**Board members**

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

Meeting started at 18:34

**1) Minutes of Last Meeting**

***Motion:*** Kevin moved to accept February draft board meeting minutes; Anne seconded; approved.

**3) Directors Reports**

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

**Steve:** Nordic Centre (emailed March 15)

Updated the **Operating Plan** required under our Partnership Agreement with Recreation Sites and Trails, with input from Anne and Kevin. Kevin suggests “this is required reading for the board … as it lays out very clearly the logic of how we keep operating”.

Reviewed Wetzin’kwa Community Forest plans for **wildfire risk reduction** (WRR) treatment along Hudson Bay Mtn Road. Attached is a pdf with the map and email listing some topics to discuss. Let me know if you have other considerations.   After I talk to Wetzin’kwa, I will make the info available to our members.  Here is a link to WRR info on Wetzin’kwa’s  website: <https://hudsonbaymountain.ca/wp-content/uploads/2020/09/Wildfire-Risk-Reduction-at-Hudson-Bay-Mountain-Information.pdf>

Worked with Ben and Anne on the possible **GM/Operations Manager position**. Had some helpful discussions with several other clubs. We plan to have info and options for discussion at the next board meeting.  I have been tracking my club time in detail since the start of February. (Time tracking makes it seem too much like work.)  I am spending about 100 hours a month with about 60% being Operations and 40% Board. A fair amount of the Board work would still be relevant to an Operations Manager.  Special, one-off tasks are taking a lot of time this year but there seems to always be one-off tasks that could keep a paid manager fairly busy (COVID safety plan and implementation, Gaming Capital application, tracksetting strategy, fundraising strategy, Garage planning, NDIT grant application, Operating plan …)

Patrick and Bryan are testing **Nordic Pulse**, the automated reporting system for grooming conditions. Groomers use a phone app to record their grooming and the results go to a website and soon there will be iOS and Android apps for skiers to view on the trails (after updating conditions while at home or cellular).  Nordic Pulse was developed by Julien Locke in Nelson. So far over 30 Canadian clubs are registered. We are considering using it for next year. You can see the test reporting at <https://www.nordic-pulse.com/ski-areas/BC/Bulkley-Valley-Nordic>. We are not giving the link to our members yet. Patrick and Bryan are still learning how to use it and the base map has a few errors to fix. Let me or Ben know what you think of it. I would like to decide whether to subscribe to the service by the end of this month so we can have it ready to go for next ski season.

Provided input on policy revisions nicely coordinated by Anne.

**Jill:** Membership (emailed Feb. 19)

2019-20

Members  715

Ticket booth to March 16/20  $11708.45

Store sales at end of season  $8740.50

2020-21

Members  1106

Ticket booth to March 16/21  $15657.95

Store sales to March 16/21  $9931.00

**Ben:** Chair and Communications (emailed March 21)

Chair:

* Paid operations manager subcommittee meetings and document work
* CCBC Survey analysis
* Policy reviews
* Attended NSDP 5 year vision meeting
* Quick discussion with CCBC about Hello BC (tourism BC) wanting to get nordic facilities in their database and what is required on our end for that.

Communications

* Sent out our survey. 205 responses so far (CCBC survey had 169 responses from BVCCSC people). Will send out at least one more reminder about the survey, probably two, to encourage more responses.
* Helped get loppet communication items out and help with strava segment matching issues
* Helped U16 coach Antje do a social media “take over” for the U16 24 hour relay event March 15/16. Went well.

**Kevin:** Grants & Sponsorships (emailed February 17)

1. Fundraiser update;  Since the last board meeting we have received 11 donations with a value of $1152.  Nine donations were received in the four days after the e-mail update reminding people of the fundraiser.  Total funds raised to date:  $9777.  With matching funds the total raised will be over $20,000.
2. Sponsorships:  With Barb's assistance we processed invoices and payment information for:
   * Seabridge Gold; $3,000 for Machine Shed
   * Brucejack Mining:  $5,000 for Machine Shed
   * LB Paving:  $1500 per year for three years for general club operations.

