**Board members**

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

 and

 Kerry MacLean (dog trail coordinator)

Meeting started at 18:32

**1) Discussion of dog trails**

* Changes in response to survey results
* Conclusions from survey: additional dog trails should not be created at expense of other users
* Keep on doing what have been doing
* Two new trails under consideration; one in process of authorization; won’t be groomed with PistonBully
* Second new trail needs champion; can get started with layout; expect couple years from start to completion including authorization
* Requirement for leashes through tunnel should remain
* Given MoT involvement with building tunnel to improve safety, club not encourage people to cross on road but don’t stop them
* Idea of changing direction of trails part way through season: run as pilot project and check reaction

**2) Minutes of Last Meeting**

***Motion:*** Ben moved to accept April draft board meeting minutes; Sarah seconded; approved.

**3) Directors Reports**

**Barb**: Treasurer (emailed May 19)

**Steve:** Nordic Centre (emailed May 29)

Tracksetter garage is on track for construction this summer. See attached overview.

* Stephen Howard and Brant Dahlie are project managers
* Plywood, lumber, trusses and beam have been bought or ordered. Costs are crazy but within our available funding. We receive a price break on the plywood.
* In July, a contractor crew (Patrick and Rob) will put up the walls and trusses.
* In August, a contract roofer will put on shingles and the electrician (HIS) will move the supply and panels to the garage.
* Volunteers and hired help will complete the interior work in September-October
* Foundation work for Phases 3 (carport) and 4 (shed upgrade) might get started this fall or left till next summer.

Finances  Barb and I worked with Tisha to set up our accounts for the multi-phase garage/shed project. Tisha was very helpful. During the May 12  call, I reminded Tisha that our expectations are that available transactions will be entered into the books weekly and that we will receive financial reports by the 15th of each month so that we can review and get adjustments made before the next board meeting. Apparently, it may take more work to get these expectations met or to adjust our system.

I reviewed the May 13 reports (which Tisha sent Barb on May 19) and requested some adjustments and a new report to help with my end-of-year projections. No response yet on that request so the following is another rough estimate:

* I project a year-end surplus of $44,000 for the Nordic Centre excluding capital grants, club fundraiser and capital expenses.
* Membership looks like it will have a $5,000 surplus.

We can make formal decisions on how to allocate the surplus after year-end (June 30), but I would like to have the board’s support for the following approach:

* We should strive to keep our reserve funds at no more than 50% of our annual operating expense net of capital revenue/expense. Steve O and Sarah should develop new reserve fund limits based proposed budgets for next year which will include head coach and general manager salaries.
* Subject to the new reserve fund limits, I will develop board resolutions to use this year’s Nordic Centre and Membership surplus to increase our infrastructure reserve fund and to establish a start-up and contingency fund for the new general manager. None of the surplus will be needed for the garage project.
* Unused grants and fundraisers intended for the garage project will be put into a short-term reserve fund to carry it forward into next fiscal year.
* Given the grants and fundraising for the garage project, we have not had to use any of the previously committed garage reserve fund of $40,000. That $40,000 should remain in reserve as it will be needed for the next phases of the project.

Trails  Kevin did a snow-free field check of the proposed Pine swamp bypass and found that the creek crossing is not as good as we hoped. Kevin and I laid out a better route that crosses a non-classified drainage (no fish) on the 5 km cut-off. Attached is a rough map and KMZ file (Google Earth) for the Pine Trails after this summer’s changes. It includes the new Swamp Dog trail which will be Ginzu/G2 groomed. The new bypass trail and other trail improvements will be funded by RSTBC ($25,000!) and the club’s $6,000 trail budget. The Swamp Dog trail only requires volunteer hand brushing.

Kevin continues to provide the club with fantastic trail improvements. Feel free to ask Kevin or I about the good stuff happening and being planned: brief questions at our meeting or longer discussions before or after (or over a beer someday soon.)

Swag For several years, I have budgeted for volunteer/staff appreciation but not spent it. This year I budgeted $1000 for some crew clothing. I am finally moving ahead with a sweater and trail crew logo (see attached mock up). Most of the crew with significant hours (paid groomers plus volunteers with 30 to 150 hrs) are keen to get them. Just waiting for extra sweaters to come in (Hetherington and Hooper is giving us a discount) and then Smokescreen will embroider the logos. The total cost divided by hours worked is about 75 cents. Good value. Not every year.

General Manager: Kevin, Ben and I are working on the job description, qualifications, recruitment strategy etc. with periodic input from Anne. Nothing to report yet. However, I can advise that it looks likely that I will no be away for much of next winter, so I will be able to assist with the GM’s start-up year.

