

**ANNUAL GENERAL MEETING**

Wednesday, October 7th, 2015  
Wax Room

**AGM AGENDA**

**1. Call to Order at 7:20pm by Cord Hamilton, Chair**

Cord Hamilton, Vice President welcomed members and introduced the Board of Directors  
Claude Chabot, Treasurer                      Diane Billingsley, Secretary  
Marcus Waterreus, Director                  Bill Curtis, Director  
Bengt Pettersson, Director

**Regrets**

Craig Thur, President    Anne Kennedy, Past President

**2. Adoption of AGM Agenda**

That the AGM agenda be accepted as presented.  
Moved by John Glynn Morris, seconded by Jim Hawkins                      **CARRIED**

**3. Approval of minutes of Annual General Meeting**

That the minutes of the October 2, 2014 AGM be accepted  
Moved by Mike Gladish, seconded by Jim Hawkins                      **CARRIED**

That the minutes of the October 2, 2013 AGM be accepted  
Moved by Tom Fairman, seconded by John Wright                      **CARRIED**

**4. Financial Report (Claude Chabot, Treasurer)**

Financial report was presented, highlights include:

- o Assets valued at approximately \$1M
- o \$462K in revenue with \$245 from membership fees
- o Have a deficit of \$2.9K
- o Primary expense continues to be grooming

**4.1 Motion to request waiving the audit of the Club's financial statements, ending July 31<sup>st</sup>, 2015**

That the Club request that the Register waive the audit of financial statements for the fiscal year ending July 31, 2015.

Moved by Jim Hawkins, seconded by Keith Clark                      **CARRIED**

**4.2 Presentation of the Club's Operating & Capital Budget for 2015/2016**

That the Club's 2015/2016 Operating & Capital budget be approved as presented  
Moved by Claude Chabot, seconded by Mike Gladish                      **CARRIED**

**5. Reports**

**5.1 President Report**

Cord Hamilton presented the President's Report on behalf of Craig Thur. The written report is included as an attachment to the minutes. Highlights included:

- The focus of the Board for the past year has been governance and financial stability as we transition through the acquisition of the retail enterprise (Ski Base)

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and work to ensure a succession plan is implemented upon the retirement of Club Manager Mike Gladish in the next year

- The Board undertook a comprehensive engagement process with the Club membership, the first one since its inception
- The “Let’s Imagine WCCSC” Campaign was a great success and the Board will continue to explore the report to guide decision making as we steer the Club’s course

### **5.2 Club Manager’s Report**

Miriam Luksova presented the Club Manager’s report. The full report is included as an attachment to the minutes. Highlights include:

- Snow conditions for the winter of 2014/2015 were about as bad as they could be. Skiing started in early November but the snow base was never more than 10cm which made conditions poor for recreational and novice skiers. Grooming was challenging due to a couple of warm spells and lack of base. We had our earliest end of season in many years, with the final day of grooming on April 3.
- There were 1262 season passes sold, which is only two more than the previous year. Forty-five spring passes were sold which was down significantly from past years; due to icy conditions.
- As in the previous year, there continues to an increase in visits from out of town skiers, mostly from Vancouver, Ontario and Alberta. This is estimated to be about 5-10 per week.
- The result of the poor snow conditions was reduced sales of day passes, lessons and other merchandise, except for klister sales.

### **5.3 Operation Manager’s Report**

Jan Polivka presented the Operations’ Manager report. The full report is included as an attachment to the minutes. Highlights include:

- Thanking the continued dedication of the volunteer groomers
- Purchasing of the new grooming equipment, including a new Sherpa
- 1400 hours were spent grooming during the season
- Sundog & Jeff Link have had improvements made during the off season

## **6. Election of Executive & Directors**

Tom Ulyett presided over the elections. The Board for the 2015/16 fiscal year are:

<b>President</b>	Bill Curtis
<b>Vice-President</b>	Dermot Flynn
<b>Treasurer</b>	Daniel Jirousek
<b>Secretary</b>	Bengt Pettersson
<b>Past President</b>	Craig Thur
	Diane Billingsley
<b>Directors</b>	Marcus Waterreus
	Jonathan Kerr

