**Board members**

Present: Jen Chapman, Ben Forsyth, Barb Guillon, Anne Harfenist, Ali Howard, Brandin Lilgert, Steve Osborn, Sarah Sacharoff, Stephen Wickham

 and

 Jan Wengelin (General Manager)

 Andrew Brisbin (Head Coach)

Unable to attend: Jill Krause

Meeting started at 19:03

**1) Minutes of Last Meeting**

***Motion:*** Steve O. moved to accept August draft board meeting minutes; approved.

**2) Directors Reports**

**Barb**: Treasurer (no report)

**Steve:** Nordic Centre (emailed November 8)

**GM:**
I have been meeting and feeding info to Jan to get him started in his role as GM. He is great at absorbing it all and is already connecting with others but it will take time for him to get fully up to speed and for the club to determine the extent of his responsibilities.

**Garage:**
By the time we meet, the garage will be functional. Power and lighting work is scheduled for Nov 8-9.  A tarp is being used for the big door (on back-order till after January) and the siding will be stained over winter and installed next spring. Stephen Howard, Brant Dahlie and Wally Lesawich led much of the work with big help from several volunteers and contractors. Full recognition to come.

**Budget for garage and machine sheds:**
The garage is close to budget, despite material price increases. We have funding in place for Phase 3 (open shed to replace the old PB bay) and we expect to get a gas tax grant for Phase 4 (upgrades to remaining old shed), both of which are planned for next summer.

**Budget for Nordic Centre operations:**
The operational budget relies mostly on revenue from season passes and day tickets and presumes we will retain half of last year’s increased numbers (ie membership at 900 this year). The budget includes increases for GM wages and a small increase in Head Groomer pay rate plus some one-time costs for tools, machine parts and upgrades. If we have fewer members, our reserve funds will be able to handle major repairs and minor deficits.  The employment agreement with Jan commits only to 5 months but with the intention of 6 months (end of April, if funds are available as of January 15).

**Pre-Season Preparations:**

Lots of work over the summer on trails. Pine Creek’s swamp bypass and the upgrade to the 5 km cut-off will wait until next year, along with some other planned trail works. Kevin is submitting a proposal to RSTBC for future trail work with the intent of engaging early with Wet’suwet’en representatives.

Machine prep and maintenance is underway. Due to timing of the next trip of our Kelowna Mechanic, we may need to schedule up to 2 days of downtime for the PistenBully in late November or December.

Kevin is coordinating volunteers for snow packing and Ginzu grooming as soon as there is snow. Patrick is scheduled to start Nov 25.

**Jill:** Membership (emailed November 4)

Memberships 2019-20 to Nov 04

177

Memberships 2020-21 to Nov 04

359

**Ben:** Chair and Communications (emailed November 7)

- Been working with Tom Christian to make some changes to our mapping GIS data in preparation to provide updated data to nordic pulse. Gen Perkins has been doing some more accurate mapping of the trails and infrastructure like light poles and underground wiring.

- Wrote a summary of all club communications related things I’m aware of to give to Brandin. This “brain dump” lives in the communications shared folder

- Met with Brandin to discuss communications

- Met with Colin Ferrie from nordic pulse and Tom Christian to have an informal chat about mapping and nordic pulse features

- Updating the announcement mailing list periodically with the latest registration data

- Helping NSDP with COVID policy questions and how to handle new requirements for all adults involved with programs for kids to be fully vaccinated

- Moved the snow stump webcam so that it is not pointing at the caretakers’ cabin

- Provided some support for mailing list changes NSDP made

- Made updated registration numbers graphs

- Evaluating options for weather reporting

**Position open:** Grants & Sponsorships

* Updated sponsorship policy and put out to board for review.

**Ali:** Events (emailed November 4)

- confirmed organizers for Holiday Hustle, Women's Clinic, and Masters' drop in

-- sent invitations to all recent Masters & Women's Clinic coaches encouraging them to attend Ingrid Granlin's coaching clinic on Sunday, December 12

-- reached out to BV Family network to collaborate on Santa's workshop project; heard back from Ellen Anderson but no confirmation yet

-- reached out to Jen Plummer & Mark Gillis to review our race plan, dated 2014; have yet to hear back whether there are any edits

-- I remain concerned about the lack of race organizers. I have approached a couple of people to form a race committee, to no avail. Many people have checked the box to volunteer helping at races, but very few have said they are willing to help organize.

**Jen:** NSDP (emailed November 4)

1. Received the BVCF Community Impact grant for $21,000 over 3 years.  Have added acknowledgement requirements to the Grants & Sponsorship spreadsheets to track.

2. Had some back and forth with Canadian tire Jumpstart charity.  Plan to apply for a $3000 covid relief grant from them to make up for cancelled fundraisers (ski swap, bottle drive, toned down camps, event catering).

3. Virtual Auction. Nov 1 - 14.  Great team organizing, Michelle Nisbet, Tamara Gillis, Jen Chapman.  U16s have gathered some auction items from local businesses with a letter from NSDP.  Plans are in the works to make cards to thank all of these businesses.  Looks like it will be a roaring success.

4. Changing name of groups from U10 to Track Attack 1 and U12 to Track Attack 2.  More inline with other clubs, doesn’t discourage registration outside of the age bracket.

