



SNASC Board Meeting

**Strathcona Nordic Ski Club
Board of Directors Meeting**

Minutes – February 2023

Present – Wendy Johnstone, Paul Brown, Carolyn Harmatiuk, Chris Bowlby, John Andres, Heather Macdonald, Shane Landreville

Regrets – Len Apedaile, Graeme Magor, Jeff Fretts

Staff – Andrea Stapff, Michelle Willard

Start Meeting: 7:06

1. Administration

- a) Agenda addition – non binary selection on VI Loppet.
- b) Minutes adopted as distributed. Motion by John, seconded by Paul.

2. Vehicle Discussion on needs/future of the Van

- See written report from Berend.
- Van served us well. Brought some income in. Some high and unanticipated expenses have crept up.
- May not receive approval for gaming grant because received funds for this previously. Unlikely to receive funds again for this. Received gaming grant retroactively with Berend – goodwill from Gaming, but don't bank on further or additional goodwill.
- Van should be able to last for the remainder of the season.
- Consider selling van at the end of the season, and for now put a call out for volunteers to look at sponsorships for additional purchase. Get a sense of whether parents recognize value of van and want to help to get it replaced, otherwise sold and capital comes into account(s) for club purposes.
- Could run a season without it and take the time to get sponsorship in place to purchase a new one. Running a year without will bring awareness to parents of the value of the van.
- Consider where money gets put/allocated so that it doesn't affect any grants etc. Consider getting accountant involved to advise on how to manage funds in a way that won't impact fundraising etc.
- Small subset of club that benefits from the van. Suggest to the parents that they get together to actually work together on this. Put the ball in their court since they are the beneficiaries.
- Expected to have additional significant expenses coming up.



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- Truck – previously had lease. 4 yrs ago went with purchase for cost savings. Club has saved money by owning – previous lease fee was significant.
- If no van for summer or next winter – need to have a lot of notice to Andrea for her planning and preparation.
- **Action Wendy**: email to club members. Request to people coming forward to help. Laying out the benefits and consequences. Make sure everyone knows the benefits and impacts. Make sure they understand the context of what was required to purchase. Make sure that all the impacts are noted so everyone understands (ski and offseason). Perhaps do it in a way that people can give feedback. Ideally get this out in the next two weeks to get feedback. Will require feedback from the Board and the Board will provide feedback in a timely fashion.

3. Staff Reports

a. **Head Coach Report – Andrea**

Recent Activities

- Devo Training Plan shared with families and working really well through google docs.
- Two athletes attended Jr World Trials, Jan 18-21, w/parents, supported by Telemark
- SDP coach refresher: Jan 14, 1-3pm classic, a very wet day but had 10 coaches in attendance
- Facilitated Community Coaching Workshop, Jan 21/22, 15 coaches, excellent workshop
- Amelia Wells and Gabe Gledhill (Jr team alum) selected to compete at U23 Worlds, Jan 27-March 4, Amelia 27th and 31st place finishes and Gabe 32nd and 34th place finishes. First time ever at international event.
- Attended Westerns in Kimberley, Feb 3-5, breakout weekend for Gavin Chatterton, 2nd, 1st, 4th, Carly Ram 3rd, Maddie Galik 7th, Amelia Moore 4th.
- Coast Cup weekend, assisted with some course planning, weekend athlete race support, attention to wax team capacity building, 2 new interested parents joined in, a successful weekend from my end, although very challenging wax conditions
- Two Chilean athletes attended Tues/Thurs training sessions with Jrs prior to race weekend. Two yellowknife skiers here also.
- Supported Maya Jonas, blind skier, with two training sessions (Maddie Galik guiding) prior to race weekend and Sunday classic race

Activities Coming Up

- BC Cup #2 in Revelstoke, Feb 16-19, 19 athletes attending, 3 coaches, 4 wax team
- SDP coach refresher: Feb 25, 1-3pm skate
- BC Champs in Kelowna, March 1-5, 10-12 athletes attending, 2 coaches, 2 wax team
- Nationals in Thunder Bay, March 9-17, 5 athletes attending, 1 coach, 1 wax team, 3 parents



