



BOARD OF DIRECTORS MEETING

Date: May 27, 2019

Sutton Realty 6:30 pm

Present: GMorazain, SEcclestone, BRee, BWills, MNichiporuk, LAIgra, THudson (GM)

1. **Agenda and Minutes of Last Meeting-** Reviewed and approved. All in favour

2. **Treasurer's Report-** Sandra

- Still waiting for spring fling income. Current assets are up \$345K from last season- mostly due to groomer donations.
- The PB400 Bank Account is allocated for the purchase of the new groomer. Included is the \$230K of Gaming money, donations received to date, less the down payment for the new machine.
- Term loan (outstanding) for the Red PB 400 is now \$31K.
- Gaming Grant account- Troy and accountant working on this.
- Follow up on RDNO grant- Brian will follow up.
- Brian and Brent looking at options to sell old groomer.
- Program fundraising procedures- Accountant is willing to help out with the receiving of money and the Board is willing to give guidance to Fundraising Committee as needed. Still waiting for fundraising report.

3. **Operations Report-** Troy

- It's been quiet in May. Focus on shutting down the lodge, tying up loose ends and warranties
- Spring Fling- had over 200 athletes attending. Ran small machine with cost at 1K and revenue was 12K. Eric and Gerry F helped out in lodge when Troy had to go to CCBC AGM
- Historic numbers at CCBC AGM. Troy presented on snow cat fundraising.
- Spent a lot of time with HR and Finance Committee on new staffing model and wages. Good discussions and feedback from the committees.
- Added burden cost of 14.7% to wages to be more accurate on the expense side.
- Positions and hours will stay mostly the same with creation of 3 new positions- S'Cool Ski Director, Ski Instructor Director and Rental Director.
- Previously the office manager also coordinated the S'Cool Ski Program. These two positions are now separated with the creation of S'Cool Ski Director position. This won't be a FT position until snow flies but will utilize this person for front counter area assistance early in season as needed.
- Ski Instructor Director- FT blended role with ability to assist at front counter as need and when available.
- Pay Grid for ski instructors will be based on CANSI certification levels.
- Rental Director- overseeing inside lodge equipment and ski S'Cool Ski fleet of equipment, repairs and warranties. Also able to help out with front counter as needed.
- Removing 15K from the Program Admin position from this year as this will be incorporated into the Office Manager role.
- **Motion:** That HR Committee and Financial Committee are empowered to approve final budget upon final budget being circulated to the board without further questions. Approved and carried.

- Detailed review of programs expenses and revenue- some items such as new wax trailer and rifles go under capital instead of programs expense.
- Lodge update- Thursday roofer is coming up to do assessment and small repairs. Troy will ask about the life expectancy of the roof. Awaiting assessment for lodge repairs and will update once quote available.

4. Committee Reports:

- **Advertising & Marketing**- Troy will be meeting with Dudley in June. Will discuss initiatives for next season and itemize marketing budget.
- **Biathlon**- Program fee, rifle rental and ammo fee all broken down pricing for new season. Summer shooting sessions will start in May. In the new season, there will be a biathlon add on for track attack XC athletes.
- **Competitions**- Nothing to report at this time
- **Finance:**
 - Accountant recommends that we move more cash from operating account to capital fund account to comply with gaming regulations. This to be completed before end of May.
 - **Motion:** That the SLNC Board authorizes moving \$50 K from our Operating Account #462101 to our Capital Fund Account #462119 before May 31, 2019. Approved and Carried.
 - Approximately \$10K needs to be spent on the PB400 for repairs.
 - CAFT system now implemented providing better controls, accuracy and time efficiency for payroll.
- **Fundraising**- Nothing to report at this time
- **HR**- Committee had a few meetings to review new staffing model and wages. Main points of new staffing model is summarized in Troy's Operations Report as per above.
- **Information Management**- Nothing to report at this time
- **Internal Communications**- Guy working on application for better club communication.
- **Liaison SSMR**- Nothing to report at this time
- **Liaison Parks**- Nothing to report at this time
- **Lodge**- Brent and Troy had meeting with Dave Richmond and colleagues about the budget and process for new lodge. Parks interested in SLNC's timeline. Update is that the park use permit is currently hung up with First Nations consultation. SLNC is tied to SSMR but Parks is trying to separate SLNC from SSMR as SLNC is non profit vs SSMR pays fee to crown. Parks will do a site visit in the summer so we will see where things are by then.
- **Policies- Motion:** That review of Conflict of Interest Policy be approved as circulated. Approved and Carried.
- **Programs Management**- Nothing to report at this time
- **Safety**- Nothing to report at this time
- **Social/Recreation**- Nothing to report at this time
- **Sponsorship:**
 - Troy will be meeting with Mark Owen from DND to discuss possible in kind donation of equipment in exchange for venue use.
 - Brent will be meeting with some big sponsors. Kal Tire would like to support volunteers in some capacity. Brent will speak to Nationals Sponsorship Committee to inject some energy and movement into the sponsorship list.

Next meeting- June 24th @ 6:30pm Sutton Group.