**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Jill Krause, Sarah Sacharoff

Unable to attend: Brandin Lilgert , Steve Osborn, Stephen Wickham

Guests: Kevin Kriese, Alex Woods

Meeting started at 19:02

**1) New Trail Proposals (Kevin, Alex)**

* Reviewed background
* Discussed options for both new classic trails and adventure trail; one question is how far away from existing trail can opening be
* Next step: field visit after modify discussion paper
* Also in discussion with mountain bikers
* Met with community forest – concern that there is no shared vision

**2) Minutes of Last Meeting**

***Motion:*** Ali moved to accept March 28 draft board meeting minutes; Jill seconded. Approved.

**3) Directors Reports**

**Barb**: Treasurer (emailed May 16 with replacement report on May 20)

**Steve O:** Nordic Centre (emailed May 27)

Garage completion

I provided Brant and Stephen a summary of our feedback on siding and asked them to review the suggestions but to select the siding profiles, colours and trim that they feel are  appropriate for the building’s structure and that maintain the good feelings of the Nordic Centre.  I understand that the siding can be delivered within two weeks of when it is ordered. I know they are keen to get it done, as this may be their last project for the club and they don't want to spend the whole summer on it.

As soon as the siding is done (end of Phase 2), and after I get back in July, I will send in the final reports to Gaming Capital Projects and to NDIT. The NDIT report will allow the release of the $68,000 grant that was previously approved. I confirmed that NDIT is OK with the delayed completion.

Attached storage shed

Ted Nugent (Glentana Construction) will construct Phase 3 (aka carport). We have cost estimates that total $20k higher than the $76k I expect to have remaining in the garage reserve fund after Phase 2 siding is complete. Ted will only charge for actual time and costs so there may be some savings there.  I expect we will need an extra $10k of club funds or we may need to halt the work before completion. Jan will keep close watch on the costs and we will decide when we get closer to the end of our budget (July?).

Upgrades to old sheds

The old sheds (snowmobile bay, sign bay and skid-steer lean-to) will hopefully be upgraded this summer (Phase 4) using gas tax funding.  RDBN has committed $45k to the work. The priority task in this project is to replace the "foundation" railway posts with floating concrete pads and braced posts. Unfortunately, the priority went from high to urgent as the old posts have visibly shifted since winter. See pic below. The shed is so unstable that these posts need to be temporarily braced before Glentana can dismantle the old PB bay to make room for the Phase 3 building. This is one of the reasons for higher cost of Phase 3. The instability also adds to the complexity and cost of Phase 4. Jan is seeking expert advice on how to proceed.



Summer trail work

The Pine Creek trail fundraiser plus regular operational trail budget is enabling a number of trail drainage and surfacing improvements this summer. Kevin is leading that work. The bypass trail still needs approval but authority is in place for the other work. Planning for the replacement of the Pine Creek bridges is logistically challenging due to a very short window of time available (fish stream restrictions, availability of qualified professional and machine, ground firmness). We realize it is a two year project. This summer, we will get materials in place and add enough logs to the bridges to support the PB for one more winter. Next summer, the proper bridge abutments and timbers can be installed to provide long-term crossings.

Machine Maintenance

Jan has Wim Tersago (Surprise Lake Mechanical) working on the PistenBully to make sure we get caught up on all necessary maintenance and repairs. Jan also has other mechanics doing maintenance on the small machines, skid-steer and mowers. Jan is doing some of the simpler maintenance himself and is also organizing our existing parts and supplies. (Jan is working part-time to keep our construction projects moving and to ensure the machine maintenance gets done so we are fully ready ahead of next winter.

Nordic Centre Finances

Reviewing the updated financials and projecting costs to the end of the year, it seems that the Nordic Centre will break even this year. The extra revenue from the increased season passes has mostly been used up by increased costs for maintenance and repairs. The construction and trail work are using budget supported by reserves, grants and fundraising. Despite hoping to have a firm handle on the books by now, I realize I won't know the final situation until end of the fiscal year. The timing of invoices for construction, machines and trails and the timing of the NDIT grant will affect what money needs to move to or from reserve funds.

I also don't have next year's draft budget ready yet.  I expect that next year's maintenance cost will be a bit higher than previous years but far lower than this year.

**Jill:** Membership (no report)

**Brandin:** (no report)

**Position open:** Grants & Sponsorships (verbal report)

* CERIP grant has been cancelled. Jen will apply for Destination grant in the fall.

**Ali:** Events (verbal report)

* Race calendar finalized: BVCCSC will hold 1 race next season; in Feb.

**Sarah:** NSDP (emailed May 25)

Summer Training

* Andrew and 5+ athletes, 2 volunteer coaches going to training camp in Whistler in early June
* 3+ volunteer coaches going to course in Whistler in early June
* Spring summer Registration complete. 31 athletes registered (11 U12, 7 U14, 13 U16/18)
* In week 3 of summer training

CMT

* meeting regularly with Andrew to help prioritize list of summer to-dos.
* Helping Andrew work on goal setting for 2022-23 season

Grants

* Steve W applied for gaming grant with minor capital (loaner rifles for Biathlon)
* Steve W applying for NWSDA grant for 2022-2023 (~$10,000)

Finances

* added Biathlon into my prediction spreadsheet and my surplus decreased from **~$13K** to **~$6K.**Change is because Biathlon recently purchased a bunch of maple syrup for fundraiser and I approved some additional NSDP spending.
* expecting Ski S’kool Grant from BVCF.  They encouraged club to apply for other things
* ticket booth transfer pending - Sarah sent email to Jill K
* race event catering transfer pending - Sarah sent email to Ali

**Anne:** Secretary (no report)

**4) Action Items from Previous Meeting**

* ***Trail group*** *to bring proposal for Adventure Trail back to board - done*
* ***Jen*** *to send contact information for potential new groomer to Jan - done*
* ***all directors*** *to ensure that there are job descriptions for their positions; if possible, also have descriptions of key personnel – to date, job descriptions for president, secretary, NSDP and membership exist as well as for head groomer, general manager, buildings manager, dog trail coordinator*
* ***Action item: those directors who have not already done so*** *to prepare job descriptions*
* ***Sarah*** *to give Steve W. a heads up that he will need end of year figures - done*
* ***Steve O.*** *to resend financial structure to everyone – done*

***Action items postponed while awaiting financial reorganisation or end-of-year budget numbers:***

* ***all directors*** *to participate in identifying our priorities for the surplus (by email)*
* ***all directors (if relevant)*** *to put together proposed budget for next season that follows new financial structure*
* ***Anne*** *to prepare membership budget*

***Action items for fall:***

* ***Jen***to check into grant on club’s behalf for fall application period
* ***All*** ***relevant directors*** *to write out process for considering project proposals for their area* (no deadline set – early next season?)

**5) New/Continuing Business**

**a)** Draft policy on private ski lessons

* Discussed draft – decided to require permission for groups > 5 students; permission request to GM

***Action item: Anne*** to circulate updated draft for board approval

b) Resurrecting ideas from pre-covid strategy discussions – membership recruitment

* Not a priority right now so tabled for now

c) Additional revenue sources

* Some of ideas discussed at CCBC zoom meeting on funding programs were mentioned
* Idea of fuel surcharge was brought up

Meeting adjourned 20:20

Next board meeting: late June if budget info available