

**ANNUAL GENERAL MEETING**

Wednesday, October 5th, 2016

Wax Room

**MINUTES OF THE MEETING**

**1. Call to Order**

Bill Curtis, President and Chair of this meeting, welcomed members and called the meeting to order at 7:35pm. Approximately 40 members were in attendance in addition to the seven Board members (all except Diane Billingsley).

**2. Adoption of AGM Agenda**

The Annual General Meeting (AGM) agenda was adopted as presented.

**3. Approval of Minutes of the 2015 Annual General Meeting**

Motion: that the minutes of the October 7, 2015 AGM be accepted as presented.

Moved by Claude Chabot, seconded by Jim Bishop

**CARRIED**

**4. Financial Report (Daniel Jirousek, Treasurer)**

**4.1 2015/16 Financial Report**

Daniel Jirousek presented the Club's Financial Report for the past year; highlights included:

- o The 2015/16 fiscal year resulted in a surplus of \$118,952, with \$869,962 in revenues and \$752,010 in expenditures. This report included the financial results for the 2016 Haywood Ski Nationals, which is also reported separately below.
- o The large surplus was largely due to unexpected revenues for the 2016 Haywood Ski Nationals, and a higher than expected sale of day passes and rental equipment.
- o A separate budget for the Ski Nationals was presented, which shows a surplus of 7K for this event; with 383K in revenue and 375K in expenses.

Motion: that the 2015/16 Financial Report be accepted as presented.

Moved by Claude Chabot, seconded by Bill Curtis

**CARRIED**

**4.2 Bill Curtis presented a motion regarding placing portions of the 2015/16 surplus into reserve funds:**

Motion: whereas the WCCSC had a financial surplus in 2015/2016, be it moved that the WCCSC:

- o Increase the Equipment Reserve Fund by \$25,000;
- o Increase the Waxroom Expansion Reserve Fund by \$ 5,000;
- o Create a Cabin Improvement/Replacement Reserve Fund of \$15,000; and
- o Be it also moved that the donations to the Bruce Harvey Hut Replacement Fund be added to the Cabin Improvement /Replacement Reserve.

Moved by Claude Chabot, seconded by Grant Abbott

**CARRIED**

**4.3 Bill Curtis also introduced a motion to request waiving the audit of the Club's financial statements, ending July 31st, 2016**

Motion: that the Club request that the Registrar waives the audit of financial statements for the fiscal year ending July 31, 2016.

Moved by Bengt Pettersson, seconded by Bob Sagar

**CARRIED**

#### 4.4 2016/17 Operating and Capital Budget

Daniel Jirousek presented the Club's Operating and Capital Budget for 2016/2017, which has been approved by the Board.

This budget is balanced, with a Total Revenue of \$457,488, Total Operating Expenses of \$445,365, and Total Capital Expenditures of \$12,000, which gives a budgeted surplus of \$123.

Meeting participants had questions regarding the budget, for instance, what is considered a "good or bad year" for the Club, why the large increase in wages and benefits from 186K to 224K, and what value the Club gets for this increase. Participants also found the new budget difficult to follow, and the Board committed to improving the arrangement of the budget to allow for easier reading.

## 5. Reports

### 5.1 President Report

Bill Curtis presented the President's Report (attached). Highlights included:

- This was a year of highs and one significant low, the latter being the loss of the Bruce Harvey Hut.
- Our highs consisted of our successful hosting of the Haywood Ski Nationals, the successful financial outcome, and the wonderful refurbishing of the wax room.
- In addition to the Nationals, our focus this past year was on governance and financial sustainability. A considerable amount of work went into reviewing and updating policies and procedures, reorganizing of staff responsibilities, and the changes made in staffing to give full time work to two staff.
- Our programs such as Jackrabbits, Ski S'Cool, and Lynx, continued to grow.
- Bill also thanked managers Jan Polivka and Miriam Lukszova; volunteers such as Tom Fairman, Ted Dean, Daren Trudeau and John Wright; and the outgoing board members Daniel Jirousek and Diane Billingsley; for their hard and dedicated work during the year.

### 5.2 Club Manager's Report

Miriam Lukszova presented the Club Manager's report (attached). Highlights include:

- The snow pack was below average during the year but pleasant temperatures without cold spells provided for many ski days. The ski season started in the first week of November, and the ski club experienced earliest end of the season in many years (last grooming March 27/16).
- Over 1300 passes/memberships sold (1260 season and 42 spring passes), very similar as in last two years.
- Record number of day passes sold due to pleasant temperatures and due to increased visits from out-of-town skiers (BC, Ontario, Japan, Europe).
- The number of spring passes were significantly lower due to early end of the ski season.