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- Planning for next season underway
 - Spring Snow camp dates Apr 28-30 [traditionally May camp], Mtn Centre available for rent, \$1700 + tax, fully recoverable from camp fees, need to make payment to VIMSS bookkeeper
 - No competition dates as of yet. Not until the end of April. It's a process and Andrea will send as soon as available.
 - Planning for Kaslo Camp, early July, Haig Camp, mid Aug

Comments

- Still intend to review Vehicle Safety Document, still need to complete posting of charges for Track Attack travel, Kimberley trip
- From most recent CCBC BOD meeting: ensure we use TECK in event naming where applicable, contact sponsors/supporters on regular basis, makes a difference in longer term support. Coast Cup was done well with Teck. Ensure that this funding stays in place by naming Teck.
- Formal Board response with respect to MWAR grooming – wanted, needed, necessary? Consider what and how to address this.
- Begin discussions about inclusivity – in club registration, club events and races. Where are we headed and what are “we” doing with this. Need to be a bit more proactive about this.
- Consider year end review/form for people to respond to all programs. All race and recreational programs. Review on coaches, club, etc.
- Truck has been good for Andrea. Relatively low on expenses. No significant urgent repairs needed on it.

b. Club Coordinator Report – Michelle

viaSport Rally Together, Sport Participation Grant –awarded \$16,485.

Put together a draft summary of spending based on approved application:

- Volunteer coach training \$5000 = Coach Initiation \$15.00 X 15=\$225, NCCP Intro to Coaching \$52.00 x 18=\$936, Community Coaching Workshop \$105 x 18=\$1890, Facility rental fee for workshop \$250, Learn to Train Workshop Dry-land- \$100 x 6 = \$600, Learn to Train Workshop On-Snow - \$100 x 6 = \$600, Facility rental - \$250 x 2 workshops = \$500
- Level 1 Officials training \$ 2890 = \$160.00 per person x 14 (\$2240) plus facility use \$250 , equipment rental, refreshments (\$300) (however we need Level 2 too)
- Biathlon Instructor Cert 2500 = \$100 x 6=\$600, Instructor Airfare \$550, Accommodation \$300. Instructor Daily Rate \$250 x 3 days=\$750, Classroom Rental \$300
- Gov Workshops \$3660 and include travel in this, accommodations and rental etc. Vantage Point or Colin Sauer?, 1200 per workshops: Engaging Skilled Volunteers, Critical Role of the Board Chair, Board Roles and Responsibilities, Board Succession and Recruitment (choose 2 workshops?)



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- Program coordinator \$1648
 - Nordic Lab Subscriptions \$750 =for 30 memberships
- TOTAL 16,485

Coast Cup - Met via Zoom with chiefs/volunteer key people on Jan 26. Big focus has been finding volunteers for this race. Also balancing the fact that you may find bodies but they are not trained as Level 1 & 2 officials. Working at getting volunteers interested in taking these courses and committing to race roles. Sent out an email to all of those club members who indicated that they would volunteer 6 hours for the club. (Approximately 100 families indicated they would volunteer on their club registration forms). Heard back from 9 families. Did a direct email out to Devos and Juniors letting them know it is their responsibility to help with the Coast Cup and included a sign-up sheet of available volunteer race roles. Heard from 5-6 families. Met again on Feb 9 to finalize race details. Now spending time on documenting communication and details and saving it all. The majority of my weekly hours are spent on race planning/volunteer management.

Great work from all volunteers and event leaders.

Took up the bulk of Michelle's time. Need to go back and look at the hours and requirements so we have a realistic picture going forwards. Need good documentation on the hours to make sure the hours that allocated to particular events/programs. Need to have Michelle as a part time position at least – not enough as it is. Look at increasing in the BC Gaming Grant.

- Put together season emergency kits for the SDP
- Tracking volunteers
- Made a SNSC Master To Do list

Newsletter - Since the last board meeting on Jan 9, I pulled together content and put together the January newsletter which went out Jan 10.

Pulled together content and put together the February newsletter which went out Feb 3. Next call out end of February. Put together some content for a possible second February newsletter about Westerns, and fundraising news and post cup news etc.

