**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Brandin Lilgert, Steve Osborn, Sarah Sacharoff, Stephen Wickham

Meeting started at 19:02

**1) Minutes of Last Meeting**

***Motion:*** Steve O. moved to accept December 13 draft board meeting minutes; Sarah seconded. Approved.

**2) Directors Reports**

**Barb**: Treasurer (emailed January 12)

**Steve O:** Nordic Centre (emailed January 22)

I have been relying on Jan to keep the operations going. Jan has been keeping me informed with emails and we discuss issues and direction at least once a week. Jan will provide his report to the board before our meeting.

**Financial structure:**  I have been trying to keep momentum on the financial structure project. Subject to our discussion at our board meeting, I will ask Brian Edmison to proceed. Hopefully, Edmison Mehr and Tisha will be able to convert the files during February.

**Garage and Machine Shed Projects:** Brant Dahlie and Stephen Howard have confirmed that they will continue leading the completion of the garage (door and siding) and building the attached storage shed (Phase 3). Our plans for tearing down the old PistenBully bay and upgrading the remaining sheds (Phase 4) are dependent on funding from a gas tax grant which needs a CPA financial statement (in progress) and two quotes from contractors. Getting contractors to quote and do the work is looking iffy because most contractors appear to be very busy. I have a fair bit of grant admin work to do to provide reports for the completed work and to plan a strategy for going forward.

**Trail Plan:**  Kevin did most of the work developing the attached trail plan. It covers short-term needs and long-term vision. The short-term needs are still significant and is the focus of our Club Fundraiser. I want to have a discussion with the board about the plan and how to share it with members and solicit input. We also need to take actions to support the club fundraiser.

**Jill:** Membership (emailed January 19)

2020-2021 as of Jan 18

Members   1085

Self serve ticketing  $8514.35

2021-2022 as of Jan 18

Members   1230

Self serve ticketing  $4725.55

The cold weather has had a huge impact on day pass sales, especially during the Christmas break.

**Brandin:** (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (emailed January 22)

-- over 55 people attended the **Womxn's Clinic** on January 16 with overwhelmingly positive feedback, no injuries, and lots of smiling, tired faces by the end of the day

-- well organized by Theresa de Groot, Ally Dick, and Julie Sheppard despite none of them having organized it before, demonstrating that with a good template in place, new volunteers can step in

-- having said that, they are updating the checklist & making recommendations for future clinics

-- I did help with oversight, but that was largely due to all the organizers being new

-- I think we should look at this moving to NSDP's portfolio as it could be a way for them to generate revenue if Ski Boosters were to take on organizing it

-- **Masters' Lessons** began and January 19 and will run on Wednesdays until February 23, weather permitting

-- Cobey Oliemans has once again stepped into the role of organizing and has at least 10 coaches on board

--  sign-up is once again required due to covid, but I think this might be a better model moving forward, anyway, as it helps sort people into groups and makes it a bit easier to recruit coaches. While it requires a bit more organization, it seems to result in better participant satisfaction than the drop-in model. Time will tell

-- this is another program that should be moved to NSDP's portfolio, especially as the small amount of revenue it generates has now been tagged to move to NSDP's budget

-- **Teck #2 Northern Cup & BC Games Qualifier**was reasonably well attended despite variable weather and Covid

-- race committee did well despite it being the Club's first race in almost two full years; they are now working on the Teck #5 Northern Cup/Chris Dahlie race to take place February 6

-- Robbie Dunbar has committed to taking over from Jen Plummer as our Chief of Competition. The Club is indebted to Jen for her many years of overseeing our competitions.