## **7. Adjournment of AGM**

Bengt Pettersson moved to adjourn the AGM at 8:35pm

**CARRIED**

### **Appendix 1: President's Report**

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1. Board Meetings conducted – ten formal (decision) meetings, another six planning meetings
2. Board focus Governance and Financial Sustainability
3. Member Engagement – thanks and highlights (report on website)
  - Amos Westropp and John Glynn-Morris
  - 374 respondents to online survey
  - 80 members world café and 15 at youth (Diane)
  - Big Ideas (in order of perceived importance for Board Effort):
    - i. Land Tenure (kind of a red herring);
    - ii. Financial Sustainability;
    - iii. Culture;
    - iv. Trails
    - v. Membership
  - Dogs – still an issue requiring effort, room for improvement and worth doing
4. Bylaw revisions – not quite there (Diane comment)
5. Financial sustainability – four of five last years with a deficit (the one surplus was minor); various reasons including purchase of assets of Ski Base, poor weather last year, aggressive budgeting for this year to attempt to rebuild reserves (reserves are depleted) – critically important to rebuilt reserves and get on a sound financial footing. If not successful this year then there is a need for significant changes
6. Governance structure is still a work in progress in combination with financial sustainability. Past work on policies was sound but needs updating to reflect new realities of for our employee centric service delivery. Important to establish roles and responsibilities of Board and staff to make management of club efficient and effective.
7. Staffing changes – thanks to Nick, Mike moving into new transitional role, Miriam and Jan main managers, Phil looking after programs
8. Legacy memberships - chance to leave a legacy with the club and receive some savings in doing so
9. Haywood Nationals – much work by organizing committee, hopeful of a positive legacy and great performances, hope for good conditions
10. Thanks to Anne, Claude for past service – Claude continuing with role for Haywood Nations.

## **Appendix 2: Club Managers Report**

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### **Summary**

Snow conditions for the winter of 2014/2015 were about as bad as they can be. (Hopefully). Skiing started in early November but the snow base was never more than 10cm which made conditions poor for recreational and novice skiers. Grooming was challenging due to a couple of warm spells and lack of base. We had our earliest end of season in many years, with the final day of grooming on April 3.

The result was reduced sales of day passes, lessons and other merchandise, except for klister sales.

Management continued the transition process. The club relies on its employees to manage the day to day operations of the club through the 6 month ski season and the year round responsibility of operations, maintenance and security of our facility.

### **Management/Staff/Office/Administration**

The club management model that was developed in the 13/14 season was maintained for the 14/15 season. There were 5 part time managers including: Club Manager – Mike Gladish, Retail Manager – Miriam Lukszoza, Program Manager – Nick Stratis, Office Manager – Corinna Warren and Operations Manager – Jan Polivka.

Club Manager and Operations Manager are year-round positions that vary from nearly full time in winter to part time in shoulder seasons and two months of non-paid time.

Ski Base staff were hired in September and were scheduled from October to the end of March. The part timers are required to provide services and open and close the chalet. Staff for last season were: Lauren Dieckmann, Finn Matrison, Zoe Painter, Jakov Tokic, Terri Publicover and Phil Hoffman.

Management and staffing budget numbers are available through the financial statement or by request.

Several policies were drafted or reviewed over the season: Cold Weather, Open/Close, Advertising, Ski Schools, Lockers, Winter Access, Program Registration.

### **Sponsorships**

The club relies on several main sponsors and many smaller sponsors. The total value of sponsorships is close to \$50K. Sponsor recruitment and care are the responsibility of the management team.

