



## SNSC Board Meeting

### Strathcona Nordic Ski Club Board of Directors Meeting

October 18, 2023

#### MINUTES

Present: Carolyn, Shane, Graeme, John, Chris, Heather, Paul

Staff Present: Michelle Willard

Guests: Mike Manara, Bre Hurley, Colleen Inglis

#### 1. Presentation from Mount Washington

- Use agreements with BC Parks, Mosaic. Cost to Resort.
- 2 snow cats to run the Nordic track setters / good to have back up if there are repairs needed. New snowcat plus back up snowcat.
- Parking lot expanding to the Dave Battison sign – will be cutting trail to connect west passage and Jutland. Get a lot of parking out of it. Going to be done over 2 years (lots of culverts). Lot 3 changes, and expanded parking at Sunrise lot. Expansion in Nordic likely to add about 1/3 of the current parking lot. Question back to us, how much of a stadium do we need? Need to consider this.
- Brush work is focus on far east, jack rabbit, and if time allows on legacy view and lake trail. Some on Jutland and Raven. Installed a lot of culverts in the park and in Marmot flats area.
- Nordic pulse – continue to use. Can put the link on the SNSC website if needed for easier access.
- A lot of questions around grooming. Follow industry standard by CWSAA. Put together documents on grooming equipment and practices in order to create awareness. Will be on the MW now – just recently launched. Bre will share with us.
- Continued investment in XC – Misty Mountain traverse trail, rental shop flooring, more retail products, seasonal rental programs. New stain on the Raven lodge. Continued re-branding of Raven as a Nordic Centre.
- Club Benefits – coach passess and discounted pass program continued, grooming requests for events, preferred rats for preseason, 10% retail discount, event support, evening training.
- Had leadership change to grooming last year (welcomed). More training on operators and experienced staff coming back.
- School program overflow – appreciate the collaboration and ability to assist. Change the way they do the groups-based business. Better equipped to take bookings, and some competitive pricing. Pricing is going to be the same between MW and the SNSC programs.
- When Board has questions or concerns about operation, communicate more directly together and avoid social media conversations. Better to have the conversations directly.



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### 2. Administration

- a. Adoption of agenda. Moved by John, seconded by Chris.
- b. Adoption of minutes from September 2023, meetings. Moved by Graeme and seconded by Carolyn.

### 3. Staff Reports

- a. Head Coach Report – n/a.
- b. Club Coordinator Report –
  - Focusing time on volunteerism and how to focus on volunteers.
  - Doing lots with registration and keeping athlete code of conduct, medical forms, and coach code of conduct up to date.
  - Lots of form management and with online fillable forms makes it a bit easier.

### 4. Directors Reports

- a. President's Report –no questions or discussion needed. All commented on the total number of hours by Wendy. Make sure to sort out roles, and consider succession. Suggest getting facilitator help at this with respect to succession.
- b. Treasurer's Report
  - Into the new fiscal year now. A bit of a discrepancy. Lower number used with about 17k. In proposed budget, there were a few things that may have been in a deficit. Total deficit of about \$2,000.
  - Did budget \$40,000 for coach. If we had to pay a coach more, that would put us further into the hole. May not want to spend surplus too quickly on things.
  - Fundraising is only the 50/50. Maybe look at other things to do.
  - Don't believe it was planned to apply for additional grants, or to use DoGooders again.
  - Increase in the bond has brought it up to about \$2,500 already.
- c. Communications Report – n/a
- d. Fundraising Report - n/a
- e. Coaching Report
  - Trying to get information out to new coaches and make sure that certifications are all pulled together. Getting the Nordiq Canada licence out to coaches.
  - CRC process has changed a little bit and there is a go forward plan now.



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- Had a course last weekend on dryland LTT.
- Continuing to update the coaching database on a regular basis.
- Events: Planning meeting with Berend and Marilyn last week.
- Looking at a date for coach appreciation in March – likely a Sunday.
- Vests – waiting for confirmation that orders are completed but shouldn't be too much longer.
- Coaching Code of Conduct has been circulated this week.
- Committee to look at SDP – parents keen to coach devo's but haven't coached jackrabbit. Do we consider coaching jackrabbits is a requirement in any event? Should we consider that they have at least one year? Heather and Chris agree that this is something that we should consider.

### f. Skill Development Program Report

- Still short bunny coaches for both days. Heather has emailed parents of kids in those groups begging for coaches. Also looking for coach for Youth Learn to Ski Program.
- Need coaches, and there are reasons to do it. Coaches can share and only do ½ time.
- A few people on waitlist. Want roster to be finalized before end of October so people on waitlist can get in before price goes up.

### g. School Program Report

- Hired new program coordinator, Sarah.
- Open up program to registration very soon. Huge demand once schools are notified that registration is open.
- Only 5 committed coaches – only operating on Tuesday and Wednesday when those coaches can commit. MW will run school group program; we will refer overflow school group programs to MW and they will take care of it. We will be left with smaller number of students.
- Question whether volunteers can do hours in lieu of pay – good idea but they do need to be NCCP certified.

### h. Membership –

- Heather was able to show numbers. 381 total registered to date.
- Suggest an e-blast on reminder for early bird. Michelle is going to do another e-blast shortly.
- **ACTION:** Michelle will get another email out reminding previous membership to register.

