**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Kira Hoffman, Ali Howard, Susan Kinkela, Brandin Lilgert, Steve Osborn, Sarah Sacharoff

Unable to attend: Hillary Clark, Stephen Wickham

Meeting started at 19:33

**1) Minutes of Last Meeting**

***Motion:* Ali moved to accept March 21 draft board meeting minutes; Barb seconded. Approved.**

***Motion:* Brandin moved to accept April 12 draft board meeting minutes; Steve O. seconded. Approved.**

**2) Directors Reports**

**Barb**: Treasurer (financial reports emailed by Steve O. April 22)

**Steve O:** Nordic Centre (no report)

NC Finances

The April 13 Department Income Report shows $25k surplus for Nordic Centre

however, after reviewing the details and including projections to end of

fiscal (June 30), Nordic Centre appears close to breaking even. This is

after the following assumptions & adjustments:

\* Including the record $10,791 from McBike for the day tickets they

sold, our total trail fees (day + season) is $170,353 which is about 20%

more than 2022 or 2021.

\* When the board committed FY 2022 surplus to complete the garage

project, it was understood that any end-of-project surplus would be

transferred to reserve funds. Now that all 3 phases are complete, the

surplus funding was enough to top up the Infrastructure Reserve with $10k to

bring the total Infrastructure Reserve to our $50k target. There was also

$18,982 available to transfer into the Reserve Fund for a new tracksetter.

\* The club fundraiser for the new tracksetter raised $22,000 and all

of that will go into the tracksetter reserve raising the total fund to

almost $41k.

\* $8,400 received from CN for the adventure trail will either be spent

or put into a trail reserve fund for next fiscal.

\* The cost of the CPA-prepared financials ($3644) was previously

charged to the shed repair project because I viewed it as a cost of getting

the Gas Tax grant for the shed repair. I now learn that the grant conditions

are very restrictive and cannot include that cost. So the NC will include

the $3644 as an operating cost.

\* The $45,000 gas tax grant will pay the full cost of repairing the

old shed's foundation but probably not much left for other shed

improvements.

\* I originally assumed an operating cost of $10k to repair the wax hut

floor. I still don't have a solid quote yet. It could be more but I am now

assuming only $4000 from operations and the rest of the funding will either

come from a grant or we will try to do a "good enough" repair, possibly

dipping into the infrastructure reserve.

\* I expect the end-of-season machine maintenance to be around $5000.

Other NC expenses for the rest of this fiscal are for electricity, fuel and

part-time GM wages.

Summer Projects

\* We applied to Rec Sites and Trails BC for authorization to establish

four new trails: Swamp Dog, Adventure Trail, Swamp Bypass and Valley View

Connector.

\* RSTBC rejected the Swamp Dog proposal due to complexities (e.g.,

blue listed ecosystem; moose habitat; unpredictability around water) and

perception associated with using a sensitive ecosystem, and the facility

being fee-based = higher duty of care for BVCCS and increased expectation

from the user.

\* The other trails are still under review and we are providing

additional information for the review. We are hopeful that we will get

approvals but currently we only have funding for the Adventure Trail. Swamp

Bypass is likely able to be used in deeper snow by just clearing brush and

small trees. Machine work can be postponed to the future after we secure

funding.

\* We have funding and a contractor to replace the foundation of the

old shed. Additional improvements are under consideration, subject to

funding.

\* Moving the firewood drying shed will be a low or no-cost firesmart

measure to reduce fire hazard to the lodge. It should be done in time to

allow re-stocking in the fall.

Grant applications

Buying a new or newish tracksetter is the highest priority for any capital

grant. Jan Wengelin and Kevin Kriese will be able to assist starting May 1.

We will attempt to utilize suitable help from the people Anne has reached

out to.

Grant opportunities:

\* BV Community Foundation's $250,000 Community Impact Grant.

Expression of Interest is due May 19.

I have draft ready with this general story: We are reliant on an aging,

unreliable tracksetter. The grant will allow us to keep tracksetting and

providing big benefits to the community. We would seek to leverage the $250k

grant to obtain additional grants and buy a $500k new machine. But even if

we can't get other grants, the $250k plus club fundraising would be enough

to buy and outfit a good used machine.

\* NDIT will fund up to 70%. Next intake is open till May 12. From

CCBC: In the past couple years: $298k to Whiskey Jack for a lodge, $300k to

Caledonia for snowmaking, $279k to Williams Lake for a lodge, and $135k to

Bear Mountain for a snowcat

\* Gaming Capital Projects grant will usually fund up to 50%. Expected

to open this summer. No assurance of reopening next year. From CCBC:

$250,000 for a new snowcat to each of Telemark, Overlander, and 100 Mile,

with almost as much for Sovereign and Nickel Plate.

RDBN's Gas Tax grant, BV Community Foundation's Community Impact grant and

NDIT grants all want the money to be spent and reports submitted before

eligible invoices are "reimbursed". Cash flow will be problematic.

I will work with Kevin and Jan in early May to strategize leveraging and

cash flow. Any comments/advice from the board?

