**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Kevin Kriese, Steve Osborn, Sarah Sacharoff (added to board and attended meeting)

Absent: Stephen Wickham

Meeting started at 18:33

**1) Addition of Sarah to board**

***Motion:* Anne moved to add Sarah Sacharoff to the board of directors; Steve O. seconded. Approved.**

**2) Minutes of Last Meeting**

***Motion:*** Kevin moved to accept November 23 draft minutes with Welcome Day correction; Anne seconded; approved.

**3) Directors Reports**

**Barb**: Treasurer (emailed Dec 16)

**Steve:** Nordic Centre (emailed Dec. 19)

Minutes from our last meeting, had the following action item for me: *Steve O to arrange separation of ski racks and look at potential cover over envelopes (which would then become a high touch surface)*.

I moved the racks further apart but it will be an ongoing task to adjust them as needed. Everyone is free to pull them further apart at any time. Best done by two; a person at each end. At the lower parking kiosk, the envelopes have a plexiglass and yes people touch it. I haven’t solved that yet. I recall the concern expressed at the meeting was that the cover over the cash box made it difficult to insert envelopes and resulted in extra touching of the cash box. It appears the problem was caused by the envelope slot being too narrow. I expanded the slot so that envelopes are much easier to insert. Let me know if anyone has ongoing concern or solutions.

Since our last meeting, I have been very busy with Nordic Centre and COVID related email and arrangements and the items below. Although busy, I still did a reasonable amount of skiing. It has been very gratifying to see new and ancient skiers so happy and enthusiastic about skiing our trails.

* Worked with Kevin on tracksetting and plowing strategy. Draft sent for review. Final will be just for machine operators.
* For general members, Kevin drafted a set of Questions & Answers about grooming. Ben found a cool way to present it on our website. I will finalize and work with Ben to get it posted soon.
* Kevin and I have been meeting with Patrick and assisting with strategic and operational planning. Patrick has been rising to the challenge and is doing a great job coordinating PB operators, informing and scheduling Ginzu and plow volunteers, experimenting with different tools and techniques for different conditions. He is also working on a long to-do list we have for him. And all that is on top of him doing most of the grooming.
* Mark Williams continues to have two shifts a week on the PistenBully. Brant Dahlie and Stephen Howard are available to help out if needed. Brant continues to be involved in most maintenance and repairs.
* The recent breakdown of the PB demonstrated the value of Kevin’s push for better auxiliary machines and backup strategies. Repairs happened quickly and in the meantime we had the trained people and a fleet of great machines and tools to continue to plow and groom.
* We have several new volunteers. At the AGM, Dick Harrison offered his help and since then he has been helping with rolling, Ginzu and plowing. Kelsey Stasiuk is enthusiastically helping with the plowing so that others can get more grooming done. Bryan Swansberg is in training to operate the PistenBully. Sean Fraser is bringing his grooming experience and snow knowledge to the team. Previous volunteers (Kevin, Geoff, James and Adrian continue to refine their skills with many hours on the plow and the Ginzu).
* Brant arranged to have the three Alpine twin-track snowmobiles repaired and tuned up. (apparently 1996 vintage but they look like they could be from the 70s). We were thinking of selling them all but they are great work horses that are gentle on groomed trails. We will keep 1 or 2 for events and sign work.
* More fine tuning to the trail signs. In addition to all the COVID signs in the parking lots, there is a new large map in the Kiosk, (similar size will eventually be at the lodge) and at either end of the lower parking lot, two recycled signs from pre-tunnel days: SLOW skiers crossing.
* Since directors couldn’t meet in person with our bookkeeper, Tisha and I had a long phone call to work through a bunch of my questions and requests about financial reports. At our board meeting, I would like to discuss a bit of what I learned and then I am OK with using the current structure for the rest of this season.
* Maintained contact with Wetzin’kwa about the completion of Valley View logging. Wetzin’kwa has been very good about keeping us informed and trying to minimize impact on skiing.
* Robbie Dunbar continues to manage our connection to 911 for the AED. It requires monthly confirmation that it is working and the pads need replacing periodically.
* Gen Perkins has been doing a great job as caretaker plus some additional volunteer work for us.

**Jill:** Membership (emailed Dec. 17)

2019-20

Members 715

Ticket booth to Dec 16 (Dec05 opening) $492.00

2020-2021

Members 1032

Self serve ticketing to Dec 16 $1430.00 \*

(\*Due to the huge increase in Season passes, I don`t forsee the self-serve ticketing to be as high as last year as this season progresses. But with COVID, who knows!)