**Jill:** Membership (no report)

**Ben:** Chair and Communications (emailed May 29)

Chair:

- Attended the CCBC AGM via Zoom. Well attended. Most of the time was taken up by brief updates from each club about their season. A few clubs were very successful in grant funding for things like trail lighting and building a lodge. Brief discussion of the Black Tusk Nordic Events Society <https://www.blacktusknordic.com> which was setup to organize the 2023 Nordic Junior/U23 world championships being held in Whistler. They are also hosting the 2022 Canadian cross country ski championships in March 2022.

Communications:

- Added a listing for the Nordic Centre to trip advisor as part of a push by Destination BC to get xc ski facilities listed on [hellobc.com](http://hellobc.com) Our trip advisor page is at <https://www.tripadvisor.ca/Attraction_Review-g499148-d23348949-Reviews-Bulkley_Valley_Nordic_Centre-Smithers_British_Columbia.html> and that gets automatically mirrored to hellobc here <https://www.hellobc.com/listings/northern-british-columbia_smithers_900012057_bulkley-valley-nordic-centre/>

- Part of this process was thinking about having a general contact phone number for the club, which is something that Denise also ran into as CCBC wanted a contact number for coaching clinics. Neither of us felt like using our personal numbers was a good idea for these things so I looked into some options. The one I’ve settled on for now is to use Google Voice to create a number we can use as a general club number. Google Voice is part of Google Workspace but you need to pay a monthly fee per number. The basic plan is $10/usd a month which is competitive with other internet based (VOIP) service providers. The number we have is linked to my @bvnordic.ca account but I’ve set it up to forward voicemail transcriptions to a shared mailing list. The number is

- Officially signed up the club for a year of [nordic-pulse.com](http://nordic-pulse.com) service <https://nordic-pulse.com/ski-areas/BC/Bulkley-Valley-Nordic>

 • Newsletter. Sarah did most of preparation of it, content from Perry Rath and Marlene Thimmer. I summarized Steve’s Nordic Centre note and linked to it to avoid making a super huge newsletter

 • Worked with Kevin on the Sponsors and Partners webpage. <https://bvnordic.ca/about-our-club/sponsors/> Currently hidden from the menus until get feedback from rest of board on it, please let me know your thoughts.

 • Trying to get the club listed on Destination BC & Tripadvisor at the suggestion of CCBC (DBC needs us to have a trip advisor presence) Working out some kinks about a required phone number for the club, don’t want to use my personal number.

 • Met with Steve O. and Anne to discuss paid GM position.

 • Some survey summarizing and analysis.

 • Disabled the snow stump webcam for the summer. Generated a year timelapse of the lodge web camera which is neat to watch: <https://webcam.io/clips/RAObJg>

**Survey results thoughts on communications:**

 • Better communicate club stances on major topics like dogs, grooming, finances, etc at beginning of each season and in a prominent place on the website. Doesn’t need to be new content, summary of Steve’s past great write-ups and other content we have handy.

 • Improve NSDP website section for new families.

 • Improved grooming reporting. (Nordic-pulse should help with this a lot if we use it correctly)

 • Some people want real-time reporting but without a satellite communication that isn’t feasible. We also want the tracks to set up a bit before skiing on them so a bit of a delay is desirable. With good enough wifi in the stadium nordic-pulse could update as groomers come through the stadium instead of just at the end of a grooming session if we wanted.

**Kevin:** Grants & Sponsorships (emailed May 26)

For Grants and Sponsorships:

* Submitted mid-term report (v2) for Wetzin'kwa 2020 grant;
* Submitted 2021 Grant application to Wetzin'kwa
* Developed concept for Phase 4 of machine shed project (two remaining bays); working towards a request for gas tax funding from regional district.
* Developing preliminary budget for trail works for 2022.  If we receive a grant from Wetzinkwa as requested (15k), I will be submitting a Gaming Capital grant request in July that uses those funds as matching, to allow additional trail improvements in 2022.

**Ali:** Events (emailed May 31)

— attended meeting with NSDP principals about masters program and race committee

— attempted to recruit members to take an online officiating course. Only had one respondent. Course(s) will take place in person this fall

— liaised with Denise about clinic for masters coaches taught by Ingrid Granlin

**Sarah:** NSDP (emailed May 28)

- Andrew Brisbin from Saskatoon SK has verbally accepted the job as BV Nordic Head Coach. Has 4 years experience as a SK provincial coach. Interviewed by Sarah S, Patrick Williston and Ryan Chapman. Excellent references including Chris Manhard. Rough details are that he is starting in August and wage will be ~50K. Sarah and Ryan are working on the contract, Ben will review.

- At one point was considering hiring an American candidate. While in conversation with local lawyer, Sean Rowell of Perry and Co., he mentioned that he thought Perry and Co. would be willing to “sponsor” work that they do for us. We decided NSDP didn’t need a lawyer’s help for this contract but maybe we might need one when developing a contract for a general manager. Something to keep in mind. Perry and Co. has a similar arrangement with SMBA.