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- Increased number of school visits and participants in ski programs (details in attached report).
- The Club's success depends heavily on our sponsors and volunteers (details in attached report)

### 5.3 **Operation Manager's Report**

Jan Polivka presented the Operations' Manager report (attached). Highlights include:

- Equipment: 1 Pisten Bully and 6 snowmobiles, 2 Tidd Tech G2 groomers, 3 rollers and 3 graders; of which 1 Sherpa, 1 Tidd Tech, and a new roller were purchased in preparation of the Nationals.
- Grooming: a total of 1360 hours of grooming during the year:
  - 360 hours by Pisten Bully operators (paid staff) - 300 hours for recreational skiers (which is below average) and about 60 hours for the Nationals.
  - 1000 hours by snowmobiles (volunteers), mostly before Christmas due to the low snow conditions.
- 48 hours of snowmaking to prepare the trails for Nationals due to low snow cover.
- 40 hours were spent on mowing the trails in the fall (by volunteers).
- Trail improvements: were connected with the Nationals. Sections of the trails which were used for Nationals were widened and leveled. Ten trail lights were replaced with LED lights.
- Ski Base and Wax room renovations were done over the summer. Thanks to City of Whitehorse and our volunteers John Wright and Tom Fairman for building the cupboards and Ski racks. There were also PB shed improvements done last summer by our volunteers.

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

Dan Shier presided over the elections. Based on the elections, the Board members for the 2016/17 year are:

<b>President</b>	Bill Curtis
<b>Vice-President</b>	Dermot Flynn
<b>Treasurer</b>	Adam Greenwood
<b>Secretary</b>	Bengt Pettersson
<b>Past President</b>	Craig Thur
<b>Directors</b>	Susan Tinevez Marcus Waterreus Jonathan Kerr

### 7. **Other Discussions**

Harvey's Hut Rebuilding

- The Harvey's Hut Committee has been established
- It may be too late in the season to rebuild a structure for this coming winter but the President made a commitment to have a new structure in place by the fall of 2017.

## Whitehorse Cross Country Ski Club



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### 8. Adjournment of AGM

The meeting was adjourned at 8:38pm

### Attachments:

- 1: President's Report
- 2: Club Managers Report
- 3: Operations Manager Report

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

### **President's Report**

This was a year of highs and one significant low. I think everyone knows the low of which I speak, that is the loss of the Bruce Harvey Hut. It goes without saying that the club is committed to restoring this iconic landmark and we will expand on the details elsewhere.

Our highs consisted of our successful hosting of the Haywood nationals, the successful financial outcome, and the wonderful refurbishing of the wax room.

In addition to the Nationals, our focus this past year was on governance and financial sustainability. A considerable amount of work went into reviewing and updating policies and procedures, reorganizing of staff responsibilities, and the changes made in staffing to give full time work to two staff.

Our programs such as Jackrabbits, Ski S'Cool, and Lynx, continue to grow and place increased pressure on our dedicated staff. It is hopeful we have helped alleviate some of that pressure with our reorganization.

We have now concluded our phased-in buyout of Stride and Glide which will aid in stabilizing our financial position. That, together with a "good weather " year, a focus on increasing revenues, and a successful Nationals has finally turned around the pattern of deficits we have been experiencing over the last 5 years.

Hosting Nationals definitely has some pros and cons. It is a lot of work, as our 225 volunteers led by Claude Chabot and Joan Stanton can attest. However the Nationals gave the club a significant financial boost by allowing us to purchase over \$70,000 in needed equipment, helping to cover some operational costs, and covering some of our personnel costs.

We are pleased to announce a very healthy surplus, which was a significant goal of the board last year.

I would like to thank Jan and Miriam for their hard work, not only last year, but over the summer as well. While Miriam worked on our policies and getting ready for the upcoming season, Jan focused on renovating the waxroom along with the City of Whitehorse staff and our own volunteers, Tom Fairman, Ted Dean, Daren Trudeau and John Wright.

I would also like to thank the outgoing board members for their hard work this year. They are Daniel Jirousek and Diane Billingsley.

**Whitehorse Cross Country Ski Club** 

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Special thanks to those board members who have agreed to stay on yet another year. There is a lot of work that goes on behind the scenes and all our board members are diligent, hard working people.

Please remember to thank those who give so much, and give some consideration to joining the Board of Directors.

