**Board members**

Present: Jen Chapman, Barb Guillon, Anne Harfenist, Ali Howard, Susan Kinkela, Brandin Lilgert (participated by phone), Steve Osborn, Sarah Sacharoff

Unable to attend: Hillary Clark, Kira Hoffman, Stephen Wickham

Meeting started at 19:32

**1) Minutes of Last Meeting**

***Motion:* Ali moved to accept June 12 draft board meeting minutes; Susan seconded. Approved.**

**2) Directors Reports**

**Barb**: Treasurer (financial reports emailed by Steve O. Sept. 1)

**Steve O:** Nordic Centre (emailed Aug. 30)

* **Our new Taiga electric snowmobile is at the Nordic Centre. Jan will get it set up for towing. We will develop operating procedures and testing objectives so that it is ready to test and use in the fall.  We will need to provide formal thanks/acknowledgement to Harvey and Corey Tremblay. (Total value ~$25k)**
* **Old shed foundation repairs. Originally, the full $45k Gas Tax grant was going to be used for the old shed but RDBN agreed to allow us to redirect funding to the higher value Wax Hut.  To prevent catastrophic failure of the old shed (remember the tilted foundation posts?), Glentana Construction (Ted Nugent) installed a large support "box" on the west end of the shed. That will stabilize the whole building and allow safe repairs of individual foundation posts, if and when we have funding.**
* **Wax hut floor repairs. Entire floor is now being replaced by Glentana Construction. (The plywood, joists, sill plates and cripple wall are being replaced due to extensive rot.) Venting and vapour barrier installed last fall will prevent future rot problems.  We are hoping that there will be enough of the Gas tax grant left to allow Glentana to widen the skid steer storage area as well as additional foundation improvements on the old shed.**
* **Trailwork, led by Kevin:** 
  + **Priority culvert repairs completed. Brush mowing underway (Skid steer's track needed replacing.  $6k)**
  + **Adventure trail has $8,400 funding from CN Rail but we are still waiting final approval from RSTBC**
  + **Other trailwork is dependent on Destination Development grant or other funding (future)**
* **Work bee scheduled for Sep 23 with some tasks to be done earlier.  Priority work includes firewood cutting/splitting/stacking, replacing rotting/split boards on the deck, painting, general cleanup. Associated work (not necessarily the same day): Installing donated LED lights in the staging area, firesmart mesh on wood shed.**
* **Urgent firesmart work: When the Powers Creek fire was blazing, Kevin, Irene and Michel/Gen spent hours cleaning up potential fire hazards around the buildings.**
* **The Pisten Bully has been serviced and is in good shape for next season. Should be able to use for at least 5 years but with ongoing high maintenance costs.  Alternatively, if we had another, newer machine, the PB could be used as secondary/backup machine for 10+ years.**
* **Winter conditions outlook - be prepared for less/later snow which could reduce our membership. The attached file has information that Liz compiled on the El Niño/ La Niña Climate Patterns and local weather data. Basically, this coming winter will likely be affected by El Niño conditions (dryer/warmer). The last three years have actually been cooler than normal due to an extended La Niña. We have not had a strong El Niño since 2010.  The potential late start and/or less snow should be considered in our strategies for membership recruitment, budgeting, grooming objectives, and future trail planning (higher elevation trails?).**

***Action Item: Brandin*** *to*  send out announcement about workbee and include hanging holiday lights in list of tasks to be done at workbee.

**Brandin:** Communications (no report)

**Position open:** Grants & Sponsorships

**Ali:** Events (no report)

**Sarah:** NSDP (emailed June 12)

Finances

- plan is for ADP, Rabbits, Masters fees to be ~3% more than last year.  Ski S’kool would stay the same.  Have not yet discussed with Biathlon but will suggest 3% increase.

Head Coach Onboarding

- Sarah, Ryan and Denise have been working with Andrea to make sure Andrea has the info, guidance and support she needs during this transition.   Sarah and Ryan have had multiple meetings with Andrea to get her up to speed and will continue to.

ADP Dryland

- lots of roller skiing, athletes using cycle 16 trail, ebenezer and Moncton road locations.

- some practices cancelled due to smoke.

ADP Athletes

- 5+ athletes are attending Talent Squad Camp in Whistler Aug 30- Sep 2.

- 6+ athletes planning to attend Regional Dryland Camp in PG Sept 15-17.

Masters

- hoping to increase athletes to ~20.  Andrea and Ryan will work together on what will be offered to Masters.

