



Board of Directors Meeting

Date: Oct 28th, 2019

Location: Phoenix Boardroom

Name	Present	Name	Present	Name	Present	Name	Present
Lynn Algra	Yes	Sandra Ecclestone	Yes	Brent Ree	Yes	Troy Hudson	Yes
Marcus Boyle	Yes	Anja Lee	Yes	Hugh Seaton	Yes		
Tara Fulop Connor	Yes	Pat Pearce	Yes	Brian Wills	Yes		

#	Details	Follow-up
1.0	General Admin	
	<ul style="list-style-type: none"> Agenda and Minutes of Meeting of Sep 30th, 2019 – Approved by all members 	Approved Motion
	<ul style="list-style-type: none"> Agenda and Minutes of Meeting of Oct 16th, 2019 – Approved by all members 	Approved Motion
	<ul style="list-style-type: none"> Next Meeting – Nov 25th, 2019 at 7pm – Phoenix Board Room 	
	<ul style="list-style-type: none"> December Meeting – The December meeting will be moved to Jan 6th at 7pm 	
	<ul style="list-style-type: none"> Meeting Preparation Timelines (prior to next meeting) <ul style="list-style-type: none"> 1 week – call for agenda items 3 days – all agenda items received, all committee reports received 2 days – agenda and reports published 	
2.0	Committees	
2.1.	Finance	
	<ul style="list-style-type: none"> 2019-20 Budget Highlights <ul style="list-style-type: none"> Revenue budgeted at \$995,200 (\$164,000 increase over the 2018 budget) Top three revenues sources in the 2019-20 budget are (i) day tickets (32% of revenues) (ii) season passes (22% of revenues) and (iii) skills programs (16% of revenues – but with relatively high offsetting 'Costs of Goods Sold' (COGS). Supercamps are projected to net around \$100,000 for both SLNC and Silver Star. Top three expenditures in the 2019-20 budget are (i) wages & salaries (47% of expenses) (ii) repair & maintenance – buildings (7%) and (iii) fuel expenses (6%). 	
	<ul style="list-style-type: none"> Balance Sheet <ul style="list-style-type: none"> We have a large amount of money in our operating account: \$466 K Prepaid expense includes the down payment for the groomer of \$45 K Supercamps income is up \$51 K compared to 2018; keeping in mind that registrants are paying early in order to secure a space in the program because it will close after 400 participants have registered 	
	<ul style="list-style-type: none"> Statement of Operations 	

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	<ul style="list-style-type: none"> ○ Programs are up \$7 K compared to 2018 ○ No gaming grant has been received yet. ○ Professional fees are for the CA to complete the year end ○ R & M building expense is \$26 K so far ○ Fuel costs are up but is due to timing 	
	<ul style="list-style-type: none"> ● Nationals 2020 <ul style="list-style-type: none"> ○ Starting to see Nationals 2020 on the balance sheet and statement of operations ○ In general: Nationals 2020 has borrowed \$10k from SLNC to be paid back after the event, but Nationals 2020 has a positive bank balance due to cheques being received 	
	<ul style="list-style-type: none"> ● Motion for bank signatories – it was moved that Brian, Troy, Brent and Sandra be the signatories. Approved by all members. 	Approved Motion
2.2.	Operations	
	<ul style="list-style-type: none"> ● Overview <ul style="list-style-type: none"> ○ All staffing is in place for 2019-20 ○ Staff training commences this week ○ Rental shop, GM office and downstairs almost complete and ready for opening. Generous support from some contractors who donated part of their services ○ New groomer is on site and ready for snow ○ Other equipment has been maintained and is ready for operations ○ Ready for operations as soon as snow allows 	
	<ul style="list-style-type: none"> ● Revenue <ul style="list-style-type: none"> ○ SLNC membership and registration to date: \$218,496 (1079 registrants) ○ XC Supercamps registrations: \$297,039. First time sold out! 	
	<ul style="list-style-type: none"> ● Expenses <ul style="list-style-type: none"> ○ Will be updated in November with the financial statement 	Operations
2.3.	Competitions	
	<ul style="list-style-type: none"> ● Nationals 2020 – great progress has been made and the event is currently at 85% of required funding. Additional sponsorships and grants are still in the works. 	
	<ul style="list-style-type: none"> ● Medals on hand – stock is running low. (Medals for Nationals are supplied by Nordiq Canada.) Need to review order levels. Biathlon can use these medals as well. 	Marcus
2.4.	Biathlon	
	<ul style="list-style-type: none"> ● Range upgrades – great progress has been made including: flat area to walk to targets, firing line and lane markers installed, area cleaned up across from wax hut for start pen, enclosed annex of biathlon building and moved rifle lockers and mats into this space; biathlon building renovated with benches around; green supply building moved down range near lane 1; 100m and 150m penalty loops in place; fence boards placed along north side of range. THANKS TO ALL THE VOLUNTEERS! 	
	<ul style="list-style-type: none"> ● Courses being offered for NCCP Biathlon Silver Coaching Course, and Biathlon Officials entry level course. 	
	<ul style="list-style-type: none"> ● Events – many events planned with the first one (a regional race) scheduled on Nov 23rd 	
2.5.	Parks/Lodge	

