**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Kevin Kriese, Steve Osborn, Irene Ronalds, Stephen Wickham

Meeting started at 18:35

1. **Minutes of Last Meetings**

* no edits received

***Motion:*** Kevin moved to approve March 2020 minutes; Steve seconded; approved.

1. **Directors Reports**

**Ben:** Chair & Communications (emailed April 26)

**Chair:**

Connected with Wannes from CCBC and Megan Begley from Nordiq Canada about donating securities (shares) to a specific project under The 100 campaign. Putting the name of the project in the notes field on the donation form and then coordinating with Megan to watch for the donation is the way to go. I made a donation in early April and am waiting to hear back from Megan about Nordiq receiving the money.

Megan pointed me to Nordiq's charitable donation policy which has some useful information around how Nordiq Canada can handle donations to them and have it go toward specific clubs. It is worth a read <https://nordiqcanada.ca/wp-content/uploads/Charitable-Donations-Policy.pdf>

No other chair business to report.

**Communications:**

Have been staying pretty quiet on purpose to avoid encouraging too much Nordic Centre use in response to communications from RSTBC about pandemic response. Thank you to Steve Osborn for sending out updates over the past month.

**Barb**: Treasurer (emailed April 22)

***Action Item:*** Barb and Steve to work on getting revised report from bookkeeper

**Steve:** Nordic Centre (emailed April 22 & 26 with revisions to latter emailed on April 27)

**Thanks for the Skiing**

I heard numerous thanks to the club for keeping the trails open and groomed.  Some of them came by email. Check out 17 heartwarming messages to the club posted to the [Trail Feedback Group](https://groups.google.com/a/bvnordic.ca/forum/?hl=en#!forum/trails).  If that link doesn’t work, log into Google with your bvnordic address, click the box of 3x3 dots in the top right corner, then Groups, then My Groups then Trail Feedback.

**Lodge Improvements**

Patrick Dumais stayed on payroll during the first two weeks of April to do some grooming, machine maintenance and several projects.

* New lockers for Ski S’Kool skis and boots (with drying vent) paid by NSDP
* Expanded storage locker for Rabbits gear, paid by NSDP
* 5 (or 6?) new ski lockers for rent
* Improved lighting in various locations (done by Josh Wimbush)

**Management Plan**

We need an updated management plan for some of our coming grant applications. Please review the attached plan. It incorporates previous feedback I got from directors plus updates to trail works, proposed auxiliary tracksetter and proposed new tracksetter garage. Let me know if you have any comments or want to add anything. e.g. goals, strategies or projects for NSDP, Events, Communications …

I would like to get the board approval at our meeting.

**Management Plan**

Anne gave some good feedback on adding something about following health officials’ guidance given the likely continuation of COVID-19 concerns next season. Definitely a good point. I also realized that there are other health requirements that the plan should address.  The attached April 23rd revised version of the Management Plan now has a few general references to health requirements:

Section 2.3 Keep it Safe, now has a new first bullet (Goal):

* Follow Public Health Requirements

Strategies:

* Section 3.5.1 specifies health requirements and club initiatives that the Club is following to protect public health at the Nordic Centre.

Section 3.5 Safety Measures, now has a new first section 3.5.1 Public Health with subsections for COVID-19, Food & Sanitation and Water.

The COVID-19 says a few things, including that the Club will establish guidelines for activities this summer and how to plan for next ski season.

If the Board agrees with these changes, I will propose a motion to adopt the management plan. And then I would like us to start discussions on board guidance we can provide for summer work bees, construction, lodge rental requests, event and program planning, fall registration. I expect that this guidance would evolve and does not have to be in the management plan.

**Nordic Centre Finances**

Our financial report from  Brenda was missing some lines (accidentally filtered out) and there are a number of end-of-season adjustments to make yet, so my confidence in final numbers is not high. But from what I can estimate/project, it looks like the Nordic Centre will have a deficit at the end of the year (about $3,500) instead of a surplus that could be added to reserves (original budget estimated $16,000). The discrepancy had several sources:

* higher income (more passes) and higher expenses than budgeted
* opportunity to purchase a spare rebuilt final drive ($8,800)
* tractor sale proceeds delayed until next fiscal ($10,000)
* extra work done on lockers between grooming during March and April. ($1500)

FYI: Total expense for the year: $188,000 (including $74,000 spent on Skid Steer)

**Proposed Capital Projects**

Brant and Stephen Howard have been doing a lot of good planning on a new PistenBully garage and general concept plan for the existing shed. They had input from Wally, Patrick, John Schibli and Kevin.

Kevin, with input from Patrick and Brant has been doing a lot of research on an auxiliary tracksetter.

Pulling the projects and potential funding together has been an ongoing and evolving piece of work by Kevin and I.  Attached is a Capital Funding Assessment that I would like the board to consider at our board meeting. There are a number of associated decisions for the board in that document. We can get into the details during our meeting but I also want to encourage discussion at the general level, especially if there are concerns about doing all this during uncertain times.

**Jill:** Membership (emailed April 21)

2018-19

Members 615

Ticket booth total (based on summary sheets) $13051.05

Store sales $8918.00

2019-20

Members 715

Ticket booth total (based on summary sheets) $12602.45

Store sales $8740.50 (Mcbike has paid BVCCSC)

Payment from Club to NSDP $30.00 x 79 (1/2 days)= $2370.00

 I think that our ticket booth (and store sales) totals could have met or exceeded last year`s totals if our Season wasn`t cut short due to COVID-19.  There were still a lot of tourists and locals on Spring break here and interest was high.

**Irene:** NSDP (emailed April 26)

I just met with our lead coaches this afternoon. The search continues for a Head Coach. Since it is looking like a long shot at this point, tGaming Grant funding request will be worded to focus on program delivery, whether the funded activities are carried out by one person as has been done in the past, or by a program coordinator and visiting head coach as we did this year.