Community Gaming 50-50 raffle checklist completed, working with do-gooders to get raffle going. Slow moving process. Raffle just approved Feb 9.
draft of raffle website: <https://nordicskiclub.rafflenexus.com/>

Nordic Canada Annual Fundraiser application, the website is up:

<https://www.canadahelps.org/en/charities/cross-country-ski-de-fond-canada/p2p/Annual-Club-Fundraiser-23/page/support-our-strathcona-nordic-race-team-and-our-school-program/> (\$10,000 goal (\$5000 fundraising target to subsidize low socio-economic students' participation in the Rick Morson Ski School program \$5,000 target to support our club team of athletes to travel to races in BC. The team consists of 35 Devos, 29 Juniors and



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31 Masters racers for a total of 95 athletes from the ages of 9 to 65 + years old.)

4. Directors Reports

a. **President's Report**

Completed Activities

MWAR relations

- Met with Mike Manara and Andrea Stapff for updates. This was at the time that the groomer was broken and waiting for parts.
- Discussed best way for feedback on grooming; Mike is not in favour of the petition being up.
- Mike is more proactive in sending emails to Andrea re: any issues with grooming.
- I'm getting numerous emails and texts from coaches and others regarding the status of grooming and how we are going to address the issues. Our MOU includes reference to grooming as SNSC will consult with the MWAR and providing technical input and expertise on general grooming operations, and the technical setup for program delivery, race team training and race courses. MWAR exclusively operates the cross-country ski trails, which includes the grooming, trail maintenance, and signage. Our influence on grooming is limited; however, we can still continue to provide productive and constructive feedback.

Recommendation

I'd like to propose we set up a Google Form via our organization where members can provide feedback on grooming including:

- Date
- Trail
- Concerns OR Positive feedback on grooming
- If concerned about safety, rate the level of perceived safety risk (5=highest, 1= lowest)
- Upload a photo (again, if the grooming is good also upload photo)
- Other notes (again, both positive and constructive)

We can then provide feedback to Mike on a regular basis and hopefully, trends will start to show where the strengths are and continued gaps.

Purpose: collecting information so that anyone can submit the form.
Need to submit feedback on good grooming also.



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Suggest to MW that we are doing this as a response to our club concerns, not an attack on them. We don't want to surprise them. Instead, we are getting pressures from our members and we want to meet it. The information is coming anyways, we need to respond.

May be value in letting the Mountain know. Let them know we are getting these persistent comments, our club expects action. We don't want to promise anything so we will at least consolidate and share.

Give an opportunity to tell them what we can do .. can't do, but they know we are taking some action.

- Discussed a proposed "**Newcomers Ski Days** that we collaborate to offer for next season- Cross country skiing is a sport for everyone, including all ages and abilities, and we'd like to welcome more newcomers to our club. Rental equipment would be provided free of charge. Volunteer instructors and coaches be on hand to answer questions, give tips, and provide an easy guided ski. We would finish at the lodge and with beverages served. This will be an opportunity for newcomers to discover cross country skiing, experience our club's trails and facilities, and hopefully make some like-minded ski friends!

Fundraising

- Successful grant of \$16,485 for Rally Together Grant. We applied for \$35,000. This was done in partnership with VI Biathlon. We are managing the grant funds and collaborating with VI Biathlon.
- Proposed areas to use the grant (based on club priorities) within the scope of the ask.

Volunteer coach training \$5000 = Coach Initiation \$15.00 X 15=\$225, NCCP Intro to Coaching \$52.00 x 18=\$936, Community Coaching Workshop \$105 x 18=\$1890, Facility rental fee for workshop \$250, Learn to Train Workshop Dry-land- \$100 x 6 = \$600, Learn to Train Workshop On-Snow - \$100 x 6 = \$600, Facility rental - \$250 x 2 workshops = \$500

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Gov Workshops \$3660 = and include travel in this, accommodations and rental etc. Vantage Point or Colin Sauer?, 1200 per workshops: Engaging Skilled Volunteers, Critical Role of the Board Chair, Board Roles and Responsibilities, Board Succession and Recruitment (**choose 2 workshops**)



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Program coordinator \$1648

Nordic Lab Subscriptions \$750 =for 30 memberships

- No real leeway to go above and beyond. Not a lot of room for brainstorming in here. Other options could go into next year's budget.
- No other suggestions for using the grant. No one opposed to using the funds in this way.
- Anyone else interested in overseeing how the grant gets spent. Overseeing process is reviewing this once a month to see how spending is going, putting together workshops (Michelle is coordinating). Right now its Wendy, Michelle and Andrea. John is also interested in being involved with this. Chris is happy to get involved as well.
- Other training options open for governance training of the board for learning and development.

