

Whitehorse Cross Country Ski Club
Board of Directors Meeting
November 1, 2017, 7:00 p.m.
WCCSC Wax Room

MINUTES

ATTENDEES

Board Members

Dermot Flynn, President	Diane Billingsley, Vice-President	Susan Tinevez
Bengt Pettersson, Secretary	Marcus Waterreus	Craig Thur (part of meeting)

Club Management

Corinna Warren, Club Manager	Jan Polivka, Operations Manager
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Regrets

Bill Curtis, Past President	Adam Greenwood, Treasurer	Jonathan Kerr
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1. Call to Order at 7:08 pm

2. Additions and Approval of Agenda

The draft agenda was approved without additions.

3. Review and Approval of September 2017 Minutes

Approval of the September 20, 2017 Board Meeting Minutes deferred to the next meeting.

Discussion and Decision Items

4. Corporate and Honorary memberships

4a. Corinna presented the current list of honorary (lifetime) memberships and explained that no such memberships have been issued for several years. The honorary lifetime membership policy is a draft from 2004 that has not been finalized or approved. The Board agreed that new honorary memberships should be reviewed each year, that input should be sought from the membership, and that this should therefore be added to the club's Timelines for March each year. The new honorary lifetime member could be awarded at the AGM each year. As part of the governance exercise over the past year, the Past-President is now responsible for organizing all awards the ski club is involved in.

Action:

- Board members are asked to review the draft policy and provide comments prior to the next meeting, at which the policy will be finalized.
- Add honorary lifetime memberships to the Timeline for March.

4b. Regarding corporate membership passes, such passes are provided to corporate sponsors in accordance with Guidelines.

Action:

- Corina will distribute the list of corporate memberships for the 2017/18 season.

5. Signing Authorities for Board and Staff members

The Board, and one manager, needs new signing authorities for cheques and other financial matters for new Board members since the AGM.

Motion: moved by Bengt Pettersson that “any two” of the following have signing authority for Whitehorse Cross Country Ski Club financial matters: Dermot Flynn, President; Diane Billingsley, Vice-President; Adam Greenwood, Treasurer; Bengt Pettersson, Secretary; Craig Thur, Secretary; Bill Curtis, Past-President; and Jan Polivka, Operations Manager. Susan Tinevez seconded the motion. **Carried.**

6. Schedule of meetings for 2017/18

After a discussion regarding the optimal date for the Board’s monthly meetings, Bengt suggested the following tentative schedule for the next few months:

- Monday November 27
- Monday December 18
- Monday January 22
- Monday February 26
- Monday March 26
- Monday April 23
- Monday May 21
- Monday June 18

Action: Bengt will book these meetings at one of Sport Yukon’s boardroom and send meeting invites.

7. Homologation

All Board members have received the report titled “Whitehorse Cross Country Ski Club – Facility Report 2017”, prepared by Mike Norton. This report sets out the requirements for achieving Level D Homologation, which would broaden the club’s eligibility and opportunity for hosting larger ski events. The ski club currently has Level C. The report provides four options for the ski club. A joint committee with Cross Country Yukon (CCY) has started, and Susan, Jonathan and Marcus are on this committee, and with Jan providing technical support. However, this committee appears to have started spontaneously without consent or approval by the Board.

Action: for the next meeting (November 27), the Board is requesting information about the scope and mandate of this committee. Once the Board has this information, it can consider appointing its representatives. Dermot will also bring this up with CCY.

Jonathan’s Motion regarding Levels D Homologation was not further considered at the meeting.

8. Proposal for a Managers’ budget to support and reward volunteer efforts

This item was deferred to next meeting as Jonathan did not attend this meeting.

9. Capital Planning

This item was also deferred to next meeting as Adam did not attend this meeting.

10. 2017-18 Workplan

Dermot led this item to determine the “big things” we wish to achieve this year. The May planning meeting did not result in clear goals. Bengt pointed to the list of Special Projects in the 2017/18 Timeline, which contains a number of projects (including the Bylaw revisions). This document could also be renamed Workplan, with operational/

administrative items forming the first part and the special projects forming the strategic and more substantive projects. Diane suggested that a holistic approach should be applied.

Examples of new projects for this year suggested at the meeting included: marketing the club for ski tourism, establish the trail committee, improve membership engagement, review/revise the trail conditions section on the website, finalize the trail sign inventory, and set up the “health & safety corner”, which was suggested by Jonathan last year.

Action: For the next meeting, Bengt will include these ideas into a revised Timeline document, which will be renamed Workplan. From this list, Dermot would like to focus on priority matters (“top three”).

Updates

11. WCCSC-CoW MOU

Marcus presented a draft Memorandum of Understanding (MOU) between the City of Whitehorse and the ski club. This MOU would replace a previous MOU which is about four years old. Marcus also provided a brief update on trail development (possible opening of the Can-Can trail for a crossing with the 7.5K ski trail).

Action: all Board members to review the draft MOU and provide comments to Marcus before the next meeting (November 27). Marcus will summarize and present the Board member comments in a revised draft at the next meeting.

12. Sport Yukon General Meeting – short summary

Bengt and Diane attended the Sport Yukon General Meeting on October 21, and provided a summary of the points of importance for the ski club: an evaluation of Lotteries Yukon, call for sport chairs for the 2020 Arctic Winter Games, Officers and Directors insurance, and stakeholder engagement on Societies Act amendments.

13. Filing of Societies Act Forms

Bengt reported that he has Form 2 and 6 of the Societies Act ready for submission to Community Services, but he is waiting for the accountant’s review of the Financial Statement.

Standing Items

14. Action Log/ Ski Club Timeline

Bengt thanked Craig and Corinna for maintaining the Timeline during his absence. He and Corinna will review the Timeline before the next Board meeting.

15. Financial Report 2017/18 to date

Treasurer Adam Greenwood was not present at the meeting; however, Corinna provided a financial report. As we are early in the season, there are no issues at this point status; other than that we will be receiving two City grants during this fiscal year as we did not receive one from the City during last budget year. There was also a question regarding budget for replacement of lights, and whether the club will be investing our current cash into term deposits. Corinna will discuss these items with Adam.

16. Club Manager’s Report

Corinna reported that as of November 1, 1034 members had paid their annual fee. Registration to the ski programs are coming in quickly, and some extra sessions are added due to the large interest. Staff has been hired for the season and has received the required training. The office is keeping shorter opening hours until we have more snow

and the ski season is fully underway. The managers also had a successful meeting with the Canadian Ski Patrol regarding the upcoming season.

17. Operations Report

Jan provided an update on the bridge, which was hit by a commercial truck a few weeks ago. The engineering firm has provided recommendation to the City for consideration. A wood stove will be installed in Harvey's Hut in the next two weeks. Jan also reported that his role regarding the snowmaking is not clear.

18. Health and Safety

Corinna reported that health and safety training has been provided to new staff, and that the emergency plan and access points ben tested with the City.

Next Board Meeting:

November 27, 2017

Adjournment: the meeting was adjourned 09:27 pm