- Had a discussion with a friend that is on the BV Community Foundation board about a month ago regarding if they would have any “learning” funds for a coaching clinic for volunteer master’s coaches. Events and NSDP are hoping to bring Ingrid Granlin to Smithers in November to provide a master’s coaching course for our volunteer masters coaches. At the time, BVCF said that it didn’t really fit into their giving categories. Recently they called me and said they wanted to hear more. I described the master’s weekend over the phone, expected it to cost ~$1-2k and was told to “think bigger”, so I described our Ski S’kool program and how great it would be to make it completely free for students, my SWAG was $8-10k per year. Denise is putting together these two proposals to submit to BVCF in the next couple days. Apparently BVCF has received many generous donations recently and they are looking for ways to be more flexible in how they share it. This might be an opportunity for the club to approach them for support for some club projects.

- Denise’s contract, our coordinator, finishes May 31. Will rehire her in September at 10 hrs a week. ~$7000 contract.

- All-hands parents meeting on June 2 on zoom. Will discuss 5 year vision, new head coach, new budget and fees, volunteer roles that need to be filled.

- Summer training is underway and going well. Registration surpassed our expectations.

- Nakkertok virtual exchange for U14s has wrapped up. Fun experience, great for kids to meet other skiers and get excited for a possible in person exchange next year.

- working with Barb to find all NSDP eligible gaming expenses and claim them as such

- attended “Funding a Ski Program” CCBC zoom meeting. Loads of great ideas. Definitely worth attending these.

- Steve W applied for “National Winter Sports Development Association” grant. "A financial assistance opportunity aimed at supporting the development of internationally competitive Canadian athletes in cross-country skiing.” Requested $10k a year for 3 years.

- Ski Boosters is planning an online auction fundraiser in September for NSDP.

**Anne:** Secretary(no report)

**3) Actions from Previous Minutes**

* Sarah to get back to vending machine proponent for more details (proponent was working on answers at time of last board meeting) – on hold for the summer
* Kevin and Ben to work on communications re donation via Nordiq Canada & Zone 4; work with Liz to change zone 4 – in fall
* Steve to send out wish list for end of year purchases – no major purchases
* Anne to send out email soliciting interest in participation in next steps of GM hiring process (done)
* Sarah to post head coach discussion papers on board drive (done)

**4) New/Continuing Business**

**a)** Head Coach

*Motion:* Ben moves that the board supports the hiring of Andrew Brisbin as full-time head coach; Sarah seconds. Approved.

**b)** Discussion of other (i.e. non-dog) changes to trails in response to survey results

* Need to communicate with membership that building additional trails or significantly increasing grooming with PB will not happen in most cases because there are not sufficient time or people to groom more trails – we are at maximum capacity
* Some ideas will be incorporated into trail plan with associated importance rating
* Idea of connecting end of valleyview to down the mountain is a possibility because not really involve additional grooming and makes a loop

**c)** Communication of survey results/board response to members

* Note that very little feedback from day pass users because have no way to contact them to alert to survey
* Need to manage expectations
* Our #1 priority is to keep doing what already doing: almost everyone is pleased with grooming
* Communication with members to include high level themes & some numbers with detailed numbers at AGM

***Action item:*** Anne to prepare a first draft; Ben to add some numbers; let people know that more detailed info will be available for AGM; timing is to have ready to distribute around the time of first snow

**d)** Director recruitment

* Let people know in next communication/newsletter and then remind in early fall
* Will need Director of Grants & Sponsorships and try to get new Director of Nordic Operations so that Steve can mentor

***Action item:*** all directors to check description of responsibilities on Roles and Responsibilities spreadsheet

**e)** Volunteer opportunities

* Canvas for key volunteer positions
* Could use one additional person this summer and fall for summer trail works. May include installation of gate signs, grass seeding and some brushing work
* Look for volunteer to begin trail planning for new dog trail

***Action item:*** Ben to send out communication canvassing for volunteers and directors

**f)** Surplus/reserves approach proposed by Steve

* Will eventually be presented in formal motion to move $ into reserves
* Increase infrastructure reserve & set up contingency/start up for GM
* Increase amount in budget for machine repairs - Explain to membership that we have an older machine and are taking measures to insure that we can afford repairs.

**g)** Financial reporting and budgeting

* Bookkeeper will report to GM
* GM to set expectations and hold to it

**h)** Supplies for AED (automated external defibrillator) and other first aid items

* We are not trying to meet specific standard wrt first aid supplies

***Action item***: Jen to look into need for pediatric and 2 adults sets of pads for AED and check through first aid supplies

Meeting adjourned 20:25

Next board meeting: tentatively August 23

***Action item***: Ben will canvas directors approximately 2 weeks prior to meeting date to see if people can make it

**Tabled action items (for fall):**

* feasibility of reusable pass
* Vending machine
* Communications re donating via Nordiq Canada & Zone 4