



Board of Directors Meeting

Date: Jan 6th, 2019

Location: Phoenix Boardroom

Name	Present	Name	Present	Name	Present	Name	Present
Lynn Algra	No	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"> Brent is retiring from the board. The board would like to thank Brent for all the work that he has done for the board, SLNC and the greater ski community. Agenda and minutes of meeting of Nov 25th, 2019 – approved by e-mail Next meeting – Jan 27th, 2020 at 7pm – Phoenix Board Room 	
2.0	Committees	
2.1.	Finance	
	<ul style="list-style-type: none"> Balance Sheet (as of Nov 30/19) <ul style="list-style-type: none"> Our operating account is \$667k (\$122k higher than Nov 30 YTD (year to date) last year). Season pass sales YTD are \$156k. (\$30k higher than Nov 30 YTD last year). Revenue for SuperCamp (YTD) is \$271k (\$44k higher than Nov 30 YTD last year) Statement of Operations (as of Nov 30/19) <ul style="list-style-type: none"> Even with our late start to the active season, income YTD is \$14k higher than last year. Expenses YTD are \$43k higher than last year. This is largely due to R&M Building expenses (mold remediation and lodge upgrades). Programs revenues are off to a good start (\$15k higher in Nov 2019 than Nov 2018). Wages & salaries YTD are slightly less than last year. (\$94k this year vs \$98k last year). 2020 Nationals balance is \$32k. Fund raising is underway. Lodge Sales <ul style="list-style-type: none"> Lodge sales (Nov-Dec) are \$203k. This is \$30k less than last year (due to our later start this year). Day passes and rentals make up 80% of lodge sales in Dec. We hit an all-time record for single-day lodge sales. \$11,722 (on Boxing Day). Transfer of donations from Parks – finance to follow-up to ensure transfer of funds to club. \$38k owed for Jess4kids and \$38k owed for groomer. 	Hugh

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	<ul style="list-style-type: none"> The members reviewed the finance committee goals, terms of reference changes and suggested policy changes. It was recommended that the finance committee proceed with its recommendations and bring documentation back to the board for review per the governance strategy. 	Hugh
2.2.	Operations	
	<ul style="list-style-type: none"> Financial Overview <ul style="list-style-type: none"> 2014 members with 257 masters, 163 youth in club programs (\$326k) XC Supercamps sold out (\$297k) Black Prince dinners – 82 of 88 sold out POS sales - ~\$33k less revenue compared to 2018. Up \$4k from 2017. Office supplies – on budget R&M Building – on budget R&M Equipment – on budget but potentially tight R&M Trail – on budget 	
	<ul style="list-style-type: none"> Safety <ul style="list-style-type: none"> 6 first aid incidents to date this season Safety committee meeting – Jan 17th ¾ of staff have level 1 OFA. 2 people hold level 2 and 2 ski patrollers with L3 equivalency. Training continues. 	
	<ul style="list-style-type: none"> Staffing – training ongoing with an excellent group of staff. Some highlights <ul style="list-style-type: none"> Ben doing a great job on lesson bookings with a \$6,500 increase over last year. 	
	<ul style="list-style-type: none"> Don has been training the new groomers as well as doing lots of work to keep our grooming quality high and support in removing trees. Don’s training contract is complete as of Jan 15th. 	
	<ul style="list-style-type: none"> Equipment – R&M costs are up at the moment. The budget is currently projected as okay, but is currently a watch point. 	Troy
2.3.	Biathlon	
	<ul style="list-style-type: none"> BC Cup – was a great success. \$7k net revenue. 	
	<ul style="list-style-type: none"> Athletes representing SLNC on the world circuit <ul style="list-style-type: none"> Ethan Algra, Lucas Sadesky are going to Youth Olympic Games Cole Bender (training here), Danica Ariano (alumni) are going to Youth World Championships 	
	<ul style="list-style-type: none"> Upcoming Events <ul style="list-style-type: none"> Jan 11/12 – Cadet Zones Competition Feb 14-16 – Cadet Provincial Championships 	
2.4.	Competitions	
	<ul style="list-style-type: none"> Committee – is meeting on Jan 20th to review best way forward. Intention is for this committee to oversee all competitive events (Nordic, biathlon and whatever other races may be proposed). 	Marcus
	<ul style="list-style-type: none"> Sovereign Open – was a great success. \$13k net revenue 	
	<ul style="list-style-type: none"> Team Sprints – may be downscaled. Decision should be made by Jan 8th. 	Marcus
	<ul style="list-style-type: none"> Nationals 2020 – currently forecast to be in the black. Volunteers are the key concern. 	
	<ul style="list-style-type: none"> Sovereign “Best in Snow” Loppet – will be proceeding 	