NSDP had a little surplus $ this year that is being spent on the following:

Ski Skool - construction of ski locker and boot drying locker to be stored outside of the office. Some of the Ski Skool Skis are getting worn out. Plan to apply for Viasport funding for this specific purpose, may use some NSDP funds as well.

Rabbits - construction of an expanded Rabbit gear locker. Purchase of some toys for Rabbits (balls etc $125).

ADP - purchase of some dryland gear for ADP (partly funded by Kaltire grant).

Purchase of no-fluoro ski polish system for younger racers (safe, fast, easy on volunteers).

Patrick Williston (U16) and Alan Baxter (U18) have been working out a plan for online virtual dryland workouts (May through August) which look to be very cost effective. Athletes are sounding very receptive, especially as other sports such as soccer are not happening. A small program fee will be charged.

Looking to next season we have a pretty good Plan B coming together, building on how we managed last season. With Gregory Baxter now on BC Team, CCBC has a policy that BC Team athletes either need to have a L2C certified coach, or are coached by Chris Manhard, of CCBC. Alan and Patrick have come up with a pretty good plan to address this:

Matt Smider of Revelstoke is willing to provide weekly training plans for the 3 U18 athletes, with oversight from Chris Manhard. Graeme Moore will provide weekly training plans for U16 (U14), using Matt's plans as a template so that the workouts are compatible. This will actually be pretty cost-effective for NSDP.

I have copied the notice from CCBC re their policy for BC Team athletes.

**Kevin**: Grants & Sponsorships (emailed April 21)

**Club Fundraiser.**

* To date we have raised $5325 from 36 individual donations.
* In addition we will receive about $800 in matching funds from Nordique Canada
* Minus a small admin fee, we will net just over $6,000
* We will plan to re-advertise this fundraising campaign in the fall.

**Auxiliary Tracksetter Grant funding:**

After much discussion, we have shifted our focus to a less expensive a tracked ATV as a proposed Auxilliary tracksetter.  This machine has been used successfully by Sovereign lake for several years (they have a few of them) and by Caledonia for two years.  They are as, or more, reliable than a Skandic, and considerably less expensive than a Sherpa.

The funding source for this proposal is intended to be club contributions (fundraiser) plus Northern Development Initiative Trust.  The funding application is attached and is due by May 3.  I will require a motion to restrict funds from the club, along with a signed letter of commitment from the President (also attached).

Proposed Motion; The club Restrict $11,000 for purposes of purchasing an Auxilliary Groomer.

**Gaming Grant:**

Steve W leading, with support from Irene.

**Other grants:**

We have received a positive signal from the regional district on potential funding from the Gas Tax fund.  This funding source is focussed on upgrades to existing facilities, so we are proposing to seek funding for upgrades to the existing machine sheds and fuel storage.

We have also learned that Wetzin'kwa has maintained their normal grant program, and we can apply for up to $15,000.  Deadine is end of May.

Steve Osborn will update on how these other sources fit into our machine shed plans.

***Action Item:*** Kevin and Ben to prepare and distribute document for fundraising campaign (for next autumn)

**Anne**: Secretary and Volunteer

1. **Actions from Previous Minutes**

**A. Donating securities**

* Ben looked into donating securities – see his director’s report

**B. Newsletter article on Nordic Centre finances**

* This action item was meant for post-AGM, prior to next round of fundraising

1. **New/Continued Business**

**a)** Auxiliary Tracksetter

**Motion:** Kevin moved that the club restrict $11,000 for purposes of purchasing an Auxiliary Groomer; Ben seconded. Approved.

***Action Item:*** Kevin and Ben to prepare and distribute information note for fundraising campaign (for autumn)

**b)** Management Plan (updated version circulated by Steve April 26)

* Need for some grants

**Motion:** Steve moved to accept the April 23 revised version of the 2020-2022 Management Plan; Anne seconded. Approved.

**c**)Planning for next year given covid 19 concerns

* The club calendar is created after Nordique Canada and CCBC settle on dates
* Registrar needs information for registration by mid-September
* Expect activity-based provincial guidelines which will give us things to draw from
* CCBC AGM will likely discuss this

***Action Item:*** Steve to plan work bees with covid 19 restrictions in mind

***Action Item*:** Anne to provide some preliminary ideas wrt trails

d) Proposed capital projects and related board decisions

* Board already approved money for skid steer
* Board has revised the purpose of the Infrastructure reserve fund to be a contingency for major repairs of buildings or tracksetters
* **Motion:** Steve moved to revise the purpose of the existing Tracksetter fund to be the club’s contribution to next year’s construction of the tracksetter garage; Ali seconded. Approved.
* **Motion**: Steve moved to transfer money in biathlon reserve fund to Biathlon operating fund to pay for range improvements completed this fiscal year.
* The money in the Memorial reserve fund might be appropriate to help pay for a valley view warming hut
* As the club is a single club, albeit with separate programs, all money goes to one bottom line so it is not necessary to propose moving money via motion

e) Locker allotment

* Present system gives first dibs to previous year’s locker holders
* Have received some comments questioning this
* Board agreed to address this in the future (not this year due to uncertainty about upcoming season)
* Perhaps option to have lockers shared

***Action Item:*** Estimate demand for lockers via question in newsletter; must have responses before registration opens

**f)** Wetzinkwa logging plans

* Club wants input and members want input when plans more specific
* Some considerations: shading of trails, quality of trails, seasonality of work, landscape level diversity

***Action Item:*** Steve to contact Wetzinkwa

Meeting adjourned 20:05

Next meeting: April 27 by phone if covid 19 physical distancing restrictions are still in place.