-- discussion is underway to run a hybrid virtual and in-person event for the Wetzin'kwa Loppet

-- **Santa's Workshop and Holiday StoryWalk** were lovely, but unfortunately not as well attended as anticipated due to the extremely cold weather

-- the StoryWalk was a particularly nice addition to the event and allowed the event to extend past Christmas for the remainder of the holiday break; it will likely become part of this annual tradition

-- organizers are working on updating the template for future events

-- **Tour de Treat** is happening January 30 and the organizers plan on about 200 people attending

-- the structure is similar to the Tour de Soup but requires fewer volunteers and the organizers feel it will be safer for volunteers during the ongoing pandemic

-- **Holiday Hustle** did not have as many participants as last year, due in large part to the extremely cold weather as well as a lower profile on social media than last year's event and some grooming issues

-- there were several good suggestions made by participants that should be reviewed for future events

**Sarah:** NSDP (emailed December 7)

**Financials**

* Currently, Sarah is predicting about a $9000 surplus but acknowledges that this is a very early season estimate and could change significantly.  This is close to what we were budgeting for which is about $9600.  The reason we were budgeting for a surplus is because we are planning over 5 years.  We only have 1-3 years of the head coach grant (12,000 this year, possible 10k next and 8k the following). Over the next 5 years, we expect our expenses to increase and potentially have less grants than this year.  In our 5 year budget, we expect to run small deficits in year 4 & 5 but everything evens out because of year 1 & 2 surplus.
* Steve W confirmed we will be receiving 12,000 CCBC Head coach cheque in the next few weeks.  CCBC has asked to speak to us and Andrew regarding how it is going before renewing the grant for 2022-2023.
* Sarah has been working with Steve O to support Edmonson Mehr with financial reporting changes
* Steve W, Jan and Sarah S are meeting to discuss NSDP/club sponsorship arrangements, management

**Racing**

* No BV Nordic athletes made it to Whistler BC Cup #1 b/c of 99 Duffy shutdown as well as shutdown of alternative routes. Eleven ADP athletes had made plans to attend.
* Athletes planning almost weekly race trips for the next few months.
* BV Nordic Tech cup Jan 2 was a big success from a NSDP perspective.  Lucky with warm day.  Great wax team support.  BV had 11 athletes qualify for BC Winter Games in Vernon, February 2022. Unfortunately, the games were recently cancelled owing to the current state of the pandemic. ADP is grateful for the incredible volunteer effort that went in to hosting this successful race—there were about 45 dedicated volunteers from our club’s membership and from visiting families!
* Athlete participation in training has been excellent given the current Covid circumstance.
* Approximately 30 young athletes and 11 masters from BV CCSC are signed up to race this weekend in Burns Lake. Many other racers are down with Covid.

**Rabbits**

* full steam ahead with 11 coaches and 6 alternates; larger program this year with groups from A-K
* Sue Pearce is leading

**Courses**

* L2T On Snow - Andrew ran in early Jan.  7 coaches
* Helene Fleury and Josh Wimbush completed L2T certification - assessed by Cory; both need to finish YTP and Helene needs to complete Ethics Course
* Ingrid Granlin weekend of instruction specifically for how to instruct adults.  Heard rave reviews.  Hope to do again in future years.  14 coaches attended for 3 sessions; excellent professional development opportunity.

**Covid**

* A fair number of athletes or families have had covid over the last month.  No evidence that it spread at practice.
* Asked Andrew to talk to athletes about minimizing their lodge wax room time as much as possible.
* Snow camp was a big success.  Great to see many regional athletes and families.
* Jen C has been providing lots of guidance to NSDP regarding covid decision making

**Ski S'kool**

* Ski S’kool running smoothly, 22 classes
* Ski S’kool numbers are down because of illness (covid), also has affected at least one ski s’kool coach.

