

Bulkley Valley Cross Country Ski Club

Director's Reports for the December 8, 2017 Annual General Meeting

President's Report

Daryl Wilson

2017 has been a busy year for the club. It was not a great start with no snow, warm weather and wildlife incident. But snow did come and away we went, the ski to Santa was a huge success with over 80 kids skiing to meet Santa.

We created a committee to look at renaming the trails and updating the trail signs, with resources and funds from BC Recreation Sites and Trails. We got together some new members, experienced members and came up with names and vision for what we were going to do to go ahead. Peter Tweedie is leading the work of getting new maps and signs produced and installed.

Great work from Kevin Kriese and Irene Ronalds, for our club was able to get a few grants this past summer. So, with these funds we went on a spending spree, focused but a spree nevertheless, we were able to reroof the lodge roof, change the venting, add sound-dampening to the ceiling and exchange our lights for LED lights. Amazing help from Alan Baxter and his family connections, we were able to obtain rubber flooring for the upstairs, locker rooms and biathlon hut at an awesome price. The nonstop effort from Brant Dahlie, Wally Lesawich and many others made it possible to get these lodge improvements done.

Kevin Kriese has taking on a huge project of upgrading our trail system with many members helping all summer and fall. There has been logging activities around Golden Eye Lake, kids ski park and between lower trails on Chris Dahlie Trail side. Logging activities are progressing right now to reduce danger trees and harvest dead trees which will become dangers in the future.

I want to thank our board on the amazing work a small group has been able to accomplish this past year.

The nomination committee has found some excellent members to join our board for next year. This will allow our board to spread the work out and get more people involved in the future vision of the club.

I would like to thank the members and board for allowing me to be President of this amazing organization, it has been an honour and I feel this coming year should be another of growth and excitement. Thank you.

Daryl Wilson, President Bulkley Valley Cross Country Ski Club

Nordic Skills Development Program Report

James Cuell

Separate report attached.

Bulkley Valley Cross Country Ski Club

Director's Reports for the December 8, 2017 Annual General Meeting

Membership Report

Jill Krause

	<u>2015-16</u>	<u>2016-17</u>
Membership	597	534
Season passes	443+36 family passes	
Ticket booth & self-serve	\$8,380	\$10,015
Store sales	\$4,891	\$4,920

So again, we saw a trend of less people buying season passes and buying day tickets instead. Last year we didn't see very much snow early on, which has been a trend in recent years and again I think that has deterred people from investing in a season pass. Even with the membership contest with prizes to be had, the lack of snow and the wolf attack kept people away.

At the last AGM it was suggested that I cross-reference the membership from 2015-16 and 2016-17 to see who didn't re-new their season pass and to send out an e-mail to them encouraging them to sign up this year. I have completed this and sent a list of e-mail addresses to Loretta, so she could do a mass e-mail to those people. While I was doing the cross-referencing, I noticed a couple of things: families signing up their children for jackrabbits but not getting a season pass themselves: Families who used to all get passes are now only getting a pass for one parent: Loss of a couple families to the downhill area: gaining one family from the downhill area: long-time members who are aging and no longer getting a pass.

Looking to this season I am hopeful that we will see an increase in memberships.

There is a membership contest again this year. The large recent snowfall has prompted a lot of enthusiasm and with the logging to be completed by the first week in December it hopefully won't be too much of a deterrent. There were some rumors earlier about Pine Creek/ Dog trails being closed for the entire season due to logging, but with some quick advertising that seems to have straightened out. Now if the wolves will stay away, everyone will be happy!

Secretary's Report

Steve Osborn

In addition to handling agendas and minutes, I have been working with other directors and key volunteers to have decisions and administrative details taken care of so that others can do good stuff like the projects described in the attached project summary.

Board meetings are open to members. Meeting schedules and minutes of past meetings are posted on the club's website under Our Club where you can also find club policies, newsletters and other club information.

Our club is required to transition to BC's new Societies Act by submitting our constitution and bylaws. Since the new Act affects or makes redundant a number of the Club's current bylaws, we have an opportunity to adopt a set of simpler bylaws consistent with the new Act. Two special resolutions have been prepared for consideration and voting at the AGM.

