

| | TASK | DATE DUE | WHO | COMMENTS | Done |
|---------|--|-----------------------|-----------------------|-----------------|-------------|
| Ongoing | MONTHLY FINANCIAL REPORT - For Exec. meeting | 1 week before meeting | Bookkeeper/Treasurer | | |
| | SKI REPORTS | | | | |
| | sport stores/media - 2x week - Friday and Monday | Weekly | Manager | | |
| | CKRW/CBC - 1x week - live | | Manager/Com. Director | | |
| | EXECUTIVE MEETINGS: Agendas | Monthly | Secretary / Manager | | |
| | EXECUTIVE MEETINGS: Minutes | Monthly | Secretary | | |
| | ISSUES/PROJECTS UPDATE: | | | | |
| | research updates & attach to agendas for meetings | Monthly | Secretary/Manager | | |
| | SUGGESTION BOX SUMMARY | | | | |
| | compile suggestions and post in waxroom | Ongoing | Secretary | | |
| | UPDATE TROPHIES/MEMORIAL | Ongoing | Manager | | |
| | Keep track of Volunteers - maintain data base | Ongoing | Manager | | |
| | | | Volunteer Director, | | |
| Aug | BILLBOARD ADS - invoice for all billboard ads | Aug-01 | Manager/Bookkeeper | | |
| | SPORT YUKON HALL OF FAME – NOMINATION if WCCSC is nominating a candidate | Due September | Manager/CCY | | |
| | MEMBERSHIP FORMS | | | | |
| | Edit last year form and make changes to dates | Aug-15 | Manager, Soc Dir | | |
| | Post on web site | Sep-01 | Manager, Soc Dir | | |
| | include with newsletter mail out | by Sept 15 | Manager | | |
| | photocopy for stores, wax room, ski base | by Sept 15 | Manager | | |
| | UPDATE INFO SHEET - General Info and event sched | by Augs 31 | Manager | | |

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| | ANNUAL FINANCIAL STATEMENT-2008/2009 | - | | | |
| | Contact - Ordish and Ordish (Tanya Ordish or Mary Robertson) | Aug-01 | Manager, Treasurer | | |
| | Compete July 31 statement - bank rec | Aug-15 | Manager, Treasurer | | |
| | Financial Report ready for review | Sep-15 | Accountant | | |
| | Present at AGM | Sep-09 | Treasurer | | |
| | Check with Heather re: coding of special projects/jobs. | by Aug 31 | | | |
| | 1ST NEWSLETTER FOR 2009/2010 SEASON | Sep-10 | Editor, Manager, | | |
| | Call for articles to board, others preparations/writing/package,etc. | Aug-25 | Manager, Editor | | |
| | Club Membership Forms in newsletter | Sep-05 | Manager | | |
| | Volunteer Sign Up Sheet ready for newsletter | Sep-05 | Manager | | |
| | Notice re: locker renewal by ski swap day | Sep 5r | Manager | | |
| | AGM ADVERTISING - radio, newspaper, newsletter | Aug-15 | Secretary | | |
| | LOPPET and Northwestel Sponsorship | | | | |
| | recruit Chair of Loppet | Aug-30 | Manager / Board | | |
| | Chair arrange meeting with NorthwesTel | Sep-15 | Sylvia Anderson | | |
| | UPDATE and finalize SKI CLUB EVENT SCHEDULE | Aug-15 | manager | | |
| | Determine CCY schedule - contact CCY | Aug-15 | Manager | | |
| | Set club events - grooming clinics, Subway races, Wax & Wine etc | by August 25 | CCY LD Committee | | |
| | Include schedule with Sept. newsletter | Sep-01 | Managr, news editor | | |
| | Include schedule with Member Info sheet | Sep-01 | Manager | | |
| Sept | CITY RECREATION GRANT APPLICATION | | | | |
| | discuss at Aug board meeting - ideas for funding | aug meeting | board/manager | | |
| | Program support (Manager wages re: Programs) | Sep-15 | Manager | | |
| | O & M (Trail lights) trail signs, | | | | |
| | Complete Accountability for 08/09 Fall application | | | | |
| | (As of Sept 2009 - City Grant Application will be done in March) | | | | |
| | Sept EXECUTIVE MEETING | August | Executive, Treasurer, Manager, Secretary | | |
| | prepare for AGM September 30 2009 | | | | |
| | review Annual Financial Statement and Budget | | | | |
| | decide on City Rec. Grant Application | | | | |
| | Monique Waterreus Award Recipient (for AGM) | | | | |
| | Masters Award Recipient? (for AGM) | | | | |

