**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Susan Kinkela, Sarah Newton, Steve Osborn, Joanne Reid, Sarah Sacharoff

Unable to attend: Stephen Wickham

Guest: Jan Wengelin

Meeting started at 19:03

**1) Minutes of Last Meeting**

***Motion:* Ali moved to accept Sept. 26 draft board meeting minutes; Susan seconded. Approved.**

**2) Directors Reports**

**Barb**: Treasurer (Steve O circulated financials Nov. 4)

**Steve O:** Nordic Centre (emailed Nov 15)

**Summer-Fall Projects**

* My September update already noted that the wax hut floor has been replaced and a sump pump installed; the old shed foundation has been stabilized; and the skid steer shed widened & strengthened.  This was all done by Glentana Contracting with funding from a gas tax grant from RDBN. The final report has been submitted which allows the $45,000 grant to be paid. (Jan’s final report was attached)
* In addition, RDBN supported a FireSmart assessment and $1,000 towards improvements. NC budget and work bee labour contributed as well. (Kevin’s FireSmart report was attached.)
* Kevin completed the first phase of Adventure trail with $8400 funding from CN Community Fund. It will be ready for the little ones (and everyone) as soon as there is enough snow! Kevin is working with Sarah Newton, Jan and I to provide the recognition promised in the grant application: CN logo our website as a sponsor; CN acknowledged in emailed newsletter; permanent sign on trail; Poster in the lodge.

Jan has completed almost all of the pre-season preparations: PB Edge serviced, tiller repaired. Taiga Nomad outfitted to tow. Signs installed. Emergency and rescue information updated. Groomer pre-season meeting.

With input from Susan and Liz, the locker coordinator job description was finalized and James Cuell has taken on the position. James is working with Liz on transition.

**Nordic Centre Rejuvenation Project** (Destination Development Fund):

* Agreement reviewed and clarified with DDF staff.
* Budget allocated to sub-projects
* Research and analysis on Groomer selection
* Kevin has already started some of DDF trail work and arranged for engineered site design for crossings
* Joanne Williams will lead the new outhouse project
* The signage project will include interpretative info on indigenous people and culture. Steve can lead but open to help from others.
* Roger McMillan is leading the race routes & homologation project (**See attached update & workplan**)

**Sarah N.:** Communications (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah S.:** NSDP (emailed Nov. 14)

- Code of Conduct, Discipline/Dispute Resolution Policy Revamp.  This is well underway. A draft has been written and reviewed by Andrea S.  I have a committee meeting tonight (Jen C, Ali, Sarah N) to finish the draft and then will send to the board for review.

Rabbits

- 70/100 registration spots full.

- Sue Pearce is our Rabbits Coordinator but is looking to hand it off.

Ski S’kool

- Denise has this well organized.  Most bookings have been made.

- Denise has started preparing an application for 3 years of further ski s’kool funding with BVCF.

ADP

- pumpkin fest was a big hit.  Andrea did this at Strathcona, definitely anticipate making this an annual tradition.  See photos.

- Sarah, Steve and Andrea wrote a draft policy for travel to tier 1 races (westerns, nationals).  Broad strokes are that we are asking athletes that attend these races to contribute towards the expense of sending head coach.  NSDP would cover half the expense of sending coach.  Suggesting limiting fundraising for these races, just dessert auction, no asking local businesses for support.  Currently collecting feedback from ADP parents, then will meet again, revise and release new policy.

- waiting for response from Alan to ask if we could potentially use Vending Machine money for something else, possibly bursary.

- Snow camp is full at 74.  Filled up in a day.  Good capable team organizing.

- Volunteer roles, mostly filled.  Ski Boosters Coordinator still outstanding but I have a potential lead.  Most of the ski boosters coordinator tasks have already been done this year by Sarah S and Denise.  Was not sustainable for us to do it.

- Virtual Auction is kicking off in a week or so.  ADP’s big fundraiser for the year.

- Denise and Jan (Steve O and Sarah) have made an agreement for the completion of ADP Duties for the year.  Will plan to do this check in every year prior to the season.

- Sandy Maclean and Andrea are working together to handle the wax lead position.

Masters Performance

- 1x a week during the day option is full at 12. Will start when trails open.

- 2x a week during the evenings is 14/20.  Underway now.

Masters Drop In

- Cobie Oliemans and Linda Kusleika will be co-coordinating

**Anne:** Secretary (emailed Nov 12)

* As required under our partnership agreement, I submitted: our annual report and our financial report to Rec. Sites and Trails BC.
* As required by our status as a society, I submitted an annual report to the BC govt.
* I also updated our by-laws (following votes at the AGM) and filed those with the BC govt.

**3) Action Items from Previous Meeting**

* ***those directors who have not already done so*** *to prepare job descriptions – some still outstanding*
* Future action item: recalculate what our targets for reserves are – not yet done
* Steve O to work with Steve W and Brandin to find cost cutting opportunities – not yet done
* ***Sarah*** to follow up with 2 potential board candidates - done
* ***Barb to check sponsorship figures - done***
* ***Brandin*** to mention need new directors in AGM announcement emailed to members - done
* ***Jen*** to follow up with one potential board candidate - done
* ***Brandin*** to reach out to biathlon participant to present award - done
* ***Anne*** to arrange trophy inscription – done
* ***Steve O.*** to find out snowmobile deductible – done
* ***Steve O*** to send Anne financial report for inclusion in report to RSTBC – done
* ***Sarah S*** *to adapt Code of Conduct and send draft to Kira and Ali for review – almost completed; will be sent to board shortly*
* ***Steve O.*** to touch base with Susan to get job description for locker coordinator – done
* ***Steve O.*** to work with Jan on practical way to make it possible for member use of sled for emergency **-** done

**4) New/Continuing Business**

1. New Groomer (see Steve O’s discussion document comparing Prinoth and PistonBully
* Discussion about deciding factors: include service, width, other club’s experiences, training as well as cost
* Earliest expected delivery would be Feb. so will need to continue to use PB this season
* Can delay decision about what to do with current PB until later in season

**Motion:** Steve O. moved to accept the Sept. 19th recommendation to purchase a Prinoth Bison as our new groomer; Anne seconded. Approved.

* Need to consider options to accompany machine including rear camera (general support for this), park blade (no overwhelming support for this), extended warranty (not supported), summer service plan and/or advanced training (support for this but not sure whether available)
* Can delay decision about renovator until later in season – possible that Prinoth will have own renovator in near future
1. Other aspects of the DDF funding
* Concern expressed about homologation project – many as yet unanswered questions from original presentation

***Action Item: Roger to be invited to future meeting to update board on where project is at and where it is going***

1. Directors and Key Positions
* Need board confirmation of any new people in those key positions listed in policy
* To be done by email

***Action Item: All directors where relevant to solicit approval from board for new key people***

***Action Item: Sarah S. to edit Key Positions policy and circulate it for board approval.***

*(Note: I have listed Sarah S. as the person responsible for this action item here because that is what was said at the meeting. However, Anne will do this item (with already offered input from Sarah)*

1. Snowmobile insurance and plan for rescue sled (see Steve O’s informational email Nov 15)
* Purchasing insurance for Skandic and Nomad not supported at this time
* Question about whether policy on multiple machines could be bundled
* Question about whether insurance would cover forest fires – probably our biggest risk

***Action Item: Steve O*** to ask insurer about bundling and forest fire coverage

1. Fundraiser
* Not this year
* Should have more discussions about “needs” before next year
1. Free passes
* Tabled until next meeting

Meeting adjourned at 21:15.

Next meeting: Dec 20