Other areas we listed but can't focus on:

Level 2 officials via zoom 100.00 per person x 6? 600.00 we can put this forward in our 23-24 budget.

Sign up genius subscription 200 (we use a free one, this is for a volunteer management and sign up)

Tech consultant 500.00 to set up volunteer web page which was nice to have.

Year end celebration 2000 we can combine and use our existing budget for Nordic fest.

Snacks and tents and mats 4000 (get less expensive tents?) Snacks for event volunteers 3 race events x 30 volunteers per event x \$8 per volunteer = \$720, 2 Banner Buzz free-standing customized popup tents 20 x 10 \$1563.75 each x 2=\$3129.50 Costco 2 packs of interlocking foam mats for volunteers to stand on, 74.99each=\$149.98 – **we can put this as a fundraiser goal for 50-50**

Marketing digital assets 3000 –

4750 Gov workshop travel rooms, food equip (include in above gov stuff)

Questions:

- Are BOD in agreement of use of Rally Together grant in the proposed activities above?
- Any other BOD interested in overseeing the grant in conjunction with myself, Michelle and Andrea?

Annual Nordiq Canada Fundraising



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This is now live and will be going out to all members and teams. We are hoping to raise \$10,000. The link to the donation site

is: <https://www.canadahelps.org/en/charities/cross-country-ski-de-fond-canada/p2p/Annual-Club-Fundraiser-23/page/support-our-strathcona-nordic-race-team-and-our-school-program/>

Target: \$10,000

Purposes:

- To subsidize low socio-economic students' participation in the Rick Morson Ski School program.
- To support a team of 95 athletes to travel to races in BC

50-50 Draw

- Our first year attempting this 50-50 Draw
- Our Gaming License finally got approved as of Feb 9. We will be sending out the "how to" purchase tickets in our next newsletter as well as to our participant lists. We encourage you to encourage everyone you know in BC to purchase tickets. We are looking to sell \$6000 worth - \$3000 for club, \$3000 for the lucky winner.
- Ticket sales: 11-Feb-2023 - 25-Mar-2023
- Total value of all prizes: 50% of total sales
- Ticket price(s): 4000 tickets, 1 for \$5.00
- Draw date(s) and/or location: 50/50 draws will be held on Friday March 30th at 3 pm at #211 - 1978 Cliff Avenue, Courtenay, BC V9N 2L1 (this is Shane's office – we had to use a physical place of business – thank you Shane)
- We will be working with Andrea and other coaches to determine what is a reasonable amount of tickets for our race teams to sell. We currently have 95 athletes, so if each athlete sells 15 tickets, we would sell 1425 tickets, well within our goal below.
- Anyone can buy tickets online (if you live in BC) so we can sell remainder online. **BOARD OF DIRECTORS CANNOT PURCHASE THE TICKETS**
- This is our first year so we are aiming to sell 1200-1500 tickets which would yield a total amount of \$6000 to \$7500 – a take home for the club of about \$3000-3750 and winnings for a happy individual of that same amount.

In Progress: Community Services Recovery Fund. Application is being submitted Feb 15/23 with the help of DoGooders. You can read up more on the fund here:

<https://www.canada.ca/en/employment-social-development/programs/social-development-partnerships/community-services-fund.html>

We are focusing on the stream: Investing in People: Funding will support one-time projects that focus on how organizations recruit, retain, engage and support their personnel, including staff, volunteers and boards of directors.



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Project start and end date - May 1st 2023 to April 30th 2024

Funds requested will be approximately \$45,000

On-going communication/correspondence with BOD, Club Coordinator and Head Coach

- Regular meetings/correspondence with Andrea
- Regular meetings/correspondence with Michelle
- Answer emails/texts from BOD
- Goal – review and develop budgets for each programs by Apr 2023
- Ongoing review of Operational Calendar to provide guidance – you can see this document [here](#) – work in progress. Comments are always welcome.