Bulkley Valley Cross Country Ski Club

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Treasurer's Report

Kara Przeczek

We had a big year with the club, despite a disappointing snow season, moving almost \$175,000 through the club and spending \$36,000 on projects. Most of the project work was funded by grants. NSDP's large program balanced their books after a transfer from their NSDP reserve fund. The Nordic Centre program was able to contribute \$11,000 to the Tracksetter Reserve Fund but did not have sufficient surplus to put money into the Infrastructure Fund. (Our objective is to save \$15,000 per year to meet forecast replacement timeline for the tracksetter and \$10,000 per year to support major building repair and replacement costs). The club's balance after reserve transfers was \$7,615 which will offset the previous year's Operating Assets deficit.

Although the club is not required to have formal audits we have started to get annual reviews from Edmison & Mehr to ensure that our finances are being tracked appropriately and to support grant applications. You can download a copy of the statements and review for the year ending June 30, 2016 (Fiscal Year 2016) from our website (bvnordic.ca) under the "Our Club" tab and "AGM".

The review of Fiscal Year 2017 (ending June 30, 2017) is currently underway. Preliminary numbers for FY 2017 can be found in the attached Budget for FY 2018 with Actuals from FY 2017.

Grant Summary

The Club was fortunate to have received a number of grants over the past 18 months. This funding has enabled us to undertake some big facility improvements over the past year with more to come in the next year! A huge thank you to Irene Ronalds, Kevin Kriese, and Steve Osborn for all their time, effort, and initiative.

2016/2017

\$25,000 Federal Gas Tax Grant through Regional District of Bulkley Nechako (for lodge)

\$5,000 Wetzin'Kwa Community Grant (towards roofing project)

\$26,000 BC Government Grant (used mostly for lodge improvements)

\$5,000 Recreation Sites and Trails BC (for trail signs and maps)

\$19,500 Gaming Grant (to support head coach)

2017/2018

\$10,000 Wetzin'Kwa Community Grant (for this year's trails project)

\$5,000 Recreation Sites and Trails BC (for trail signs and maps)

\$10,000 Recreation Sites and Trails BC (paid to contractors for this year's trails project)

\$78,000 Rural Dividend Grant (for trails project, mostly next summer)

\$22,500 Gaming Grant (to support head coach)

Bulkley Valley Cross Country Ski Club

Director's Reports for the December 8, 2017 Annual General Meeting

Events Report

Although we did not have an Events Director during 2016-2017, we did have a number of talented organizers who made each of the following events a big success. Note that these events are in addition to numerous program activities organized for our members.

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

NORDIC SKILLS DEVELOPMENT PROGRAM

DIRECTOR'S REPORT

2017 BVCCSC AGM

OVERVIEW

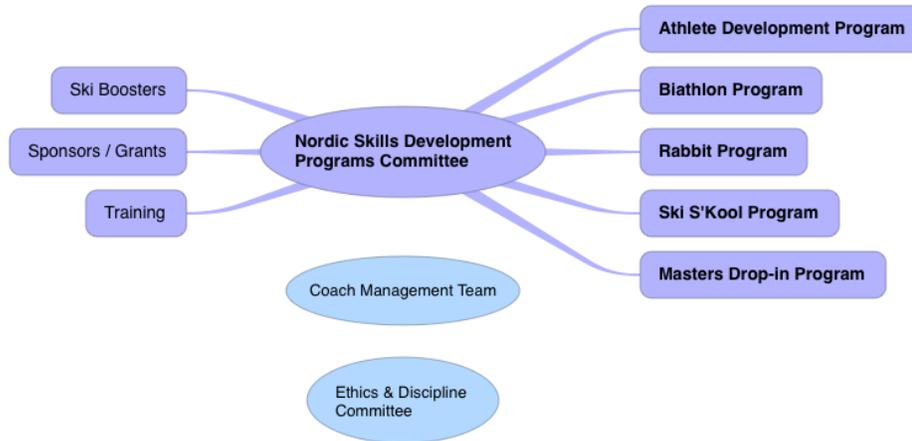
The Nordic Skills Development Program provides opportunities for all members of the Bulkley Valley Cross Country Ski Club and our communities to develop their skills in Nordic Skiing and Biathlon.

