



## **ANNUAL GENERAL MEETING**

Wednesday, October 11, 2017  
Wax Room

### **MINUTES OF THE MEETING**

#### **1. Call to Order**

Dermot Flynn, Vice-President and Chair of this meeting, welcomed members and called the meeting to order at 7:39 pm. Approximately 14 members were in attendance in addition to six Board members.

#### **2. Adoption of AGM Agenda**

The Annual General Meeting (AGM) agenda was presented by Dermot Flynn.

**Motion:** that the AGM agenda be adopted as presented.

Moved by Alain Masson, seconded by Claude Chabot **CARRIED**

#### **3. Approval of Minutes of the 2016 Annual General Meeting**

Dermot Flynn presented the draft minutes from the 2016 AGM.

**Motion:** that the minutes of the October 5, 2016 AGM be accepted as presented.

Moved by Claude Chabot, seconded by Sue Meikle. **CARRIED**

#### **4. Financial Report (Adam Greenwood, Treasurer)**

##### **4.1 2016/17 Financial Report**

Adam Greenwood presented the Club's Financial Report for the past year; highlights include:

- The 2016/16 fiscal year resulted in a surplus of approximately \$43,000
- Memberships increased by 9% to a total of \$285,000 in sales
- Donation revenue increased dramatically due to fundraising for Harvey's Hut (\$15,000)
- Equipment expenses increased to \$16,000 due to Pisten Bully breakdown

Tom Ulyett encouraged the Board to develop a 3 or 5-year Capital Plan so that members can see where the club is heading with respect to major (capital) expenses.

**Motion:** that the 2016/17 Financial Report be accepted as presented.

Moved by Tom Ulyett, seconded by Alain Masson **CARRIED**

##### **4.2 Dermot Flynn introduced a motion to request waiving the audit of the Club's financial statements, ending July 31st, 2017**

**Motion:** that the Whitehorse Cross Country Ski Club, pursuant to clause 9.(5) of the Societies Regulations, request the Registrar to waive the requirement set out in clause 9.(3) of the Societies Regulations for the financial statements of the Club for the fiscal years ended July 31, 2017 and July 31, 2018, to be reviewed and signed by a professional accountant.

Moved by Bengt Pettersson, seconded by Claude Chabot. **CARRIED**



#### 4.3 The 2017/18 Operating and Capital Budget

Adam Greenwood presented the Club's Operating and Capital Budget for 2017/2018, which has been approved by the Board.

The new budget shows a slight deficit (-\$682); however, the budget is a conservative budget and the Board expects, that if any changes occur, the revenue may be higher, and the expenses may be lower than budgeted.

### 5. Reports

#### 5.1 President's Report

Dermot Flynn presented the President's Report (attached), prepared by outgoing President Bill. Harvey's Hut burnt down in the fall of 2016, and was replaced with a wall tent during the ski season. The Harvey's Hut was completed in early summer, and thanks to the many, many donors and volunteers that made it happen! Bill also thanked staff and board members for their work during the year.

Dermot also recognized Bill's long and dedicated tenure at the Board (26 years).

#### 5.2 Club Manager's Report

The new club manager Corinna Warren presented the Club Manager's report (attached). Highlights include:

- 1376 passes/memberships sold (including spring passes), which is very similar as in last two years. The club also sold more than \$51,000 in day passes.
- With the governance work and reorganization over the past year, the ski club now has two full-time and 11 part-time staff. Two program coordinators were also hired for the winter.
- The programs have also expanded over the year.
- A lot was accomplished by staff and volunteers. A new Harvey's Hut was built, a new website, and a new snow machine was purchased. Jan and Miriam visited Methow Valley to learn from another ski club about their grooming and administrative procedures.
- The club relies on several main sponsors and many smaller sponsors. The total value of sponsorships is close to \$25K. Sponsor recruitment and care are the responsibility of the management team.
- Events: a new event was the Yukon Ski Marathon; a very successful first event.

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

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

- The Ski Club had for the last season 6 snowmobiles and a Pisten Bully. A new Arctic cat Bear cat was purchased for upcoming season. A truck and trailer were purchased last season.



- From a grooming perspective it was an average season. Total of 1360 hours were spent on grooming.
- Trail improvements: Last year was a big year for trail improvements. The new Harvey's Hut was built. The Ascent Trail was widened so that we can groom it with the PB. A new bridge was built in Mordor, and a gate was installed in Mordor. This work is still in progress.
- There were also significant improvements made done to the Ski Stadium.

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

Tom Ulyett presided over the elections. The following nominations were approved by acclamation for the 2017/18 year:

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

#### **7. Adjournment of AGM**

**Motion:** Claude Chabot moved that the meeting be adjourned (at 8:10pm). **CARRIED**

#### **Attachments:**

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



## Attachment 1

### **Whitehorse Cross Country Ski Club Annual General Meeting October 2017**

#### **President's Report**

I believe we can again call this past year relatively successful, from a financial standpoint and from a member satisfaction standpoint, and no major setbacks or disasters.

