



BOARD OF DIRECTORS MEETING MINUTES

September 30, 2019

Location: Sutton Realty, Vernon, BC

Meeting Called to Order: 7:05pm

In Attendance: PPearce, BWillis, SEccleston, BRee, THudson (GM), GSadesky, MNichiporuk, LAIgra

1. Agenda and Minutes of Last Meeting – Reviewed and approved. Carried

2. Treasurers Report - Sandra

- Finance Committee meeting Friday at 10:30am. Will discuss donation and receipts from membership.
- Accountant had been in touch with BC Parks regarding donations and issuance of tax receipt.
- Finance committee to draft thank you letters to these donors to be emailed out.
- Current assets are up by \$500K compared to last year:
 - \$100 K more in both Operating Account and Capital Account and
 - \$230 K in PB400 account.
 - Prepaid expense of \$47K is the deposit for the new PB400
- Liabilities have increased by \$334K and includes:
 - The money to pay for the new PB400
 - Supercamp Revenue of \$123K an increase of \$42K compared to last year
 - And a decrease in Loan Payment for our old Red PB400 by \$18K to show \$25K owing

3. Operations Report - Troy

- Busy month, much of fall projects near completion:
 - Biathlon range upgrades near completion. Logs from the penalty loop will be milled up using Peter's portable mill to make fence boards for the north side of the range.
 - Wax room received a new roof, lower wattage lighting and a new paint job.
 - Brushing work almost completed. Contracted out service more efficient and saving on the repair and maintenance costs on club equipment.
 - Majority of firewood moved to its locations. Fall work parties were underserved with only 25 members helping out over 2 weekends.
 - Washrooms getting painted and lodge getting put back together following mould remediation
 - The new Jessica's Trail timber frame Kiosk is finished and installed. A memorial sign, wildlife education and overview of first nations use of the area will be up on the board.
- Eric and Frances will be going into the schools this week to pitch S'Cool Ski and Youth Programs
- Maintenance lead for grooming and 2 part time groomers hired. Looking to hire 1-2 more part-time groomers and training some volunteer operators. Don Wylie has agreed to act as a trainer for our grooming team. This will be an additional cost that will be tracked under training expenses.

- Main priority now is to get the last couple of hires for grooming, rental shop lead and counter staff, as well as get the lodge put back together and get the webcam and internet back up and operational.
- Revenues for programs:
 - SLNC Membership and Registration at 188 registrants
 - XC Supercamps Registrations at 365 Individuals. Almost sold out with limit of 400.
- A new time of day clock was purchased which will be permanently on display in the stadium.
- Training for new inside staff and outside safety training will be starting next week.
- Suggestion to write a thank you letter to Peter Algra for his philanthropy and volunteerism regarding range upgrades. Greg volunteered to write the letter on behalf of the board.

4. Committee Reports:

o **Advertising + Marketing-** nothing to report

o **Biathlon**

- 5 FT post secondary athletes, 5 academy biathlon athletes, 2 returning JD and 3 new JD, 1-2 masters.
- Larch hills is interested in starting a biathlon club but does not have a range. They will bring some athletes to SLNC for shooting sessions starting in Oct.
- 11 officials registered for biathlon entry level officials course Nov 17th. Looking to host a NCCP Silver Biathlon Coaching course on Nov 15-16.
- Nov 23rd- running a fun regional race so officials can do dry run for BC Cup in Dec
- 25 cadets from local cadet squadrons will be getting ski lessons through s'cool ski and also volunteering at our BC Cup.
- Troy proposed adding Lynn as admin to Zone4 in order to streamline race registrations for biathlon events. Approved.

o **Competitions**

- Due to Parks lengthy process for approval to have trailers, the idea of having wax trailers onsite won't happen for this Nationals
- Peter will work with rest of nationals group to get tents from Avalon
- Can't open registration until race invitation is approved by TD
- Nationals 2020 Volunteer registration is live and volunteers can start registering
- Banquet tix will have capacity of 700
- Sovereign Open- Nov 30/Dec 1st- FIS points up for debate
- Discussion about supporting Nordiq Canada's initiative to eliminate HF wax from future races. Brian will write up letter to be sent to Dave Dyer.

o **Fundraising-** has meeting tomorrow. Will update after meeting

o **HR Committee:**

- new staff documentation updated and will be used with on boarding staff.
- Online criminal records check results turn around time very quick.

o **Information Management-** nothing to report

o **Internal Communications:**

- Letter from Jess4Kids organizers to keep program and funding alive. As the original organizers reduce their involvement, would like some new champions for the program.
- Suggestion for Jess4Kids organizers to do a presentation at AGM. A thank you letter will also be sent to the Bassets for their years of involvement.

o **Liaison SSMR-** GM will be meeting with Murray at SSMR at end of week. Email from SSMR regarding 2 athletes running up at SSMR. Request that everyone stay off trails for safety reason during this time when machines are out brushing.

o **Liaison Parks-** Still waiting for Park Use Permit approval. GM and Brent to schedule meeting with Parks in coming weeks.

- o **Lodge**- nothing to report
- o **Policies**- nothing to report
- o **Programs Management Team** – still working on a fundraising plan. Waiting for accounting from last year's fundraising dollars. Communication is better. Calendar and WhatsApp have been good communication tools between head coach, athletes and parents.
- o **Safety**- nothing to report
- o **Social/Recreation**- nothing to report
- o **Sponsorship**- nothing to report
- o **Strategic Plan**- nothing to report
- o **Volunteers** – new online tool ready to go

5. Old Business: resulting from the last meeting:

- Reminder of AGM on Oct 16th, Coffee hour/registration at 6pm followed by AGM at 7pm.
- Agenda for AGM will be sent out shortly.

6. Meeting adjourned at 7:40pm

Next meeting: October 16th following elections at AGM