



Board of Directors Meeting

Date: Jan 27th, 2020

Location: Phoenix Boardroom

Name	Present	Name	Present	Name	Present	Name	Present
Lynn Algra	Yes	Sandra Ecclestone	Yes	Troy Hudson	Yes		
Marcus Boyle	Yes	Anya Lee	Yes	Hugh Seaton	Yes		
Tara Fulop Connor	No	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 Jan 6th, 2020 – approved by e-mail • Next meetings <ul style="list-style-type: none"> ○ Feb 24th, 2020 at 7pm – Phoenix Board Room ○ Apr 6th, 2020 at 7pm – Phoenix Board Room (delayed one week due to Nationals) ○ Apr 27th, 2020 at 7pm – Phoenix Board Room (major focus is to discuss Programs) 	
2.0	Committees	
2.1.	<i>Finance (as of Dec 31/19 unless otherwise stated)</i>	
	<ul style="list-style-type: none"> • Balance Sheet <ul style="list-style-type: none"> ○ With \$673k in our operating account, SLNC is in a strong cash position. This is \$90k higher than December last year. ○ Club net equity is \$494k higher than last year. The largest reason is the new groomer (\$230k grant plus \$75k in member and external donations) • Annual Budget <ul style="list-style-type: none"> ○ Annual operating profit YTD is \$41k lower than last year. (\$58k vs \$99k last year) • Revenues <ul style="list-style-type: none"> ○ YTD revenue is tracking \$16k less than last year. (\$486k vs \$510k last year). <ul style="list-style-type: none"> ▪ Lodge sales for Nov-Dec are \$30k lower than last year. This is due to a slower start to the active season (Nov 13) and December sales were \$11k lower than last year, (despite a daily record for lodge sales of \$11,722 on Boxing Day). ▪ The gaming grant application for \$22k was rejected. ○ However, the following revenues are tracking higher than last year: <ul style="list-style-type: none"> ▪ Season pass sales are \$223k. This is \$18k higher than budget. ▪ Revenue for SuperCamp is \$270k. This is \$38k higher than last year. ▪ Programs revenue is \$17k higher than last year. • Expenditures <ul style="list-style-type: none"> ○ Operating expenses YTD are \$50k higher than last year 	

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	<ul style="list-style-type: none"> ▪ R&M Building expenses are \$37k higher than last year (due to mold remediation and Lodge upgrades) ▪ Wages & salaries YTD are \$10k higher than last year (due to a cost of living adjustment and higher grooming costs). ▪ R&M trail is \$6k higher. ▪ We're seeing savings due to the new PB400 with R&M Equipment \$24k less than last year. 	
	<ul style="list-style-type: none"> • January – May (last 5 months of fiscal year) <ul style="list-style-type: none"> ○ For the remainder of the active season (Jan-April) we'll monitor: <ul style="list-style-type: none"> ▪ Lodge sales: as ticket sales, rentals, and lessons are 40% of our budgeted revenues. ▪ Wages & salaries: as this is 47% of our budgeted expenditures. ○ We'll know SuperCamp net profit by the end of March. ○ 2020 Nationals plans to break even. This will be determined by year-end 	
	<ul style="list-style-type: none"> • 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
	<ul style="list-style-type: none"> • Financial Policy Motions: <ul style="list-style-type: none"> ○ #1 - Sole Sourcing – “Sole source may be considered for reasons of market conditions or unique qualities of the vendor. Approval of sole source purchases requires a written rationale using the Club’s current sole source table and approval by the General Manager and Finance Committee.” Hugh will check to see if there is a general threshold for approval that would require board approval that would cover this as well. 	Hugh
	<ul style="list-style-type: none"> ○ #2 - Expenditures Outside of the Approved Budget – “No single expenditure outside of the approved budget greater than \$1,000 (changed from \$500) can be made without board approval unless outlined in the procedures below.” and associated clause: “The GM has \$1000 (changed from \$500) spending limit and must obtain Board approval on larger amounts”. Motion to approve. Approved by all members. 	Approved Motion
	<ul style="list-style-type: none"> ○ #3 - Motion for bank signatories – it was moved that Brian, Troy, Anya and Sandra be the signatories. Approved by all members. 	Approved Motion
2.2.	Operations	
	<ul style="list-style-type: none"> • Financial Overview <ul style="list-style-type: none"> ○ 2005 members with 264 masters, 164 youth in club programs (\$329k) ○ XC Supercamps – registration 20/21 opens Feb 15th ○ 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, but recent roof leak due to significant snow load ○ 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"> ○ 8 first aid incidents to date this season ○ Safety committee meeting – Feb 14th, (Jan 17th was cancelled) ○ Masters creating a template for a new emergency response plan 	
	<ul style="list-style-type: none"> • Staffing <ul style="list-style-type: none"> ○ Don Wylie’s training contract concluded. Don still very active as a volunteer and as Chief of Stadium for Nationals. 	

