



SNSC Board Meeting

Strathcona Nordic Ski Club Board of Directors Meeting Minutes

June 26, 2023

7:00 pm

Video call link: [ZOOM](#)

Present: Wendy, Len, Carolyn, Jeff, Chris, Graeme, Heather, Michaela.

Regrets: Paul, Shane, John

Staff present: Andrea, Michelle

1. Administration

- a. Adoption of agenda

2. Staff Reports

- a. Head Coach Report – Andrea

- Mostly working on data transfer from personal files and download of corporate memory.
- Documented monthly activities in a HC operational plan summary to assist with transfer of knowledge. Have met with Wendy and Michelle twice to date to facilitate this.
- Assisting/supporting planning to keep programs moving forward as best as possible, goal to establish interim coaching plan for Aug 1. Will provide training plan to maintain consistency, initially an Aug to Oct plan for all race programs.

- b. Club Coordinator Report – Michelle

- Wendy clarified that Michelle will be taking summer (July & August) off but will return in her role if club coordinator in September. Last day this season, June 29.

3. Directors Reports

- a. President's Report

- Highlighted successes, productive and busy few months.
- Michaela agreed to be Communications Director.
- Focus is transition plan with Andrea.
- Engaging with TechSoup to move club IT issues forward. PRIORITY is consistent use of club email addresses.



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- Reached out to a few clubs as well as Chris Manhard, CCBC Head Coach, for suggestions/advice on best practices in working without head coach, anticipate this could be anywhere between 12-18mo.
 - Investigated job posting on Fasterskier.com, \$169US to post position, open for 6mo. All agreed this was good value, support paying for this job posting. No applicants to date.
 - Moving forward to having two more new Directors – VP and Athlete Development.
 - Confirmed that Gaming Grant submitted before end May deadline.
 - Reminder that proper/preferred email for Wendy is president@strathconanordics.com.
- b. Treasurer's Report
- Getting grasp on budget, currently at \$66K total surplus, with van proceeds (\$35K), payroll (\$9K), have just over \$20K actual surplus. Usual surplus at this time of year is usually \$10K.
 - Accounts program being problematic, Scott Prager (who originally set it up) still helpful when issues arise but need better solution. Going forward looking at TechSoup for support.
 - Request from VIBC to piggyback on our Ceridian account to assist them with their payroll and WCB deductions when they onboard a new head coach, to the tune of approx. \$160/year, as reciprocal for the amount that VIBC spends to support our SNAP program (they estimated their support at \$450/year??). Agreed with two caveats, that max amount of support up to \$200 and that Carolyn investigate that supporting admin of their WCB does in no way create any WCB liability issues for us.
 - Carolyn proposed that the club proceeds with application for club credit card/s. Several individuals using personal cards, but prefer not to, also easier for Rosie and in general, less personal risk. Would be set up with an investment approach as a not-for-profit organization, whereby club deposits cash into credit card account which then becomes the limit. Club is able to do this given current/usual account balance. *Chris moved to go ahead with acquiring two club credit cards, with total limit of \$15K, second Carolyn. Passed.*
- c. Communications Report
- Happy to be stepping into role. Expressed interest in clear parameters.
 - Working on and from overall club calendar/operational plan, pulling out specific tasks for club coordinator and other key volunteers.
 - Len confirmed that club constitution and by-laws allow for existing board to appoint directors during the year (not just at AGM). *Chris moved that Michaela be appointed Director of Communications, seconded Len. Passed.*
- d. Fundraising Report



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e. Coaching Report

- Has been reviewing access to Nordic Ski Lab provided this past season to 20 club coaches. Feedback from coaches was very positive, like the tools NSL provided, appreciated access to the videos. Chris wanting to continue supporting club coaches with NSL for next season. Currently have a group membership for 20 coaches at approx. cost of \$650Cdn (\$440US). Wendy noted that this would qualify to be covered with our Rally Together Grant. Renewal is Jan 2024. Chris will research further regarding potential increase in group fees.