2009-2010

Whitehorse Cross Country Ski Club
Executive/Manager Tasks and Timelines
WCCSC Fiscal Year: August 1 to July 31

Update 8:32 AM 11/10/2009

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|---|-----------------|------------|-----------------|------|
| There was a question re: amount of insurance coverage - we have 5M coverage | | | | |

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| | AGM DRAFT AGENDA - prepare and approve | Aug board mtg | Sec, Pres, Manager | | |
| | Monique Waterreus Award | | Manager | | |
| | Contact Alain Masson or CCY for nomination/suggestion for Monique Waterreus Award - \$200 cheque presented at AGM to most outstanding Junior skier for previous year - based on results at national/international events. | September | Manager, CCY coach | | |
| | MEET WITH SPORT STORE MANAGERS | August 30 or | Manager | | |
| | Icycle, Coast Mountain to arrange membership sales at stores, review procedures | | Manager | note - cheques to wCCSC | |
| | Update binders and make sure stores know all changes | | | | |
| | Prep Master sheets/binders/ forms for stores | Aug-30 | Manager/Finance | | |
| | NEWSLETTER #1 - Contact Editor and send out Call for Articles | Aug-20 | Manager/Comm Dir | | |
| Sept | NEWSLETTER #1 Info compiled & ready for mailing | Sep-01 | Com Director, Manager, | | |
| | Corporate Memberships | Sep-15 | Manager, Treasurer | | |
| | Corporate Memberships – update list | | Manager/Board | | |
| | Corporate Member mailout with member forms | | Manager/Finance | | |
| | Life Memberships - send renewal letter and member card | Sept 30 | Manager/Board | | |
| | Board to review any nominations for new life members | Sep-30 | | | |
| | RECRUIT & MEET WITH SKI SWAP COORDINATOR | September 1 | Manager, Soc Director | | |
| | Committee to meet re: plans and procedures | | | | |
| | AGM PREPARATIONS | | | | |
| | Book Banquet room through CGC 668-8630 | Aug-15 | Manager | | |
| | Book overhead & check it out prior to meeting | Sep-01 | Manager | | |
| | Prepare sign-up sheets for volunteers | Sept-? | Vol Dir | | |
| | Make arrangements re: refreshments | Sept-? | Manager | | |
| | Make copies of fin. statements., etc. | Sept-? | Secretary | | |
| | Setup "election of officers" flipchart | Sept-? | Secretary | | |
| | Recruit someone who will conduct election | Sept-? | President | | |
| | Announcement of Father Mouchet Award to Rudy | | President | | |
| | Any presentations? | | | | |
| | AGREEMENT WITH SUBWAY – confirm for Ski S'Cool | Sep-30 | Manager | | |
| | ATCO Lease | | | | |
| | Sept 2013 - begin renewal for ATCO Lease for 5 year option | | | | |
| | Plan and Confirm Library display - if available and wanted | Sep-15 | Manager | | |

