**Board members**

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

Unable to Attend: Kevin Kriese, Stephen Wickham

Meeting started at 18:40

1. **Minutes of Last Meetings**

***Motion:*** Steve moved to approve October 2019 minutes; Ben seconded; approved.

1. **Directors Reports**

**Ben:** Chair & Communications (emailed Nov. 24)

Chair:

- continuing to follow up on criminal record check club info update. Existing electronic submission method continues to work.

- Made poster for Buchfink Brunch and asked Ali to print and put up on Main Street. Coordinating with Steve and Ali on tasks for brunch.

- Followed up with Glacierview satellite regarding new PA speaker for lodge. Should arrive this week or next.

- Steve Osborn and I met with Liliana Dragowska for an interview regarding RDBN’s recreation community engagement.

- To complete our PayPal account (used for trail forks donations) I need the birthday and home address of all directors. So please send me that info when you have the chance.

Communications:

- Working with Michelle Doogan-Smith to teach her how to use google groups and edit the website.

- Delegating facebook access to more people, e.g. event coordinators

- Phil Brienesse successfully completed the update of the website software from Expression Engine 2.x to 5.3. The main changes are in the admin interface, which has a modern UI that is usable on mobile devices and has the ability to preview content update before committing them finally!

- Made a google sheet to help with updating the announce list as people register taking into account people who have asked to be removed from the list in the past.

- Joined the InTheLoop mailing list to be able to post club events there.

**Barb**: Treasurer (emailed Nov. 4 and 5)

**Steve:** Nordic Centre (emailed Nov. 18)

Our fancy new plow has been delivered. Kevin installed it and figured out how to use its adjustable wings. Unfortunately, there is no new snow. Our nice early base of snow from October seems to have disappeared.

I am continuing to work on minor preparations like updating the emergency contact info.

 Jill: Membership (no report)

* An update as of Dec. 7: 522

Irene: NSDP (emailed Nov. 24)

- ADP has just finished the first of 4 “mini-camp” weekends with visiting Head Coach Graeme Moore. Graeme spent time with coaches and with U18, U16, and U14 groups, roller skiing or striding, as conditions permitted Saturday, and doing strength and mobility Sunday morning. U18s had dinner with him Saturday (next visit, dinner will be U16s). The weekend looks to have been a great success.

- Michelle is getting up to speed on coordinating and is busy planning Snow Camp; looking after a few items for Rabbit coordinator Dawn Hansen, and for Ski Skool coordinator Kate Kantakis.

- We continue to search for a Head Coach. We do have a few prospects, and hope to fly one of them in to Snow Camp as a kind of test run.

- Sandra was able to recruit Andrea Staff (Stathcona Nordics NC) to run a L2T course short notice, however the only weekend that was available is the same weekend as Snow Camp. The overlap will be busy, but given that Andrea is potentially interested in the HC role ( next year) it will be a good opportunity for her to get a feel for the club.

- Steve suggested NSDP purchase a new waxing tent - Michelle is working with waxer folks on a solution... sounds like best approach is to purchase replacement poles for frame, as the rest of the tent is in good condition.

- volunteer coaches have run dryland training sessions for U18 to U12 this fall, and several groups will start skiing this week!

Kevin: Grants & Sponsorships (no report)

Anne: Secretary and Volunteer (emailed Nov. 17)

* I filed 2019 BC Society Annual Report (due within 30 days of AGM).
1. **Actions from Previous Minutes**

**A. Arising from review of the management plan**

* Job description development – ongoing
* Review and update safety-related policies – Steve O. is working on
* Focus on attracting new members
* Need a leader, a clear definition of who the target is, to understand what keeps people from being members
* Then need targeted set of actions (e.g. targeted communications, special programs, incentives to join, campaign
* Much discussion – ideas included lessons for parents of Rabbits; survey to identify barriers, programs like Credit Union Wellness (but lack of coaches)
* immediate actions – increase social media outreach; announce end of early registration deadline, brunch & Santa event

***Action Item: Ben*** link Facebook page to Ali’s & announce on IntheLoop

***Action Item: Ali*** announce on My Bulkley Lakes

***Action Item: Jill*** to ask Phil to announce on Smithers Community Events

* Sections of management plan that need updating identified
1. **Parked Strategic Discussion Topics**
* Membership (e.g. membership drive? Idea to encourage registration at work bees; do we target under-represented groups?
* Programs (e.g. transition of rabbits to beyond)
* Plan to have strategic discussion on above topics in spring
1. **New Business**

**a)** Invoicing Procedure

* Some confusion within NSDP

Action Item: Ireneto follow up with Ski Skool coordinator & Michelle re invoicing procedure

**b)** New Director

***Motion:*** Ben moved to add Steve Wickham to the board; Steve O. seconded; approved.

**c)** Policies

* Need to update some of club’s standing policies identified
* Need policy on giving pass discounts

***Action Item*: Anne** to draft policy on pass discounts and circulate to board for comment

**d)** Machine Use

* Draft machine use strategy presented
* Discussion about language but in general board supportive

 ***Action item: Steve*** to incorporate comments into final document for approval by board

Meeting adjourned 20:40

Next meeting: December 16