- Northwestel – Jackrabbit Program title sponsor and venue sponsor for phone lines.
- EDI Environmental Dynamics – Hut to Hut title sponsor and trail map, sign technical sponsor in-kind support
- Air North – Air North Challenge, Pisten Bully fuel – in-kind tickets and fuel
- Stantec – title sponsor for Lynx Program – in-kind Wax Room engineering study

# Whitehorse Cross Country Ski Club

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- Subway Restaurants – Subway Ski S’Cool title sponsor and in-kind support
- Coast Mountain Sports – Free Ski Day, Wax & Wine, Hut Sponsor
- Chocolate Claim – e-news, day passes – cash sponsorship

Other sponsors included Willow Printers, What’s Up Yukon, Inkspirationz, Alpine Bakery, Energy Solutions Centre, A-1 Oil Burner Service, Daniel S. Shier.

As the year ended we began a discussion with Stantec for a major sponsorship contribution and discussions were underway with Northwestel for a major change in our sponsor relationship.

The City of Whitehorse provides a significant in-kind contribution each year, from snow dumping in the Tube to building maintenance. Lotteries Yukon provided funding for equipment purchases. City of Whitehorse provided an Environmental Grant for an LED trail light trial.

The club also continued to collaborate with the Whitehorse Curling Club.

## **Memberships/Day Passes**

On-line membership sales accounted for 90% of sales last season. The club uses the services of Zone4 which is based in Canmore Alberta and is used by almost every club in Canada. The cost is about \$1 per registration.

There were 1262 season passes sold, which only two more than the previous year. Forty-five Spring passes were sold which was down significantly, due to icy conditions.

As in the previous year, there continues to an increase in visits from out of town skiers, mostly from Vancouver, Ontario and Alberta. Estimated to be 5-10 per week.

## **The Ski Base**

The Ski Base is the club’s service centre (pro shop). The hours of operation vary through the season but generally it is open every day from November 1 to March 31. Hours of Operation – open for season Sept 16 – Tues/Thurs 4to 7pm.

In 2014/15 season The Ski Base generated less revenue than expected for the ski club, mostly due to marginal ski conditions.

## **Programs/Events**

The 2014 Ski Swap continued the trend to being more profitable for the club. Thanks to key organizers Lorrie Greer, Cam Bower and Susan Tinevez – plus management team and 75 volunteers. This year the Swap is October 17.

Hut to Hut – over 200 participants and about 30 volunteers – sponsored by EDI.

## **Communications/Promotion**

Enews – sponsored by Chocolate claim - Enews was sent weekly through the ski season – biweekly in shoulder season - decreased to about a 42% open rate

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Website – requires upgrading when budget allows – heavily used for Trail reports and Wax of the Day

## **Volunteers**

About 250 volunteers over the 14/15 season – 2 page thank-you in the May What's Up Yukon – volunteer thank-you in enews throughout the season.

## **Operations**

Winter Access Management Plan was developed by City of Whitehorse in consultation with ski club, Trails and Greenways Committee and user groups – signs were posted at all Access points along the periphery of the Whitehorse Nordic Centre trails – no concerns were heard – recommended that the Plan be extended through the 15/16 season.

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### **Appendix 3: Operations Manager Report**

#### **Equipment:**

Ski Club had for last season 5 snowmobiles and Pisten Bully available.

1 Alpina Sherpa, 2 Arctic cats and 2 Alpina's II

For this season we have new Alpina Sherpa, new Tidd Tech G2 groomer and new roller.

#### **Grooming:**

The Pisten Bully operators spent 400 hours grooming trails, which is slightly less than the season 2014/15 because of the shorter season. There were also 80 hours spent on repairing mechanical issues and maintenance.

Grooming by snowmobiles (Operated by volunteers) were done mostly before Christmas due to low snow conditions. Each snowmobile groomed approx.. 200 hours. Total of 1000 hours

Total of 1400 hours were spent on grooming.

80 hours were spent on mowing the trails in the fall (Operated by volunteers).

Trail improvements:

Sundog and Jeff Link were widen that PB can go thru.

More trail work is being done recently.

Thanks to all volunteer who help with Equipment maintenance and trail work– John Wright, Tom Fairman, Jeff Lister, Randy Grantham, Ted Dean and also everyone who came to the trail work party last week.