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| | promotional display from Oct 1 to 18 | | | | |
| Sept | UPDATE WEB SITE - member form, fees, all info Contact Darryl Bray and update all pages as required | Sep-01 | Manager | | |
| | ACCOUNT FOR OVERPASS BILLBOARD ADS Re-invoice if necessary and remove signs if payment not made | Sep-15 Sep-30 | Manager/Treasurer Manager | | |
| Sept | Confirm banquet room dates for ski swap/loppet | Sep-01 | Manager | contact CGC | |
| | TRAIL GROOMING/REVIEW POLICY& PLAN season | Sep-15 | Manager, Fac Dir | | |
| | TRAIL GROOMING EQUIPMENT set up equipment/machine logs for maintenance & use run up and prep snow machines for winter use assess for work needed to be operational by mid October | Sep-30 | Facilities Director | | |
| | TRAIL LIGHTS - work order to YECL to reconnect | Sept ember 15 | Manager/Fac Direc | | |
| | PROMOTE MEMBERSHIP/ EARLY DISCOUNT promote in newspaper ads (with ski swap) promote in 1 st club newsletter | Sep-15 Sep-01 Sep-01 | Manager, Mem Director Manager, Editor | | |
| | SPORT YUKON AWARDS Club award - selection by board - recommended by manager Trailworker, Administrator, Event Volunteer, Skier of the Year Submit to Sport Yukon | Sep-30 Oct-15 | Exec, Manager Manager | | |

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| PLAN SKI SWAP (REFER TO SKI SWAP FILE) | Sep-15 | Mgr, Soc Dir, Coord | | |
| meet with Ski Swap Committee | Sep-15 | Manager | | |
| promotion plan | Sep-01 | Manager Comm Dir | | |
| recruitment of volunteers | Sep-30 | Manager, Social Dir | | |
| arrange for donation of VISA machines ? For wax room sales | Sep-30 | Manager | | |
| determine if stores/business/ngo's want to set up display | Sep-15 | Manager, Social Dir | | |
| confirm booking of banquet room for Fri pm, Sat am 2007 | Sep-30 | Manager | | |
| update sandwich board signs - Inkspirationz | Sep-15 | Manager | | |
| recruit voluteers to work at sport stores on Ski Swap Day | Sep-30 | Manager, Social Dir | | |
| Invite businesses to attend - UpNorth confirmed for 2009 | Sep-15 | Manager | | |
| Sale tags - check supplies and reorder from Willow | Sep-15 | | | |
| Ties for sale tags - ensure at least 1000 ties on hand | Sep-15 | | | |
| Ensure enough cheques on hand | Sep-01 | | | |
| PLAN PROGRAMS - | September 15 | Manager, Prog Director | | |
| WAX ROOM CLEAN UP/ORGANIZING | Sep-15 | Manager, Executive | | |
| Review and update agreement with Ski Patgrol | Sep-01 | Manager | | |
| MEET WITH SKI PATROL – YUKON ZONE | September 15 | Manager | | |
| PLAN COMMUNICATIONS FOR SEASON | September 15 | Manager, Comm. Dir | | |
| Intro to Community Coaching | ? | CCY | | |
| MEET JACKRABBIT PROGRAM COORDINATOR | Sep-30 | Prog Director/Manager | | |
| ANNUAL GENERAL MEETING 7:00 pm | Sep-30 | | | |
| set up Banquet room chairs, screen etc. | | Secretary | | |
| Contact CBC MORNING PRODUCER re; Fri report | Sep-30 | Manager | | |
| Confirm with Tom Ulyett if he will do the Ski Report Fri 7am | Sep-30 | Manager | | |
| Confirm AGREEMENT WITH CMS re: Wax & Wine | Sep-30 | Manager | | |
| MEET VOLUNTEER DIR TO PLAN FOR SEASON | Sep-30 | Manager, Vol Director | | |
| Oct TRAILGROOMING Crew Leader/PB oper. MEETING | Oct-17 | Fac Dir , Manager | | |

