auto reporting system	By Nov	Ben Forsyth (volunteer) SkiTrails.info (service)	

***Sign plan** to be led by project manager with input from trail committee, board and RSTBC.

The following will be marked on a draft map:

Trail Strategy for 2017

Bulkley Valley Nordic Centre

- location of trail name signs
- location of map signs
- content and location of any rating or warning signs
- content and location of dog trail notices and scoops
- location of welcome/information signs

The design (size, layout & colours) of name, map and other signs will consider any standards from RSTBC plus learnings from other clubs and, where flexibility exists, preference of trail committee.

The above sign plan will be used to complete the map design and to prepare the sign order.

2. Trail Work

Outcomes	When	Who	Rough Cost
Project Management	Feb – Sep	Kevin Kriese (Trail Coordinator)	volunteer
Trail Maintenance & Improvement Plan**	Feb	Kevin Kriese with input from track setters, board	volunteer
Summer maintenance, minor repairs	Jul - Sep	Volunteers coordinated by Kevin	\$5000 (club)
Improvements to early season trails	Jul - Sep	Project Manager to be determined	\$12,000 (funding source not identified)
General repairs & improvements (subject to funding)	Jul - Sep		\$12,000 (funding source not identified)
Other (from trail plan)			

**The Trail Maintenance and Improvement Plan has been drafted and is currently being reviewed and refined.

3. LED Light Conversion

Outcomes	When	Who	Rough Cost
Project Lead	Feb – Apr	Daryl Wilson Eerik Lilles?	volunteer
LED Conversion Plan***	Mar?	BV Electric?	Quote coming? Part of Gas Tax grant?

***The LED Conversion Plan will:

- examine our current lights and determine if LED conversion is feasible
- advise on the costs and benefits of converting (not a full quote at this stage)
- advise on the quality and effectiveness of LED lights given the layout of our current lights
- propose a light layout for the stadium
- produce a design and specifications that can be used to request quotes if we decide to proceed.