**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Susan Kinkela, Steve Osborn, Joanne Reid, Sarah Sacharoff

Unable to attend: Sarah Newton, Stephen Wickham

Meeting started at 19:04

**1) Minutes of Last Meeting**

***Motion:* Steve O. moved to accept Nov. 20 draft board meeting minutes with requested edits (date on groomer motion, next meeting date); Susan seconded. Approved.**

**2) Directors Reports**

**Barb**: Treasurer (no report)

**Steve O:** Nordic Centre (emailed Dec 14)

Prinoth Bison

* The board approved by email vote that we should enter into a sales agreement for a new Prinoth Bison with the options as proposed. And, given the slow payment of the DDF grant, a majority of the board agreed to pay the down payment with club funds if necessary.
* The sales agreement was signed, Prinoth invoiced us for the down payment ($115,136.66), the DDF money was deposited in our bank and Barb mailed the cheque, in that order. Luckily, we did not have to pay the down payment prior to grant deposit.
* The target delivery date in the sales agreement is March 22, 2024.  Prinoth advises that there could be a delay in them receiving the upgraded blade from their supplier. They will stay in touch and update us if the delivery date will be delayed.

Ski Trails

* Due to the efforts of our volunteers and especially Kevin and Jan, there is very good skiing available on our Early Season Priority 1 trails. On Dec 8, we appeared to be one of only five BC Nordic areas to have trails open.
* Recently, the trail crew have been able to groom most of the priority 2 trails.
FYI, the trails are divided into three priorities for the early season open:
	+ Priority 1:  Broadway, Wetzin’kwa, Valley View (lower and Upper), Loop around stadium and biathlon, One Click Right, The Way Home, Pooch Paradise, and Hound Heaven
	+ Priority 2:  Goldeneye to I/H to Lower Perimeter, Down and Out, Pine Creek 5 and 10 k, Northern Lights to Games trail,  XY, 1.5, Down the Mountain, Valleyview
	+ Priority 3:   Wild Dog; Northern Lights (middle).
* Signs and emergency buckets are up. 5 map signs were ripped off and had to be repaired. I suspect furry vandals. Or else the bears discovered that the signposts were good back scratchers and just “accidentally” knocked off the signs.

Machines

* Jan went to great effort during the off season to ensure all of our machines were fully serviced and ready for the ski season. Despite this, stuff happens and he has been working hard to keep up with machine issues the last three weeks.
* PistenBully: this fall there was extra work needed on the tiller. The PB has been ready to go but the lack of snow has kept it in the garage.  We need another 10 cm before we can start to use it on our best trails.
* 2023 Skandic snowmobile: It ran well last year and is our primary early season workhorse.  This month a series of issues arose and got fixed. (Thanks Jan. And thanks James at Evergreen).
* 2015 Skandic: This snowmobile has a lot of hours and wear & tear. It is fairly dependable but no longer able to pull the G2 or Ginzu. It is being used to pull the roller, for transport and as a rescue sled.
* Taiga Nomad electric snowmobile: We have it outfitted to pull the G2, Ginzu, roller and toboggan, but we did not know how it would perform and if it could actually be used for grooming. The first two weeks it performed marvellously. Unfortunately, there was a software update last week that did not go well and caused problems. Jan has been working with Taiga and it looks like there could be a solution soon.  🤞
* Skid steer:  Operating well except for minor issues/repairs.
* Trailer: we don’t have one and we should.  Jan has been using his snowmobile trailer for multiple trips to take our snowmobiles for repairs. Recently, his trailer’s wheel axle broke. ☹ Jan and I are exploring options for buying a trailer for the club.

Lodge

* Jan and I are getting advice and quotes for our heating system. I am hoping to have some good options in time for us to apply for a NDIT grant (up to 70% grant).  In the meantime, the baseboards are providing enough heat. Gen is making sure the baseboard thermostats are not too high or low.  Upstairs fireplace is available to provide extra heat.
* The office and entrance area have had a nice facelift due to the efforts of coach Andrea. Thanks!

