

Bulkley Valley Cross Country Ski Club - Board Meeting

November 2, 2017 – Forestry Building, Smithers

Board members

Present: Daryl Wilson, James Cuell, Kara Przeczek

Absent: Jill Krause, Steve Osborn

1) Minutes of previous meetings

Read minutes from May 4, 2017 meeting, no questions. James **motioned** to accept minutes as read and written, second by Daryl. Passed

Read minutes from Oct 5, 2017 meeting, no questions. Kara **motioned** to accept minutes as read and written, second by James. Passed

2) Nominating Committee

Daryl asked many people but could not find anyone to be on committee, so James, Kara and Daryl will be the committee. We need directors for communication, events, volunteers, Nordic Center.

Directors not elected to specific position. Need skills to help run organization: leadership, communication, ideas, dreams, ambition. Board should match tasks to people after election.

One meeting/month for 10 months/year plus AGM.

ACTION: We need to make a mass email, Facebook and web site saying we need help on the board. James and Kara to come up with write up James **motioned** we have three gift cards for coffee so the nomination committee could take a candidate out to discuss the board, Kara second and all were in favour.

The nomination committee were to keep in touch with any possible candidates.

3) Club Events

Event dates for the year were discussed and Daryl made **motion** that the dates were accepted as written and second by James, passed.

Date	Event	Location
September 9, 2017	Work Bee at Nordic Centre	BV Nordic Centre
October 22, 2017	Work Bee at Nordic Centre	BV Nordic Centre
November 10, 2017	Ski and Gear Swap	Muhiem School Gym
December 8, 2017	AGM & Snowflake Social	BV Nordic Centre
December 15-17	Teck Regional Snow Camp	BV Nordic Centre
December 17, 2017	Ski to Santa	BV Nordic Centre
December 30, 2017	BV Biathlon Competition	BV Nordic Centre
December 31, 2017	Teck No Cup 2 & BC Winter Games Trials for Zone 7	BV Nordic Centre
January 14, 2018	Tour de Soup	BV Nordic Centre

Draft prepared November 29, 2017

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Date	Event	Location
TBD (late January)	Women's XC Ski Clinic	BV Nordic Centre
TBD (late January)	Buchfink Lodge Day	BV Nordic Centre
TBD (tie to Winter in the Valley?)	Welcome Day	BV Nordic Centre
February 11, 2018	Chris Dahlie OpenXC race	BV Nordic Centre
February 21, 2018	Racing Rocks	BV Nordic Centre
February 24, 2018	Superhero day/Team Social	
March 3, 2018	Wetzin'Kwa Loppet	BV Nordic Centre

4) AGM Planning

AGM date Dec 8 at 7 pm at the lodge.

AGM from 7-8:30 and Social from 8:30 to 10:30

AGM notice needs to go out by Nov 24.

Discussion needed on membership and ski pass fees. Long time since last increase. Costs like fuel have gone up. Aging tracksetter and infrastructure requires repairs and upgrades.

ACTION: Daryl to arrange the refreshments and had a 500 dollar budget for the AGM. Daryl to arrange the Snowflake Social to follow.

ACTION: Directors Reports to Steve for the AGM by Nov 20

ACTION: Agenda for AGM Steve and I will work on when Steve is back in town

ACTION: Kevin to give presentation on trails project and new trails.

5) Chris Dahlie award

Chris Dahlie Award be awarded at Marathon was motioned by Daryl and Kara seconded, passed

6) Lodge Kitchen

Health inspection handled by Robbie Dunbar. Robbie developing food safe and sanitation plans. Commercial dishwasher is not required but need to make changes in how we wash and dry dishes. New fridge thermometer purchased. Need someone with food safe certification on premise during events. Kitchen crew is in the loop.

