**Board members**

Present: Ben Forsyth, Barb Guillon, Anne Harfenist, Jill Krause, Steve Osborn, Irene Ronalds

Unable to Attend: James Cuell, Kevin Kriese, Eerik Lilies, Eamon Mauer, Daryl Wilson

Meeting started at 18:45

***Note: the purpose of this meeting was to have focus on finances and volunteers***

1. **Minutes of Last Meeting**

**MOTION:** Irene moved to approve April 29 meeting minutes; Steve seconded. Motion approved.

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

1. **Directors Reports**

**Ben:** Chair & Communications (emailed report May 26)

I received a write up about the Chris Dahlie award that I will put on the website soon (I’ve attached the PDF that Tenley sent, let me know if you’d like to see anything added to the description). It includes a list of past recipients up to the 2008/2009 season. Who can help me determine the winners from then until now?

**Daryl:** Past President

* No report

**Barb**: Treasurer (emailed 2 reports May 27)

* Attached budget vs. actual by class and balance sheet

**Steve:** Nordic Centre (emailed report May 26)

Current activities:

* Kevin got our access road graded. Brant had the septic tanks pumped. I purchased replacement pads for the AED. Wetzin’kwa booked the lodge for fire suppression trainings in June.
* Wetzin’kwa is planting the areas logged during 2017 and grass seeded the ski roads they built for last year’s logging.

Some of the work planned for this coming low-snow period (aka summer):

* installation of emergency exit doors (panic hardware)
* general building maintenance led by Patrick (Buildings Manager) and Michel (Caretaker)
* firewood and maintenance work bees. dates TBA
* info kiosk for lower parking lot (our design, Rec Sites & Trails contract)
* additional info signs to complete map & signs project, led by Steve
* investigation of funding for map brochures
* replacement of PistenBully belts led by Brant and Steve Howard
* continuation of trail improvements led by Kevin (previously committed club funds + $10,000 Rec Sites & Trails contract)
* snag falling contract if the fire crews don't get to it by late June
* further investigation into LED light desirability/feasibility
* First Aid supplies review/updates
* Kitchen equipment review/upgrades. Dish drying rack for sure. Possibly a new fridge.
* Enter a contract with head and assistant tracksetters and finalize our grooming policy

*CCBC AGM*

It was worthwhile attending the AGM. The actual AGM business meeting was very short. Most of the day was a Club Development Workshop with lots of sharing and discussion from the club reps. Here is a link to the presentations & notes:  <http://www.crosscountrybc.ca/ccbc-2019-club-development-workshop-presentations>   The round-table notes are worth a scan. I previously sent info on funding sources to Kevin.  The Employment Law presentation and discussion was very informative.

* Discussion - Plan to move surplus from membership and events to Nordic Centre which is projected to have a ~$4600 deficit
* We are close to our 50% of operating funds limit for contingency funds

**Jill:** Membership (no report)

**Irene:** NSDP (emailed report May 26)

Gaming Grant is submitted as of about 10 minutes ago. Financial reporting for the proposal includes 2018-19 Revenue and Expenses and a budget for 2019-20 for the NSDP Program, in short application years and for the entire club in long application years. It would be great before handing this responsibility on to someone new - to have a discussion with a few people on making the financial reporting easier. The GG categories are different than those for club.

More to discuss at meeting. Proposal includes minor capital grant application for $9000 for a mower that will help smooth surface to facilitate grooming in early season and low snow years.

Search continues for a new Head Coach for next year.

**James:** Events (no report)

**Kevin**: Grants & Sponsors (emailed May 21)

-Applications submitted to NDIT ($30,000) and Wetzin'kwa ($15,000) requesting funds for a Skid steer loader.  Decisions expected by July.

-Irene will submit the gaming grant for coaching by the end of May.  This grant allows a small capital application as well; due to the change in funding strategy for the skid steer, we will apply for about $9000 from the gaming program to cover the cost of a mower.  The mower will either be for the skid steer, if that grant is successful, or a new mower for the existing tractor.

-Steve was informed of a grant program we have not used before Community Sport Development Fund.  This is a Viasport program that provides up to $3,000 for programs that create new sport opportunities, with a preference for programs that benefit under represented groups.  Funding is up to $3,000 and deadline is May 30.  Irene indicated this was looked at before by NSDP but because it is targeted at new athletes it was not seen as a good fit for their current needs.  If the club wished to expand a program area, this might be useful.  No action required now.