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2.5.	Governance	
	<ul style="list-style-type: none"> Sandra working on updating Google drive before turning over to secretary and to appropriate board members (on-going) 	Sandra
	<ul style="list-style-type: none"> Google drive structure – is it possible to be able to view the structure/index easily? 	Sandra
	<ul style="list-style-type: none"> Ideas for things to be documented to be sent to Sandra for her to “gate-keep”. A couple of key things are succession, board job roles and IT administration/security. 	All Members
	<ul style="list-style-type: none"> Everybody agreed to review any updates/new governance at the same time (rather than piecemeal). A time to be chosen after the end of ski season. 	Sandra
2.6.	Parks/Lodge	
	<ul style="list-style-type: none"> Lodge committee – meeting tomorrow and a separate financial meeting on Thursday. 	Marcus
	<ul style="list-style-type: none"> Marcus will be taking over as chair, Brent has agreed to continue to participate 	
	<ul style="list-style-type: none"> PUP draft has been received. It is for 5 years only. As far as we are aware Parks is waiting for resolution of an issue between Silver Star and the Indian Band before allowing Sovereign to extend further. However Parks does support a 20 year PUP once the issue is resolved (and can be before the end of the 5 year period). Troy and Brent recommend proceeding. Motion to allow Troy to respond to Parks with an approval. Approved by all members. 	Approved Motion
	<ul style="list-style-type: none"> Fundraising – Brian will be presenting a potential new structure to the lodge committee and then there is a follow-up meeting to seek assistance in putting together any vehicle that may be appropriate. 	Brian
2.7.	Programs	
	<ul style="list-style-type: none"> Masters membership is over 220. 	
	<ul style="list-style-type: none"> Masters financial plan is being prepared for review by Eric. To be consistent with other sub-program financial handling. 	Pat
2.8.	Social/Recreational	
	<ul style="list-style-type: none"> Christmas potluck and groomer celebration was held. 	
	<ul style="list-style-type: none"> Tara and Troy are working on something for International Women’s Day 	Tara
2.9.	Other Committees/Tasks	
	<ul style="list-style-type: none"> Advertising/Marketing – Nothing to report this month 	
	<ul style="list-style-type: none"> HR – Updated codes of conduct presented 	
	<ul style="list-style-type: none"> Liaison – Troy working on getting a meeting with the new management at Silver Star 	Troy
	<ul style="list-style-type: none"> Sponsorship/Fundraising – No committee 	
	<ul style="list-style-type: none"> Volunteering – No committee. 	
	<ul style="list-style-type: none"> IT – Nationals 2020 social media accounts can now be accessed 	
2.10.	Other Committee Business	
	<ul style="list-style-type: none"> Board members to review the terms of references for their committees and create or update as necessary. Carried to next meeting. 	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. Carried to next meeting. 	All Members
3.0	Other Business	

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3.1.	<i>Use of High Fluoro (HF) Waxes</i>	
	<ul style="list-style-type: none"> • Testing <ul style="list-style-type: none"> ○ The first round of tests have been completed. The initial results show everything within acceptable limits. 	
	<ul style="list-style-type: none"> ○ Costs – Hugh to have Mike send invoices for 1/3 each to NC and CCBC for the costs to date. 	Hugh
	<ul style="list-style-type: none"> ○ Ownership of data – a written agreement was prepared and sent to NC for sharing of data. Pat to follow-up. 	Pat
	<ul style="list-style-type: none"> • Letter received – no further follow-up 	
3.2.	<i>Code of Conduct</i>	
	<ul style="list-style-type: none"> • Discussion during the meeting of having a code of conduct apply to all users of/visitors to, the facilities. HR committee to review and decide on: <ul style="list-style-type: none"> ○ What the code is; ○ Who it should apply to; ○ How it should be delivered; and ○ If there are any cases that need special treatment (such as travelling athletes) ○ Consequences for breaches of the code of conduct 	Brian
3.3.	<i>Strategic Plan</i>	
	<ul style="list-style-type: none"> • Introductory discussion had with respect to the strategic plan. Some of the top items/priorities: <ul style="list-style-type: none"> ○ Discussion about providing feedback/progress to members on the top issues. Discuss further at next meeting. 	All Members
	<ul style="list-style-type: none"> ○ Top priority was the “Develop comprehensive long-term site development plan”. Marcus will review and see what we can produce based on previous information. This also integrates with the Park Management Planning process currently underway. 	Marcus
	<ul style="list-style-type: none"> ○ Growing skiing programs and skill development programs for adults/children were the next couple of priorities. There have been some great successes but we would like to build on the kids/grassroots programs. Troy will provide some numbers and review with his team about kids/grassroots programs. 	Troy
	<ul style="list-style-type: none"> ○ Build additional trails at higher elevations. This would need to be part of the Park Management Planning process. 	Marcus/Troy
	<ul style="list-style-type: none"> ○ Build a new lodge. See “Lodge Committee” 	Marcus
3.4.	<i>Other</i>	
	<ul style="list-style-type: none"> • Supercamp – Has been very successful so far this year <ul style="list-style-type: none"> ○ Bryana is staying on for at least one more year, potentially more 	Sandra
	<ul style="list-style-type: none"> ○ “How to” manual has been shared with Sandra and she will review and put on the Google drive 	Sandra
	<ul style="list-style-type: none"> ○ Suggested improvements for biathlon have been fed back to Bryana and she is working to incorporate. 	
	<ul style="list-style-type: none"> • Empty board positions – need to decide how to fill and what skill sets would help out the existing board. 	All members
	<ul style="list-style-type: none"> • Volunteers – This is becoming a critical issue within the organization. Was discussed generally and various ideas were discussed. All members to consider potential ideas for the next meeting. 	All members

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	<ul style="list-style-type: none"> Insurance: general discussion of what insurance we have for buildings, what is covered by Parks, what is necessary and if anything needs to change. Troy will investigate costs and present to the board for next meeting. 	Troy
	<ul style="list-style-type: none"> Membership survey – all to review the previous survey results for discussion at next 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. Carry. 	All Members