

BVCCSC Executive Meeting Minutes

June 02, 2009

Boston Pizza 5:30 pm to 8:15 pm

Attending: Steve Howard, Peter Tweedie, Geoff Recknell, Christine Birnie, Brant Dahlie, Jill Krause, Steve Osborn, Leanna Helkenberg.

1. Additions/Adoptions of Agenda

-one adoption - a donation of \$75.00

2. Adoption of minutes (meeting of May 05/09)

-tabled due to lack of distribution

3. Governance and Policy Updates

A. Policy development

I. Harrassment

ii. Equity and Access Policies

-SH will review available literature

Action Item:SO to send e-mail to CCBC asking for their guidance in this matter.

Maybe an umbrella policy?

B. Risk Management Plan

- each Executive member to review attached "Area start up plan"

-be prepared to check off your areas in the fall to prepare club to open.

-add anything new if need be

-review at Nov meeting

C. Other governance issues

Action Item: Coaches Committee needs to develop terms of references and responsibilities for board endorsement.

4. Strategic Plan and Tasks for the year

A. Tasks identified by directors:

-PT (Biathlon)

-applying through Fed grant for more targets, firing line levelling, biathlon hut, club rifles, training, waxhut and bathroom completion. This grant for recreational opportunities in locations under 250,000 people. 25% must come from club.

-Wintergames Terrace wants to borrow our targets to use at the Rod and Gun Club in Terrace so they can host Biathlon.

-CB (Athlete development)

- Brian Fuhr and Jill O'Neill will be the new leaders of the Coaches Committee and will set terms of reference when they are settled in.

-Lisa Perry is interested in coaching next year. Her coaching focus is to not focus on

elitist. She wants to keep it open and fun for everyone. She would like some time off in the summer. Contract could be for 8-9 months. Haywood Securities is OK with this as far as grant application goes. We need to express our interest in hiring her, as she is also interested in going back to school. Trouble is that we won't know back from Haywood for a couple more weeks. Other problem is that CCBC wants a copy of a signed contract (for regional coaching grant) immediately.

Motion: In the event that Haywood Securities and Regional coaching grant are available to the amount of \$25,000.00 we would offer Lisa Perry a contract. Let it be moved that the Club will guarantee an amount up to \$15,000.00 for a contract of up to \$40,000.00.

SH 7 in favour 1 abstention

-LH (Promotions)

-DB, LH, and Tenley Dahlie are meeting next week to form a plan for the coming year. Keen on Woman's Clinic and Club's Day.

- Need to update website for contact info.

-BD (Community Forest/Lodge/Area)

- Wetzin`Kwa Community Forest has new Forest Stewardship Plan (FSP)

- Comments due. See GR below.

- Waxhut is being worked on every Sunday until funding runs out.

- Bathroom roof is being shingled by BV Roofing.

- All-Cat Services guy is coming this week to work on the piston bully.

-banding is being installed now.

- Need work bee in summer for wood.

- Fix signage in lower lot.

-JK (Ticketing and Membership)

- Anne Harfenist has left us so we need to find someone to do data entry.

-Kirsteen looking into switching registration to Zone 4 -maybe winter after next

-registration form will need to be changed due to new fee resolution.

-GR (Past chair)

-Wetzin`Kwa Community Forest

-will look at the new FSP

-has our new MOU in it and also references recreational emphasis zones around our trails.

-letter of support to them would be a good idea.

- July 06/09 is deadline for comments.

Action item: GR to send letter of support to Wetzin`Kwa.

-SO (Race Committee)

- 3 races this season. Maybe a Biathlon race?

-Biathlon race would probably be regional. Also, would there be zone trials for Wintergames.

- Provincial/national race - not this year
- Northwest challenge- a fun points system that would encourage athletes to participate in more races.
 - Athletes would get points for going to races, participation, volunteering, how they placed, age, etc.
 - Prizes for points.
 - Goal- to train 12 Level 1 officials. Cost \$55.00/person
 - cost coming from race fees.

5. Club Calendar

- All good. Send to CCBC.

6. Management Seminar

- Tenley Dahlie and GR interested.

Motion: Be it moved that we will fund an extra seat if necessary.

SH All in favour

7. Funding issues

A. Grant applications - covered in previous discussions.

B. Other funding sources and exploration

- Get 4 people together in a committee and look into this.
- Private funding- approach Aqua North, Hi-Tech Drilling, Jim Jones etc.
- Put together a package
 - Want to hire a community coach
 - Keeps kids healthy
 - do a private Masters program for sponsor
 - Sponsor Jackrabbit program

Action Item: SH to put together a one page newsletter for distribution to membership that will cover these topics:

- Work bee schedule
- Volunteers needed for fundraising. If interested send an e-mail to chair@bvnordic
- Rate fee resolution reminder
- Outcome of AGM

8. New Business

- \$75.00 donated to Club from a wedding.
- Money to be spent on buying poles for school programs. All in Favour

Motion to adjourn SO All in favour



BULKLEY VALLEY NORDIC CENTRE

Season Start-up Check List

Area

- Safety/hazards (area check for hazards e.g. deadfalls, hazard trees, obstacles)
- First aid stations in place
- Ticket booth (moved in place / heater tested / self serve tickets)
- Official opening date (agreed opening date - chair/area manager/track setter)
- Caretaker orientation (gate hours / lights)
- Snowmobile for emergencies (fuel / operational)
- Signage (ski at own risk, dog trail)

Lodge

- Phone (check for dial out)
- Emergency contact numbers (posted / correct contacts)
- Search procedures (posted)
- First Aid Room (equipment check)
- Caretaker orientation (lodge lock-up / furnace / lights)

Membership/Ticketing

- Stores notified of opening date for ticket sales
- Volunteer list for ticket booth duty
- Instructions for ticket booth duty
- Procedures for emptying cash box (weekly)
- Emergency contact information posted
- Signage

Marketing

- Notice of opening of ski trails sent to radio stations.