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| TRAIL LIGHTS- check and note problems | Oct-07 | Manager, Lights Coord. | |
| NORTHWESTEL YUKON LOPPET set up committee and begin planning for 2010 Loppet write agreement re: sponsorship of loppet | Oct-15 Sep-30 | Prog Dir/Manager Manager/Anne Kennedy | |
| BOBCAT WORK ON TRAILS – rocks, chips, etc PB Operator Meeting - Tim, Rudy and Clint (Sima) Update Life Members: Tom Fairman, Keith Frostad, Yvonne Frostad, Father Mouchet, Harris Cox, Linda Cox, Betty Taylor, Elsie Sumanik, Peter Steele, Lucy Steele, Ted Harrison | October 10 Oct-10 October 10 | Fac. Director, Manager Fac Director, Manager Manager, staff | |
| JACKRABBIT PROGRAM INFORMATION ready for distribution – one page handout with program highlights, start date and registration dates to be ready for ski swap | Oct-01 | Program Manager/Director | |
| JACKRABBIT REGISTRATION BEGINS | Oct-17 | | |
| COMPLIMENTARY DAY PASSES TO sport stores CMS, Icycle, Sportslodge, 2nd Time around - 10 to 15 each | Oct-15 | Manager | |
| LOCKER RENEWAL NOTICES - inform users of insurance risk - notice in newsletter and in wax room - renewal by October 31 | Sep-15 | Manager | |
| CITY LEISURE GUIDE - Winter edition - submit ad | Oct-15 | Com. Director | |
| LOPPET INFORMATION/FLYER - for ski swap | October 15 | Loppet Chief, Manager, | |
| Social Director plan: wax&wine, free ski day | Oct-15 | Soc. Dir. / Manager | |

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| Oct | Ski Swap Week | | | | |
| | Check supplies - tape, calculators, pens etc | Oct-01 | | | |
| | Confirm with businesses to atteend swap | | | | |
| | Loppet info/other events | | | | |
| | Jackrabbit Program information & registration/other programs | | | | |
| | SKI SWAP eqip drop off at Ski Base Wed Thurs - 5-8pm | Oct 9-11 | Manager | | |
| | Ski SWAP eqip drop off - Fri Oct 16 6-9pm | | | | |
| | Ski Swap Sat Oct 17 9am to noon | | | | |
| | Phone city public works re: snow dumping in Tube before first snow | Oct 20-30 | Manager, Facilities Dir | | |
| | Reminder to city snow removal to use care on Sumanik Dr - do not push snow over sides near the Tube | | | | |
| | Officials Level 1 course Intro | ? | | | |
| | Coast Mountain Sports WAX & WINE #1 - recruit presenter | Oct-26 | Social Director | | |
| | SKI SWAP FOLLOW-UP - payments | October 31 | Manager | | |
| Nov | POST SUGGESTION BOX & PAPERS/PEN | Nov-01 | Secretary Manager | | |
| | compile suggestions as they come in and post in waxroom by suggestion box | | | | |
| | ASSEMBLE DAY PASS VOUCHER - BOOKLETS | November 10 | Manager / Volunteer | | |
| | packages of 5 day passes – available in office | | | | |
| | PRODUCE & PROMOTE CHRISTMAS PASS BOOKS | Mid-November | Manager / Volunteer | | |
| | to be available for purchase December 1 st | | | | |
| | DOGS! Update info on bulletin boards, tie up area etc | Nov-01 | Manager | | |
| | special section on bulletin board re: dog policy, etc. | | | | |

