**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Jill Krause, Kevin Kriese, Eerik Lilies, Eamon Mauer, Steve Osborn, Irene Ronalds

Unable to Attend: James Cuell, Daryl Wilson

Meeting started at 18:45

1. **Minutes of Last Meeting**
* Minutes from December 6 meeting were approved by email
* Minutes from November 1 meeting, not previously approved, were reviewed

**MOTION:** Kevin moved to approve November 1 meeting minutes; Eamon seconded. Motion approved.

***Action Item***: ***Steve*** to post minutes*.*

1. **Directors Reports**

Ben: Chair (emailed report Jan. 27)

* Coordinated with Anne and Steve to submit RSTBC Partnership Agreement Engagement Summary, an annual count of number of volunteers and hours contributed to providing the “Services” defined in our partnership agreement
* Reading said Partnership Agreement
* Brief chat with Tore Pettersen, president of Sons of Norway Foundation Canada about charitable donations; will pursue as active project, not on front burner
* Coordinated with Irene and Jane about Ski S’kool waiver

Daryl: Past President

* No report

Barb: Finance (emailed report January 25)

 Ben: Communications (emailed reportJan. 27)

* Fall newsletter sent out using Mailchimp. Nice way to write newsletters. Better than a sending a PDF around and has a better editor than the announce mailing list editor.
* Time to start putting together a midseason newsletter. Please send me content ideas for it please. Aiming to publish around second week of February.
* Sent webcam back for warranty claim about moisture that collected in it. Setup webcam in a more sheltered location and also installed another camera in the timing hut. Images from both are available on our weather underground page and plan on adding the images from them to the our main webpage as well.
	+ Timing hut camera <https://www.wunderground.com/webcams/bvccsc/2/show.html>
	+ Lodge camera <https://www.wunderground.com/webcams/bvccsc/1/show.html>
* Placed facebook ads for the trail grand opening event and women’s clinic.
* Website Stats
	+ Over past 30 days: ~1600 users and ~13k page views. Similar to December statistics
* Social Media Stats
	+ Facebook stats
		- 620 Followers
		- Over past 28 days post reach of ~4100, Engagement (likes, shares etc) of ~1100
	+ Instagram
		- 124 followers, up from 111 on Dec 4

***Action Item***: ***All Directors*** to send Ben items for upcoming newsletter*.*

Steve: Nordic Centre

* Load of gravel purchased for road because it was very icy.
* “You are here” signs to be installed
* Lodge rentals being overseen by Gen P.

***Action Item – Eerik & Steve*** to ensure that Eerik, as buildings manager, is in loop with respect to emails and discussions related to buildings

Jill: Membership (emailed report January 22)

* Membership 610
* Ticket booth Dec 15 - Jan 20 $6228.75
* 2017-18:

Membership 556

Ticket booth Dec 02 - Jan 21 $4001.05 (very cold during X-mas break

last year)

* The self-serve lock box in the lower parking lot was broken into last week.
* They pried apart the rear hinge. Brant bought a new hinge and James Smids
* came with his portable welder to put it all back together. The caretakers
* are going to remove the money each night when they lock the gate and
* transfer it to the lodge lock box. The caretakers were also talking about
* installing a game camera, but need to talk to them further.
* Attached is the ticket booth record of trails skied during ticket booth duty

and the # of skiers checked and the level of compliance.

Irene: NSDP (emailed report Jan. 27))

* Good news, Head Coach will now work to end of season on full-time basis
* NSDP will be looking to hire a new Head Coach for next season
* School Program is now using CCC waiver - goes out to each parent/ guardian rather than school waiver signed by school administrators
* Masters Program up and running
* BVCU Wellness program in progress, will likely be 2 evening sessions plus one Biathlon introductory session
* Rabbits program running, participant back up to about 100 ( had dropped to 70 last season)

James: Events (emailed report Jan. 26)

* Tour de soup complete. Approximately 200 participants. More detailed summary to come.
* Master's Drop-In clinics underway
* Trail opening
* Women's ski clinic this weekend.
* Thank-you to Ben for promoting and organizing the events through FB.

Question: Is there a requirement to have a First Aid person at events?

***Action Item***: ***Unassigned*** to develop system to track/replace first aid supplies that are used*.*

Eerik: Grants & Sponsors

* No report

Anne: Secretary and Volunteer (emailed report Jan. 26)

* With Ben, prepared our Patrner Agreement Engagement Summary for Recreation Sites and Trails BC.
* I have already heard appreciative sentiments for Leslie-Jean's thank-you email sent as follow-up to the Tour de Soup from 3 people who volunteered at the event.  I think that sending such emails is an excellent idea and should become routine following events that use a lot of volunteers including races.  It should be relatively easy, given that the organiser will already have email addresses for most, if not all, of the volunteers for his/her event.
1. **Actions from Previous Minutes**

**a) Cost Control and Tracking Procedure**

* At present there are 2 different procedures documents in circulation which need to be merged
* A chart of accounts can be prepared from existing budget
* The chart should be added to the existing document to produce a single standard operating procedure
* Aim to solidify system before end of season

***Action Item: Kevin*** – to send existing procedures to directors

***Action Item: Eamon –*** to create chart of accounts and add to existing document

***Action Item: Barb*** – to get list of stores (and names of people with purchasing authority at each if available) from Kara

**b**) **Rates of non-compliance** (people found skiing without passes) – COMPLETED (see Jill’s Jan 22 email)

**c) Preliminary management plan**

* Alternatives assessment for Piston Bully – life cycle, suitability, qualitative and quantitative pros and cons
* Some potential funders require a longer document with more about the club – can put links to website into document

***Action Item: Kevin & Steve*** – to pull together what was discussed

**d) Change “reply” default on board email –** COMPLETED

**e) Update signing authority at BV Credit Union** – COMPLETED

**f) Discuss recording tracksetter hours with tracksetters -** COMPLETED

4**) Tabled from December meeting**

**a) Buchfink Lodge/Volunteer Appreciation Day**

* Decided not to go ahead with this
* Suggest in future years that Buchfink Lodge Day be incorporated into Welcome Day

***Action Item: Anne*** to inform Leslie-Jean & Tenley

**b) Updated strategic plan**

* Previous strategic plan is on website
* Suggest have conversation about a few topics

***Action Item: All Directors*** to think of a few main topics for discussion

**c) Membership** (including but not confined to membership drives, late openings)

* tabled

**5) New Business**

**a) Toboggan Hill**

* need more toboggans
* need to encourage people to pick up toboggans so don’t get destroyed by groomer

***Action Item: Irene? Or Ben?*** to send email to Rabbit parents letting them know about the problem and encouraging them to put toboggans away

**b) Garbage**

***Action Item: Ben*** to include a brief blurb in newsletter encouraging members to take garbage and recycling down the mountain with them.

6) Future Actions (listed for tracking purposes):

* Kevin to consider suggestion of tracking trails as single track as part of trail grooming strategy
* Steve to consider sign on both sides of tunnel

Meeting adjourned 20:45

Next meeting Feb. 25 at 6:30 at Eerik’s office