

**Whitehorse Cross Country Ski Club
Board of Directors Meeting
Date: August 2, 2010: Time: 6:30 p.m.
Location: Mount McIntyre Rec Centre**

MINUTES

Meeting Attendees: Tom Ulliyett, Mike Gladish, Lorna Hutchinson, Craig Thur, Pippa Lawson, Claude Chabot, Anne Kennedy

Regrets: Bill Curtis, Ian Robinson, Sue Meikle

Call to Order (Tom) 6:40 p.m

Firstly, we discussed whether Mike needed to attend board meetings, since we have hired an executive director. It was discussed and agreed that this would be Mike's last regular meeting, but he will attend when needed.

Standing Items:

Previous Minutes (Tom)

Minutes of June 28 26, 2010 meeting were reviewed. A few changes were made. **MOTION** by Pippa to accept minutes. Seconded: Craig Thur. Carried. Lorna will post to website.

Financial Report (Claude)

- Claude reported that with the revenue from the Nationals, the ski club would have a \$30,000.00 surplus for the last year. The Nationals financial reports are just about complete.

Land Tenure Committee (Pippa) The 2nd draft of the OCP is out for public consultation. There isn't much new in it since the 1st draft. The next step will be for draft #3 to go to City Council. We discussed that when it comes up for approval with City Council, that is when we should be sure the Club's views are noted.

ED Report (Claude) - June, 2010

1. Bookkeeper: The Club has signed a contract with Janet Duncan who has now taken over bookkeeping duties for the club from Heather. Janet has lots of experience, knows Simply Accounting and used to do the club's books.
2. Nationals: Revised final report submitted to CDF. This included the acquisition of the waxing trailers plus some other expenses which were related to nationals but originally charged to club (tracksetter acquisition, some maintenance items). CDF has approved this; this will bring the nationals (including the additional items) to a breakeven financial position. There are still some financial issues to sort out – will be meeting with Sue Fournier to sort out final books.
3. Budget: Budget has now been finalized.
4. Operations Manager: club has finalized and signed contract with Stride & Glide.
5. AWG: Susan Tinevez has agreed to take on sport chair duties. To be confirmed with AWG host society.
6. Sponsorship: two year agreement signed with Air North to sponsor the Air North Yukon's Airline Challenge in February of 2011 and 2012. Chocolate Claim is finalizing its sponsorship (contract in progress). Subway has committed to continue sponsoring Ski S'cool.
7. AGM: we have booked the Curling Club lounge for the AGM (September 29, 7 pm). Notice is on the website and an e-newsletter will go out mid-month to all members. Claude has done documents for amendments to Constitution for the AGM
8. Fundraising: potential to produce a club toque (design and production by Sugoi). We discussed this option. We have agreed to buy 100 toques. Delivery will be in 6 – 8 weeks. We should have them in time to promote at the Ski Swap.
9. We have a table booked for the Community Registration Fair at the CGC, August 28th. We'll use the opportunity to kick off membership sales, recruit volunteers and provide information on

programs and events for the upcoming season. We will also be staffing a table at Yukon College on September 7 as part of their orientation week activities. This will give us a chance to provide information to college students about our club and facilities.

10. Approval Policy – Claude presented a policy for approving expenditures for the Club. **MOTION** by Craig. That we approve the WCCSC Financial Approval Policy (as attached). Seconded by Anne. Carried.

Budget: We discussed the budget (attached). **MOTION:** By Pippa. I move that we approve the 2010/11 Budget (draft #2 dated June 28,2010). Seconded by Craig. Carried.

Manager's Update (Mike)

Sport Yukon awards – Mike sent around his recommendations. He will re-send and we need to respond promptly so Mike can get this in place for the fall.

Twinning of Dog Trail: Mike has been working with Gary Bailie of the Kwanlin Coyotes on another section (150 metres) of the Dog Trail to be twinning which would make connect the Kwanlin Dun Sundog Trail our trails. This project is basically done by volunteers. Mike will continue on with this project.

Concrete Slab: the concrete slab has been placed outside the waxroom. Insulation and vapour barrier has been included as well as footings to support an expansion of the waxroom. Next week the old decking will be put back in between the stairs down from the parking lot and the concrete slab.

Operations Manual: Mike should have this completed next week.