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	<ul style="list-style-type: none"> Per the update given at the AGM 	
	<ul style="list-style-type: none"> Silver Star Park Management Process – currently the plan is in its initial planning stage to help inform the development of a draft management plan. Troy to update what involvement is required by the club. 	Troy
2.6.	<i>Other Committee/Tasks</i>	
	<ul style="list-style-type: none"> IT <ul style="list-style-type: none"> Ownership and privileges for the Google Drive to be described in a policy @sovereignlake.com e-mail addresses to be updated Communication to board@sovereignlake.com – now sent to Marcus and Brent 	Sandra Brent
2.7.	<i>Update to Committees</i>	Approved Motion
	<ul style="list-style-type: none"> The committees were reviewed and the following board assignments were approved by all members: <ul style="list-style-type: none"> Advertising and Marketing – Anja Competitions – Marcus (acting) Biathlon – Lynn Finance – Hugh (lead), Brian, Sandra HR – Brian (lead), Hugh, Lynn Silver Star Liaison – Marcus Lodge – Brent (lead), Marcus Governance (was policies) – Sandra Programs – Pat Social Recreational – Tara Special Projects – Brian Strategic Plan – Pat (lead), Marcus Sponsorship/Fundraising and Volunteers – currently vacant positions 	
	<ul style="list-style-type: none"> The following committees were either rolled into another committee, ended or transitioned to a task: Awards (no board rep), Information Management (Marcus), Internal Communications (Marcus) and Safety (with GM), Program Management (combined with Programs) 	
	<ul style="list-style-type: none"> Board members to review the terms of references for their committees and create or update as necessary. 	All Members
	<ul style="list-style-type: none"> Board members to review and suggest goals for their committees. For discussion at the next board meeting. 	All Members
	<ul style="list-style-type: none"> Board to consider a policy for removing a fellow board member. This would have to be approved at the next AGM. Proposed is by approval by all board members minus 2, as long as this number is at least quorum. 	All Members
3.0	<i>Other Business</i>	
3.1.	<i>Use of High Fluoro (HF) Waxes</i>	
	<ul style="list-style-type: none"> Recreational Use – The lodge no longer sells HF (as of February of this year). Troy is investigating alternatives for sale. Further restrictions under review. 	Troy
	<ul style="list-style-type: none"> Biathlon – races that are currently planned at Sovereign all prohibit the use of HF 	
	<ul style="list-style-type: none"> Nordic – races are currently under review with Nordiq Canada. A letter was sent to Nordiq 	Marcus

#	Details	Follow-up
	Canada last month supporting Nordiq Canada adopting a low fluoro glide waxing protocol.	
	<ul style="list-style-type: none"> Letter received – a letter was received this month requesting that SLNC ban the use of HF at Nationals 2020. This is a Nordiq Canada event and we are working with them to see what restrictions would be allowed. 	Pat, Marcus
3.2.	<i>Other</i>	
	<ul style="list-style-type: none"> Membership survey – discussion about whether a new survey may be required. Sandra will provide the information that was generated by the strategic plan for review by the board. 	Sandra
	<ul style="list-style-type: none"> Volunteer sign up – Motion to allow for a central volunteer page and registry to be added to the SLNC website (up to \$250). Approved by all members. 	Approved Motion
	<ul style="list-style-type: none"> New groomer celebration – Brian will look into having a ribbon cutting ceremony including key funders. 	Brian
	<ul style="list-style-type: none"> Message from the Chair – Marcus will provide something for members to review. Planned to be focused on increasing the number of volunteers. 	Marcus
	<ul style="list-style-type: none"> Topic of interest discussion – next meeting 	Lynn