

**Sovereign Lake Nordic Club**  
**Board of Directors Meeting**  
**November 1, 2021 (by videoconference)**

**MINUTES**

Meeting chaired by Cyndy Flores

Call to order: 7.05 PM

Present: Cyndy Flores, Rob Oxenham, Hugh Seaton, Bill Miller, Tara Fulop, Dren Maloku, Sue Cairns, Ted Angen, Malcolm Devine, Marcus Boyle (for Competitions Committee report only)

**1. Approval of Agenda**

Agenda approved, with the addition of a report from the Competitions Committee (to be heard first; see item 5.e) and discussion of Executive Committee Terms of Reference.

**2. Approval of Minutes – October 25, 2021 Meeting**

Minutes approved, with two changes as indicated in the revised minutes. 1, Current executive positions are interim with a review in January 2022 and further discussion on BOD succession plan and 2, D&O insurance is through Nordiq Canada, not Cross-Country Canada).

**3. Old Business**

- a. Tara to talk to Troy/Francis regarding the BOD overseeing the Jess4Kids fund:  
Pending
- b. Hugh to bring clarification on BC Parks fund and how it works:  
SLNC is working on a collaborative agreement with BC Parks Foundation (not BC Parks) as the charitable organization through which donations may be made to SLNC. Hope to have agreement in place by mid-November.
- c. Hugh to communicate with Marcus regarding the process on how grants will be applied for:  
Hugh spoke to the need for a more strategic approach to applying for grants. This will be developed over time. **Action:** Finance Committee to take the lead on grant application strategy and expect to have a draft by mid-November.
- d. Rob and Hugh S. to call Hugh Hamilton to discuss the grant processes:  
Done; process rolled into c ,above.
- e. Rob to talk with Ted Angen:  
Done, Ted has joined the Board.
- f. D&O Insurance update:  
Done, insurance policies outlined to BOD members.
- g. Send Oath of Confidentiality to Malcolm:  
Done, all received except Ted's.
- h. Send contact info to Malcolm:  
Done.
- i. Poll for meeting night:  
Done.

**4. Org Chart**

Cyndy spoke to the current version of the Org chart. Agreed that Lawyer can be removed from the chart. Issue of Fundraising/Sponsorship under Troy, as well as being a separate Committee, to be reviewed.

**Action:** To continue discussion Fundraising/Sponsorship Committee and how it fits in the org chart.

**5. Committee Reports**

- a. Finance (Hugh)  
SLNC currently has a healthy operating account and is in good shape. Agreed that Ted Angen be a signatory on SLNC's account at VantageOne.

Signatories:

Theodore Angen  
William Miller  
Troy Hudson  
Tara Fulop

Remove:

Cornelis Smit  
Sandra Eccleston

- b. GM (Troy)  
No report (written report received Oct 28).
- c. HR (Rob)  
No issues to report.
- d. Volunteer (Cyndy)  
New software program obtained that should make it easier to recruit and recognize volunteers.
- e. Competitions (Marcus)  
Marcus reviewed general issues concerning the Competition Committee's role, with a focus on three major events: Western Canada Cup, BC Winter Games and the SLNC-SSMR Marathon (S2S). BC Winter Games is a relatively small event with no issues foreseen. W Canada Cup (December) is a high-performance event that requires at least one Level 3 official in addition to many other volunteers. Currently we have only two Level 3 officials, both staff members, and little interest from Level 2 officials to upgrade to Level 3. However, Marcus is working on obtaining his Level 3. Discussion is required as to how to incentivize members to become officials and should there be some sort of incentive program. In general there is an issue with volunteer "burn-out" affecting recruitment of volunteers for events. S2S planning is going well, financially in a good position, although some details of financial management need to be resolved. Suggested that the BOD discuss this in the coming week(s). **Action:** BOD to resolve financial agreement, S2S contract.
- f. Programs (Cyndy)  
Going well, Biathlon, Masters HP and XC all have waiting lists.
- g. Health & Safety (Cyndy)  
Full vaccination required for all coaches, leaders and Program participants 12+ years. Fees refunded to program registrants who are not vaccinated or unwilling to disclose vaccination status. Staff training in place.
- h. Executive (Rob/Cyndy)  
Role of the Executive Committee needs to be defined/clarified. **Action:** Current EC to draft a proposal on this.

## 6. BOD Committee Chair Selections

- a. HR: Rob (Chair), Ted Committee member
- b. Volunteer: Tara, Sue willing to serve on committee. Chair: pending
- c. Programs: Sue (with Jacq and individual program leaders)
- d. Health & Safety: Troy (Chair), Dren, Rick Plovie, Megan, Tara

- e. Lodge: Malcolm (Chair), Bill, Rob, Ted; other non-BOD members to be added as needed
- f. Competitions: Marcus, others TBD.

### **7. BOD Training**

Deferred.

### **8. Future BOD Meeting dates Adjourn, 9.08 PM**

Cyndy to poll for next one or two meeting dates; may add a December meeting since many issues to be discussed/resolved.

Starting January 2022, preferred meeting date is 4<sup>th</sup> Wednesday of each month.

### **9. Adjourn, 9.08 PM**

#### **Summary of Action items:**

**Action:** Finance Committee to take the lead on grant application strategy.

**Action:** Fundraising/Sponsorship Chair: review positioning of fundraising/sponsorship roles.

**Action (Hugh):** Change signatories for Sovereign Lake Nordic Club, effective, November 1, 2021; Remove Sandra Ecclestone, Cornelis Smit; add Tara Fulop, Ted Angen; retain William Miller, Troy Hudson.

**Action:** Resolve financial agreement, S2S contract.

**Action:** Current EC to draft a proposal on role, Terms of Reference of EC, for review by all.