



**Whitehorse Cross Country Ski Club
Board of Directors Meeting**
August 22, 2018, 7:00 p.m.
Ski Club Waxroom

MINUTES

ATTENDEES

Board Members

Diane Billingsley, Vice Pres.	Adam Greenwood, Treasurer	Craig Thur, Secretary
Bill Curtis, Past President	Marcus Waterreus	Bengt Pettersson, Secretary

Jonathan Kerr

Club Management

Corinna Warren, Club Manager
Jan Polivka, Operations Manager

Regrets

Dermot Flynn, President Susan Tinevez

1. Call to Order

Diane Billingsley called the meeting to order at 7:05 pm.

2. Additions and Approval of Agenda

The club manager's report was moved to the 1st item on the Agenda.

3. Review and Approval of Minutes

The June 25, 2018 Planning Meeting Minutes were reviewed and two clarifications were made by Craig THUR on the draft copy.

Motion: to approve the June 25, 2018 Meeting Minutes with the clarification.

Moved by Bill Curtis, Seconded by Bengt Pettersson. **Carried.**

4. Club Manager's Report

Registration for ski club programs opened on August 1st, 2018.

30 are already registered in Lynx

70 are registered in Jackrabbits

A sign is being made for the ski base with a listing of common fees such as day passes, rentals etc...

A sign is being made for the chalet with staff member photographs. Board member photographs will only be on the website as will staff photographs.

A meeting was held with CCY to coordinate events. The club managers and CCY staff will meet every two weeks during the ski season.

An informal BBQ is to be planned to thank the Yukon Achievement Centre crew who built the new upper Valley hut. The media will be invited. Official opening of the hut will take place during the ski season.

There have been issues with the website, specifically the cost for maintenance is very high – over \$4000.00 last year. Some aspects of the website cannot be changed by staff...for example Corinna cannot change the house of operations on the website and it cost \$700.00 to add one page to advertise the Yukon Ski Marathon. Adam Greenwood's sister-in-law Emma Palm is a website developer and has been consulted and she provided 3 options:

1. Work with the existing design and have someone else take it over;
2. Start over with new website software
3. Use "Square Space" and maintain it ourselves. This will cost \$20.00 per month and Corinna is confident she can manage the website and that it will work for the needs of the ski club because we have a basic website that is information based with membership purchases being done through a separate website.

The board unanimously supported Corinna working towards the solution that works best for her which appears to be "Square Space".

Corinna asked the board about closing at 8:00pm instead of 9:00 pm. Some board members objected to this proposal in the belief that 8:00 pm is too early to close. The board will re-visit this after Corinna considers it further.

5. Operations Report

Jan provided a written report.

The Upper Valley hut is done but needs final inspection from the city of Whitehorse.

The Pisten Bulley 3 year servicing is required this year at a cost of \$6000.00

Des Duncan's plaque that used to be in the Fireweed Hut has been preserved and the Duncan family will make a new plaque to put on a picnic table along Lower Valley Trail.

Jan has approached the Youth Achievement Centre about building a vented waxing area outside the current wax room however this is only in the proposal stages for now.

6. Financial Report: Budget Review and Approval

Conservative budgeting projects a \$25 850.00 deficit however Corinna and Adam stated that our goal is to break even. WCCSC has had surpluses the last 3 years.

Bill Curtis made a motion not to raise WCCSC membership fees this year. Marcus Waterreus seconded this motion. Everyone was in favour.

Bill moved that the board presents the budget as prepared by Adam and Corinna at the AGM. Seconded by Craig. Bengt stated that he wishes to see a narrative accompany the budget so that it will be better understood by club members. Adam said that he sees the budget discussion as an opportunity to engage with members. All board members with the exception of Bengt were in favour of presenting the proposed budget at the AGM.

Updates

7. Policy Manual Revisions

The club manager and staff will be completing this work. Bengt offered to assist.

8. Father Mouchet Award

No updates.

9. Trail Development / V.A.S.T. WG update

Jan received the Norton report today. It was sent to Dermot and Jan. Dermot will send it to the board and the report will be presented to the board at a future meeting.

10. Upper Valley Hut

Covered in Jan's Operations Report

11. Capital Plan

An update will be provided at the next board meeting.

12. Accountant Change

Corinna has spoken to Tanya Ordish of Ordish and Ordish and they are discussing some flexibility in services. The club will stay with Ordish and Ordish for the 2018/2019 season.

Standing Items

13. Work Plan

Craig reviewed the workplan, and found that many items are on schedule, while some are still outstanding.

14. Health and Safety

Corinna will get the health and safety board up in the wax room for the start of the season.

15. Annual General Meeting

Notice 21 days in advance has to be given for the special resolution to adopt the proposed by-laws.

The AGM will be held Wednesday, October 3rd, 2018 at 7:00 pm in the wax room with the by-laws being on the Agenda.

16. The proposed October workshop can be discussed at the next meeting when Dermot and Susan are present.

Adjournment: the meeting Chair adjourned the meeting at 08:50 pm

Next Board Meeting: Wednesday, September 26, 2018 at 7:00 pm in the Ski Club wax room.