**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Kevin Kriese, Steve Osborn, Irene Ronalds, Stephen Wickham

Meeting started at 18:35

1. **Minutes of Last Meetings**

* One edit received (Steve O. rephrased one of his points)

***Motion:*** Steve O. moved to approve February 2020 minutes; Ben seconded; approved.

1. **Directors Reports**

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

Chair:

- Coordinating with race committee and directors regarding our response to the coronavirus

Communications:

- Shared video Lisa Perry made for the CCBC SDP video contest this year. We came 4th

- Minor tweaks to the website. Made the news summaries on the main page longer and put a “Read More” link if the summary isn’t exactly the same as the longer version of the news item

- Sharing Perry Rath’s race/event write-ups more promptly and widely.

- Coordinated with Kevin and Steve about our participation Nordiq Canada’s The 100 fundraiser and how we wanted to communicate it. Sent out the call for donations via Mailchimp.

- Loppet poster and website updates

- Loppet and dessert night fundraiser cancellation note

**Barb**: Treasurer (emailed March 17)

**Steve:** Nordic Centre (emailed March 19; Nordic Centre finances spreadsheet emailed March 22)

1. **Response to COVID-19**  (for the record)

On March 16, I sought the views of board members on what to do about the Nordic Centre in light of COVID-19 concerns. I proposed closing the lodge with some notice and most directors supported that move. Almost everyone wanted to continue collecting trail fees while we were still grooming. After considering director feedback, direction from health officials, (which did not include closing facilities like the lodge), and after considering logistics of 50 families removing gear from the lockers, I notified directors that I would proceed with the following approach, directed otherwise by the board or by health officials

* A key principle is that we should not ask our volunteers or employees to do anything that may expose them to additional risk from COVID-19.
* No change to the requirement for passes or day tickets. I asked the NSDP Coordinator to cancel remaining ticket booth duty and related cleaning duties. Jill has volunteered to periodically collect money from the self-serve boxes.
* Until the end of the month, the gate will be unlocked and lodge open during normal hours.
* Signs have been posted on the lodge doors and bathrooms warning that our facilities are user-maintained, there is no scheduled cleaning and use at your own risk. I have heard that some members, on their own initiative, may clean and restock bathrooms but we won’t promise any level of cleaning.
* The kitchen and upper floor of the lodge has been closed with a sign and barrier at the bottom of the stairs.
* Locker holders have been notified by email that need to empty lockers by the end of March but suggested removing equipment earlier since we may need to lock the lodge with little or no notice due to COVID-19 concerns. The email also included the warning about no scheduled cleaning.
* Employees (Groomers and NSDP Coordinator) have been notified of these measures and told that they may continue with grooming, plowing and equipment maintenance as needed. I recommended that they keep their distance when interacting with any skiers and clarified that there is no need for them check for passes/tickets or handle money.
* The caretaker and the new buildings manager have also been notified of these measures.
* A March 16 news item on our website says that skiing is available till the end of March. Since official health advice is continually evolving about COVID-19, communications are neutral about whether people should be using our trails or not.

1. **Buildings Manager** (Action item from Feb 24 meeting)

Patrick Dumais was supportive of the idea of seeking a new buildings manager. Patrick will continue to help with building maintenance.

Email and website advertising resulted in one applicant: Normand Légaré. I met and discussed the position with Normand. He agreed to take on the position for two years. We postponed further discussion and orientation until later this spring.

1. **Snow / Grooming Talk** (For information)

I organized a March 9 meeting with groomers (PB and Ginzu) and guest Sean Fraser, from Hyland Backcountry Services Ltd.

* Board support and expectations for grooming – Steve Osborn
* Climate change forecast – Kevin Kriese
* Snow science relevant to grooming – Sean Fraser
* General discussion and suggestions – all

Everyone appreciated Sean's information on snow science. Knowing how snow transforms will influence how we groom in different conditions. I hope to refine and circulate my notes in the near future. Are any directors interested in seeing those notes? Some of the information will be useful to communicate to skiers, such as when to ski during spring melt-freeze cycles.

The groomers also provided good feedback about machine shed and Scandic vs Sherpa.

1. **Groomers for 2020-2021** (For discussion)

I would like input/direction from the board on the following proposal for next year. Patrick would appreciate a commitment (subject to conditions outside our control). Before the meeting I will provide some rough budget projections to assist discussions.

Head Groomer - Patrick Dumais

* Will work 40 hrs per week subject to availability of snow, maintenance and assigned projects
* No scheduled work commitments to other employer
* Will use best machine for conditions
* Part of the job will be to ensure proactive maintenance on all machines
* Will coordinate part-time and volunteer grooming and skid-steer plowing

Assistant Groomers - Mark Williams and at least one other?

* Scheduled up to 12 paid hours per week in total
* On call if available

Volunteer groomers and skid-steer operators

* normally on call early season and weekends

1. **PistenBully Repairs** (For Information)

At the time of the Feb 24 meeting, the PistenBully was not operating due to a broken left Final Drive. A new Final Drive would cost about $13,000. Luckily, our PB mechanic Jace Heavy Duty had a used drive that he could rebuild with new bearings. The cost with PST ended up being $8100. It was installed by Brant, Patrick and Brian. Final Drives do not have a forecastable life span, regardless if they are new or rebuilt. We replaced both drives about 4-5 years ago with a new drive (left) and rebuilt drive (right). The drive that broke was the new one (past warranty). When Jason was in the area recently, he took the broken drive for an autopsy. It is not rebuildable. (see picture on next page). When he was here, we discussed maintenance strategies: we can change oil frequently and schedule a rebuild if the oil is dirty or has metal shavings, but there is no way to forecast the not-uncommon catastrophic failure. Jason confirmed that a Final Drive can be used on either side. He currently has one used drive that is rebuildable. He doesn't always have used drives. I told him to rebuild it and we would buy it for a spare. He said the cost would be about $7500. Plus tax = $8000.