f. Skill Development Program Report

- Question about whether there was desire to move back to 120min sessions for SDP programs (the length of sessions pre-pandemic) from the current 90min sessions. Michaela noted that feedback from several coaches was that they preferred 90min and reduced snack time, especially for the Bunny and Level1 groups. Most Level 2-4 groups went to 120min or some timeframe between 90-120min. Agreed that coaches have discretion based on their group to be out for the duration most appropriate. If they are staying out for 120min, need to ensure they communicate that to parents.
- Have identified some issues with the zone4 membership/club registration form, some relevant information that would be helpful is not being gathered or the form is not working properly. Agreed to summarize any issues not currently working or not being captured and forwarding to Jeff in the interim, until Jim Meldrum is onboarded as Jeff's replacement as Membership Director. Heather also suggested that prior to going live, to test membership form on BOD. Will work toward having Jim on board in early September, including using common club email address.

g. School Program Report

- Club sent condolences to Paul; his wife Shirley passed away in early June. Wendy asked if anyone in contact with Paul recently. Jeff offered to reach out to Mike, Paul's son and Paul to ensure they know we are here and supportive.

h. Membership

4. Business Arising from the Minutes

a. John and Graeme – Adoption of the Driving Policy

- After several discussions, feedback, edits to allow for less strict scope in one instance and clean-up of formatting, *Graeme moved to adopt policy as presented (June 26 version) including that Graeme will proceed with the proper registration with authorities as required as well as confirming a Safety Officer (he currently has two people as potential SOs) as also required by the policy. Jeff seconded. Passed.*



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b. Paul - Coaches Vests

- Paul proposing to purchase 30 vests (cost \$65-\$75/vest) with “Coach” printed on them, stored in Raven Lodge, for use on the day while coaching (needing to be returned at end of day) in various sizes. Chris suggested further discussion of some of the details, but agreed in principle that is a good investment in club profile/identification/coach appreciation. Chris offered to flesh out a more detailed plan with Paul (who launders them, how to ensure they are returned, etc) and will report back at next meeting.

c. Carolyn - Sale of the Van – how to allocate proceeds?

- Asked about how to allocate proceeds of van sale, in particular to ensure club is not negatively impacted wrt grants, etc. Suggested putting proceeds aside for future truck purchase. Will ask Rosie how best to deal with this.
- Van issue lines up with status of truck, what to do with it (5years old in Dec, mileage at 137K June 2023), especially if there is no new HC in the next 12-18mo. Discussion about desire to have it valued/assessed/minor repairs done. Jeff suggested that the truck is perhaps best sold NOW before any major repairs are needed, while mileage reasonable. A new truck would be good incentive for a new coach, could also be used by volunteer coaches as needed for race travel, etc. in the interim. Andrea offered to drop off truck at Steve Marshall Ford in CR at end of employment contract. Issue of what to do with the truck to be discussed further via email.

5. New Business

a) Carolyn – Club Credit Card

Addressed above in Treasurer’s report

b) Head Coach Recruitment – status, fasterskier posting, interim plan

- Wendy will stick handle this process. Has reached out to CM re more general considerations as well as support of identified athletes. Has also reached out to volunteer coaches (juniors, devos, masters) to gauge interest in meeting to discuss/plan an interim coaching plan, how to roll it out, who does what. Intends to prepare a backgrounder, will run it by the BOD and Andrea for review and then present to meeting of coach group.
- Wendy confirmed that she will keep members updated bi-monthly on interim coaching plan.

c) Heather – Zone 4 registration page



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d) Trail Maintenance Day

- Has been proposed for the fall, any volunteers to stick handle? Suggestion to piggyback on VIBC trail maintenance day. Len offered to connect with Phil Douglas and MWAR. Suggested putting notice in next newsletter to let members know a plan is in the works for a trail maintenance day/s.

e) Working Plan/Survey

- Noted the recent club survey, 63 responses submitted, 16 of which were from coaches (weighted toward masters rec coaches).
- With respect to work plan, Wendy looking for support in moving it forward, especially in development of increased club coordinator role, creation of club documentation/manuals, etc. Anyone interested would be welcome.

UPCOMING MEETINGS:

- July – via email only, no scheduled meeting.
- August BOD meeting – Monday August 14, 7pm.
- September BOD meeting – Monday September 18, 7pm.

Meeting adjourned:8:55pm. Moved Graeme, second Chris. Adjourned.