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	<ul style="list-style-type: none"> Equipment – Quad repairs are becoming less frequent, regular scheduled maintenance being performed. Old PB needs new tiller, new PB is performing very well. 	
	<ul style="list-style-type: none"> Programs - <ul style="list-style-type: none"> Youth programs are tracking close to last season with a significant growth in the youngest age categories. Participation at regional events has been on the increase which is HUGE for our club. For the first time in years over 10 years, SLNC is sitting #3 in club aggregates as of the end of December Masters programs are obviously super popular and busy. With over 250 participants in XC and HP programming options it is a successful and community-building program. 	
2.3.	Advertising/Marketing	
	<ul style="list-style-type: none"> Committee meeting was held to review potential ideas for promoting Sovereign Lake. Focus was on welcoming more skiers to the area during low-use periods (Mondays, weekday afternoons and evenings). Ideas included discounted day passes, half-day passes, late-season passes, women’s day, men’s day, and package deals (pass, lesson, rental) for members of cardio sports groups (e.g. triathletes, cyclists, hikers, mountain bikers, swimmers) and to track the return rate of these latter group members. Long-term marketing for next season and beyond will be the major component of our marketing meeting and plan. 	
	<ul style="list-style-type: none"> Anya and Troy will be working on a marketing plan for next year at their next meeting (scheduled for next week). 	Anya
2.4.	Biathlon	
	<ul style="list-style-type: none"> Youth Olympics – Ethan Algra and Lucas Sadesky placed well in individual and team events 	
	<ul style="list-style-type: none"> Upcoming Events at SLNC <ul style="list-style-type: none"> Feb 14-16: Cadet Provincials - SLNC 	
2.5.	Competitions	
	<ul style="list-style-type: none"> Committee – has had initial workshop about how to move forward. Next meeting scheduled for Feb 10th to begin the planning for next year. The committee will be responsible for coordinating all competitions and coordinating with other committees to minimize conflict of resources. 	
	<ul style="list-style-type: none"> Team Sprints, Feb 15th – has been cancelled 	
	<ul style="list-style-type: none"> Nationals 2020 – registration and race notice are live. Volunteers remain the key concern. 	
	<ul style="list-style-type: none"> Sovereign “Best in Snow” Loppet – registration is live 	
2.6.	Governance	
	<ul style="list-style-type: none"> Governance Board Roles and Responsibilities – Sandra presented for review, some minor comments (quorum addition) were made. Sandra will update and send out for final review. 	Sandra
	<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"> Review of new governance documents – full day event. Schedule into September. 	Sandra
	<ul style="list-style-type: none"> Board@sovereignlake.com to be redirected to Lynn as Secretary 	Marcus
2.7.	Parks/Lodge	
	<ul style="list-style-type: none"> Lodge committee – has started to meet 	