I have a list of 9 people who expressed interest in evaluating machine

options. However, it primarily depends on the funding we expect to have.

Suitable machines are a Prinoth Bison or a PistenBully 400. Outfitted, both

cost around $500,000 new with the PB more expensive than the Prinoth. Used

machines are difficult to assess until we have funds in hand.

>From previous board feedback and other discussions, I assume the following

will NOT be considered:

\* A second old machine like a PB Edge, last produced in 2007.

(Blackjack has two PB Edge machines plus an extra engine, extra frame, etc.)

\* A smaller tracksetter. Cheaper to buy and operate but not wide

enough for 2 sets of tracks plus skate lane.

An unresolved question is whether we would keep our PB Edge after buying a

new/newish tracksetter. The case for and against will depend on what we buy.

Keeping the PB Edge will have implications for storage, usage and ongoing

maintenance costs.

**Brandin:** Communications (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah:** NSDP (emailed April 17)

BC Winter Games

* sent 2 coaches, 5 of our athletes.  Jesse won a gold medal in the sprint.

Nationals Dessert Fundraiser

* raised >$1k to two families

Wax Team

* ordering new fischer test skis.  6 pairs (3 classic, 3 skate) with help from Graham MacLean and Sandy MacLean.

Volunteer Appreciation

* purchased and delivered most of 60 volunteer appreciation toques to NSDP volunteers

Summer Programming

* U12+
* coaches are deciding on schedule
* will probably offer a reduced fee given expected large NSDP surplus
* Denise will do zone 4 setup
* will require signed Parent Athlete Coach agreement before first session

Masters Drop In / Adult Coaches

* approved a visit with Ingrid for coaching sessions in Dec 2023

Biathlon

* maple syrup fundraiser underway
* Sarah approved extra 2/3k for adult rifles to be purchased before end of June.

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* ***those directors who have not already done so*** *to prepare job descriptions – some still outstanding*
* ***Susan*** *to provide recommendation wrt permanent passes to board sometime within next month or two – not yet done*
* ***Jen*** *to see if bank loan is even a possibility – not yet done*
* ***Anne*** *to get info wrt # skiers found without passes from Jan - done*

**4) New/Continuing Business**

1. Nordic Centre Finances and related issues
* NC Finances report includes increased trail fees after season pass increase. Still no money left for tracksetter reserve.
* Nothing stood out as cost overruns
* Hoped to have $15K to go into tracksetter fund; consider cost-cutting, raising fees. Suggest not raise season’s pass fees because just did that with stated purpose of putting aside $$ for tracksetter.
* Steve requests input in budgeting going forward
* Is there scope creep? Were costs underestimated? Need to optimize spending as 1st priority
* Suggestion to put aside tracksetter $$ at beginning of season to force board to make hard decisions.
* Tracksetter reserve is new this year and is different than the infrastructure reserve
* Reserve funds status: $41k for tracksetter reserve from club fundraiser and garage project surplus.
* Trail situation: proposed swamp dog trail rejected by RSTBC; pending approvals for others but limited funding.
* Summer projects: include shed repair and wax hut repair.
* Grant applications: sole focus on tracksetter purchase, leveraging strategies, cash flow.
* Possibility of bank loan discussed – Jen will look into the possibility; has board support to look, will come back to board for decision to use loan
* Can reserves be earning higher interest? Need to ensure have cash flow so not reinvesting in GICs; cash flow may continue to be a problem inf grants are primarily of the type for which the money isn’t received until the work has been completed
* Suggestion – open registration in spring – adults only to keep it simple, maybe continue to offer $20 discount; may be problems coordinating with CCBC
* Wax hut may come back to board for decision: good enough solution using volunteersvs. Contractor; how critical is the situation – can it wait a year?

***Action Item: Kira*** *to share findings on subject of higher rates with Barb*

***Action Item: Brandin and maybe Steve W.*** *to work with Steve O., provide input into budgeting*

* consider pros and cons of taking “loans” from our contingency reserve funds:
* Infrastructure reserve: $50k
* NSDP reserve: $38k
* Events reserve: $1k
* NSDP comfortable with ~75% in longer term
1. Acknowledging donations of work
* Discussion of the differences between club sponsors and project sponsors including in how we acknowledge them
* Question of how long to keep logos on website and other acknowledgements raised but not answered
1. End of season newsletter
* Need articles to complete our obligations to some funders

***Action Item: Anne*** *to write article about rejection of swamp dog proposal*

1. Code of Conduct review
* Discussed adding some guidance for when code of conduct is broken
* Discussed extending code to all members not just ADP and coaches
* Define major and minor infractions – different consequences, differ in who deals with them
* Other clubs have examples
* Should it apply outside of NSDP?
* Aim to have ready for next season

***Action Item: Sarah*** *to adapt Code of Conduct and send draft to Kira and Ali for review*

At this point, the meeting was moved in camera.

Meeting adjourned at 21:16.

Next meeting June 29th if there are topics that require discussion