**Ben:** Chair and Communications; also reported on NSDP (emailed Dec. 14)

Chair

* Addressed some trail etiquette and dog complaints from members
* Staying on top of COVID restriction updates and seeking clarification from CCBC as required
* Participated in discussion around cancelling our race events and communication to CCBC around that.
* Coordinating updated criminal record checks for coaches who need it

NSDP

* Recruited Sarah Sacharoff to join board to help fill NSDP director role. I will invite her to the board meeting.
* Coordinating a discussion within the NSDP program about goals for the program around things like head coach, program structure, funding models, etc. Basically what do we (NSDP members) want the program to be and how do we get there.
* Relayed trail etiquette complaint from a member on to coaches with a reminder that we are ambassadors for the club and the increased membership + COVID exhaustion means we need to be extra vigilant with our behaviour.
* Been evaluating the possibility of offering a second rabbits/bunnies session on Sunday. Seems like current waitlist demand and coordination/coaching resources point to not offering a Sunday session.
* Extendos and older athletes continue to practice throughout the week. Attended coaches meeting on the 10th and relayed latest COVID guidance information.

Communications

* Season kick-off newsletter
* Updating the announce mailing list membership with all the new members
* Follow up email to announce list reminding people of dog rules
* Considering ways to show this year’s membership what kind of events we would normally be putting on.
* Setup local development version of our website software to be able to test potentially disruptive changes
* Ordered new camera for the “snow stump” that can be outside the timing hut and not be affected by the frost that accumulates on the window of the timing hut.

**Kevin:** Grants & Sponsorships (emailed Dec. 15)

Nordic Canada is producing monthly reports on our fundraising program. At the end of November we had received $3100 in donations. We received almost all of the donations in the first week after the announcement and only one in the last week of the month. Between this year and last we have received Donations from about about thirty five individuals. A couple people have donated in the spring and again now. I’d like to discuss whether and or how we should advertise the fundraiser.

I also had minor correspondence with NSDP to ensure The Grants and Fundraising Director is aware of their grant applications and final copies are filed on the Board drive as a corporate record.

People can direct their bottle returns at the Bottle Depot to NSDP

***Action Item:*** Reminder that bottle returns can be directed to NSDP to be included in next newsletter

**Ali:** Events (emailed Dec. 14)

- canceled most events including Welcome Day, Santa’s workshop, Teck race January 2, Women’s Clinic, Tour de Soup; felt grinchy

- spoke with Kevin about Up/Down the Mountain race on Strava

- confirmed safety plans for Masters with Cobey on the off chance we’ll be able to offer something in late January/February

 - spoke with organizers of Tour de Soup who are instead organizing a fun virtual scavenger hunt for all ages/abilities

- marvelled at the great early season conditions as I paid off my pass a day after early bird ended: awesome work, Trails Crew!

**4) Actions from Previous Minutes**

a) Anne to send pamphlet file to Jill – this was related to Welcome Day which was cancelled in the end; sent pamphlet to Denise at her request; in future years, should send out pamphlet with permission forms for Ski Skool that go home to parents

b) Ali to convey deadline on decision as to whether to hold race or not to Jen P. – done

c) Steve O to arrange separation of ski racks and look at potential cover over envelopes (which would then become a high touch surface) – done – see Steve’s director’s report describing action

d) Barb to discuss reporting issue with bookkeeper so is fixed - done

**5) New/Continuing Business**

**a**) Managing the surge in membership, including issues related to dog trail

* One aspect of surge is how to keep people next year; survey in Feb.; to lead into update of trail strategy

***Action Item:*** Kevin to organise survey for Feb.

* In response to questions about trail quality – direct to grooming FAQ on website
* Should think about reporting on grooming: suggestions of whiteboard in lower parking lot or something like Bluff trails
* To relieve congestion between parking lot and tunnel – suggestion to use right side as leave tunnel to return to parking lot; steep; make optional for now
* Require leashes between parking lot and far side of tunnel

***Motion:* Ben moved to require dogs to be leashed in the parking lot and between the parking lot and far side of the tunnel; Anne seconded. Approved.**

* Suggestion to have shovels available for poop scooping; had scoopers at intersections when first opened dog trails but little used and all went missing

***Action Item:*** Steve to make signs re keep dog on leash, suggest use right hand route to parking lot

* Discussion about expansion of dog trails to rest of Pine Creek system; to be discussed again following survey as part of updated trails strategy

**b)** Thoughts on delaying bunnies/rabbits for week or two

* in the interest of covid safety
* board supports this

**c)** Updating coach code of conduct

* present code is outdated
* should be produced by Programs and brought to board for endorsement

**d)** Criminal record check policy

* CCBC suggests that all coaches have criminal record check
* Bunnies and rabbits usually have parent helper
* Required for Ski Skool coaches because schools want it; not in our policy

**e)** Finances

* Steve reviewed reports with board
* At present, membership is paying for accounting, legal and social media expenses even though programs also use these; perhaps an admin fee model would better reflect the situation

**f)** Fundraising

* Continue with fundraising for auxiliary groomer with low key announcement discussed as possibility
* Decide at end of year whether to apply part of surplus from this year; important to acknowledge donations received which made it possible to go ahead with purchase this year

Meeting adjourned 20:40

Next meeting: January 25 – form (virtual or not) to be decided when covid regulations are updated