

Whitehorse Cross Country Ski Club
Board of Directors Meeting
December 15, 2016, 7:00 p.m.
Bill's Residence

MINUTES

ATTENDEES

Board Members

Bill Curtis, President	Dermot Flynn, Vice-President	Craig Thur, Past President
Adam Greenwood, Treasurer	Jonathan Kerr	Marcus Waterreus
Bengt Pettersson, Secretary		

Club Management

Miriam Lukszova, Club Manager Jan Polivka, Operations Manager

Regrets

Susan Tinevez

1. CALL TO ORDER

Bill Curtis, President, called the meeting to order at 7:26pm.

2. Additions and Approval of Agenda

One item was added to the Agenda: a new #9: Snowmaking proposal/sponsorship.
Other agenda items were re-numbered accordingly.

3. Minutes of Previous Meeting

The November 23, 2016 Board Meeting Minutes were approved without any changes or additions.

Discussion and Decision Items

4. Health and safety re: access CGC parking lot and chalet

Jonathan presented some photographs from the 2016 Haywood Ski Nationals showing some health and safety issues with the icy foot path between the CGC parking lot and the ski chalet. A drawing by Niels Jacobsen for a wooden new access structure was presented. There may be concerns regarding wheelchair access, and the City has not been involved to date.

Action: the ski club needs to research this further. Bill will discuss with Doug Hnatiuk at the City.

5. Financial Considerations

Financial report as of November 30, 2016 (Agenda Item 11)

Adam presented the financial report as of end of November. Some minor changes to the numbers will be made. We still haven't received the money for the Go-Fund-Me account for the Harvey's Hut rebuild.

Adam and Corinna will begin preparing financial projections/ forecasts as of December 2016.

5.1. Revisit the 2016/17 budget

Jonathan wanted to break out the budgets for the ski programs so that we can assess the financial results of each program at the end of the year. Some board members stated that each program “should pay for themselves”.

Action: Miriam was asked to prepare a simple budget for each ski program (Ski S’Cool, Lynx, Jackrabbits).

5.2. Easy Like Sundays Ski to Harvey's Hut – Financial Support

Miriam presented this item. Last year, the ski club had a sponsor for this event (Capstone (Minto) Mines), and approximately 100 skiers visited the Hut each Sunday. This was a highly appreciated event. However, the ski club doesn’t have an overall sponsor for this year and we are looking for sponsors. This year, the event is expected to run for 12 or 13 Sundays during January to March. The cost for sponsoring each event is usually \$50-75 for hot chocolate, cookies, etc.

Action: Miriam will advertise (in e-news, Facebook and the website) and for both volunteer sponsors and hosts for the events.

5.3. Stantec Sponsorship for Lynx Squad

Phil’s proposal that Lynx squad participants have their fees reduced by some amount to reflect the sponsor’s contribution was not approved by the board as the ski course calculation does not reflect all costs such as grooming and course coordination.

6. Snow Biking – Update

Marcus and Jonathan provided an update of recent meetings on this topic. They informed that the City does not see a need for a Memorandum of Understanding (MoU) between the parties. However, many of the board members wanted to see a MoU or similar agreement in place with the City on the trails issue.

7. Governance – Job Descriptions for Board members

Bengt and Dermot presented draft job descriptions for all board members that were prepared as part of the governance project. Four positions (President, Vice-President, Treasurer and Secretary) had job descriptions in the past. These have been revised and new descriptions prepared for other board members.

Action: comments on these job descriptions can be provided to Bengt and Dermot, and they will incorporate these comments along with comments provided during the meeting. These Job Descriptions will be kept as draft for now, and finalized once the Bylaws are revised. This will allow us to ensure consistency between the Bylaws and the Job Descriptions.

8. City Recreation Grant

Miriam presented a question from Amanda Deuling whether the ski club would apply for a City Recreation Grant in support of the snow making project. A board member thought that the ski club cannot apply for grants for capital equipment. An application for snowmaking equipment may also jeopardize the ski club’s ability to apply for other grants.

9. Snowmaking Proposal

The Board had a discussion regarding CCY’s application for snowmaking equipment. CCY wanted to know where they could put up sponsorship signs at the Nordic Ski Centre. The Board had also received some questions and concerns from a ski club member.

Action: Bill will reply to the ski club member and discuss the sponsorship signs with Bill Parry

Standing Items

10. Action Log – Ski Club Timelines

Action: Bengt will send reminders individually to board members regarding outstanding action items from board meetings and the Timelines.

11. Financial Report 2016/17 to date

(see agenda item 5)

12. Club Manager's Report

Miriam presented the Club Manager's monthly report. She has received two complaints about the early closing time (move from 10pm to 9pm). No other concerns or issues identified.

13. Operations Report

Jan reported that he and Miriam have started to check membership cards and day passes along the ski trails. They have also informed members about these checks through electronic media.

Next Board Meeting:

Suggested dates for 2017:

Wednesday January 18

Wednesday February 15

Wednesday March 15

Wednesday April 12

Adjournment: the meeting was adjourned at 9:45pm