



**Whitehorse Cross Country Ski Club
Board of Directors Planning Meeting**
June 25th, 2018, 7:00 p.m.
Ski Club Waxroom

MINUTES

ATTENDEES

Board Members

Dermot Flynn, President	Craig Thur, Secretary	Adam Greenwood, Treasurer
Bill Curtis, Past President	Susan Tinevez	Diane Billingsley, Vice President

Jonathan Kerr

Club Management

Corinna Warren, Manager
Jan Polivka, Operations Manager

Regrets

Bengt Pettersson, Secretary

1. Call to Order

Dermot Flynn called the meeting to order at 7:10 pm

2. Additions and Approval of Agenda

No formal agenda was prepared. The document titled "Planning Meeting Discussion Items" was referenced during the meeting.

The following subjects were under discussion and decision:

Fireweed Hut: Jan Polivka recommended the removal of Fireweed Hut. Historically Fireweed Hut has not been used as often as Harvey's Hut and Sarah Steele Hut and Fireweed Hut is in disrepair and is a potential fire hazard. With

the addition of the new hut on the Upper Ridge trail there is less need for Fireweed Hut.

Decision: The board recommended the removal of Fireweed Hut if the Duncan family is willing to relocate the existing plaque that is currently at Fireweed Hut. Corinna or Jan will contact the Duncan family to make this determination.

V.A.S.T. (Venue Application Stadium Trails)

The VAST committee would like to have a special board meeting in September to discuss the hosting of a major event. The WCCSC board was receptive to having this meeting.

A few of the board members were able to participate in a trail walk with Grant Abbott for the purpose of showing what changes to the trails may need to be made to host a major event. Another trail walk with the board members who were unable to attend the first one could be arranged for Grant to show how the homologation plan would affect the trails.

Review of the Policy Governance Model

The consensus of the board was that the staff do a good job of running the club from the ski base to operations.

President Dermot Flynn described his vision of having the club manager doing the things the club needs to succeed in the future and there being less emphasis on the day to day running of the club. This would necessitate more division of responsibilities between the club manager and staff.

Club manager Corinna Warren was supportive of Dermot's vision and she had already taken some steps to achieve this. Corinna explained that by adjusting staff responsibilities and having the manager work less hours the total staffing budget with the club manager doing less day to day tasks would be about the same. The club manager would likely need to work from home more often with this model.

Board Engagement

When should the board be engaged in club decisions?

Adam Greenwood offered the following:

Is it a fundamental shift in the way the club operates? If the answer is "yes" the board should be engaged.

Is more information needed about a significant decision? If the answer is “yes” the board should be engaged.

Financial decisions of significance should involve the engagement of the board.

When there is an issue that affects the WCCSC sponsors.

Communications and Member Engagement

A mid-year opportunity for club members to engage with board members may be useful. This could include a mid-year financial update to membership.

Interested members could be invited to attend a walk or ski to discuss the homologation plan. If this invitation is to involve a walk it should occur in September or early October.

Dermot suggested that the club discuss and plan some organized end of the season activities.

Risk Management

The club needs to continue to encourage a culture of being aware of potential hazards, reporting and then mitigating or removing them.

The operations manager and another experienced individual should conduct an annual sweep of the trails to identify potential risk.

The Health and Safety bulletin board in the wax room should provide a place where members can identify hazards and reports incidents.

Financial Discussion

What do we want to do with the money in the bank?

WCCSC has \$160 000.00 currently in the bank. The board recognized that although \$160 000.00 may seem like a lot of money, when consideration is given to the major expenses that WCCSC will have to allocate funds for such as equipment replacements, wax room improvements and trail lighting replacements, it is not a lot of money.

Modest profits every year and a financial reserve are exactly what WCCSC should be trying to achieve.

How does WCCSC keep improving the ski experience for people?

The videos that Jonathan Kerr arranged for production of in 2017 were an example of how WCCSC can educate members about where the club's money is spent and how this money is put to work to improve the cross country skiing experience.

Programming

The Jackrabbit, Lynx and Ski S'cool programs for the 2018/2019 season will again be run by WCCSC with Ben Poudon in charge of them.

Successful programming has become dependent on the model of a paid employee doing the core work

The club manager and staff will work out programming and scheduled events for the 2018/2019 season.

WCCSC By-Law Review

Bill Curtis prepared a draft of proposed changes to the WCCSC by-laws. A special general meeting will have to be held at the AGM to present them to the membership.

WCCSC Budget for 2018/2019

The board agreed that the 2018/2019 would be prepared by Corinna and Adam that will incorporate fee increases and they will present it to the board for review and decision.

Next Board Meeting

Wednesday August 22nd at 7:00pm in the wax room.