**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Kevin Kriese, Steve Osborn, Sarah Sacharoff

Absent: Stephen Wickham

Meeting started at 18:35

**1) Minutes of Last Meeting**

***Motion:*** Ben moved to accept March draft board meeting minutes; Sarah seconded; approved.

**3) Directors Reports**

**Barb**: Treasurer (emailed April 20)

**Steve:** Nordic Centre (emailed April 25)

Key tasks done in order of time spent (I have been using a time tracker the last few months to assist with the GM position discussions):

* Reviewing and responding to board emails. SWOT meeting. Calls.
* End of season tasks (lodge, collect temporary signs & emergency kits, cover signs, …)
* Support for garage design team and groomers
* Emails and documents for NDIT Grant and Gaming Capital Grant. Plan funding allocations
* End of year Groomer debrief “meeting” and work on appreciation swag
* Website postings (spring skiing article, Nordic Centre Notes, end of year messages on conditions report)
* With Anne and Ben, continued work on potential general manager position

Nordic Centre finances (excluding capital project revenue and expenses) are close to budget with the following exceptions,:

* revenue is about $37k higher than budgeted
* wages and salaries are on budget
* machine expenses are $16k over budget (corresponds to major repairs)
* building expense (existing building maintenance) is about $600 over budget (new stove bought for the caretaker cabin)
* Completed and active capital projects are fully funded from grants and previously reserved club funds
* End of year surplus projected to be $40k, before some proposed purchases for parts, equipment, etc. (separate email will give board a heads up on these items and some options for allocation of remaining surplus).

At our board meeting, let me know if you have any questions or concerns about the many upcoming happenings at the Nordic Centre:

* Completion of the tracksetter garage and addition of a carport style bay (Briefly described in Nordic Centre Notes)
* Upgrades to the old shed
* Changes to Pine Creek trails (see NC Notes)
* New grooming report system (see NC Notes)
* Wildfire Risk Reduction and Fire Smart work around lodge (see NC Notes)

**Jill:** Membership (emailed April 25)

2019-2020

Members 715

Ticket booth total sales $12602.45

Store sales $8740.50

2020-2021

Members 1104

Ticket booth total sales $17871.75

Store sales $11085.00

**Ben:** Chair and Communications (emailed April 25)

• Newsletter. Sarah did most of preparation of it, content from Perry Rath and Marlene Thimmer. I summarized Steve’s Nordic Centre note and linked to it to avoid making a super huge newsletter

• Worked with Kevin on the Sponsors and Partners webpage. <https://bvnordic.ca/about-our-club/sponsors/> Currently hidden from the menus until get feedback from rest of board on it, please let me know your thoughts.

• Trying to get the club listed on Destination BC & Tripadvisor at the suggestion of CCBC (DBC needs us to have a trip advisor presence) Working out some kinks about a required phone number for the club, don’t want to use my personal number.

• Met with Steve O. and Anne to discuss paid GM position.

• Some survey summarizing and analysis.

• Disabled the snow stump webcam for the summer. Generated a year timelapse of the lodge web camera which is neat to watch: <https://webcam.io/clips/RAObJg>

**Survey results thoughts on communications:**

• Better communicate club stances on major topics like dogs, grooming, finances, etc at beginning of each season and in a prominent place on the website. Doesn’t need to be new content, summary of Steve’s past great write-ups and other content we have handy.

• Improve NSDP website section for new families.

• Improved grooming reporting. (Nordic-pulse should help with this a lot if we use it correctly)

• Some people want real-time reporting but without a satellite communication that isn’t feasible. We also want the tracks to set up a bit before skiing on them so a bit of a delay is desirable. With good enough wifi in the stadium nordic-pulse could update as groomers come through the stadium instead of just at the end of a grooming session if we wanted.

**Kevin:** Grants & Sponsorships (emailed April 23)

1. Miscellaneous follow up for sponsorships; getting shared drive cleaned up etc.
2. Preparation of Grant Proposal for Wetzin'kwa Community Forest.  Due May31st

**Ali:** Events (emailed April 25)

— liaised with Sara and Ingrid Granlin about the possibility of running a training course for masters coaches

— set race calendar for 2022 season with Jen Plummer

— had long conversation with Jen P about need to find new volunteers to run races, but it is hampered by lack of concise race plans & people with experience

**Sarah:** NSDP (emailed April 21; Jen forwarded jackrabbit summary from Dawn H. on April 26)

Budget

* currently predicting a $7000+ surplus. Discussing with co-directors.
* will be transferring ~$2900 to club for Ski S’kool trail fees in the next week or so.
* possible transfer from events for funds raised by loppet
* collecting summer fees starting in the next week.

head coach

* 4 applicants, interviewing in the next couple of weeks.
* Patrick Williston will be the main point of contact for the head coach

NSDP Program Coordinator

* expanded Denise’s contract for 2 months (April & May). Still ~ $15000 budget. Planning to rehire her next year. Size of next year’s contract dependant on if we acquire a head coach.