A lot of our success would not be achievable without our financial partners and donors, Air North, Subway, City of Whitehorse, Northwestel, Community Development Fund, Yukon Lotteries, and Minister of Community Services

I look forward to another successful year and wish everyone safe and enjoyable skiing.

Respectfully submitted

Bill Curtis

## Appendix 2: Club Managers Report

### Annual General Meeting 2016 Club Manager's Report

#### General

- Past season – snow pack below average but pleasant temperatures without cold spells, ski season started in the first week of November, ski club experienced earliest end of the season in many years (last grooming March 27/16)

#### Memberships/passes

- Over 1300 passes/memberships sold (1260 season p./ 42 spring p.), very similar as in last two years
- Number of spring passes sold significantly lower due to early end of the ski season
- Record number of day passes sold due to pleasant temperatures and due to increased visits from out of town skiers (BC, Ontario, Japan, Europe)
- Increased number of school visits

#### Management/Staff

- Whitehorse Cross Country Ski Club team last season: Mike Gladish – Club Manager Consultant, Miriam Lukszoza – Club Manager, Jan Polivka – Operations Manager, Corinna Warren – Finance & Bookkeeper, Phil Hoffman – Program Coordinator, Sarah Ouellette – JR/B Program Coordinator, 8 part time Ski Base Techs: Lauren Dieckmann, Finn Matrishon, Amanda Thomson, Hannah Jirousek, Regan Fuerstner, Sarah Ouellette, Phil Hofmann, Mike Gladish, Maggie Brook

#### Programs/Events

- Very successful, record number of participants enrolled in all 3 children programs
- Subway Ski S'Cool – record of 540 students from Kindergarten to Grade 2 from schools all over Whitehorse. It's valuable program for the club as it introduces children and hopefully their families to xc skiing as a recreational activity and lifelong sport
- Jackrabbit/Bunny – record of 143 skiers between ages 4 to 9 participated in this popular program
- Lynx – also continued to grow last season with 25 skiers registered. This program fills valuable role for children graduating from Jackrabbit program but are not interested in pursuing racing with Squad program
- Ski Swap 2015 less profitable then the years before
- Easy Like Sunday Ski – new event, very popular, volunteer involvement

#### Sponsorships

- The club relies on several main sponsors, many smaller sponsors and supporters
- Northwestel – Jackrabbit/Bunny Program title sponsor, sponsor for phone lines
- Subway Restaurants – Ski S'Cool Program title sponsor and in-kind support
- EDI Environmental Dynamics – Hut to Hut title sponsor, trail map, in kind support
- Air North – Air North Challenge title sponsor, Pisten Bully fuel

# Whitehorse Cross Country Ski Club

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- Coast Mountain Sports – Free Ski Day, Wax & Wine, Hut to Hut sponsor
- Stantec – Lynx Program title sponsor
- Icycle Sport – CKRW Ski reports sponsor
- Chocolate Claim – E-news sponsor
- Other important sponsors/supporters – Community Development Fund, Yukon Lotteries, Yukon Department of Education, Artic Star Printing, Willow Printers, Daniel Shier, Whitehorse Curling Club
- City of Whitehorse – significant support with wax room renovation

## Volunteers

- Significant role for running events and programs successfully
- Ski Swap – 75 volunteers, Jackrabbit/Bunny Program – 50 volunteer coaches plus many other volunteers
- Volunteers also involved in grooming, trail maintenance, wax room renovations



### Appendix 3: Operations Manager Report

## Operations Manager Report for 2016 AGM

### Equipment:

Ski Club had for last season 6 snowmobiles and Pisten Bully available.

2 Alpina Sherpas, 2 Arctic cats and 2 Alpina's II.

Also we have 2 Tidd Techs, 3 rollers and 3 graders for use before the PB gets on the trail. Last fall we bought New Sherpa, Tidd Tech G2 groomer, new roller.

### Grooming:

The Pisten Bully operators spent 300 hours grooming trails for recreational skiers (which is below average) and about 60 hours for Nationals. 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 1360 hours were spent on grooming.

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

### Trail improvements:

Trails improvements were connected with Nationals last year. Sections of the trails which were used for Nationals were widened and leveled.

We replaced 10 trail light for LED.

There were also about 48 hours of Snowmaking last winter to prepare the trails for Nationals, since we had really low snow cover.

### Buildings:

Ski Base and Wax room renovations were done over the summer. Thanks to City of Whitehorse and our volunteers John Wright and Tom Fairman for building the cupboards and Ski racks.

There were also PB shed improvements done last summer by our volunteers.

Jan Polivka  
Operations Manager