5. Pushed for ADP registration by Oct 14 (CCBC insurance switchover).  Next year, would like to open registration in mid September to give families more time to register.  We had some families comment that they needed more time to organize to pay the fees.

6. Registration

- Master’s Performance full at 12.

- Track Attack 1 has low numbers (8 or 9).  Reasons? (some 9 year olds are training up, smaller rabbits numbers last year b/c of covid)

- Track Attack 2-U18  Healthy registration

- Master’s Biathlon - 9! (6 beginners, 3 experienced)

- Youth Biathlon - 0

7. TA2 - U18 are currently training, strictly outdoors.  TA1s will start dryland imminently, Masters Performance (MPP) starts with the snow.

8. ADP duties - ADP parents plan to do similar cleaning and on snow pass checking to last year. No sales at the office.  Still working out the details but either Jan or a few key parents will be responsible for collecting money from ticket boxes and doing deposits.

9. Chris Dahlie award.  Alan Baxter has been notified and is very moved.  Current, very loose plan is to present the award to him at snow camp.

10. L2T course covid exposure. Working with the board to come up with plan for how we communicate and verify vaccination status of participants in the future.

11. Snow Camp - has been reimagined as a completely outdoor event.  Some pressure from Wannes at CCBC to not make this a strictly local event, he would really like it to be regional as it “lifts the region”.  We agree.  Andrew/Denise are coming up with a schedule and preparing the notifications.

12. Covid vax checks.  Lead coaches and coordinator are validating vaccine passports using BC Vaccine Card Verifier App and obtaining waivers to store vaccination status from all coaches, parent helpers, ski boosters, course participants, drop in coach list, course instructors.  We will securely store a list of adults that have had their vaccine status checked.  Ben Forsyth will figure out how to do that…. Sue Pearce (rabbits) and Cobey Oliemens (master’s drop-in) also have this on their radar.

13. Advocated for SSS high school nordic athletes along with Patrick and Antje to have access to the mezzanine gym equipment.  Seems successful.

14. Nakkertok exchange cancelled.  Boo. "There were a variety of reasons including Covid concerns and for older high school students who would miss two weeks of school”

15. Promotion.  Contacted local schools (Muheim, Ebenezer, Walnut, St. Joes, Telkwa, Hazelton x 2) to put nordic program info in their newsletters and FB pages.  Posted to smithers events.  **Youth Biathlon needs some help with promotion.**  Maybe we should advertise in the paper or some special FB/Insta posts.  Such a cool opportunity.

16. Bunch of web updates

**Anne:** Secretary (emailed November 7)

* Filed annual report as required under Societies Act
* Prepared summary of membership survey results

**3) Action Items from Previous Meeting**

* *all directors if relevant to prepare director annual report and submit to Anne by October 10; Anne to collate and post on website; Ben to circulate to all members and ask for people to join board or take on some tasks -* done
* *all directors if relevant to send budget to Steve by October 4; Steve to prepare financial report and proposed budget -* done
* *Sarah to invite Andrew to give brief presentation at AGM -* done
* *ask Kevin to define project (as object of fundraiser) –* not yet done
* *Anne to investigate whether can remove existing CCBC/NC funding request from Zone 4 registration process (and why included) & provide information to board; decision would be board decision* – wrote; no reply yet; will follow up
* *Ben to reply to request for support for special needs skier* - done

**4) New/Continuing Business**

**a)** New President/chair

* No one expressed interest
* Must appoint new president at next meeting

**b)** Sponsorship Policy

Motion: Steve O. moved to accept the draft sponsorship policy circulated by Steve W. on November 8 with the edits discussed at Nov. 9 board meeting; Sarah seconded. Approved.

**c)** Introduction of Jan Wengelin as new GM

 Roles: will evolve

* Initially focus on NC operations
* Get feedback from members
* Work with board on membership recruitment and retention
* Prepare grant applications and manage reporting
* Ensure priorities in management plan updated
* Work with accountant
* Face of club

- Subject of accountant arose during above topic. For gas tax proposal (for Phase IV of machine buildings), must have financial statement prepared by accountant. Incomplete discussion about moving ahead to have accountant reorder our books so that can receive desired reports from bookkeeper.

***Action Item: Ben*** to have preliminary discussion with accountant

- Earlier in meeting, interest by member to do some grant writing arose. Good to use volunteer help when available.

**d)** COVID

* Reviewed procedures going forward to avoid repeat of issues that arose during last coaching workshop – will include having NSDP representative checking vaccine passports & requirement of participants to acknowledge that they have read and will abide by our covid policies and Northern Health restrictions
* Disagreement among board as to appropriate response to CCBC

**e)** Private Lessons at the Nordic Centre

* Tabled until next meeting due to time constraints

*Action Item: NSDP to respond to inquiry saying that we have no policy at present & will allow moderate level of lessons until policy developed*

f) Budget

Motion: Ben moved to accept the budget circulated by Steve O. on October 14; Anne seconded. Approved.

**g)** Skiing on the Prairie

* Proposed track setting on prairie for training
* Maybe moot point now that NC has snow
* No decision made

**h)** Events and Race Committee

* For proposed Jan 2 race, need race notice published by Dec. 6
* At this time, not enough organisers to run race
* Calendar of Events – no longer required for insurance purposes

Meeting adjourned 20:45

Next board meeting: November 22

Note: December meeting will be on Dec. 13.

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

* Jill to look into feasibility of reusable pass
* 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