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| | NEW MEMBERS LETTER mail out to all new members | Mid-November | President / Manager | | |
| | TRAILGROOMING CLINICS Basic | Nov-4/5 | Manager | | |
| | VOLUNTEER RECOGNITION SOCIAL? | Nov-03 | Manager / Vol. Director | | |
| Nov | Coast Mountain Sports WAX AND WINE #2 | Nov-23 | Social Director, Instructor | | |
| | CHECK SKI TEAM SQUADS FOR MEMBERSHIP | Nov-15 | Manager | | |
| | TRAIL GROOMING CLINIC - advanced - tracksetting | Nov-25 | Manager | | |
| | LEVEL 1 OFFICIALS WORKSHOP | 01-Nov | Manager | | |
| | CHRISTMAS SKI PASS BOOKS Dec 1-24 - Ski Base Computer file under Ski Club Files/Promotion - update and copy | Dec-01 | Manager / Secretary | | |
| Dec | LICENCE OF OCCUPATION FEE DUE – \$ 100 | Jan-01 | Manager / Treasurer | | |
| Jan | JACKRABBIT/Bunny Fun Day - program starts | Jan-06 | Programs Director | | |
| | LOPPET REGISTRATION FORM COMPLETED | Jan-10 | Chief / Com. Person | | |
| | FATHER MOUCHET AWARD committee established and meet - in time for Loppet banquet | January 1 | President / Committee | | |
| | Coast Mountain Sports WAX & WINE #3 7pm | Jan-25 | Social Director, Instructor | | |
| | PROMOTE SPRING PASSES avail Feb 25 | Feb-01 | PR Director | | |
| | ORDER PLAQUES FOR FATHER MOUCHET AWARD | February 20 | Manager | | |
| | Nominate and select City of Whitehorse Volunteer of the Year to be announced at Volunteer Reception | February 28 | Executive | | |
| | AFFILIATE FEES TO CCY - \$10 per member | February 28 | Manager | | |

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| March | Coast Mountain Wax & Wine #4 7pm | Feb-29 | | | |
| | WORK ORDER YUK ELEC - seasonal disconnect | Mar-15 | Manager / Facilities | | |
| | BUCKWHEAT SKI CLASSIC agreements for equipment/timing | Mar-01 | Manager | | |
| | VOLUNTEER RECOGNITION - PLANNING | Mar-01 | Volunteer Director | | |
| | LOTTERIES GRANT APPLICATION – PLAN discuss & decide on items included in application | Mar-01 | Manager / Executive | | |
| | PREPARE CCY AFFILIATE VERIFICATION FORM – re: YRAC | Mar-01 | Manager | | |
| | Sugar Shack? Societie Franco-Yukonnaise | ? | ? | | |
| | NORTHWESTEL Yukon LOPPET March 7, 2010 27th | Mar-07 | Loppet Chair | | |
| | Organizing Meetings | monthly | Chair | | |
| | Early Deadline | 1 week prior | | | |
| | Final deadline | Mon before | Loppet Secretary | | |
| | AWG Every 2nd year - 2010, 2012 (Whitehorse) | Mar-10-14 | | | |

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| | LOPPET TROPHY UPDATES ORDERED 30K 20K 7.5K | March 30 | Loppet Chief / Manager | | |
| | THANKYOU ADS, CARDS SENT SPONSORS/supporters | March 31 | Executive | | |
| | TROPHY UPDATES - Gordon Taylor Schiffkorn | March 31 | Manager | | |
| | POST-LOPPET MEETING WITH NORTHWESTEL meet with Sylvia/Anderson Anne Kennedy - evaluate -'10 plan '11 - invoice Northwestel re: sponsorship | by April 15 | Loppet Chair / Manager | | |
| | | Mar-31 | Manager | | |
| April | WCCSC PLANNING MEETING - set date, agenda, prep LOTTERY GRANT Application - complete and submit | Apr meeting Apr-15 | Sec. / Exec. / Manager Manager / Treasurer | | |
| | Finalize Volunteer Database entries and create List | Apr-01 | Volunteer Director\ | | |
| | Finalize the Web page list | Apr-01 | Volunteer Director\ | | |
| | Thank you ad in newspaper | Apr-30 | Vol Dir/Manager | | |
| | LOTTERY GRANT Application - complete and submit | Apr-15 | Manager / Treasurer | | |
| | INVOICE SCHOOLS FOR DAY PASSES | Apr-15 | BOOKKEEPER | | |
| | SEASON-END WAX ROOM CLEAN-UP clean wax benches put away vices/brooms,etc. take lost & found to Salvation Army clear away bulletin board info kitchen area clean-up & lockup | Apr-30 | Facilities Director Volunteers Ski Base Staff | | |
| | SEASON-END CHECKLIST FOR FACILITIES all winter equipment checked for need of repairs any repairs made & equipment cleaned clean up of PB Shed inventory of PB Shed & equipment Set Runup schedule for snowmachines - see operations manual | Apr-30 | Facilities Director | | |
| | CITY Leisure Guide AD | Apr-30 | Com. Director / Manager | | |
| April | Revise Fee Schedule for next year - propose changes | Apr-30 | Manager | | |
| | Revise Event Schedule for next year | Apr-30 | Manager | | |
| May | WCCSC PLANNING MEETING - usually late May | | Board | | |

