

**Sovereign Lake Nordic Club**  
**Board of Directors Meeting**  
**December 20, 2022 (by videoconference)**  
**MINUTES**



Meeting chaired by Cyndy Flores

Call to order: 7:04 PM

Present: Cyndy Flores, Hugh Seaton, Tara Fulop, Marshall Moleschi, Bill Miller, Dren Maloku, Dave Dennier, Malcolm Devine, Sue Cairns, Sabre Cherkowski, Troy Hudson

Regrets: -

**1. Approval of Agenda**

Agenda approved.

**2. Approval of Minutes of Previous Meeting (November 22, 2022)**

Minutes approved.

**3. Review of Actions**

#	Action	Current Status
2022-11.1	Malcolm to provide detailed description of next steps to Board Chair by November 25 <sup>th</sup> .	Complete
2022-11.2	Troy to call meeting between all program staff and finance committee representatives to review policy for expenditures by December 15 <sup>th</sup> .	Due to reduced staff availability, this action was extended to January 31, 2023.
2022-11.3	Chairs of the Health and Safety, Programs, Lodge, and Stakeholder committees update their Terms of Reference and Cyndy by November 29 <sup>th</sup> .	Complete
2022-11.4	Cyndy to issue revised terms of reference to board for approval.	Complete (see Section 5 below)
2022-11.5	Troy to complete Operations Handbook by the March board meeting and will provide status updates in January, February and March.	Ongoing

**4. Finance Report**

Hugh advised that no report is available this month, but that detailed variance reports for October and December will be completed for January. Hugh recommended that 35 minutes be put aside to discuss these financials at the next board meeting.

**5. Terms of Reference**

Updated terms of reference for Stakeholders, Health & Safety, Human Resources, and Programs Eleven committees were provided.

Motion: That the board approve the terms of reference for Stakeholders, Health & Safety, Human Resources, and Programs (subject to fixing one typo). **Motion approved.**

Terms of Reference have been approved for the following committees: Finance, Governance, Environmental Sustainability, Events, Stakeholders, Health & Safety, Human Resources, Lodge, and Programs. Terms of Reference are pending for Elections (which needs an update by the governance committee), and Fundraising (Cyndy actively working on path forward).

Action 2022-12.1: Dave to obtain copies of all approved Terms of Reference, upload to shared drive and send to Troy for posting on the SLNC Web Page.

## 6. Committee Reports

*Stakeholder Committee:* Tara raised the topic of participation at the parade on February 4<sup>th</sup>. Unfortunately, the logo-wrapped vehicles will be at race venues that weekend and not available for the parade. A small budget will be required as will volunteers. As today's meeting was shifted from in-person to virtual due to poor road conditions, a follow up in-person planning meeting was arranged with Troy for later in the week.

*Events Committee:* Cyndy has asked that the Events committee prepare and manage a single, integrated calendar of activities. Troy has event information that needs to be integrated into one file.

Action 2022-12.2: Marshall to share integrated event calendar with Board by December 31, 2022.

*Operations:* Troy advised that sales are trailing budget, but that great weather is predicted over the holiday break and should produce strong sales compared to last year (when holiday weather was very cold).

*Lodge Committee:* Malcolm provided an update on activities underway within the Lodge Committee. The committee was advised by members with private and public corporation executive experience that a fundraising feasibility study be undertaken. A draft request for proposal has been prepared. The committee would come back to the board with recommendations on vendor and final price for the study. There is presently an approved funding amount in the budget for lodge committee activities. Some expenditure is also anticipated to update the past economic impact report. The scope of the fundraising feasibility study would be managed within the allocated budget. It is expected that the feasibility study would contribute to advancing conceptual design as well as future grant applications. The committee will also pursue grants to support conducting the feasibility study.

Motion: That the Board approve the Lodge Committee commissioning/overseeing an "Infrastructure Fundraising Feasibility Study" per the draft request for proposal to a [confidential] maximum value inclusive of taxes and disbursements. **Motion approved.**

*Programs Committee:* Sue held an introductory meeting with Programs committee. They went over the board's strategic plan to ensure that Programs Committee's strategy would dovetail with these longer-term plans. KPIs and reporting were consolidated, and suggestions for reporting to the board tabled within the committee. Going forward, every 2<sup>nd</sup> committee meeting will allocate time to strategic planning, with the target of presenting the Programs Committee strategy to the board of directors in March (in line with planning for subsequent season). Marshall requested that Sue share the process being used so it could be applied within the Events Committee.

## **7. Volunteers**

Marshall shared a document as a basis for discussion following a meeting held with Cyndy, Tara and Sue. The document summarized the purpose and responsibilities as related to the events committee and key topics relating to volunteer support current and future states as well as potential strategies. The focus of the discussion was aimed at volunteer officials as this was the thinnest area of support, and often requires additional training. Although level 1 training has been offered, uptake has been minimal recently.

It was observed that there is no centrally located list of volunteers qualified for certain positions. Subsequently there was no succession planning in place. Job descriptions do exist and are updated in the Nordiq Canada Officials Manual. Sue suggested this and past race reports should be available in a central online repository. Troy advised that information for instructions on conducting an event can be added to online staff resources.

The process for securing events is iterative with Cross Country BC where venues are sought for upcoming season events and compared with venues who can offer the volunteer support to host successful events. Such events require core organizing committee roles to be secured (e.g., Chief of Competition, Race Secretary, Chiefs of Timing/Stadium/Course).

Potential strategies for bolstering volunteer depth include establishing a regional list of qualified officials (e.g., sharing info with Larch Hills and Telemark). General volunteers could also be sought from not-for-profit and youth groups in Vernon. Troy suggested that the Spring Volunteer Party (previously held at Paddlewheel Park) be reinstated and that perks and awards for volunteers be discussed further. Cyndy suggested that this should be done in conjunction with responses to the upcoming survey.

## **8. Strategic Plan**

Cyndy has created a short version of the SLNC strategic plan. Both long and short versions of the strategic plan will be posted on the SLNC web page. Activities are underway to develop a member survey as well as hold focus group meetings regarding the strategic plan. Committee chairs were advised to submit their input for the survey/focus groups. Cyndy will advise of the deadline for such input.

**12. Next Meeting:** Tuesday January 17th, 7:00 PM.

**13. Adjournment:** Meeting adjourned at 9:00 PM.