**Coordinator**

* Denise has been a rock star keeping track of courses, vax requirements, ski s’kool, grant requirements, criminal record checks, etc.
* Denise and Antje (former olympians) hosting lecture series, twice monthly for U12 - Masters Performance.  Jan 9 ran with topic "The Slippery Slope to Success"
* 5 year NSDP plan includes continuing coordinator role at present level

**Anne:** Secretary (emailed Jan 26 – after meeting)

* Submitted Partnership Agreement Engagement Summary to RSTBC
* Following our AGM, submitted Annual and Financial Reports to RSTBC

**3) Action Items from Previous Meeting**

* Ali sent email to 2 potential raffle/auction organisers - done
* Steve O. provided blurb about snowmobile for Dec. newsletter - done
* Anne wrote to both parties of dog incident - done
* Steve W. circulated decision of board re skiing on prairie to Andrew and coach list
* Jan to look into charging station – not a priority; ongoing

The following action item isn’t expected to be acted on unless there is a proposal to ski on the prairie:

* Denise or Andrew to check insurance if propose to ski on prairie – on hold

*Action item: Steve O.* to do next steps in raffle/auction

**4) New/Continuing Business**

**a)** Finalize new financial reporting system (draft circulated Jan 19)

* Edmison Mehr will set books up for us and help move things around at end of year
* Each project will = a department
* Restricted reserves will have opening and closing balance
* New structure raises question of how to use our membership fees – admin? discretionary? Also option to put toward grant matching
* Agreed to leave most of membership revenue as discretionary
* Board agreed to move forward with new system

**b)** Chief of Competition for Races

**Motion:** Ali moved to approve Robbie Dunbar as our new Chief of Competition for Races; Sarah seconded. Approved.

**c)** Re-orgnaising Events/NSDP split

* Propose moving Women’s Clinic and Masters from Events fo NSDP
* Suggest maybe Ski Boosters could make lunches for clinic as fundraiser
* NSDP okay with Masters; will think about Women’s Clinic

***Action item – Ali and Sarah*** to talk further

**d)** Draft Trail Plan

* Board endorses plan with minor rewrite
* Next step – distribute to membership for input

***Action Item: Steve*** to rewrite 2-5 year horizon for new trails

***Action Item: Steve*** to write blurb for newsletter

***Action Item: Brandin or Steve*** to post draft with request for input on website

**e)** Machine Plan

* Heads up: in near future will need to plan what’s next, e.g. new machines
* Need to start putting money aside within next 5 years
* Consider new capacity (related to trail plan)

**f)** Job Descriptions

* Still lacking job descriptions for many director and key personnel positions
* Important for recruiting

***Action Item (for when the snow melts): all directors*** to ensure that there are job descriptions for their positions as well as those of key personnel

**g)** Board President and Grants & Sponsorship Director

* Positions still open
* Ongoing

***Action Item: all directors*** to recruit

**h)** Club Fundraiser (discussion paper circulated by Steve O)

* Discussion paper outlines specific steps

***Action Item: Brandin*** to send out stand alone announcement about fundraiser at end of month and include again in newsletter; check in with Kevin re draft

***Action Item: Brandin*** to write bite-sized blurb to paste onto bottom of all major communications with programs

***Action Item: Sarah*** to ask Laura H. to announce at races and to include blurb on communications with programs

**i)** Passes

* Suggest solicit membership involvement to determine whether permanent passes are feasible and feasibility of on-line day passes

***Action Item: Anne*** to write blurb for newsletter

**j)** Sponsorship

* How to manage sponsorships in absence of director in charge?
* Sub-committee – Anne and Sarah with help from Steve O, Steve W and Jan
* What need for Jan to proceed?
* Need to sell businesses with what we want to do, what is vision, why coming to you to ask, what can we do for them

***Action Item: Anne (emphasis trail improvements) and Sarah (emphasis NSDP)*** to write one pagers by Feb. 1 and submit to **Steve W.** for review

**k)** Zone 4 letter to CCBC

***Action Item: Steve O.*** to do eventually

**l)** Dog Trails

* Question of switching direction on trails raised

***Action Item: Steve and Jan*** to contact dog trail volunteers (from registration) to ask them to take this on if there is interest

**m)** Misc. end of meeting ideas

* GM should be present at races next year
* Ali suggested that GM have discretionary fund with $ for passes as donations – to be discussed at some point in future

**n)** Private Lessons

* Anne and Sarah agreed to work on this in the new year so this is an ongoing action item

Meeting adjourned 20:45

Next board meeting: February 28; need a chair