We continued to focus this past year on governance and financial sustainability. We continued our work in reviewing and updating policies and procedures. Our staff continued to grow into their new roles and further mold their positions in the club. Our programs such as Jackrabbits, Ski S'Cool, and Lynx, continue to grow and place increased pressure on our dedicated staff. This year, we are trying a second program for Jackrabbits.

As everyone knows, we have excellent ski trails and we continue to upgrade them when necessary to keep up with current standards. We have had a report prepared which helps the club to determine our next priorities, if we wish to maintain the necessary standards for hosting major races, such as Nationals. I am sure there will be ongoing dialogue with a view to reviewing the options.

As everyone already knows the work on a new Bruce Harvey Hut was completed. Thanks to the many, many donors and to the volunteers that made it happen.

It was exciting to see the return of a long-distance event, as this past year was the inaugural year of the ski marathon, the brainchild of Colin Abbott who also brilliantly organized this event.

Financially we fared well this year, as we were able to purchase a new snowmobile, with a significant contribution from Lotteries Yukon.

I would like to thank Jan and Miriam for their hard work, and wish Miriam well in her future endeavors. At the same time, I want to welcome Corinna Warren to our staff, as I know everyone else will.



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



## Attachment 2

### Club Manager Report Oct 11, 2017 AGM

#### Summary

This year was an overall positive year with some exciting new developments at the club. We had 1376 members, an increase from the year before. The club also sold more than \$51,000 in day passes.

This year there was a lot accomplished by staff and volunteers around the club. There was a new Harvey's Hut Built, a new website built, and a new snow machine was purchased. Jan and Miriam visited Mathou Valley to learn from another ski club about their grooming and admin procedures.

#### Management/Staff/Office/Administration

The club management model that was developed in the 15/16 season was maintained for the 16/17 season. In total the WCCSC employed 2 full-time employees, and 11 part-time employees.

There were 2 full time managers: Club Manager – Miriam Lukszova and Operations Manager – Jan Polivka.

Club Manager and Operations Manager are year-round full time positions.

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 the season were: Lauren Dieckmann, Finn Matrishon, Hannah Jirousek, Hannah Shier, Amanda Thompson, Regan Furstner, Sarah Ouelette. Two groomers were also employed Dan Thompson and Craig Beatty.

We also employed two program coordinators throughout the season. Kristenn Magnusson organized and ran our Jackrabbit/Bunny Program, and Phil Hoffman organized and ran our Ski S'Cool and Lynx Program.



## Sponsorships

The club relies on several main sponsors and many smaller sponsors. The total value of sponsorships is close to \$25K. 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
- Air North – Air North Challenge, Pisten Bully fuel
- Stantec – title sponsor for Lynx Program
- Subway – Subway Ski S’Cool title sponsor
- Coast Mountain Sports – Free Ski Day, Wax & Wine, Hut Sponsor
- Chocolate Claim – e-news, day passes – cash sponsorship
- Dan Shier-dog parking lot sponsor

## Programs

- Ski S’Cool had a very successful season with every school in Whitehorse participating, and over 500 students
- Jackrabbit/Bunny program also had the most participants with over 140 participants
- Lynx Program: continuing to grow, over 20 participants last season

## Events

- Hut to Hut – over 200 participants and about 30 volunteers – sponsored by EDI
- Air North Challenge – continued fun event, will continue for this coming season
- Free Ski Day-continued success, will expand for this coming season
- Ski Trail Marathon-very successful premier event, net over \$3000, and will expand for upcoming season
- Easy Like Sunday-great initial season, and will continue for the upcoming season
- Ski Swap – final season-not as successful as in previous seasons



## Attachment 3

# Operations Manager Report for 2017 AGM

October 10, 2017

### Equipment:

Ski Club had for last season 6 snowmobiles and Pisten Bully (PB) available.  
New Arctic cat Bear cat was purchased for upcoming season.  
Truck and trailer were purchased last season.

### Grooming:

From a grooming perspective it was an average season.

Total of 1360 hours were spent on grooming.

### Trail improvements:

Last year was a big year for trail improvements.  
The new Harvey's Hut was built.  
The Ascent Trail was widened so that we can groom it with the PB.  
A new bridge was built in Mordor, and a gate was installed in Mordor. This work is still in progress.  
There were significant improvements made done to Ski Stadium.  
Skyline trail development is in progress. Work will continue this and next season.  
About 100 new signs were installed on the trails.  
For this coming season, wall tent will be set up on Upper Valley trail.

### Buildings:

3 new lockers were built this fall, new floor in Men's change room was installed.  
New Harvey's Hut.

Jan Polivka  
Operations Manager