Last year, our skill development programs included:

- Nordic Skiing
 - Skills Development Programs
 - Bunnies (ages 4-5)
 - Rabbits (ages 6-10)
 - Extended Rabbits (ages 7-10)
 - Athlete Development Programs
 - Bantams (10-11)
 - Midgets (ages 12-13)
 - Juvenile (ages 14-15)
 - Junior (ages 16-17)
 - Ski S'Kool Program (ages 5-13)
 - Adult Programs
 - Masters Drop in
- Biathlon
 - Junior Biathlon
 - Senior Biathlon

PROGRAM COORDINATION

ORGANIZATIONAL STRUCTURE



SKILL DEVELOPMENT PROGRAMS

PROGRAM	LEAD
Nordic Skills Development Program	James Cuell
Athlete Development Program	Lisa Perry (head coach)
Biathlon Program	Peter Tweedie
Rabbit Program	Jocelyn Campbell
Ski S'Kool	Kathy Fraser
Masters Drop-In	Cobey Oliemans

PROGRAM SUPPORT

FUNCTION	LEAD	ROLE
Ski Boosters	Jennifer Plummer Leslie-Jean MacMillan	<ul style="list-style-type: none"> Provide support and services for families on behalf of the NSDP, including Biathlon Coordinate NSDP fundraising Coordinate the delivery of the Wellness Program
Training	Sandra Nash	<ul style="list-style-type: none"> Support training for the NSDP program as a whole Develop and Implement Training policy Manage training budget
Sponsorships/ Grants	Irene Ronalds	<ul style="list-style-type: none"> Coordinate program grants for the NSDP, including Gaming Grant and Viasport
Wax Team	Geoff Recknell	<ul style="list-style-type: none"> Coordinate club wax and equipment purchases and wax support for race events

OTHER COMMITTEES

COMMITTEE	PURPOSE	REPRESENTATION
Coach Management Committee	Oversee Head Coach contract, hiring and performance	<ul style="list-style-type: none"> James Cuell Irene Ronalds Anne-Marie Finlay
Ethics and Discipline Committee	<ul style="list-style-type: none"> Provide code of conduct for NSDP coaches and athletes. Revise code of conduct as necessary Resolve disputes using BVCCSC Dispute Resolution Policy. 	<ul style="list-style-type: none"> Not convened for 2017

HIGHLIGHTS - 2017

Lisa Perry continued as our club coach for her first full season. She built on her solid foundation from the previous year, continuing to build enthusiasm for participation for the sport. As a club coach, she also mentored coaches from all of the NSDP programs. A particular focus at the start of the year was providing for more detailed programming and structure for the Ski S'kool program.

Our NSDP had athletes participating in all Nordic and Biathlon BC Cup races, Western Championships, and Canadian National Championships for both nordic and biathlon.

PROGRAM PARTICIPATION

Skill Development		Athlete Development	
Bunnies (4 - 5 years)	26	Bantams (10 - 11 years)	11
Rabbits (6 - 10 years)	42	Midgets (12 - 13)	3
Extended Rabbits (7 - 10 years)	21	Juvenile (14 - 15)	6
TOTAL Skill Development	89	Junior (16 - 19)	4
		Biathlon & Bantams (10 - 11)	3
Ski S'kool		Biathlon & Midgets (12 - 13)	4
Schools	5	Biathlon & Juvenile (14 - 15)	2
Classes	26	Biathlon & Junior (16 - 19)	0
Student Visits	1644	Youth Biathlon	1
		TOTAL Athlete Development	34
Masters			
Number of Weeks	6		
Participants	104		

Finances

Most of the funding for a paid club coach comes from the BC Gaming Grant. Irene Ronalds led the grant proposal submission, and contributed many extra hours into the submission to ensure we met all the gaming grant requirements.

The NSDP raised funds through the Wellness Program and Ski Booster activities. Through the Wellness program, the BV Credit Union gave the NSDP a \$5000.00 donation in exchange for sessions of skill development. The Ski Boosters raised funds through bottle drives, concessions, ticket booth and the dessert night.