Finances

* Tisha is back in town and working on our finances to give us updated reports soon.
* Barb and I are working on cash flow projections so the club can have some short-term GICs for the grant money that we won’t be spending for awhile.
* Added oral report: reinvested term deposits

**Sarah N.:** Communications (no report)

* Some members not receiving or not noticing newsletter because not obvious that it is the club newsletter

***Action Item: Sarah N*** put BV Nordic in subject line for future newsletter emailing

***Action Item: Sarah N*** look into moving to mail chimp for newsletters (ask Ben for help in making transition)

***Action Item: Sarah N*** to reach out to Communications volunteers to see if anyone wants to oversee discussion group. If not, group will be folded.

**Position open:** Grants & Sponsorships

**Ali:** Events (emailed Dec 18)

—Holiday StoryWalk is up, thanks to SCSA, Laura Duursma, and Christine Bruce. Unfortunately, I couldn’t find volunteers to put up signs for this, but I managed to put one up at the road myself

—no volunteers for helping track Holiday Hustle, but potentially have one volunteer to set up signs on the course. May also have to reroute it due to poor snow coverage on outer Demo Forest loop

— planning for Teck 1 & 2 and Chris Dahlie open Dec 30 & 31 is well underway. There are several new CCBC & Nordiq requirements that hampered the Race Committee’s ability to get the race notice & registration up in a timely manner, although everything was otherwise in order. We are currently short of volunteers for both dates, so we will need to shake the bushes

—registration for the Womxn’s Clinic is open & the organizers, Julie Sheppard and Kate Wills, have been extremely easy to work with & well-organized

—read through insurance policies from CCBC & Nordiq regarding hosting events because Steve O was concerned that I needed to send the dates to the Board. This is unnecessary as we are covered as long as we advertise the event on our website, which we do. The events are added to our club calendar sometimes even before we have volunteers in place, in order to secure our dates.

**Sarah S.:** NSDP (emailed Dec 12)

**Snow Camp**

Dec 8 - 10.  70+ athletes, many volunteers.  I was told that the quality of the coaching was as good or better than you would get anywhere in BC.  Fun talent show on Saturday night.  We were a bit short of volunteers in the kitchen.  Dishes are a big bottleneck, if we ever redo the kitchen we should consider a commercial dishwasher.  In the future, we should have two food leads, not just one.  Some mouse challenges in the kitchen.  There is no food out but there is still some activity.  Kitchen needs more cutlery, baking sheets, trays (keep in mind for grants).  After a few days, plan to collect some feedback to share for future organizing.

**Virtual auction**, raise over $5k, slightly less than 2 years ago (6.5k).  Cards have been distributed to all that donated.  Diana Cullen was a champion organizer on this one.  Ran into some challenges with collecting funds.  Original plan was to have all etransfers go to Diana and then she would make one large transfer to the club in order to not tax our treasurer with this task.  BVCU prevented this from happening so we had to do the transfers directly to the club.

**Masters Drop In / Women’s Clinic Coach the Coaches session** with Ingrid Granlin.  Next weekend.  7 attending.  Mostly funded by Masters Drop In fees from previous years.  Organized by Karen Miller.  May invite Ingrid to join ADP on Saturday for a Santa Ski.

**ADP Santa Ski** ADP athletes will be in costume and have a funday on Saturday Dec 16th during regular practice time.

**Race Travel Policy for NSDP**.  Sarah wrote, with help from Steve Wickham and Andrea Stapff.  Sent draft for feedback to ADP parents.  Gist is that NSDP pays for Andrea’s race travel to all regional races (BC Cups, BC Champs, local Northern Cups, Westerns) but only pays for the airfare for Nationals.  Families of athletes going to Nationals pay for Andrea’s other travel expenses at Nationals.  We did some research and it seems that most other clubs handle Nationals differently from other races.

**Ski S’kool Grant Application** for next season and beyond.  Denise and I applied for further funding with the BVCF.  We asked for $8000/year for the next 3 years.  Unsure on if this will be awarded.  We may be looking for a new partner for Ski S’kool.  Discussed with Steve O and plan is to raise the Ski S’kool fee that goes to the nordic centre from $2/student to $3/student.