3.  Supported Steve in submission of Machine Shed grant request to NDIT  
  
4.  Initiated discussion with the Regional District of Bulkley Nechako about eligibility for funding under Gas tax.  Our proposed second phase of the machine shed project, (moving all wiring to new shed, demolishing PB bay from old shed, and build a new carport on the side of the new machine shed) is eligible for gas tax.  Our next step is to submit a concept outline to the Director (Mark Fisher) and assess his level of support, including the potential level of funds available.  This will happen after we hear from NDIT about the machine shed grant.

**Jen:** Events (emailed March 17)

Assisted Ali with Loppet...

280 registered participants. Lots of positive feedback on the event. Groomers did an amazing job.  Lots of community donations for draw-prizes.

Raised $1650 through registration fees/donations.

**Sarah:** NSDP (emailed March 19)

* Found a rabbits coordinator for next year - Sue Pearce
* thank you gift certificates being distributed to coaches
* U16 fundraiser raised ~$3000, directors helped support, funds raised will be held by the club in 2122 Reserve - National Travel
* planning to extend the program coordinator's (Denise) contract for ~  2 months, April & May.  Will still be within budget as she did less than her max hours per month to date.  She will help with wrapping up ski s’kool, organizing training for next fall, women’s leadership sessions, Nakkertok exchange, etc
* developing/reviewing race travel policy/guidlines for splitting costs amongst athletes travelling to races.  Who pays what gas money, how much compensation for travelling with waxing equipment etc.  This policy will be internal to NSDP unless the board feels otherwise.
* starting to think about next year’s calendar
  + choosing weekend for potential ADP summer camp
  + training course dates
  + race dates
* awarded CCBC Head Coach Grant for $12000 next year, then potential for $10000 the 2nd year and $8000 the next.  Only get if we hire a head coach with minimum $40,000 salary, made less than $20,000 coaching over the last two years, etc.  Grant submission prepared by Steve W, nice work!
* attended coach meetings
* attended NSDP visioning meetings
  + plan is to present the vision and budget at a future board meeting (probably the next).
  + currently we are advertising for a head coach position to see what candidates we might have.  Accepting applications until end of April.
  + struggling a little bit with the appropriate order of events for this.  Not making any decisions without board’s approval of vision and budget.
* held meeting with Ski Boosters.
  + discussed issues with volunteer recruitment, planning to be more upfront with parents about expectations.  Possibly asking ADP parents to sign something when registering kids promising to complete their ADP duties
  + looking to identify holes in volunteer placement throughout NSDP / race team / elsewhere? and figure out what ADP can do to fill.
  + discussed additional challenge of extra fundraising/sponsorship required for a head coach budget, brainstormed ideas for how to meet the need.
  + will continue to meet to come up with a plan before registration in the fall.
* discussed sponsorship sharing between NSDP and the rest of the club with Kevin.  Will continue conversation as other parts of the club decide on their funding needs through sponsorship.

**Anne:** Secretary(emailed Feb. 21)

* Received notice that RSTBC does not want to update Partnership Agreement prior to the end of present agreement in 2024; will use information in annual reports instead
* Shepherded first 2 rounds of policy revisions to approval
* Worked on discussion document re paid operations/general manager

**3) Motions passed by email vote:**

The following motions were passed by email vote during March 1-20, 2021 by the Board of Directors of the Bulkley Valley Cross Country Ski Club:

**Motion:** Anne moves that the Roller Skiing Policy, Waxing Policy and Dogs at the Nordic Centre Policy are revised according to the recommendations recorded on the spreadsheet on the board shared drive at:   <https://docs.google.com/spreadsheets/d/1wITlABFeVzBjcF9YfLkJ8Vd_3PWpZ_xA_HMCwwWd2yQ> ; Steve O. seconds. Approved.

