

**Sovereign Lake Nordic Club  
Board of Directors Meeting  
June 20, 2023 (Virtual)**



**MINUTES**

Meeting chaired by Cyndy Flores

Call to order: 7:02 PM

Present: Cyndy Flores, Hugh Seaton, Tara Fulop, Marshall Moleschi, Dave Dennier, Dren Maloku, Bill Miller, Sue Cairns, Sabre Cherkowski, Wendy Shannon

Regrets: Malcolm Devine

Guests: -

**1. Approval of Agenda**

The agenda was approved without modification.

**2. Approval of Minutes of Previous Meeting (May 16, 2023)**

Dave described that the minutes were modified to update the motion on additions and subtractions of cheque signatories and online access. Specifically, the removal of Thoedore Angen was added to address a question from the bank. The minutes were approved with this update to the motion.

**3. Review of Actions**

#	Action	Current Status
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 June 16 2023.	Complete.
2023-04.1	Dren to add Roof Safety into discussion at upcoming H&S Committee meeting. Due June 20 2023.	Complete.
2023-05.1	Board members to share preferred EV location and rationale with Dave. Due May 20.	Complete.
2023-05.2	Cyndy to receive detailed program cost breakdown and staffing information from Troy, circle back with Finance Committee and distribute updated program information to board members	Complete.

**4. Environmental Sustainability Committee**

Dave reported that an 18-page report had been prepared that captured a large number of potential projects that could be performed to achieve the mandate of the committee; namely reduce consumption and reduce emissions. Dave briefly walked through the projects, which were separated into three primary categories, as follows:

- Data improvement: Several assumptions had to be made to develop the first benchmarking report on consumption and emissions (for example, only expense amounts are recorded for gasoline purchases, and no data is recorded for the litres purchased, nor whether their end use is for fleet vehicles or on-site equipment). Projects would be pursued to improve the accuracy behind the initial benchmarking assumptions so more accurate benchmarks could be calculated.
- Short-term projects: Projects such as replacing lights with low per use LED lights and installing programmable baseboard thermostats to reduce electricity consumption were described, amongst other projects. These small projects are reasonably achievable and not overly expensive.
- Medium\Long-term projects: In some cases, projects that could reduce consumption and emissions are much larger (i.e., lodge renewal) or the technology is still being developed/adopted (i.e., electric fleet vehicles or electric groomers). In these cases, more longer-term planning is required to achieve relevant goals.

Sabre offered to connect the committee with a corporate contact that makes standalone composters. A recent addition to the committee had also suggested the use of a car pool app to improve ride sharing and reduce visitor emissions. This is being added into the short-term project list. Attendees suggested options such as WhatsApp, Poparide, or a SLNC carpool Facebook group that may work.

## 5. Finance

### 5.1 2023-24 Budget

Hugh walked through a 13-page budget document prepared on June 10<sup>th</sup>. The document provided details on (a) issues at close of 2023, (b) highlights of the proposed budget, (c) metrics, performance indicators, and financial risk, (d) 2023-24 consolidated budget, (e) 2023-24 operations budget, (f) staffing cost model, and (g) a detailed programs budget.

Net operating profit is coming in around \$45k for the past season, although this will present as a loss for the first time since 2017 after amortization is reflected. Programs came significantly under budget due to a combination of lower than planned registration revenues and higher than expected labour and material expenses. Upward inflationary pressure on staff costs, fuel, and other costs also contributed to reduced operating profits.

The finance committee also recommended implementation of strict expenditure controls in 2023-24 to mitigate any cost over-runs (including unauthorized staff overtime), active pursuit of grants, and starting next year's budgeting in January (to resolve staffing contracts and program plans on a timelier basis).

In response to a question from Tara, Hugh confirmed that the budget captured open positions for cross country and general manager positions. Dave noted the wide variety in program costs from the previous year and was concerned over steep increases in some programs and price drops in other programs. Wendy advised that the price changes were related to a detailed assessment done by Troy, and that there was a description of the programs which would substantiate the price changes.

Motion: That the board of directors approve the 2023-24 consolidated budget (dated June 10, 2023) and also an amendment to the June 10, 2023 budget as outlined in the document “Adjustments to the June 10, 2023 Draft Budget.” This motion was approved.

## **5.2 2023-24 Capital Budget**

Hugh walked through the proposed capital budget for 2023-24. Budgets have been allocated towards computer equipment, rental ski equipment, environmental sustainability projects, and lodge renewal. The capital budget for 2023-24 sums to less than \$90,000.

Motion: That the board of directors approve the 2023-24 capital budget (dated June 20, 2023). This motion was approved.

## **6. Committee Reports**

### **6.1 General Manager**

Wendy reported that all tasks on the operations manager and general manager calendars of tasks are proceeding as planned. Plans are presently underway for launching of sales and registrations on June 26. The launch will exclude adult programs as the details of these programs are still being developed. An assessment is needed on potential repair of one of the exterior deck posts of the main lodge.

### **6.2 Programs**

An updated Terms of Reference (Tor) for the Programs committee was shared for discussion by Sue. The make-up of the programs committee will be greatly broadened to include representatives from program participants, the school district, post-secondary athletes, parents of youth program members, and a volunteer coach.

Cyndy mentioned that updating job descriptions is not within the mandate of the committee and should be removed. Dave requested more time to review the ToR, but was advised that the ToR is required to move forward in the interim. A motion was raised to approve the ToR, but comments are invited.

Motion: Approve the Programs Terms of Reference, subject to removal of review of job documents. This motion was approved.

Action 2023-06.1: Board members to send Sue their comments on the Programs Terms of Reference by June 24<sup>th</sup>.

### **6.3 Governance**

Cyndy mentioned that arrangements have been made with a PhD student to review feedback on the draft strategic plan and consolidate feedback into themes. This work will be reported back to the Governance Committee. The September board meeting will include an update on the strategic plan.

### **6.4 Elections**

Cyndy advised that Heather Trueman has agreed to chair the elections committee for one year. The Annual General Meeting is being planned for October 17<sup>th</sup>, while the monthly board meeting will be held on October 24<sup>th</sup>.

## **7. Next Meeting**

Next meeting: Tuesday August 15th, 7:00 PM. (Virtual). There is no board meeting schedule for July.

## **8. Adjournment**: Meeting adjourned at 8:53 PM.