

Sovereign Lake Nordic Club
Board of Directors Meeting
April 18, 2023 (Virtual)
MINUTES



Meeting chaired by Cyndy Flores

Call to order: 7:06 PM

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

Regrets: -

Guests: Lynne Mutrie, Mike Pennock

1. Approval of Agenda

The following agenda modifications were requested and accepted: Change minutes to be accepted from February 21 2023 to March 21 2023, and add brief discussions on (a) policy review table, and (b) SLNC accountant search.

2. Approval of Minutes of Previous Meeting (March 21, 2023)

Dave explained that there was an unresolved question on the previous minutes regarding timing for developing roof safety system engineering and instalment. Troy will be developing the framework for these installations and share at an upcoming meeting of the Health & Safety Committee, which will treat its implementation as a primary goal. Dave requested approval of the minutes subject to this addition, which was granted by the board.

ACTION 2023-04.1: Troy to share framework for Roof Safety installations for discussion at upcoming H&S Committee meeting. Due May 16 2023.

3. Review of Actions

#	Action	Current Status
2022-11.5	Troy to complete Operations Handbook by the March board meeting and will provide status updates in January, February and March.	Work is still underway on the handbook. Will be completed by May 16 2023.
2023-01.4	Cyndy to review mandate of the Stakeholder Committee with the Governance Committee and make a recommendation on path forward to the board. Due Mar 21 2023.	Extended to June 16 th .

4. Fund Development Committee

4.1 City of Vernon Grant (due May 1)

Lynne described a grant opportunity from the City of Vernon and recommended it be pursued to fund an engineering assessment of SLNC buildings to ascertain what work is required to revitalize the existing lodge. In the past SLNC was successful in receiving a city grant to fund an economic impact

study. Dren pointed out that the requirements of the grant preclude having received a grant in the same fiscal year. SLNC received a grant in June 2022, but it was unclear whether the requirements referred to SLNC or City fiscal years. Lynne will review the information and confirm eligibility. Malcolm will share with Lynn a copy of the grant application used in the past. Marshall questioned whether we would need to apply for a city grant for another need later in the fiscal year. Troy envisioned that the proposed study is the likely the best use of city grant money. It was noted that the grant would not cover the total cost of the assessment. Malcolm advised that there remains funding in the budget for lodge activities that would pay for the engineering assessment, and that the scope may include assessments of other buildings on site. When asked by Lynne for suggestions on suppliers, Troy mentioned that an assessment was done in ~2014 and he would share that report (and the name of the supplier). The board agreed with pursuing the grant for use in an engineering assessment.

ACTION 2023-04.2: Malcolm to share copy of previous City of Vernon grant application with Lynne. Due April 25 2023.

ACTION 2023-04.3: Troy to share ~2014 building assessment report with Lynne. Due April 25 2023.

4.2 Community Gaming Grant (due May 31)

The community gaming grant can be used for funding programming and minor capital project needs. Lynne requested a selection of topics to be targeted for the grant application. The Finance Committee has been compiling the latest costing and capital needs as part of the present budgeting process. It was concluded that the Finance Committee is in the best position to provide the description of areas best suited for grant funding, and Hugh would work with Lynne in this regard. Troy also indicated that he will share the last couple of grant applications with Lynne.

ACTION 2023-04.4: Troy to share recent gaming grant applications with Lynne. Due May 1 2023.

5. S2S Update and Board Response

Cyndy advised that the S2S Planning Committee is still closing their books on this year's event, but that given the significant increase in participation, the net funding allocated to SLNC would exceed that of last year. The event is viewed as highly successful and becoming increasingly popular.

Motion: The SLNC Board approves S2S 2024.

Before voting on the motion, Sue questioned whether we should be looking at an entire events calendar for next season instead of one event. Cyndy advised that the board does approve the events calendar (and S2S would be an event within the calendar), but completing the calendar for the upcoming year has been delayed. S2S 2024 planning will be starting shortly, though a date is still to be confirmed in discussion with Silver Star. Troy indicated that S2S will be included in the scope of the Events Committee meeting planned for this coming Thursday.

The board then voted on the motion, and the motion was carried.

Hugh tabled that it would be appropriate for the SLNC board to acknowledge the growth and success of the S2S event to the S2S Planning Committee.

ACTION 2023-04.5: Cyndy to draft a note of congratulations to the S2S Planning Committee on behalf of the SLNC board and share for board approval. Due May 16 2023.

6. Finance Discussion

Hugh introduced the Finance Committee (comprised of Hugh, Mike, Bill, and Troy) and spoke to a 7-page handout prepared by Hugh and Mike as a basis for pre-budget discussion. Hugh walked

through the handout which provided overviews of the financial model, 2022-23 budget actuals and the break-even year-end projections, cost pressures, programs financial performance, grooming costs, 5-year cash projections, and budget considerations for the upcoming year. The 2022-23 budget included a measured risk-exposed approach in that it endorsed a 2nd year of 50% increase in programs offerings and commitment to a 5-year term loan for a new groomer. Hugh also noted that inflation spiked last year after the budgeting cycle was completed.

High spending was discussed in the areas of overtime (Troy explained that his was predominantly to cover for key staff absences and is more prevalent in fall and spring when resource levels are lower but tasks must be performed), and staff and volunteer appreciation (which was separated out as a separate line item for the first time this year by Mike to report expenditures related to staff uniforms, coach jackets, volunteer meals, toques, etc). Hugh explained that he would take the questions from the board back to the Finance Committee and provide additional insights on these topics as the budget process proceeds.

On behalf of the entire board, Hugh expressed immense gratitude to Mike's advice and support over the past 6 years. Over that span, operations have grown significantly and have become increasingly complex, and budgeting and financial management has become increasingly involved. The board wished Mike well on his upcoming retirement.

Hugh recounted that a panel was struck to secure a new accountant, and that a request for interest was sent out to the 3000-strong SLNC membership. Interviews have been held and an announcement on a new accountant is pending. Mike has graciously agreed to assist in ensuring a smooth transition.

7. Board Discussion Topics

7.1 General Manager Search Update

Cyndy summarized that yesterday was the deadline for candidate applications and that a number of submissions had been received. A GM Search Committee has been formed and framework for interview attendees and questions prepared. The Committee will be meeting next week to review applications and establish an interview schedule. Cyndy noted that the Operations Manager will be available to conduct summer activities after Troy leaves which offers some relief on timing pressures.

7.2 Programs Planning Update

Due to the limited amount of remaining meeting time, Troy summarized that the Programs Committee had completed the revenue model and were fine tuning the expenses model for the upcoming programs season. A meeting will be held to advance the plan tomorrow and Troy would provide the board with an update after that meeting.

ACTION 2023-04.6: Troy to share an update on Programs planning following Programs Committee meeting to be held on April 19th. Due April 19 2023.

8. Committee Reports

Monthly reports were filed for board consumption, but not discussed.

9. Other Business

Cyndy mentioned that Sabre had finished mapping each policy to an accountable committee. This is the first step in establishing a review and update process for the SLNC policy manual. Additional information would be forthcoming on this topic shortly.

10. Next Meeting

Next meeting: Tuesday May 16th, 7:00 PM. (Virtual)

11. Adjournment: Meeting adjourned at 9:00 PM.

12. In-Camera Session

[Not reported].