I planned to include the cost of a spare final drive in next year's budget but acting now could save us $5000.

1. **Financial outlook for the Nordic Centre** (for information)

After reviewing the March 15 financials, I believe that the year-end projections in my February director's report are still valid with the exception of buying a spare final drive, (discussed in PistenBully Repairs above).

The original budget had $16,654 "surplus" available for a new reserve fund for a machine shed. My year-end projection has a $19,000 surplus if we don't buy the spare final drive or $11,000 surplus if we do buy the spare drive.

1. **Trail Works** (for information)

In response to Rec Sites and Trails' call for capital funding requests, Kevin Kriese submitted an updated request for up to $43,000 for this summer-fall trail works. The club's contribution would be $5000. Attached is a PDF of the emails summarizing the proposed works and how it fits into the $200,000 of works done and proposed during 2017-2022. A detailed costing of this summer's works is available on request.

1. **Funding plan for Alternate Tracksetter and Machine Shed**

Kevin emailed information for discussion on this topic. Before the meeting I will provide an updated projection of our reserve funds.

**Jill:** Membership (emailed March 20)

Membership report:

2018-19

Members 615

Ticket booth to Mar 17 $12441.30

2019-20

Members 715

Ticket booth to Mar 17 $10929.45

Ticket booth is now closed due to COVID-19. Self -serve ticketing is still in use and I will be emptying the self serve boxes periodically until the end of the month.

**Irene:** NSDP (emailed Feb. 23)

Here are the numbers for Rabbits, ADP, and Ski Skool for the season

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill Development** | 2019 | 2020 | **Athlete Development** | 2019 | 2020 |
| Bunnies (4 - 5 years) | 28 | 37 | Bantams (10 - 12 years) | 15 | 15 |
| Rabbits (6 - 10 years) | 42 | 37 | Midgets (13 - 14) | 9 | 16 |
| Extended Rabbits (7  - 10 years) | 26 | 23 | 15-19 year olds | 8 | 5 |
| **TOTAL** Skill Development | **86** | **97** | **TOTAL** Athlete Development | **32** | **36** |
| **Ski S’kool** |  |  | Biathlon & Junior (16 - 19) | (2) | (1) |
| Schools | 6 | 6 |  |  |  |
| Student Visits | 1175 | 1233 |  |  |  |

Financial reporting will take a while. We are waiting for Graeme to submit his invoices. Dawn has completed volunteer recognition for Rabbits coaches and I am in the process of doing the same for ADP. I have asked if Wax coordinators could make purchase for next season.

I feel that despite the lack of a Head Coach, we have been able to deliver a high standard of programming with the combination of support from Graeme Moore (monthly visits and Track Attack training plan support) and Matt Smider (Juvenile training plans), Michelle Doogan-Smith coordinating, our excellent volunteer parent coaches, and support from some local experts including David Doogan-Smith, Antje Von Seidlitz, Alex Woods, and Kaia Andal.

Our Program had athletes participating in all Nordic and many Biathlon BC Cup races, and Western Championships. Canadian National Championships were cancelled due to the Corona virus. The club has one athlete on the BC Cki Team and several athletes on talent and development squads. BC Team member, Gregory Baxter, travelled to Europe with the Junior B tour this winter. Nakkertok Ski Club, near Ottawa, has invited our club for a ski / cultural exchange (for athletes age about 10-13) next winter, however this will now depend on how the situation evolves with Covid 19.

**Kevin**: Grants & Sponsorships (emailed discussion paper March)

**Anne**: Secretary and Volunteer

1. **Actions from Previous Minutes**

**A. Buildings Manager**

***Motion*:** As per the [Appointment of Key Positions Policy](https://bvnordic.ca/images/content/Appointment_of_Key_Positions_Policy.pdf), Steve O. moved that the Board appoint Normand Légaré as the Buildings Manager (aka Lodge Manager); Anne seconded. Approved.

**B. CCBC funding program**

* Kevin set up donation process; has been advertised to members
* Discussion about continuing fundraising in present economic situation; decided to accept further donations but not conduct campaign
* $3750 + $800 matching from Nordique Canada raised

1. **New/Continued Business**

**a)** Groomer options and piston bulley maintenance

* Board endorsed approach outlined by Steve O.

**b)** Funding plan for alternate tracksetter and machine shed (Kevin’s email):

* Discussion; don’t need motion until numbers are firmer and money is to be committed
* Uncertain as to whether securities can be donated

***Action Item:*** Ben to look into the question about donating securities

**c**)Edit to lodge rental policy

***Motion*:** Anne moved to edit the lodge rental policy to add the lodge rental contact’s email address; Steve O. seconded. Approved.

**d)** Letter received from member in response to fundraising email

* In anticipation of possible similar reactions from other members, should include breakdown of Nordic Centre revenues and expenses in newsletter

***Action Item:*** Ben and others to include article on Nordic Centre finances in upcoming (post-AGM; prior to next round of fundraising) newsletter; should include Ben’s pie chart(s) for clarity.

**e)** Lighting in the First Aid room

* Poor lighting in the first aid room was raised by first aid attendant
* This issue has now been taken care of

**f)** Fire plan

* We want to be involved in discussions related to fire risk assessment due to investment in lodge

Meeting adjourned 19:40

Next meeting: April 27 by phone if covid 19 physical distancing restrictions are still in place.