



# Board of Directors Meeting

**Date:** May 25, 2020

**Location:** Conference Call , 7:00 pm to 8:55 pm

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

**1.0 Minutes April 27, 2020. Approved. CARRIED**

**2.0 Treasurers Report – Submitted**

**Financials as of April 30, Compared to Last Season:**

Balance Sheet

- Operating Account has \$430 K

Total Revenues YTD are \$988K (at \$24K less) :

- *Season Pass* sales at \$248K are \$33K higher;
- *SuperCamps* are \$66K net for each SLNC and SSMR (\$19K higher);
- *Programs* revenues at \$106K are \$18K higher;
- *Lodge Sales* at \$32K lower but \$15K higher than 2 seasons ago;
- *Competitions* revenues are \$28K lower due to no NorAm event and cancellation of Nationals 2020.

Expenses at \$667K are \$53K higher :

- *Wages & Salaries* at \$343K are \$20K higher;
- *R&M Building* at \$58K are \$36K higher;
- *R&M Trail and Fuel* are \$8K and \$6K higher;
- *R&M Equipment* is \$23K less than last year.

Operating Profit (before amortization) is \$39K lower.

### **3.0 Operations Report – Submitted**

#### **Operations Budget and AOP was presented:**

##### Draft Budget Highlights

Reviewed 5 models for opening next season and focussed on the Reduced Revenue model due to COVID risk representing 15-25% reduction in revenue compared to last season for each line item. Models range from: Full Closure to Regular Growth (representing annual 5-8% growth) and provide scalability.

*Operations Budget* based on Reduced Revenue (can at any point be expanded or contracted):

- Remove 8 staff positions;
- Single operator for Grooming at one time;
- Lessons and S'Cool Program much reduced and all Programs reconfigured to adjust to social distancing;
- Reduced hours, 9am-5pm and Tues & Thurs evenings only;
- 28% less in projected revenues;
- Total Expenses similar with addition of Masters Coach and increase in biathlon expenses;
- Many expenses are fixed and staffing will need to be adjusted to help manage expenses;
- Cleaning Supplies for COVID increase by 20% over last season.

##### *Capital Budget*

- Proposed Capital Budget to include Washroom Upgrades (for COVID), ongoing ski rental equipment replacement, and New tiller for old PB400 for total approximately \$89K.

##### AOP (Annual Operating Plan) Draft

- Similar to previous seasons with the exception of the adjustments for COVID Response Plan affecting operations; Facility Upgrades for COVID and Schedule 14 replacing Commercial Services Policy from Exclusive to Non-Exclusive Agreement.

### **4.0 Committee Reports**

#### **Competitions – Submitted**

- Terms of Reference completed.
- Standardize Scheduling of races and BC Champ OC planning started.
- Four (4) scheduled Races: BC Champs; Biathlon Regional and; Cadet Regional and Provincial.
- Budget for Regular Season Operations (can be scaled back if Competitions are affected by COVID). Some items include purchasing new bibs, signage, lighting upgrades and target improvements for Biathlon.

## **Programs – Pat**

- Program Director Presentation discussion: (1) Hire a Program Coordinator for SPD programs is not feasible this season; (2) Incentive for Programs coaches to be discussed in Sub Committee of Pat, Cor, Marcus and GM and will provide recommendations to the Board and; (3) Hire dedicated Masters coach for between \$5K-\$15K to be included in Budget Update.
- XC Masters suggestion to reduce number of participants (cap at 100) and increase number of leaders (20)

## **5.0 Committees Follow Up**

### **BC Parks Foundation -Brian**

- Website Page ready to launch and Goals for Lodge are \$1.5M and JESS4Kids are \$40K.
- Board is supportive of Brian to continue to advance our Lodge campaign with BC Parks Foundation, including a launch of a SLNC webpage on the BCPF website.

### **Parking Lot/ Lodge - Marcus**

- Estimate for Parking Lot expansion complete but will not build this summer.
- Archeological and Environmental Reports to be completed at a cost of \$4K to be started this spring.

### **Competitions - Marcus**

- All races have a change/cancellation policy stated including for health advisories and force majeure events. Changes in race format or cancellation will be done by consultation between OC (Organizing Committee) and the Sanctioning Body (CCBC, Biathlon BC). OC will limit costs in advance of the event.
- We've been advised that Insurers in general are modifying insurance such that pandemics are not covered and cancellation insurance would likely have the same rider, typically only possible for events with 1000's of people in it.

## **6.0 New Business**

### Finance Committee

1. Financial and Accounting Policy Revision –presented next meeting.
2. Commercial Vendors Policy –Hugh
  - Subcommittee of Lynn, Troy, Anja, Hugh, Brian.
  - Very comprehensive document to be included in AOP and in our Policy Manual.
  - \$125 per day to use facilities; larger groups will pay an additional \$5 per participant.
  - Guiding principles, Pricing, and Policy addressed.
  - Emphasize collaboration with Parks to reduce conflict with SLNC Core Business.

- Write a section which clearly states SLNC core business and advise BC Parks which business activities would be harmful to SLNC's interests.
- Include Programs and Camps (including Supercamps) in the list of core SLNC Businesses.
- Negotiate with businesses about partnering options with SLNC and scheduling of Events.
- Work with Parks on approval and review process.

3. Operational Budget 2020-21 and Capital Budget Drafts – Presented

4. Transfer to Capital Account

**MOTION:** That the SLNC Board authorizes moving \$100K from our Operating Account #462101 to our Capital Fund Account #462119 before May 31, 2020. **CARRIED AND APPROVED**

Information Technology (IT) – Marcus

Presented an estimate to update IT systems at the Lodge and 2 levels were discussed: (1) Upgrade to Commercial Antivirus and improve Firewall for approx \$5K and; (2) install a central Hard drive for backup for an additional \$2.5K. Decided to proceed with Level 1 and revisit the option of Level 2 at a later date.

**Next Scheduled Board Meeting is at 7 pm, June 29, 2020**