1.  Grants in Prep;  NDIT request for $25,000 for Skid Steer loader.  Due May 8th.  Final quotes being secured.

     -This requires a decision by the Board to restrict $15,000 for the skid steer loader.

     -If approved, draft letter to NDIT from President is attached

2.  Grants coming soon

     -Wet'zin'kwa; due end of May.  Request $15,000 for Skid steer loader.

     -Gaming Program grant; Irene preparing submission.  Due end of May.  Target is coaching.

**Anne**: Secretary and Volunteer (no report)

***STRATEGIC LEVEL DISCUSSION OF FINANCES AND VOLUNTEERS:***

**FINANCES** (Steve emailed backgrounder on which to base discussion on May 26)

1) 50% limit to unrestricted reserves:

* Strategy: aim at 45% unrestricted of conservative estimate of operating cost

Tracksetter

Infrastructure

NSDP incl. biathlon

Not events

2) Sponsorship & Fundraising:

* be clear about purpose (avoid general fundraising)
* events should break even
* keep affordable

3) List of Activities or Projects:

* by end of January, board should examine projected surplus/deficit & discuss how we are doing – do we have a surplus or do we need to cut back? Will require formal budget forecast by major programs by this time.
* Should have list of activities or projects that could be funded or initiated at the end of the year if we know that we are headed towards a surplus; i.e. if we get more members than budgeted for.

4) Debt

* Nordic Centre operating costs should be covered by trail fees (day and season passes)
* The club should not take on debt

**VOLUNTEERS** (backgrounders/ideas circulated by Anne, Ben and Kevin in emails on May 26; Steve circulated thoughts based on the CCBC AGM by email on May 26)

1) Make volunteer recruitment and retainment a priority this season (and onward)

2) To make it easy for volunteers who take on organisation of event or other major responsibility in club:

* Need to give tools to do job easily
* Need to make obvious how job could be split up into more manageable parts/shared if feasible
* Event-in-a-box/user manual for each event or role
* Job descriptions for each role
* Expect to develop these gradually and post on website

3) For volunteers who work at events

* Most common comment received was that once signed up or show up, volunteers felt forgotten – no follow-up
* Research indicates that most powerful motivator for volunteers is instant recognition
* Have a volunteer coordinator for each event to: greet, direct volunteers to jobs, thanks at end in person, follow-up (e.g. email of thanks that indicates what was accomplished at work bee or how many people/how much soup at event), provide easy ways for volunteers to give feedback
* Communicate before, during and after volunteer opportunity
* Ensure thanks are sincere
* Clearly defined roles (e.g. race call out last year) and time commitment expectation
* Include social aspect – make it fun!! Remember that some volunteers, especially new members, are looking to meet other people
* Use newsletter to highlight volunteer roles and how affect ski experience or facilities

4) Tracking volunteer numbers and hours

* Ensure that coordinators understand that we need this information for funders
* Have sign-up sheet for work bees with hour in and hour out
* Need to make it easy for organisers because is one more task
* Need to note certifications (e.g. chain saw; food safe)

 5) What we won’t normally do

* No discounts on fees in return for work

6) Paid positions

* We are a volunteer-driven club
* Some clubs represented at the CCBC AGM have chosen to hire an executive director; we have no plans to go that route at this time (or in the foreseeable future)
* Re other paid positions:

- we don’t have the fiscal resources to begin paying staff

- need to be clear (and consistent) about the criteria that trigger paying people: - consider paid project managers for exceptional single event projects or major time commitment (e.g. head groomer)

 7) Topics related to volunteers that we didn’t discuss

* We should also have a strategy (policy?) for paying people honorariums. e.g. ski school instructors.  We need to consider whether doing so creates an employer/employee relationship with associated obligations/liabilities.  We talked about this at the CCBC AGM. See the attached presentation.  Hopefully, the lawyer is going to follow-up with info specific to the practice of giving honorariums.
* Swag? Do we need a policy/strategy on giving swag?

Meeting adjourned at 19:59

Next meeting date as yet undecided