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| Approve Fee Schedule | | Manager | |
| Approve Membership Form | | Manager | |
| set up Recruitment Committee for Directors | | Manager | |
| set dates for loppet, ski swap, w&W free ski weekend | | Manager | |
| SIGNS ON OVERPASS check stability | May-01 | Facilities Director | |
| Update the Volunteer Queries and Form for next season - use C Almstrom manual to do updates on database | May-31 | Vol Dir/Manager Manager/Membership/Usermanual | |
| SEASON-END CHECKLIST – OFFICE | May-01 | Manager | |
| Revise/update Policy Manual | | | |
| Revise Club Timelines for 08/09 | | | |
| Revise Membership Form for 08/09 - draft for planning mtg | | | |
| Revise Fee Schedule for planning meeting | | | |
| Check supplies: cheques/day passes/laminates | | | |
| Order Membership Cards for 09/10 | | | |
| Office clean-up/filing | | | |
| Lockers set-up for new season | | | |
| Solicit sponsorship for Day Pass Tickets CMS for 0809 and 0910 | | Manager | |
| Prepare Sponsor proposal for CMS - or alternate - re: Wax & Wine and other | | | |
| Order Day Pass Tickets - Canada Ticket - next order Apr 2010 | | Manager | |
| Order Membership Cards for next year 09/10 | | | |
| Willow Printers - template on file | | | |
| Colours used - green 08, white 07, salmon 06, | | | |
| Hire Bobcat to Move Rocks Onto Trails to Block Vehcile Access | May-15 | Fac Director/Manager | |
| SKI SCHOOL Review and set policy for next year | May-15 | Pro. Director / Manager | |

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| | POST PLANNING MEETING summary of meeting & decisions – distribute to executive make bookings with Mt. MacIntyre Rec. Centre for AGM, Ski update policy manual | May-15 | Secretary Manager | | |
| | SUMMER OFFICE MAINTENANCE pick up & distribute mail payables & receivables input into computer financial statement for Executive Meeting respond to telephone inquiries | Ongoing for | Manager | | |
| June | Update database re: volunteers for the year | Jun-15 | Vol Director Manager | | |
| | BUDGET MEETING FOR 2009/2010 | Mid-June | Treas. / Pres. / Manager | | |
| | MEET WITH CCY – RE: EVENTS FOR 2010/2011 | Jun-30 | Manager | | |
| | MEET WITH CCY – RE:Programs FOR 2010/2011 | Jun-30 | Prog Director/Manager | | |
| | SET UP NEW FILES FOR 2009/2010 SEASON create new database file - copy as new financial files | Jun-15 Aug-15 | Manager / Secretary Finance | | |
| | CITY OF WHITEHORSE LEISURE GUIDE - deadline is June 15 | Jul-30 | Com. Director | | |
| | TIMELINESFOR 09/10 COMPLETED | July board | Manager / Secretary | | |
| | MANAGER'S CONTRACT | July board | President | | |