Some capital buys for future may be new fridge, new stove and dishwasher for the kitchen

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7) Directors reports sent by email

a) **Membership** – Jill (Nov 1 email)

- We have 58 members so far. I anticipate a surge of sign ups after the ski swap. It's usually then and before Dec 10th.
- Two weeks ago I approached Calderwoods to see if they wanted to donate to the Club in exchange for advertising on our Season passes. I hadn't heard back so I checked yesterday and the lady I'm supposed to talk to is gone until next week.

b) **NSDP** – James (emailed Nov 2)

- No NSDP report, other than the programs are proceeding.
- Coordinators are the same as last year, so there is minimal investment in start-up time!

c) **Treasurer/Financial** – Kara (Nov 2 email)

Monthly financial report emailed to directors

8) Business conducted by email

a) **Proposal to Change Bylaws**

Steve's Nov 11 email to directors explained the need to transition to the new Societies Act, recommended against becoming a member-funded society (no public funding) and proposed that we put forward a special resolution to the AGM to adopt new bylaws based largely on the Act's model bylaws. Among other changes, the proposed bylaws do not require an AGM resolution to change membership fees.

Steve's email also proposed asking the membership to consider altering our name and purposes as well. The new Societies Act separates the name and purposes (aka constitution) from the bylaws so we would need a separate special resolution at the AGM. The proposed changes would delete "Society" from our already long name (not required in addition to "Club"); deletes purpose # 6 regarding backcountry skiing and amend purpose 2 to read: "developing and maintaining the Nordic and biathlon facilities at the Bulkley Valley Nordic Centre;".

After feedback and some revisions, the board supports the proposed bylaw and constitution changes which are now in Special Resolution #1 (with bylaws revised 2017Nov20) and Special Resolution #2 as attached to the [AGM Notice](#) posted on [bvnordic.ca](#).

b) **Opening day**

By emails among directors, opening day is December 2, 2017. Logging status will dictate which trails can be open.

c) **Outbuilding Networking**

Ben Forsyth is setting up internet access to the timing hut for race timing and it makes sense to use the antenna that links the caretaker cabin to the lodge. Robbie Dunbar paid for those antennas. By Nov 7 email, Daryl **motion** that we pay Robbie for the network equipment so the club can use the system for the timing hut, future caretakers and possibly future expansion to the biathlon hut. Supported by the other directors.

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d) FY 2017 Year-end and FY 2018 Budget

By October 7 email, Steve distributed Year-End Financials for 2016-2017 and the Budget for this year, FY2018.

These were discussed at our board meeting and generally accepted but I subsequently made a few more edits and received additional NSDP/Biathlon budget numbers, so I am requesting support for the following motion. Before voting, please review the spreadsheets and contact me for questions or errors.

Steve Osborn **moves** that the board:

- adopt the financial statements in the attached files (*BVXCS 2017June30 prelim year end and fund transfers -2017Oct7.xlsx* and *Club Budget FY2018 DRAFT 2017Oct07.xlsx*) as our working financials until receiving relevant reports and advice from an accountant
- engage Edmison Mehr Chartered Professional Accountants to review the club's financial statements for the year ended June 30, 2017 and provide advice on how to implement fund transfers, etc. with completion in advance of mid-November for distribution with our notice of the December 8 AGM.

If the above motion passes, the following actions will be required:

ACTION: **Steve** will contact Brian Edmison requesting that his company review our FY2017 financials and provide advice on how to implement fund transfers etc. arising out of the FY2016 and FY2017 reviews. Steve will serve as the primary contact for the review, although Brian will also need to work with Brenda regarding book keeping data.

ACTION: **Kara** will notify Brenda that Edmison Mehr will be contacting her for our financial data and may be providing direction on how to implement fund transfers, etc. Kara will also ask Brenda to enter data from the attached FY2018 Budget into QuickBooks for this year's finances.

ACTION: **Steve** will provide a copy of the adopted budget to Liz (Registrar) and **Liz** will develop Zone4 remittance reports will guide Brenda on the allocation of registration income to club programs.

The above motion passed with support emailed from directors

9) Dates for next meetings

- Thursday Nov 30, 2017 6:30 at Forestry office
- Friday Dec 8, AGM at Buchfinck Lodge

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