



SNSC Board Meeting

Strathcona Nordic Ski Club Board of Directors Meeting

Nov 15, 2023

MINUTES

Present: Carolyn, Wendy, Graeme Magor, Chris Bowlby, Jeff Fretts, Paul Chatterton, Gillian Clayton, Paul Brown, Colleen Inglis

Regrets: Heather Macdonald

Staff Present: Michelle Willard

1. Administration

- a. Adoption of agenda. Moved by Chris, seconded by Paul.
- b. Adoption of minutes from September 2023, meetings. Moved by Jeff and seconded by Chris.
- c. Round table introductions with new board members.
- d. Transitioning from SYNC to Google Drive over next few months for club as it is easier to access. Club has non-profit status with google.

2. Staff Reports

- a. Head Coach Report – n/a.
- b. Club Coordinator Report –
 - Working with Ski Tak to get gifts for volunteer appreciation
 - Doing social planning with Chris
 - Starting race planning and volunteer recruitment
 - Working on form management and sending out forms
 - Writing year end Gaming Report and Report to CCBC re Officials Training Course Club Offered
 - Got \$750 from CCBC from running course to go towards continues development of officials
 - Working on Website updating and fixing broken links.
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SNSC Board Meeting

3. Directors Reports

- a. President's Report – Board Development Workshop November 25th at 9 am with Brian Mills. Focus on developing capacity and succession planning. November 26 Club Social and Club Volunteer Recognition.
- b. Treasurer's Report
 - Into the new fiscal year now. Gaming Grant in Account (\$36,500)
 - Starting orientation with new Treasurer
 - Charging for December Camp this year. Money to cover cost of Annika who CCBC won't cover.
- c. Communications Report – n/a (empty role)
- d. Fundraising Report - n/a (empty role)
- e. Coaching Report
- f. Skill Development Program Report
 - Starting a coaching code of conduct with SDP coaches this year.
- g. School Program Report
 - Only been able to register 6 schools which is well below previous years. Mt Washington had reached out to several schools in the spring prior to school program. This had made it challenging to book our school program because Mt Washington booked their gear for their programs which limits access to school program equipment availability. The benefit is that we did not have coaching capacity this year to accommodate all previous numbers. Mt Washington "working group" (board members) to try and collaborate better with Mt Washington
- h. Membership –
 - Membership drive contest underway. Had 495 Members last year. Currently have 472 members registered.
 - Zone 4 now live for registration for December Camp. There is a \$50 fee for the camp.
 - Chris asking if December camp would be available for Masters racers?
 - Wendy asked Chris to reach out to Andrea Stapff and find out what she did in previous years. Chris recalls Andrea bringing in a volunteer that coached for Masters and will see if same individual is available to coach again.
 - Masters would not have a charge for the December camp with volunteer coach.
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4. Business Arising from the Minutes



SNSC Board Meeting

- a. Graeme/Carolyn/Paul – Storage Locker. Inventory sheet created and there are at least 3 locations on mountain and 4 members houses. Need to look at solution for off season storage. Carolyn spoke with Mike Manara who was open to conversations about centralizing storage on MWAR but suggested conversation be postponed until spring when dryland operations resumes.
- b. Liaison with VIMC & MWAR – Needing to form a small group of 2-3 members max with one lead person. It's a delicate relationship that will require a dedicated working group to take the lead and represent the club as a whole.
 - i. Carolyn has been Liaising with Lisa Kappell at VIMC and working on a formal usage agreement with VIMC. Has gathered comments from coaches and board members regarding their wishes and will compile and present to Lisa.
 - ii. Paul indicated interest in being a part of the working group to try collaborate around the school program.
 - iii. Graeme also expressed interest
 - iv. Would like to invite other stake holders such as Biathlon/VISAS to be part of the group that meets on a regular basis
 - i. Jeff indicated that Biathlon wasn't interested last year due to redrafting an agreement but may be able to this year. Jeff will contact Jonathon at Biathlon and report back. He will check with Len and Sean Moore that have has interest in liaison with MWAR in past as well.

5. New Business

- a) Wendy (Committee chair)/Gillian/Chris: Shane is no long part of committee as he has left the board. Athlete and Coach Development Committee – Intention is to try and fulfill those responsibilities that will be helping to support athletes and coaches in the club. Would like to include additional members such as competitive, recreational coaches and competitive athlete as appropriate in the discussion (but not have to attend all meetings). Goal in December meeting is to review the Terms of Reference of this committee so it can get Board approval.
 - a. Board has been working together already and been in contact with coaches to help create terms of reference.
 - b. Chris wants to see the committee take and operational format verses a strategic direction which she sees as more of a board role.
 - c. Please review and send feedback to Wendy prior to December meeting.
 - d. Wendy asked not to make changes to document as they are permanent in Google Docs.
- b) Wendy – 1-2 Working groups to
 - a. Finalize a board recruitment and onboarding document and
 - b. draft Board Manual
 - c. Wending wanting to have someone help take a lead on this. Graeme has offered to help Wendy with this.
- c) Race and Travel Policy update – Questions arose from coaches about them asking to get their families program fees and costs covered. This question morphed into a larger need to



SNSC Board Meeting

update the race and travel policy that was since updated in 2014. Wendy has a group of individuals interested in working on this policy but it will still be a Board decision in the end (made with feedback from club members).

- d) Vehicle Fund (Jeff)—In past payments were made for club truck which was paid off last year. Jeff expressed concern about club in future needing to replace truck but have no money set aside for this cost. Jeff is asking for the board to continue to contribute money to vehicle replacement at a rate of \$1000/month. Carolyn added that vehicle budget was \$8000 per year (went over last year to \$17,000 but that was repairs on two vehicles).
 - a. Paul reported the this years costs for add ons to new truck to date is around \$5500 (canopy and safety equipment). Wendy suggested this cost could come out of the Dave Battison fund.
 - b. Carolyn moved to set aside \$8000 this fiscal year to create a savings for a replacement club truck. Jeff seconds. Motion passed.

Next Regular Meeting: December 13th@ 7 pm.