**15 Pairs New Rossignol Skis for Ski S’kool**.  Denise plans to replace some of the older ski S’kool gear with the new equipment.  General plan is to keep the same number of total skis and boots so we don’t need bigger storage.  We will have 15 new pairs of poles that we don’t use for ski s’kool.  We may try to sell these.  Also, we will have some old ski s’kool gear that we may try to sell.  Some discussion around if we want to use some of this older gear to develop some sort of loaner program for rabbits families.  Haven’t decided yet.

**Performance Review.** CMT is meeting in the next couple of days with Andrea to do an early performance review and discuss critieria that will be used to measure her performance at the end of the season.  This is a requirement of the NWSDA funding we are getting.  No concerns, motivation is to check off this requirement and also to give Andrea an opportunity to let us know if she is having any challenges and see how we can help her with that.

**ADP Duties Signup Deadline** was a big success.  We made a hard deadline for signing up for ADP duties.  After that deadline, Denise would assign any empty slots to those that hadn’t already signed up.  This worked great.  We had almost full uptake on our duty schedule which is a huge improvedment from previous years where Denise spent a lot of time managing this.

I did my **Safe Sport training and Rule of Twos training**.  I am taking the “Make Ethical Decisions” training on Dec 20th.

**Rabbits/Bunnies** is full (SDP cap at 43 Bunnies and 57 Rabbits).  We have a waitlist.  I believe we are looking for more coaches and expand if possible.

**Cycle 16**. Sent a letter of support to Cycle 16 for some funding they were hoping to get.

**NSDP Specific Policies**.  Discussed with Anne and we recommend that the NSDP Specific policies live on the bv nordic website, club policies page but in their own section.  For instance, roller ski policy, biathlon range safety, nsdp waxing & equipment policy.

**Seasons Passes for Employees**. Andrea and Denise seasons passes.  NSDP will cover the cost of these.

**100 Mile Nordic Race Team** reached out for advice on their program going again.  Sent them a bunch of info on how we manage ADP/NSDP

**BVCU Wellness Program**.  Currently, we don’t have the volunteer to spearhead this.

Volunteer needs:

- Rabbits Coordinator shadow

- Ski Boosters Coordinator (I’m pretty sure we still need this)

**Code of Conduct and Dispute/Discipline Policy**

I will take all of the input, hopefully this week, and release a new version to show the board.  I think the feedback is clear that I should keep the code of conduct and dispute/discipline policy separate.  Also, will look at taming down our expectations of general membership.  Future registration will have a checkbox to acknowledge code of conduct.

**Susan:**  Membership (emailed Dec 18)

Total Membership (to December 17)    1067

Adults   868

Youth    68

Child     116

No Pass   15

I have not received any information about day passes as of yet.

**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*
* All directors where relevant to solicit approval from board for new key people – not done ; see new/continuing business below
* Steve O to work with Steve W and Brandin to find cost cutting opportunities – Tabled until spring in prep for next year and should include substitute for Brandin
* Steve O to ask insurer about bundling snowmobile coverage and forest fire coverage – Tabled until spring
* Anne to edit Key Positions policy and circulate for board approval – done; see new/continuing business below
* *Future action item: recalculate what our targets for reserves are*
* *Future action item: Roger to be invited to future meeting to update board on where race route project is at and where it is going*

***Action Item: Jen*** to invite Roger to January meeting

**4) New/Continuing Business**

1. Approval of key people

**Motion:** Sarah S moved to accept Linda Kusleika as co-coordinator for drop-in Masters; Susan seconded. Approved.

1. Key Positions Policy update

**Motion:** Anne moved to accept the draft Key Positions Policy update with IT coordinator and Ski Boosters Coordinator omitted; Ali seconded. Approved.

1. Duties of Directors
* Reminder that directors are supposed to vote for the best interests of the entire club
* Mention this at the AGM
1. Free Day Passes
* Not considering free season’s passes at this time
* Have gift certificate passes

**Motion:** Sarah S moved togive Jan 20 gift certificate day passes for the purpose of promotion or prizes; Jen seconded. Approved (not unanimous).

***Action Item: Jen*** to look into how other clubs compensate volunteers

1. Code of Conflict/Dispute Resolution Policy
* Wait until after take conflict resolution course to finish this

Meeting moved in camera at 20:15.

Next meeting: Jan 15

Meeting over at 20:35