Financial Summary

Income	
Total Fees	22,971
Fundraising	11,438
Total Grants	19,500
Other	2,625
Total Sponsors	<u>5,000</u>
Total Income	61,533
Expense	
Total Events (1)	-272
Fundraising costs	2,708
Licences, permits, fees	258
Total Maintenance	433
Total Operation (2)	70,122
Total Expense	<u>73,248</u>
Net Income	-11,715
Contribution to Reserves	
Biathlon Reserve	-3,050
Disbursement from Reserves	
Coaching Reserve	5,000
NSDP reserve (unrestricted)	<u>9,765</u>
Program balance after reserve transfers	0

(1) The negative expense reflects fundraising related to club events

(2) Includes Head Coach

NSDP deficit this fiscal was off-set by the NSDP reserve fund. Investments in new waxing gear, less than expected program income and losses due to a delayed winter snow camp all contributed to the deficit.

NSDP has a small committee to review our program funding and program sustainability. The deficit of last year is not sustainable.

VOLUNTEERS

It is safe to say, our program does not exist without the generous commitment from our volunteers. Conservatively, this contribution is estimated to be about \$30,000 for the season.

Volunteer Summary

Program	Number of Volunteers	Estimated Volunteer Hours
Masters	4	56
Rabbits	14	224
Junior	3	164
Midget	5	204
Bantam	4	192
Biathlon	5	140
Program Coordination	5	150
Wax Techs	2	220
Total	42¹	1384

A big thank-you to our ADP coaches for this year, without whom; there would be no ski program. Thank-you to Geoff Recknell and Irene Ronalds (Junior Development); Patrick Williston, Sandra Nash, Alan Baxter, Adrian de Groot, Marlene Murphy, Liza Heart (Track Attack); Helene Fleury, Anne-Marie Roberts, Andrea Dunbar, Stephen Wickham (Extendos).

Looking Forward – 2018

Priorities for the new-year include a refinement of our organizational structure, including moving master's drop in to club events.

We will also experience turn-over in a couple of our key program areas. Jocelyn Campbell will be moving on from Rabbits coordination and Kathy Fraser, after many years of support for the Ski S'kool program, will also be done. We are looking for coordinators for each of these positions.

We would also like to thank Leslie-Jean MacMillan for her tireless support for ski boosters as she moves on and to extend a welcome to Shannon Pearce who has come on board for 2017.

¹ Some double counting as some volunteers support multiple program areas

Bulkley Valley Cross Country Ski Club

2017 Projects at the Nordic Centre

Lodge Improvements

Roof: Replaced shingles, added insulation and improved attic ventilation. Also replaced timing hut shingles. Project managed by Wally Lesawich. Work done by BV Roofing, Thermax and Wally.

Ceiling: Finished in wood with sound dampening and new LED lighting. Project managed by Brant Dahlie. Work done by Brant Dahlie, Dennis Courtliff, Dave Bustard, Marc Granlin and Bryan Swansberg. LED lights installed by His Electric (Josh Wimbush).

Flooring: Rubber flooring was purchased for lodge with advice from Alan Baxter. Brant Dahlie did much of the preparation and coordinated the contractor Don Kindrat who installed the upstairs flooring. Wally Lesawich and John Shibley finished the downstairs. Brant is doing the stair nosing.

AED: Automated External Defibrillator has been installed at the lodge. Robbie Dunbar made the application to Heart and Stroke Foundation and coordinated training.

Food and Sanitation: Our caretakers, Robbie and Andrea Dunbar, worked with the health inspector and helped the club put in place the necessary food safety and sanitation plans. They also have been keeping the lodge and bathrooms running properly.

Funding:

- \$25,000 Federal Gas Tax Grant (2017), through Regional District of Bulkley Nechako
- \$5,000 Wetzin'Kwa Community Grant (2016)
- \$20,900 from BC Government Grant (2017)
- AED donated by Heart and Stroke Foundation

Trail Maintenance and Improvements

A new [Trail Plan](#) (developed by Kevin Kriese and approved by the board and BC Recreation Sites and Trails) sets out goals and strategies for annual maintenance, improvements and potential expansions, subject to funding. Maps designate Early Season Trails, Trail Repairs and Potential New Trails. The plan has strategies for trails that can be groomed and skied early in the season and during low snow years.

Due to great support from Rec Sites and Trails and from Wetzin'Kwa Community Forest, significant improvements were made this summer and fall. The club also purchased a roller that can be used with a snowmobile to get an early start grooming in low snow conditions. The project is being managed by Kevin Kriese. Machine work was supervised by Brant Dahlie.