**Motion:**  Anne moves that the Cold Weather Policy, Coaches' Code of Conduct, Conflict of Interest, Standing Club Policies document and Athlete and Parent Code of Conduct are revised according to the  
recommendations recorded on the spreadsheet on the board shared drive  
at:   <https://docs.google.com/spreadsheets/d/1wITlABFeVzBjcF9YfLkJ8Vd_3PWpZ_xA_HMCwwWd2yQ>  
with the text of the Coaches' Code of Conduct Policy to incorporate the suggested links; Kevin seconds. Approved.

**4) Actions from Previous Minutes**

* Anne to collate input and circulate one or more motions on changes by email for board votes – partially completed; under new/continued business below
* Ben and Steve O. to produce one pager on board governance and roles - done
* All members send comments on draft sponsorship policy to Kevin within a week; Kevin to bring version to next board meeting for a vote – done; under new/continued business below
* GM sub-committee bring back ideas to board at March meeting – done; under new/cont. business below

**5) New/Continuing Business**

**a)** Vending Machine

* Proposal from member to install and maintain vending machine in lodge as fundraiser for NSDP
* Potential issues = garbage generated; healthy foods? unobtrusive
* Want commitment – who is handling

*Action item:* Sarah to get back to proponent for more details

**b)** Sponsorship strategy

* Kal-Tire and Teck are partners of CCBC; not our partners
* CCBC and Biathlon BC are our partners

**Motion:** Ben moves to approve the Sponsorship Strategy with additions of CCBC and Biathlon BC to list of partners; Anne seconds. Approved.

**c)** Policy Revisions

* Part 3 – significant changes suggested for dispute resolution policy so dropped from Part
* if want to be proactive, will require new volunteer position/group – not need to be a board position – but first need the story - why

**Motion:** Ben moves to approve the part 3 revisions of the Key Positions, Biathlon Rifle Rental, Financial Management and Risk Management & Criminal Record Check policies as outlined in Anne’s March 13 e-mail with additional changes suggested by Steve O & Sarah; Sarah seconds. Approved.

*Action item (unassigned):* Rework Dispute Resolution policy; perhaps in conjunction with Harassment Policy and bring back to board for approval.

**d)** What are BVCCSC Priorities? A discussion in 3 parts.

Intro: need bigger discussion rather than one offs; under consideration are NSDP head coach & operations or general manager – need to also scan rest of club to see if there are other priorities that require $$

i) NSDP vision for head coach and funding model. See Sarah’s March 21 email.

* Broad model is club decision
* Don’t know if can get bigger gaming grant; need to prove that need it and haven’t used fully in last 2 years so probably can’t ask for more at this time
* Conversation – high performance vs community emphasis
* Affordability – can we afford?
* recruitment and retention likely to remain issues – expect high levels of turnover
* If increase fees, exclude some potential participants; this is club decision – whether to keep programs affordable
* Wrt sponsorships to help cover costs – had sponsorships in past but we didn’t deliver; requires volunteers to deliver extras
* If head coach, wouldn’t continue NSDP coordinator role; would have head coach and volunteers to deliver coordinator roles
* Proposal represents a shift from 6 months/year to 12 months per year – what do in summer? Labour laws must be considered – limit to 40 hours/week unless pay overtime; can’t shift summer hours to winter
* Ski S’kool – who owns Ski S’kool?
* Need to understand how model addresses concerns expressed

ii) GM/ operations manager. See Ben’s March 21 email.

* What tasks do we need to give to someone; incl. what haven’t we addressed in document
* Need to take on activities that make money (e.g. membership drive); requires creativity
* Need to do what can to make volunteerism better

iii) Next Steps

*Action Item:* All members to participate is SWOT analysis (1st page) & vision (2nd page) & 3rd page for things in club that need to think through that didn’t make it onto pages 1 and 2. Try to get your ideas down within a week so can feed into April 6 meeting.

Meeting adjourned 20:26

Meeting for those interested in continued discussion of priorities: April 6 @ 6:30 pm

Next full board meeting: April 26