

**Sovereign Lake Nordic Club  
Board of Directors Meeting  
September 19, 2023 (Virtual)  
MINUTES**



Meeting chaired by Cyndy Flores

Call to order: 7:03 PM

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

Regrets: -

Guests: -

**1. Approval of Agenda**

Discussion of committee mini strategy plans will be added to Agenda item 5 (committee reports).  
Agenda approved.

**2. Approval of Minutes of Previous Meeting (August 15, 2023)**

The minutes were approved without modification.

**3. XC Head Coach**

Dryland training session and follow up meeting impacted availability of coach to make an introduction to board members. Will reschedule for a future meeting.

**4. Old Business**

#	Action	Current Status
2023-08.1	Dave to update template to add sections on (a) Gains/Benefits and (b) Fit with Strategic Plan, and place in Google Drive for Board and GM access.	Complete. Added to Templates folder.
2023-08.2	Wendy to provide a due date for submitting an updated Programs Terms of Reference and a mini-strategic plan by September 19th.	Complete. Terms of Reference and mini strategic plan to be presented on Nov. 28 board meeting.
2023-08.3	Cyndy to follow up with Leslie to obtain information on survey consolidation methodology and data.	Additional information provided by Leslie. Complete.
2023-08.4	All committee chairs to submit updates of their mini-strategic plans for discussion at the next meeting	Stakeholder plan not provided as scope remains to be restructured into more manageable categories.

## **5. Committee Report Highlights**

### **5.1 Finance Committee**

The finance committee recommends that there continue to be no cost for dogs to use the trails (although owners are required to have valid passes). Wendy noted that other resorts do charge a fee for dogs to use trails. There is some administrative work to be done to implement passes for dogs with the new ticketing system. A question was raised regarding whether the administrative work required to set up and manage dog ski passes was worth the ~\$1500/year of revenue. Dren identified that there may be a liability risk if the policy for dogs using trails is not acknowledged via purchase of a pass.

Action 2023-09.1: Finance committee to table a motion with recommendation on future of issuing passes for dogs.

After the snow melted, some rot was observed in posts supporting the exterior deck. Repairs have been contracted so that the deck can continue to be used this season. The repair cost will lead to an overspend in the repairs and maintenance budget, so offsetting savings will be sought from other line items. The repairs are also seen as a safety issue, and required to be completed. The go ahead for repairs does not require board approval.

### **5.2 GM**

Wendy, Cyndy, Malcolm, Gareth, and Eric met with the BC Parks representative to discuss the park use permit and further enhance our relationship. It was noted that winter visits are important to BC Parks, especially given that average annual visits to Sovereign Lake during the winter exceed summer visits amongst the three busiest BC Parks in the North Okanagan area. The connection between BC Parks, indigenous groups, and SLNC is underrepresented and will be further developed in the future. BC Parks has a visit counter, with time stamped data on traffic to SLNC (and the snowmobile parking lot). Analysis of this data could provide useful information for future planning.

### **5.3 Programs**

The first meeting of the new programs committee was recently held in-person. The committee members displayed a strong can-do attitude through multiple participants stepping forward to contribute towards the success of SLNC programs. The committee will be a great support to staff and coaches. The committee will be preparing terms of reference and a mini strategic plan to share with the board in November.

### **5.5 Governance**

The formatting of the policies and procedures manual has been completed along and some comments and questions added. Sabre will circulate this new document to committee chairs to address gaps. Committee chairs were also requested to identify policies that need to be added.

### **5.6 Mini Strategic Plans**

Most updated plans have been submitted, with some highlighting items completed since the creation of the plans last year. Dave suggested that completed tasks should be compiled to illustrate to the membership the work being done behind the scenes. Hugh stated that there had been discussion in the past about preparation of a written annual report, and these highlights seem suited to include in a report to the membership.

Action 2023-09.2: Each committee chair to submit to Cyndy a short list of achievements of their committee for inclusion in the AGM minutes.

Action 2023-09.3: Cyndy to discuss with Candace the preparation of a written annual report.

## **6. Strategic Plan**

Hugh indicated that Leslie used a methodology to review focus group input and many other forms of feedback obtained on the strategic plan (e.g., replies to 2022 AGM presentation, key member input, mini strategic plans, survey results, etc) in developing a 2-page summary of key feedback trends. Hugh suggested that all the feedback should be placed into a single folder. It is clear that some modifications to the strategic plan are required. It should also reflect BC Park's perspective.

Action 2023-09.4: Cyndy to place all strategic plan and feedback information into a single folder for access by the board and GM.

Dave said that the revised plan needs to be short and sweet. Malcolm had reviewed all the feedback on the plan and found that input from several respondents provided very thoughtful commentary and a good path forward, and agreed that the plan needs to be more focused. Concepts of becoming "year-round" and "world destination" were not well received by some. Also, a further understanding of membership feedback to keep SLNC "local" is required. Further, not connecting the new strategic plan to the 2018 strategy appears to be an oversight. Priorities need to be cleaned up, and the mission and vision needs to be updated based on feedback. Hugh suggested that the board, GM and key staff could review the plan and member feedback and suggest their top 3 strategic priorities and rationale.

Action 2023-09.5: All board members, GM, and GM key staff to provide top 3 strategic priorities (and brief rationale) for the strategic plan to Cyndy by October 3<sup>rd</sup>.

Sue suggested that the fact that we had so many sources of feedback indicated that we are serving the membership well, but we also need to show members that we are listening. Wendy added that we should demonstrate listening throughout the year and not only at the AGM. Dave suggested that there should be a communication plan within the strategic plan. Cyndy indicated that we now have twice-monthly eblasts and a much more active social media presence. Wendy is coordinating an editorial calendar that is being developed for committees to provide content for sharing, and that content will be published in concert with broader social themes (e.g., this week is "coaches week").

Updating the mission and vision statements will require a discussion, which could be done at the next board meeting or at a separate meeting. In discussion, a separate meeting was viewed as the most suitable path forward, although online work will be done in parallel to move the topic forward. It was viewed that the updates should be developed after everyone has shared their top 3 priorities. It is intended that an updated strategic plan be shared for feedback at the next AGM.

Action 2023-09.6: Cyndy to arrange a virtual meeting to discuss and finalize an updated strategic plan vision, and mission statement.

## **7. Annual General Meeting**

### **7.1 Venue and Agenda**

The team discussed venues and time frames. Wendy will pursue confirming a booking of the preferred venue. It is expected that the AGM will start at 6:30 and will last approximately one hour. A venue that can hold up to 100 attendees was viewed to be acceptable given historical in-person attendance. The AGM date will be November 21<sup>st</sup> 2023. A draft agenda has been prepared.

## **7.2 Post AGM Onboarding**

Marshall walked through a briefing on plans to hold a 2-part onboarding meeting to accelerate integration of new board members that join as of the AGM (to be led by Board Chair) and review board member roles (to be led by a 3<sup>rd</sup> Party). The objective is to accelerate incorporation of new members into SLNC board and society operations, and produce a more effective board.

Motion: There be a Board of Directors Orientation soon after the AGM. It should be done in two parts on 2 different evenings. It may be done virtually: (1) Orientation to SLNC – to be led by the board chair, and (2) Governance in BC Societies: Role of Board and Board members, Role of GM, Role of Staff and Volunteers. Conflict of Interest, etc. This motion was passed. Marshall agreed to take the lead in arranging these sessions.

## **8. Next Meeting**

Next meeting: Tuesday October 17th, 7:00 PM. (Virtual).

## **9. Adjournment:** Meeting adjourned at 9:03 PM.