Communications

- We desperately need a Communications volunteer to provide oversight, review content and connect with the individuals managing the website (me), social media (Geoff) and Newsletter (Michelle)
- Any funds available to pay someone to do communications updates? The board needs to consider this. Consider the purpose of facebook, Instagram, newsletter etc and how we value our communications.
- **Does anyone have any connections to friends/family that has interest, skills and time to take on this oversight role. I'm reattaching the position description to spur on ideas. The volunteer position requires about 12 hours a month.**

Website Updates & Social Media

- Geoff is now up to speed; is implementing a social media calendar
- Wendy updates website as needed based on program leads and other stakeholder requests
- You can see [draft calendar here](#) and I'd like to invite him to a BOD to get feedback on the calendar. Perhaps in March or April?

Newsletter

- Michelle is taking on newsletter for the moment.

Other:

- **Succession Planning of Vehicle Assets**
 - Met with Berend to discuss his ability to present and background information
 - Circulated information which will we discuss at Feb BOD.



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- Berend will be available at the Feb BOD meeting for us to be ask questions. Please review his information which Shane had circulates.

Past Events/Activities

- **Lantern Ski** – Huge success – *over 70 people in attendance. Received some great feedback from participants via email.*
- **Electrical to Timing Hut** - Completed thank you and acknowledgement of donors

Other:

- Race Teams Overview of Program and Costs – review April 2023
- Program budgets and review – April 2023
- Developing a FAQ (Michelle) for us to reference
- Master Task List of To dos
- It would be nice to do our Apr BOD in person. Wendy will open up her home and we can use technology for those who can't attend in person.

b. Treasurer's Report

- Budget is being updated and we are getting a better picture of where things are at.
- Some things to note:
 - Received notification that the Rally Together Sport Grant will be deposited in next day or two (\$16485)
 - I've adjusted the dryland training budget down to \$3500 from \$7000 to reflect the last two summers of revenue
 - Additional van repairs of just over \$2000 for a wheel bearing when heading to track attack put van expenses at \$13374.97 which is \$5374.97 over the \$8000 budget
 - School program budgeted invoices appear to be \$5000 more than last year (need to double check numbers with James)
- Still trying to understand the rationales for some amounts. Slowly coming to a better understanding on some things. Program reviews in April will be able to assist.

BUDGET LOCATED IN SYNC

c. Communications Report

None – see president's report

d. Fundraising Report

- John will do some news blasts for the annual fundraiser. He will circulate to Michelle



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to create newsletter.

e. Coaching Report

Coaching recruitment

- Total Rabbit + bunny coaches- 25 (plus 2 coordinators)
- Total school program coaches- 12 (includes school program coordinator)
- Total Masters rec coaches- 19
- Total devo/race program coaches- 12

Coaching courses

- Coach refresher course for classic technique was held on Sat January 14
- Coach refresher course for skate technique to be held on Sat February 25

Coaching database + CRCs

- Add “new coaches in training” to database once CRC clearance letter arrives, add CC on snow course completion as well (to be completed)

Nordiq Canada coaching licenses

Action: update coach database with coaches NC licenses (to be completed)

OTHER

- New initiative: created a Nordic Ski Lab (NSL) group subscription for race coaches and masters rec coaches to support coaching development; group subscription will be funded by current subscription holders and individual fund raising by some club directors; intention is to evaluate the utility, satisfaction and effectiveness of coaching development using NSL and consider proposal to the Board for full funding. Current Nordic Ski Lab group subscription for 20 coaches is \$22.50USD/each or approx. \$658.49Cdn in total
 - Coaches should be able to evaluate the usefulness of the resource. Would appreciate getting feedback from folks who are using it.
 - Great interest in doing evaluation on all the coaching programs, resources etc.
- Ongoing planning for VI Loppet, working to secure volunteer requirements and recruit through master race program; intention to increase participation by offering some new events- open 5K distance, and corporate relay- 3x5K; race notice has been posted, early bird rate ends Feb 28/23; early bird participants will get a t-shirt, participants and volunteers will get chilli and a bun in stadium; Berend Henckel has secured \$4,000 in corporate sponsorship
- Coaching swag has been ordered for active club coaches (Jakroo buff)

f. Skill Development Program Report



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- SDP programs are all going well!
- Some coach injuries, and others have stepped up to help out when coaches are out.
- We have a parent volunteer to lead the Beckie Scott Sprints Feb 25-26 and 2 others to coordinate our year-end celebration on March 18. We are looking for additional volunteers to help at these events.
- It would be really helpful to have a coaching database to track previous coaches, their level/information so there is a database to go to, to ask, and be able to target communications to a particular group. Good to know who wants to be involved, or who was involved.
- **Action:** Chris will put coaching database into Sync. Or email to Michelle and Michelle will store it or put it onto Sync.