Kevin's trail plan and this year's trail work was used as the basis for an application to the BC Rural Dividend Fund. We recently received notice that we will be getting a grant of \$77,954 which will enable further trail improvements, some trail expansion and trail map signs next summer.

Funding:

- \$10,000 Wetzin'Kwa Community Grant (2017)
- \$10,000 from Recreation Sites and Trails BC for equipment hire plus 12 culverts
- \$4000 from BC Government Grant (2017)
- \$6,000 from Club trail maintenance budget
- \$77,954 Rural Dividend Grant

Bulkley Valley Cross Country Ski Club

2017 Projects at the Nordic Centre

Trail Maps and Signs

Trail names reviewed and revised by naming committee, organized by Steve Howard. Peter Tweedie is managing the project's implementation. Digital mapping of trails has been updated. New map brochure and trail signs have been designed and ordered. Dog trail information signs designed.

The trail improvements project proposes new trails for 2018 construction so there will be a limited run print of the new trail map pamphlet and update it next year when the new trails are complete. The new trail signs will be installed in phases to avoid areas with active logging and hauling.

Funding sources:

- \$5,000 in 2017 and \$5000 in 2018 from Recreation Sites and Trails BC
- \$2,000 from Club funds
- Part of the Rural Dividend Grant for additional signage.

Info Tech Improvements

The club's email and digital storage systems are now using tools on Google's G Suite for non-profits. Internet has been extended to the timing hut to support the Zone 4 timing system (no public access). A power feed to the weather station has been installed. Other improvements are being considered: webcam, automated grooming report system, website's software updated to improve security, website backup. Ben Forsyth is leading the work on this project with involvement from Steve Osborn, Lisa Perry, Mark Gillis and others.

Funding:

- Up to \$2000 from BC Government Grant (2017)
- Possible business-sponsorships for automated grooming reports

More?

We have several other project ideas that are in the exploration/planning stage:

- Roof for biathlon targets
- Machine shed replacement
- LED light conversion

We have been successful in receiving several large grants due to the awesome efforts of Irene Ronalds.

Contact Steve Osborn (secretary@bvnordic.ca) if you want more information about any of the active or proposed projects; especially if you want to explore ways that you can help our club maintain and improve the Nordic Centre.

The Bulkley Valley Cross Country Ski Club
Budget for FY2018 (July 2017 - June 2018) with **Actual data from FY2017**

Revised as of December 1, 2017

	Events		Membership		Nordic Centre		Total NSDP		TOTAL	
	Budget FY2018	Actual FY2017	Budget FY2018	Actual FY2017	Budget FY2018	Actual FY2017	Budget FY2018	Actual FY2017	Budget FY2018	Actual FY2017
Income										
Total Fees	6,600	7,483	6,000	5,676	60,000	60,734	21,650	22,971	94,250	96,864
Fundraising		167					5,400	11,438	5,400	11,605
Total Grants	0	0	0	0	40,000	35,919	24,400	19,500	64,400	55,419
Total other	0	0	0	0	3,500	4,658	2,700	2,625	6,200	7,283
Total Sponsors	0	91	0	15	0	300	5,000	5,000	5,000	5,406
Total Income	<u>6,600</u>	<u>7,741</u>	<u>6,000</u>	<u>5,691</u>	<u>103,500</u>	<u>101,610</u>	<u>59,150</u>	<u>61,533</u>	<u>175,250</u>	<u>176,575</u>
Expense										
Total Events	5,400	6,932	500	141	0	0	-1,250	-272	4,650	6,800
Fundraising costs						0	2,300	2,708	2,300	2,708
Total Maintenance	0	0	0	0	19,500	14,832	500	433	20,000	15,265
Total Operation	1,200	12	1,200	879	28,700	19,244	60,300	70,122	91,400	90,256
Total Other	0	0	4,300	2,111	18,000	21,245	2,000	258	24,300	23,614
Total Projects	0	0	0	0	34,300	36,741	0	0	34,300	36,741
Total Expense	<u>6,600</u>	<u>6,944</u>	<u>6,000</u>	<u>3,130</u>	<u>100,500</u>	<u>92,062</u>	<u>63,850</u>	<u>73,248</u>	<u>176,950</u>	<u>175,384</u>
Net Income	<u>0</u>	<u>797</u>	<u>0</u>	<u>2,561</u>	<u>3,000</u>	<u>9,549</u>	<u>-4,700</u>	<u>-11,715</u>	<u>-1,700</u>	<u>1,192</u>
Reserve Fund Transfers (PROJECTED)										
Contribution to Reserves (negative in context of operational program funds)										
Tracksetter (internally restricted)					-15,000	-11,000	0	0	-15,000	-11,000
Infrastructure (internally restricted)					0	0	0	0	0	0
Biathlon (unrestricted)							-1,000	-3,050	-1,000	-3,050
Disbursement from Reserves (positive in context of operational programs)										
Biathlon (unrestricted)							0	0	0	0
Coaching (liquidated in FY 2017)							0	5,000	0	5,000
Infrastructure (internally restricted)					12,000		0	0	12,000	0
Member Area (liquidated in FY2017)						5,708	0	0	0	5,708
NSDP (unrestricted)							5,700	9,765	5,700	9,765
Tracksetter (restricted)							0	0	0	0
Program balance after reserve transfers	<u>0</u>	<u>797</u>	<u>0</u>	<u>2,561</u>	<u>0</u>	<u>4,257</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,615</u>