Grants

- Steve W completed NWSDA application for $10k this year

**Coach update from Andrea:**

**Current Activities**

- Attended three summer training sessions prior to start date to observe/meet athletes and coaches

- Continued with summer training schedule routine for U18/16/14

- Planning for U18/16 athlete-coach planning/goal setting meetings, two meetings completed

- Ongoing meetings with Sarah, Ryan, Denise to facilitate transition/onboarding which has gone well from my perspective

- Developing format for communication/delivery of training plan to parents/coaches/athletes

- Developing format for race travel sign-up/communication

- Beginning with fall training schedule for U18/16/14

- ADP Coaches Meeting Wednesday Sept 6

**Upcoming Activities**

- All Team Agility Fest, Thursday Sept 14

- Scheduled to attend Regional Dry-Land Camp, PG, Sept 15-17, 6 n(maybe more?)  BVN athletes attending

- Scheduled to attend Provincial Ski Team Testing Camp, Whistler, Sept 27 - Oct 1, 2 BVN athletes attending

- Parent Meeting Sunday Sept 24

**NSDP Coordinator update from Denise**

**Coaching Courses**

* L2T – Oct. 21-22, 2023; Andrea Stapff will be the Learning Facilitator
* Will send letter to Northern Clubs

**Ski S’Kool –**will update letter to be sent out by Oct. 20; update spreadsheets, tracking, etc.

**Grants - Reports**

* ViaSport – applied for L2T fall and CC in December
* Sent report to CCBC re: 6 new pairs of roller skis.

**Meetings**

* Aug. 18, Aug. 31 – planning, etc. with new Head Coach

**Bookings – Dryland Training – Oct. through end of Nov.**

* Old Church – Tuesdays – 4:00 – 6:00
* Central Park Dance Studio – Thursdays 3:00 – 5:00
* **Pick up keys prior to Oct. 1**

**Looking Forward:**

* ViaSport photos of athletes on new roller skis
* Pick up keys for Old Church and Dance Studio
* Sign up for athlete meetings with Andrea
* Update website with pertinent dates/info for ADP program

**Anne:** Secretary (no report)

**3) Action Items from Previous Meeting**

* ***those directors who have not already done so*** *to prepare job descriptions – some still outstanding*
* ***Susan*** *to provide recommendation wrt permanent passes to board sometime within next month or two – see new business below*
* ***Sarah to adapt Code of Conduct and send draft to Kira and Ali for review –*** *not yet done*
* ***recalculate what our targets for reserves are – not yet done***
* ***Brandin and Steve W.*** *to work with Steve O., provide input into budgeting – not yet done*

**4) New/Continuing Business**

1. Introduction of new head coach, Andrea Stapff
2. Discussion re opening registration before Sept. 1 for 2024 programs

* Everything would need to be ready by July 31, therefore at June board meeting, therefore bring topic up in May
* Slightly different topic: agreed to move up early bird date to the end of November

***Action Item: Brandin*** to advertise change in early bird date

***Action Item:*** Susan to discuss logistics including insurance with Liz and make sure that she is okay with change in date for opening registration

1. Workbee

* Brandin organising with Jan

1. AGM

* October 15 at 2 p.m.

***Action Item: Anne*** to send list of AGM requirements to Brandin

***Action Item: Brandin*** to organise AGM

1. Permanent Passes

* Going ahead with new “perpetual” seasons pass this year
* This year will be white and new colour decal will be provided to pass holders each year
* Keep McBike ad if they want to

1. Indy XC passes

***Action Item: all directors*** to check out website and decide whether want to join or not; send comments to Anne

1. Review draft year-end financials

* We have ~$4K operating surplus from previous year so club deficit this year will be taken care of
* Need to deal with NSDP surplus of ~$20K

1. Review draft budget for FY 2024

* Discussed pay rates for senior operators and GM
* Ticket checking cost includes more than ticket checking (e.g. cleaning lodge); no way of assessing cost/benefit of ticket checking as now conducted; maybe change method to checks in lower parking lot
* Estimated # people who pay post-ski at McBike = 1/week in most weeks up to 2/week during busy seasons

***Action Item: Barb*** to check sponsorship figures

***Action Item****:* Steve O to work with Steve W and Brandin to find cost cutting (not a new action item)

***Action Item: Ali*** to figure out Events reserve

1. Unallocated NSDP surplus

* Sarah discussed background

***Motion:* Steve O moved to move $10K into tracksetter reserve and $9,964 into infrastructure reserve; Ali seconded. Approved.**

1. Decision on this year’s trail use and locker fees

* June 12 resolution: that the club increase the seasons pass fee annually in line with the annual consumer price index unless the board chooses to defer an increase
* July 2022 – July 2023 CPI change = 3.3%

***Motion:* Steve O moved to increase season’s pass fees by 3.3% rounded to the nearest dollar across the board (all categories); Jen seconded. Approved (not unanimous).**

* Locker fees = $38; haven’t changed in many years
* Suggest raise to $50

***Action Item: Steve O*** to check on fee for large lockers; distribute motion for increase by email; let Liz know results of email vote

Meeting adjourned at 21:20.

Next meeting?

***Action Item: Jen*** to solicit date for board meeting prior to AGM by email