g. School Program Report

- Program is up and running with no operational issues at this time. Instructor supply is a bit tenuous but to date we have been able to meet the program's need. When Jamie has requested additional volunteers there has been a good response
- I'm not sure when the annual fundraiser starts but I need to contact those donors who have an interest in supporting the school program so that their donations are included in the annual fundraiser. This is particularly important for Rick Morrison and several other individuals who have indicated they will support us with the donation.
 - If you want funds to go to ski school program, people write in the notes that they want funds to go to a particular program.
- Jamie has suggested that we supply vests for the instructors that will identify them as instructors for our school program and improve our visibility on the mountain. I have asked a business in Campbell River to give me a quote on supply vests. The idea would be the vests would be rotated among instructors and saved from year to year. If any board member knows of a business other than Campbell River INK that does this kind of work, I can contact that business for a quote.
 - Consider expanding to all coaches with a vest. Light fabric. Can be embroidered. Club embroidery is already digitized. We already have relationship with some companies.
 - Vests are identifiable and good for club branding. Good sense of feeling that comes with it.
 - It would be an item for next year. School program might be able to pay for vests for school program. Will coordinate with Carolyn for budgeting etc.
- Heather Clark and I have discussed the possibility of supporting students from Gold River with an Olympic legacy grant. This are a high need, equity deserving students. As a former Olympian Heather would have to apply for it. This would involve overnighting the students at the mountain Centre. I see it as a bit of a long shot but I will follow-up with Heather.

h. Membership Report – Jeff



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Membership

<u>Report</u>	<u>2021 (vr. end)</u>	<u>2022</u>	<u>Jan/23</u>	<u>Feb/23</u>
# of Carts	200	212	230	245
Members	461	466	490	507
Female	240	266	283	293
Male	221	213	222	230
Family Membership	364	384	397	402
Senior Membership	22	17	21	25
Indiv. Adult Membership	59	64	70	77
Saturday J Rabbits	54	47	47	45
Sunday J Rabbits	56	67	69	73
New To J Rabbits	42	39	41	42
Masters Rec.	19	58	59	59
Devos	29	36	35	35
Juniors	20	28	29	29
Masters Race	19	31	31	32
Volunteer – coaching	19	66	66	67
Volunteer – 6 hour comm.	141	187	193	197
Volunteer – apply for relief	10	7	9	9
Prefer to \$100 pay instead	6	9	9	7
CCC Membership \$	8,512	9,279	9,291	9614
Total reg fees \$		75,260	77,047	78,391

We will need to consider policy of those who say they would volunteer six hours and haven't. What to do, how to be equitable? Develop a policy to ensure that this is all equitable across the organization that if you don't volunteer there is a fee instead.

Will be good to do a review of who did volunteer.

i. Events and Promotions – John

no update provided



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5. New Business

a) Driving Policy

- Draft is done. There is a small review group, Andrea, Carolyn, and Paul. Number of comments in. Still working through other aspects like vehicle inspection, and deficiencies. There is a good draft in place, and should have a more finalized draft in a few weeks.
- Hope to have a draft to Board before next meeting and get it reviewed before next meeting. Seek to be through the Board at next meeting, if possible.

b) Andrea – Cost of Living Allowance

- Andrea and Michelle left the meeting at 9:03 prior to any discussion of this topic.
- ***In Camera* minutes available to Board Members on Request**

c) Loppet – Non binary categories

- Proposal by Chris to add a non -binary category to the loppet registration. There are people who don't identify as male/female. May not show up. Nordic Alberta and Biathlon have added nonbinary categories.
- Would result in doing a medal for the distances for non-binary athlete and would require a separate category. The OC has some interest. Can do it as a trial.
- No reason to really wait until next year. Heather Macdonald has already done some work on this.
- Must be using the correct language when asking the non-binaries. We can do it for the event, but moving forward we need the correct language, and the infrastructure from national.
- No one opposed to it. The OC will move ahead.

Ajourn at 9:15.

Chris moved. Shane second.