## 5. Business Arising from the Minutes

### a. Graeme/All – Club priorities from survey (see enclosure)

- 4 areas where there is interest. Recruitment of race officials, more social engagement



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from the club, equity and inclusivity, and strategic planning.

- We have many initiatives underway in these areas right now, without any formal process in place for that.
- Haven't really reported back to the membership after the survey – we should have a timeframe to get back to the membership and show them the results and the board's priorities. Good chance to springboard and tell them what we are doing to achieve some of those objectives.
- Communication would probably get buried in a newsletter – do a separate communication that would speak to the survey.
- Graeme – or someone – will and should be able to speak to this a little bit at the AGM also.
- **ACTION** – Graeme will craft a response and contact other board members to piece together a response for an email and to be able to share at the AGM. Carolyn will send blurb to Graeme on equity based program. If anyone has info for Graeme on race officials to send to him. Paul will add something about social initiatives through school program. All should send some initiative blurbs to Graeme. Chris has some info on the officials course which is coming up.
- Might not make it for the AGM, but try to get back to membership within the calendar year.
- May need to look for social coordinator but defer another meeting.

### b. Sale/Purchase of truck –

- Paul C picked up new truck for us. Small ding that the vendor put into it. Paul got winter tires sponsored via Kal Tire. He is in the process of getting decals on the truck.
- Ski Tak Hut and MW decals on the truck, and probably Kal Tire to be on there as well.
- In the past, sponsors on the van were sponsors who paid for the van. Now with the truck, it might be a little different – is it who supports van or who supports truck.
- Ski Tak has been ongoing sponsor for years. But not only one. We get free product from them and we have a multi year relationship with them.
- **ACTION**: Carolyn will follow up and see what should be on, and what's been on as sponsor in years past. Carolyn will send something out via email if required. Carolyn may contact Andrea and Berend to figure it out.

## 6. New Business

### a) Carolyn -contingency fund policy

- A couple points, there is a max on it. 500/family/year. Still considering how to advertise it. Have to consider what happens to it in Zone 4 – particularly b/c they will take a portion of it. May also put it in the newsletter. Not just about giving, but for those who might need it to recognize it exists – mention on a regular basis.
- Carolyn has sent out information on it when she was doing some billing via email. Can put it in the bill and ask if financially struggling, or if have extra to give – can do it that



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way. Zone 4 is probably not the platform to do this through – but instead to do it with treasurer who is doing the billing. Email to SDP can go via coordinator for that program.

- Good to mention this at the AGM to let folks know about it at that time.

b) Wendy – Working Group – board positions, structure and recruitment

Separate proposed working group. Defer to next meeting for Wendy to speak to.

c) John/Graeme – Vehicle Safety Manager

- Paul Chatterton and Jim Meldrum have agreed to share the role of vehicle safety manager. Graeme has offered to be the board contact working with them.
- Monitoring abstracts etc includes relatively few drives. Some reservations about monitoring drivers using personal vehicles for transferring athletes. This is different than family/friends taking folks around. This is more for off island club trips (not up and down the hill to MW).
- Other arrangements often are on the file on race day. Jim/Paul might not be on the trips.
- We are going to have to monitor and see how it works.
- Will have to deal with CRC's also. Also have to consider the paper due diligence on who's driving and making sure that all the information is there.
- Service and repairs – John forwarded the whole document to the Board for review with proposal for expenses/repairs.
- There is a \$5000 budget for truck costs and repairs.
- No concerns from the board on proposed cost/repair structure.
- **Motion:** to adopt the overview of the proposed safety manager role and appoint Jim/Paul – made by John. Seconded by Carolyn.

d) John/Graeme – Storage locker – proposed by Paul.

- VIMSS is making rumblings that they don't want to store gear. Bunch of gear at mountain, and now its getting scattered. Logistical detail for anyone going to races – wondering if there is a way to find gear storage.
- S2S has bought a sea can by Vanier track and has deal with school district. Probably have opportunity to have sea can stored there also – good idea if there was extra money. Unknowns this seasons with budget.
- Biathlon has 2 sea cans up at the mountain. Consider conversation with MW about storage for a sea can.
- Probably don't need to decide right now, but consider with strat plan.
- Seriously consider whether we can get a storage can at MW.
- **ACTION:** Wendy - confirm with VIMSS if they want us out of there.
- **ACTION:** John will ask Paul to start thinking through and presenting some options and a report.

e) Chris – Motion – to approve the purchase of a Nordic Ski Lab group subscription for a group



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of 20 race coaches.

- Cost is about \$820 CAD. 30pp this year. Last year we had 20 coaches and anticipating same. Need to purchase before Nov 1 b/c rates will go up.
- Motion by Chris. Seconded by Carolyn. All in favour.
- No significant discussion, only question whether we had already approved.

f) Lantern Ski Event.

- John circulated an email and considering Saturday Jan 13. Needs to check with Bre on details – was a great relationship builder.
- Will be open and no registration. We have a small cost for it. Only conflict is CanWest race but won't be the same group really who are attending.
- All programs start on 13<sup>th</sup> – lots of people coming up in the morning and might not come back up.
- Reconsider and maybe go later in the month of January. Suggested January 20.
- John will talk to Bre.

**Next Meeting:** November 6 AGM

**Next Regular Meeting** is November 15, 2023, at 7pm.