Statement of FY2017 Reserve Funds and Changes to Reserve Fund Balances

Fund:	Tracksetter	Infrastructure	NSDP	Biathlon	Coaching	Member Area	Memorial	
Balance beginning of year see 2016 review statement	\$46,657	\$15,020	\$25,000	\$0	\$5,000	\$5,708	0	
Contributions to Reserves From operating fund	\$11,000	\$0		\$3,050			\$251	
Disbursements from reserves To operating fund			-\$9,765		-\$5,000	-\$5,708		
Transfers between reserve funds none								
Balance end of year	\$57,657	\$15,020	\$15,235	\$3,050	\$0	\$0	\$251	\$91,213
Notes	1	2	3	4	5	6	7	

Notes

- 1: Tracksetter reserve is restricted by Board for long-term savings toward tracksetter replacement or major repairs. Target is \$15,000 per year
- 2: Infrastructure reserve is restricted by Board for long-term savings toward infrastructure major repairs or additions. Target is \$10,000 per year
- 3: NSDP Reserve is an unrestricted reserve created in FY2016 from the Van fund (originally named Athlete Development Program Reserve)
- 4: Biathlon reserve (unrestricted), is fundraising and surplus being saved for future biathlon projects.
- 5: Coaching fund created in FY2016 from Van fund to extend coaching season in FY2017.
- 6: Member Area Reserve created in FY2016 from Van fund for terrain park and trail improvements in FY2017
- 7: Memorial is a new reserve fund to track money donated in memory of Einar Blix and Gary Murdoch and remaining in bank account #502.

PROJECTED Statement of FY2018 Reserve Funds

Projection based on FY2018 Budget. Actual fund transfers will not be done until the end of FY2018 after that actual surplus is known.

Fund:	Tracksetter	Infrastructure	NSDP	Biathlon	Memorial	
Balance beginning of FY 2017	\$57,657	\$15,020	\$15,235	\$3,050	251	
Contributions to Reserves						
From operating fund	\$15,000			\$1,000		
Disbursements from reserves						
To operating fund		-\$12,000	-\$5,700			
Transfers between reserve funds						
none						
Balance end of year	\$72,657	\$3,020	\$9,535	\$4,050	\$251	\$89,513
	1	2	3	4	5	

Notes

- 1: Tracksetter reserve is restricted by Board for long-term savings toward tracksetter replacement or major repairs. Target is \$15,000 per year
- 2: Infrastructure reserve is restricted by Board for long-term savings toward infrastructure major repairs or additions. Target is \$10,000 per year
- 3: NSDP Reserve (unrestricted), previously named Athlete Development Program Reserve
- 4: Biathlon reserve (unrestricted), is fundraising and surplus being saved for future biathlon projects.
- 5: Memorial reserve created at end of FY2017 to track money donated in memory of Einar Blix and Gary Murdoch and remaining in bank account #502.