**Board members**

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

and

Andrew Brisbin (new head coach)

Unable to attend: Jen Chapman, Ali Howard, Stephen Wickham

Meeting started at 18:35

**1) Introduction of Andrew Brisbin, new head coach**

**2) Minutes of Last Meeting**

***Motion:*** Barb moved to accept May draft board meeting minutes; Ben seconded; approved.

**3) Directors Reports**

**Barb**: Treasurer (emailed August 19)

**Steve:** Nordic Centre (emailed August 18)

Nordic Centre Report

**Garage Construction:** Stephen Howard and Brant Dahlie are managing the project with paid and volunteer workers. Walls and roof are up, on time and on budget so far. Currently underway: Josh Wimbush has been contracted to shift all of the electrical panels to the new building. After that is done, we will ask volunteers to help with insulating, interior sheathing and siding.

Funding is in place for phase 3, tearing down the old PB bay and building an open-sided “carport” attached to the new garage. But work will not start until next spring.

Phase 4, upgrading the foundation of the machine shed’s remaining two bays, will also be left for next summer. Funding application is underway.

 

**Trail works:** Work underway, led by Kevin.  Total value $46,000.  ($25k RSTBC, $15k Wetzinkwa,  $6k BVCCSC.)  2/3 complete.  About forty culverts.  All major wet spots in pine creek should be complete at end.  Construction of new swamp bypass not undertaken to allow more engagement with Cas Yex house.    
Two log culverts across outflow from Pine Creek swamp were planned for replacement sometime in coming years. But logs have deteriorated badly and will need to be addressed next year.  Will require more volunteer help (project lead) and fundraising of around $25,000.

Mowing part way complete.  New mower behind quad working effectively.  Could use one more reliable person for mowing.

Grass seeding of disturbed areas being done with new grass seeder attached to quad. (Seeder on quad can also be used for sanding if ice is bad in parking lots.)

**GM Recruitment:** Ben put out job posting in multiple formats/locations. Deadline is September 13. Five applications already but have not started filtering them for suitability. (mostly long shot applications) .

**Jill:** Membership (no report)

**Ben:** Chair and Communications (no report)

**Kevin:** Grants & Sponsorships (emailed August 18)

* Submitted Proposal for Phase 4 of machine shed project to Regional District Area Director Mark Fisher.
* Request was for up to 45k .
* Toured Director around lodge and machine sheds.
* Director was supportive in principle.  He recognizes the value of the centre and generally of recreation in the area.
* Regional District is reviewing budget for gas tax for the year in August.  They will advise us after that if we are funded, and at what level.  Project likely to occur next year.

**Ali:** Events (emailed May 31)

— attended officials’ course

— committed future masters revenue to nsdp

— discussed future race organization with Sarah

— reviewed financials with Sarah and Steve

— discussed women’s day with Karen Miller; would like it to be in January rather than February

— agreed to support the board of Wetzin’kwa host a Forest week event at the Nordic centre on September 25

**Sarah:** NSDP (emailed August 18)

1. Head Coach, Andrew Brisbin, started July 5. Ryan Chapman led the way getting Andrew settled in and acquainted. I’ve asked coaches, parents and athletes how the transition is going and how they feel about their new HC and all reviews have been very positive.

2. Reviewed NSDP proposed budget with Andrew.

3. Andrew has taken the lead on organizing an inaugural weekend summer dryland camp, Aug 20-22, Extendos +. Registration numbers are a little low and coach availability is a little low. My early take away is to not hold camp in July/Aug, rather will consider May/June 2022.

4. Steve W and Barb collaborating on Gaming Grant Summary Report for 2020/21 season.

5. Zone 4 registration for Fall/Winter will begin soon. Will probably give parents the options to make two payments, one in Sept and one in early January because of higher fees.

6. NSDP received $10,000 grant from National Winter Sports Development Association (NWSDA) for 2021/22. "A financial assistance opportunity aimed at supporting the development of internationally competitive Canadian athletes in cross-country skiing. “

7. Applied for Bulkley Valley Community Foundation (BVCF) funding for Ski S’kool. Asked for 3 years of support totalling $21,000. So, $7000 per year of which $2500 will be used to cover our cost overruns and $4500 will be used to reduce the cost to students. $3 per visit rather than $6.

8. Discussed bookkeeping and financial reporting with Steve O.

**Anne:** Secretary (no report)

**3) 3.  Action Items from Previous Meeting** (note that some of the action items had timelines stretching into the fall and I haven’t included those here)

* all directors to check description of responsibilities on Roles and Responsibilities spreadsheet (under director recruitment) – presume done
* Ben to send out communication canvassing for volunteers and directors - done
* Jen to look into need for pediatric and 2 adults sets of pads for AED and check through first aid supplies – done. Jen sent around discussion document. Those present at board meeting supported not maintaining supplies.

***Action Item: Steve*** *to discuss further with Jen.*

* Ben will canvas directors approximately 2 weeks prior to meeting date to see if people can make it - done

**4) New/Continuing Business**

**a)** Board Recruitment

* no response to date from solicitation sent out in spring
* newly retired are good pool of potential volunteers
* separate directors’ roles and tasks (e.g. under grants & sponsorships, communications) as some people will happily do tasks but avoid board meetings
* try another solicitation to members in mid-September & with AGM notice

***Action Item: all directors*** *to contact one or two (or more) people about potentially joining board or taking on some tasks*

***Action Item: Ben*** *to send out another communication canvassing for directors and volunteers in mid-September*

**b)** AGM date

* tentatively October 17
* to be held outside so middle of day

**c)** Machine Shed Options

* Kevin’s overview was circulated with his director’s report
* Foundation is main issue with existing shed

**d)** Discussion of COVID safety measures for the upcoming season

* Steve circulated discussion document
* Minimum will be following health regulations from WorkSafe and public health authorities
* Plan to exceed guideline – if a restriction is recommended then we will implement it
* Deal with employment issue now and consider lodge restrictions at next meeting

***Motion:*** Steve O. moved that full vaccination against COVID is a condition of employment, with special consideration being given to people with medical exemptions; Anne seconded. Approved.

**e)** Year end finances review/feedback and motion on reserve fund allocations

***Motion***: Kevin moved that surplus operating funds from Fiscal 2020-2021 be allocated as follows:

* $57,451 into the PB Garage Reserve Fund (Internally restricted, to be used for within 2 years for construction of the new tracksetter garage and associated structures).
* $14,000 into the Infrastructure Reserve Fund (unrestricted fund for major repairs, improvements or replacements of machines, buildings and other Nordic Centre infrastructure).
* $20,000 into an Operations Reserve Fund (a new, unrestricted fund for Nordic Centre Operations to cover cash flow, budget shortfalls and other contingencies).
* $14,000 into the NSDP Reserve Fund (existing unrestricted fund for NSDP contingencies and internally managed projects).

Steve seconded. Approved

**f)** Workbee

* Coordinate date with Andrew and plan tasks for kids
* Early October

g) Zone 4

* Information should be sent to Liz by mid-September
* Include: way to donate, option to pay NSDP in 2 parts, point people to covid and dog information on our website

***Action Item: Kevin, Sarah, Anne and any others who need to add anything to Zone 4 forms to send Liz the information by September 15.***

Meeting adjourned 20:25

Next board meeting: September

**Tabled action items (for fall):**

* feasibility of reusable pass
* Vending machine
* Communications re donating via Nordiq Canada & Zone 4