Club

* helped with club newsletter
* plan to continue with athlete profiles next year. Probably will make them a stand alone newsletter.
* training policy - seems out of date. The board used to have a training budget, not just in the individual programs. Assuming this no longer exists. Requires discussion and expertise to rewrite. Not sure on which model is best. Should both Events and NSDP have a training budget? Hoping to resolve some of this in future meeting between Events/Masters/NSDP.
* took a quick look at survey results. Don’t see too much to learn for NSDP except to do a bit of an analysis regarding interest in master’s programming.

Ski S’kool

* all invoices are out

ADP

* very successful U18 24 hr ski and sendoff for Alan Baxter. $ raised for vending machine. Details being worked out.
* setting up zone 4 for summer training fees
* Patrick, Antje, Josh and Mel will be coaching U16&U18 this summer
* Helene, Steve W, Sandy will be coaching U14
* Ryan and others will be doing a monthly extendos/U12 weekend
* Graeme Moore visiting in early May for dryland weekend
* nakkertok exchange. Most of the U14s have elected to be a part of this. This spring, virtual participation, creating presentations regarding our town, that we are sharing with Nakkertok athletes and Caledonia. Next winter/spring, current U14 athletes travelling to Ottawa for a week. Ottawa athletes travel here for a week. Travel funded by Experiences Canada. Covid dependant.

Masters

* meeting with Ali & Cobie Oliemens to discuss Masters and how/if to restructure. How to manage volunteer coaches (masters too), should we be offering training, etc.
* looking for symbiotic relationship between Events/NSDP for masters offerings.
* Some feedback from Masters coaches that they would like to gain some training.
* Ingrid Granlin interested in providing some specific training in November/December for masters coaches. Believe the plan would be that this would be free for the volunteer coaches but the programs (NSDP or Events) would compensate her.

Volunteer Needs

* parent meeting soon - need volunteers (race committee, sponsorship, waxing, etc)

**Anne:** Secretary(emailed April 25)

* Updated 3 club policies in preparation for board approval
* With Steve O. and Ben, continued work on potential general manager position
* Began documenting SWOT results
* Began analysing survey results related to volunteers

**3) Actions from Previous Minutes**

* Sarah to get back to vending machine proponent for more details – in progress; proponent working on answers
* *Action item:* Sarah to get back to proponent for more details
* *(unassigned):* Rework Dispute Resolution policy; perhaps in conjunction with Harassment Policy and bring back to board for approval – done (see new/contd business below)
* All members to participate is SWOT analysis & vision – done; note that need location for results – perhaps management plan; would require some substantial rewriting

**4) New/Continuing Business**

**a)** Permanent season passes

*Action Item* (for fall): Jill to evaluate feasibility of reusable pass

**b)** Policy Revisions

* Part 4:

**Motion:** Anne moves to approve the part 4 revisions of the Privacy, Harassment and Dispute Resolution policies as outlined in Anne’s April 17 e-mail, leaving the Dispute Resolution policy as a club-wide policy and changing the Harassment policy to remove reference to the dipute resolution committee; Ben seconds. Approved.

**Motion:** Ben moves to rescind the Coach Training policy; Sarah seconds. Approved

**c)** Wetzin’kwa grant

* Board supports submission of this proposal for trail improvements

**d)** Donation strategy for next year

* Discussion about making a permanent fund via Nordiq Canada charitable status
* Purpose would be revised to be support for enhanced trails and tracksetting; i.e. operations
* Various exclusions wrt potential use of funds on NC website
* Link to Zone 4 & permanently on webpage
* Can have 2 paths: donate when register on Zone 4 (no charitable donation receipt) or donate via link to Nordiq Canada (Charitable donation receipt issued)
* Need to advertise this as donation option to members on our webpage as well as on Zone 4

*Action Item:* Kevin and Ben to work on communications; work with Liz to change Zone 4

**e)** Priorities discussion (cont’d)

* Financial situation and projections – near or on budget for everything except PB repairs ($~16K over budget)
* Funding priorities – GM; present machine shed in case of overruns to get finished; future equipment/building repairs/replacement

*Action Item:* Steve to send out wish list for end of year purchases

**Motion:** Ben moves to proceed with the hiring of a full time seasonal general manager position with approximately $30,000 budget; Steve seconds. Approved.

* Rework job description to move membership into core responsibilities (need to create revenue)
* Next steps in GM process = recruitment & hiring; performance/management expectations; employee performance evaluations

*Action Item:* Anne to send around email soliciting interest from board members wrt involvement in next steps

This discussion served as a reminder that we will need to develop better HR practices, principles, policies. This is, in effect, a long term action item for the board.

**f)** Head coach

**Motion:** Sarah moves that the board endorses the hiring of a full time head coach acknowledging the implications outlined in discussion papers distributed by Sarah; Ben seconds. Approved.

*Action Item:* Sarah to post head coach related papers to shared drive.

**g)** Survey results

* Need to convey key signals around key topics to membership this year, e.g. DOGS
* Let membership know that we will continue to analyse results with future reports to them
* Dog trail coordinator should be invited to meeting to discuss DOGS

Meeting adjourned 20:20

Next board meeting: May 31 Note that this is not the 4th Monday.