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	<ul style="list-style-type: none"> Fundraising – Brian presented a fundraising strategy that would solve our current problems with donation receipts and receiving funds. The approach would involve setting up an agreement with BC Parks Foundation. A motion was put forward to allow Brian to pursue an agreement with BC Parks Foundation to bring back to the board for final review and/or approval. Motion to approve. Approved by all members. 	Approved Motion Brian
	<ul style="list-style-type: none"> Silver Star Park Management Plan – Troy and Marcus met with BC Parks to review the SLNC strategic plans (current and previous) with BC Parks. BC Parks requested a (rough) map of the requested Intensive Recreation area. The area shown at the end of these minutes was reviewed with the board and the adjustments made as per comments. Motion to approve this for submission to BC Parks. Approved by all members. 	Approved Motion Marcus
	<ul style="list-style-type: none"> New Cabin – as part of the Silver Star Management Plan, we were asked if we would have any desire for more backcountry cabins. Discussion at the board table was that this would likely be a maximum of two cabins, location not determined. 	
	<ul style="list-style-type: none"> Rates and Fees for Commercial Use – Finance committee to review for next year based on the new PUP 	Hugh
2.8.	Programs	
	<ul style="list-style-type: none"> Participation numbers up in some of the programs 	
	<ul style="list-style-type: none"> The following issues were raised as concerns for the current programs. It was agreed that the board meeting at the end of April will be primarily dedicated to discussion of programs. <ul style="list-style-type: none"> Registration system isn't working – needs attention before we start next season. There are too many ways to register for programs and the different methods aren't communicating with each other. 	Pat
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Biathlon rifles – currently at capacity. Lynn to determine prices on new rifles. 	Lynn
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Bunnies and Jackrabbits – experiencing growth – considering a paid coordinator 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Post track attack attrition – managing the tension between providing a program where kids experience success now or providing a program that has long range goals to success which would prepare a skier to move up toward the national team 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Masters and Masters HP – how to handle the growth/success 	
2.9.	Social/Recreational	
	<ul style="list-style-type: none"> Tara and Troy are working on something for International Women's Day 	Tara
2.10.	Other Committees/Tasks	
	<ul style="list-style-type: none"> HR – Terms of references presented for review. Suggestions made for modifications (date, positions). Brian will review with the HR team and bring back to the board. 	Brian
	<ul style="list-style-type: none"> Liaison <ul style="list-style-type: none"> POWDR (the new owners of Silver Star) held an open house. Silver Star management is the same as previous so there will be little or no change to the interface with Silver Star. 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Silver Star is looking to expand the Gold Mountain Transfer Station. This will likely impact the Gold Mountain trail. Troy is meeting with Silver Star to discuss and will bring back to the board for review. We may seek funding to offset any costs associated with this. 	Troy
	<ul style="list-style-type: none"> Sponsorship/Fundraising – No committee 	
	<ul style="list-style-type: none"> Volunteering – No committee. 	
2.11.	Other Committee Business	

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	<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. Carried to next meeting. 	All Members
3.0	Other Business	
3.1.	<i>Use of High Fluoro (HF) Waxes</i>	
	<ul style="list-style-type: none"> Costs – Invoices for 1/3 each have been sent to NC and CCBC for the costs to date. 	Hugh
	<ul style="list-style-type: none"> Ownership of data – no further response from NC 	
3.2.	<i>Code of Conduct</i>	
	<ul style="list-style-type: none"> (Carry) 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"> Discussion about providing feedback/progress to members on the top issues. 	All Members
	<ul style="list-style-type: none"> Long term site development plan will be part of the BC Parks management plan. 	
3.4.	<i>Other</i>	
	<ul style="list-style-type: none"> Supercamp – “How to” manual is now on the google drive 	
	<ul style="list-style-type: none"> Empty board position – need to decide how to fill and what skill sets would help out the existing board. <ul style="list-style-type: none"> Cor Smit was proposed as a new board member. Motion to approve. Approved by all members. (this leaves one empty board position) 	Approved Motion
	<ul style="list-style-type: none"> Volunteers – A Sovereign Lake member has offered his vision of how the club might address the issue of retaining sufficient volunteers for events. A committee meeting with be convened to discuss. Members: Lynn, Marcus (temporary), Cor, Member. Marcus to arrange. 	Marcus
	<ul style="list-style-type: none"> (Carry) 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"> Board to consider a policy for removing a fellow board member. Agreed that the membership has to vote on such matters at the AGM. 	

**Intensive
Recreation Area**

