



Board of Directors Meeting

Date: Sept. 28, 2020

Location: Conference Call , 7:00 pm to 8:50 pm

Name	Present	Name	Present	Name	Present	Name	Present
Lynn Algra	Yes	Sandra Ecclestone	Yes	Hugh Seaton	Yes		
Marcus Boyle	Yes	Troy Hudson	Yes	Cor Smit	Yes		
Tara Fulop	Yes	Pat Pearce	Yes	Brian Wills	Yes		
@ 7:40 pm							

1.0 Minutes August 31, 2020. Approved. CARRIED

2.0 Treasurers Report – Submitted H. Seaton

Finances to August 30, 2020

- Operating Account is \$407K and Capital Account is \$223K.
- Program Revenues are \$51K.
- Expenditures are \$71K, \$15K lower than last year due to lower Wages and Salaries and Repairs and Maintenance of Buildings.

Bank Security

- Vantage One Credit Union deposits are insured by Credit Union Deposit Insurance Corporation with no account limits.
- SLNC procedures and Vantage One protocols, provide us with low risk for our deposits, however we will investigate the cost of additional insurance. In addition, we will use our GIC's and term deposits to reduce the money in our Operating and Capital Accounts.

MOTION: That the Finance Committee set up a rotation system of transferring funds between our main cash accounts (Operating and Capital Accounts) and GIC's/ Term Deposits. The amounts transferred into GIC's/Term Deposits, and back, will be based on periodic forecasts of our cash flow needs. The GIC's/Term Deposits will be redeemable, one-year terms.

CARRIED

3.0 Operations Report – Submitted T. Hudson

- Early season renovations to be completed: upgrading Lodge washrooms; install a Dishwasher and; install 2 new Ticket windows.
- Covid Preparation is underway for signage (BC Parks driven), training and manual upgrades, Plexiglas installation and traffic flow signage.
- Season pass registration has been temporarily closed to install a new software system. This will allow for reduced personal contact with staff and patrons, more operational efficiency and better tracking of users.
- School Programs are reliant on bussing of students in order for the programs to continue this season.
- Supercamps are mostly sold out for the season and will be operating with a lower ratio of participants to leaders. There are 265 participants with \$178K in income to date.
- Programs have 266 registered to date with ½ in Masters (Masters XC or HP).
- Volunteers/Staff will be needed to help with parking at the beginning of the season.

4.0 Committee Reports and Previous Meeting Follow Up

4.1 COVID – Submitted C. Smit

Detailed report provided, outlining plans for buildings, programs and signage.

- Masks to be worn in all facilities including Black Prince cabin.
- Fines of up to \$500 can be issued for infractions and BC Parks will have personnel to assist in Covid compliance if necessary.
- There will be limited access to buildings during Covid and will regulate the number of patrons allowable for rentals and washrooms usage.
- Season Pass holders will have access to full opening hours of operation; Day Ticket holders will have available booking slots spread out over the operating hours.
- Parking Lots will be managed to allow for ample space between vehicles.
- Program Group size will be managed according to BC Health guidelines (*Limit Public Gatherings larger than 50 as of Sept 18, 2020*).

- May need to do a trial run of our facilities for Season Pass holders before opening to Day Ticket users.
- Programs Director to submit plans for program operation to comply with guidelines. *“Via Sport Return to Sport Guidelines”* is posted on our Website. Basic guidelines will include: maximum of 50 participants gathering at any one time; masks to be worn indoors; and distance 2 meters apart outdoors otherwise use masks. Group sizes will be small 6-8 per unit.

4.2 AGM – M. Boyle

- GoToMeeting platform will be used for our AGM, if necessary, a voting platform can be added.
- Candace Bourque will set up the virtual meeting on Oct 21 for the Board and members.
- Sept 30 is the deadline for the Elections Committee to receive Board applications.
- Marcus and Troy to send Eblast during the week of Oct 5 to announce details of AGM to members in good standing.
- Send out at least one reminder about pre-registering and how to log in to the meeting.
- Pre-test a trial AGM one day in advance and send a link to those registered to attend.
- Set up a system to receive and answer questions.
- Have a package of information that each registrant will receive.

4.3 Lodge/Parks – M. Boyle

- Commercial Operator permit discussed in a separate meeting with BC Parks.
- Lodge Funding has been launched.

4.4 Competitions –Biathlon- M. Boyle

- Biathlon Regional Race is being considered to be reduced to a club or local race.
- Cadet Races in Jan and Feb have been cancelled due to Cadet Policy related to Covid.
- BC Championships has been changed to a race that will award FIS points as part of a series.
- No further requirements above BC Champs. (official levels, awards, etc) committed by National Committee.
- BC Champs committee reviewed and agreed to proceed subject to Covid etc.
- Continue to plan to have no costs for as long as possible.

4.5 Programs – P. Pearce

- Programs advisory committee met to review status of Programs.
- Initially planning to open 4-8 pm on Tuesday and Thursdays nights only and not Wednesday evening, as has been done in the past.

- This would put too much pressure on programs and numbers of participants if all the programming was to be limited to only 2 nights per week. Rough estimate of cost to open on Wednesday night was approximately \$400 per evening open. Typically, Wednesday night has low attendance but this may be offset by increase demand this season.

MOTION: That SLNC open for Programs and public on Wednesday evenings throughout the season, as in past operating years. CARRIED

5.0 New Business

5.1 Human Resources –B. Wills

Introduced the Proposed Sick Pay Policy for SLNC employees this season, prepared and supported by the HR Committee.

The policy applies to all employees but is most relevant to hourly employees. In the past we have not paid sick days or leave. This is a consideration of COVID to prevent employees from coming to work sick and infecting others.

- We don't expect it to be used often and shouldn't be a major cost to SLNC.
- The maximum number of days in a year is 14 and cannot be accumulated.
- SLNC may require a physician's note, sick pay form and abuse of the policy will have consequences.

MOTION: That the Sick Pay Policy is to be implemented for this season only as presented and to be reviewed at the end of the season. CARRIED.

5.2 Lodge Update – M. Boyle

- Hugh Hamilton has identified that there is significant funding available and is willing to do Grant writing for us.

5.3 IT Update – M. Boyle & B. Wills

- Robot House has completed the IT system upgrade.
- After a full review of new Software platforms to improve our operations efficacy, especially in light of COVID, it was decided to proceed with the utilization of Entabeni.

**MOTION: To proceed with Entabeni as our recommended supplier for our Online Processing Software subject to final checks by the General Manager and our Accountant. CARRIED.
(Electronically Sept 20, 2020)**

Next Meeting: Virtual AGM at 7 pm, Oct 21, 2020