Sub contracts for Ski Base: Mike Kramer – Assistant Operations Manager will be the operations manager in Mike's absence this fall and spring. Mike is working on contracting Kim Winnicky as the Ski S'Cool Coordinator.

Summer use for trails: Mountain bike loop trail system – coordinated by Jane Koepke with City Parks & Rec funding - Katimavik Project to make improvements to Rocky Canyon and Birch Trails and to develop single track connectors to enhance the trail system for beginner to experienced mountain bikers.

New Waxing trailers: Estimates being done for wiring one or two of the new trailers.

DECISION/DISCUSSION ITEMS:

Life memberships: - we discussed the policy for this. The Club does have guidelines that we will follow should someone be nominated for this.

History of the Club – we discussed the ongoing need for the history of the Club to be written up or put on the website.

Ski Club Vehicle: Mike presented a proposal of paying him \$250/month for 10 months for the use of his personal vehicle. Discussed. **MOTION** by Pippa. That we accept Mike's proposal for vehicle use for September 1 – December 31, 2010 at \$250.00/month. Mike is to keep track of his estimated useage of his own vehicle and report to the Board in January, 2011. Seconded by Craig. Carried.

Snow Machine: We have received Lottery funding of \$29,000.00 for the purchase of a new Sherpa Alpine snow machine. Mike explained the benefits of this machine. A new machine costs approximately \$39,000. We have budgeted the \$10,000 for this machine. **MOTION** by Craig. That the Ski Club purchase the 2010 Sherpa snow machine for the 2010/11 season as budgeted. Seconded Pippa. Carried.

First Aid: last season it was discussed whether the Ski Base staff should be trained in First Aid. Mike proposed that a standard 1st Aid course be held (maximum 12 participants – preference given to Ski Base staff, board members, Jackrabbit leaders and coaches. Mike is proposing that the cost of \$500 for the course conductor be shared by the Ski Club and possibly Cross Country Yukon. There would be a small fee for the participants. Mike will continue to work on this.

Membership Survey – Claude will send out his final draft for the questions for the survey.

Next regular board meeting — possibly – Monday, August 30th – Lorna will confirm by e-mail.

FINAL - Approved Aug. 2, 2010
Whitehorse Cross Country Ski Club
Financial Approvals Policy

General: The following approval limits are intended to both satisfy general principals of good governance and board/staff accountability and allow for smooth day to day operation of the club.

Dollar limits apply to the total value of a contract or purchase.

1. Financial

- a. Annual Budget: prepared by the Executive Director working with the Operations Manager and Treasurer, the annual budget must be approved by the board of directors.
- b. Financial Commitments and Expenditures (Capital and Operating)
 - i. Forming part of the approved budget:
 - ED and/or OM may approve up to \$5,000.
 - More than \$5,000 must be approved by the board.
 - ii. Not included in the approved budget
 - ED and/or OM may approve up to \$1,000.
 - More than \$1,000 must be approved by the board.
- c. Financial Statements:
 - i. Monthly/interim statements: Treasurer, on recommendation of ED
 - ii. Annual: General membership on recommendation of Treasurer
- d. Cheque signing: the following are authorized to sign cheques:
Board: President, Vice President, Treasurer. Board may designate additional directors as backup signatories.
Staff: Executive Director, Operations Manager
Two signatures are required on all cheques; one of which must be a board member
- e. Fees: all program, advertising and membership fees must be approved by the board.
- f. Refunds of membership and program fees:
 - i. In accordance with approved policy: ED
 - ii. Not in accordance with policy: Board
- g. Revenue (contracts and sales): in accordance with general policies and rates approved by the board
 - i. Advertising: OM or ED
 - ii. Sponsorship: OM or ED

2. Contracts

- a. Purchase commitments for goods and services
 - i. Contracts to be signed by ED after approval of terms/conditions per section 1.
- b. Contracts for staff (contract staff and employees)
 - i. Contract terms to be approved by board
 - ii. Contract to be approved as to form by president or board designate
 - iii. Contract to be signed by ED or President.

Whitehorse Cross Country Ski Club		
Budget 2010-2011		
#		Budget
	Income	FY 1011
	Grants	
1	City rec grant	\$10,000
2	Lotteries grant	\$29,250
3	Other CDF grant - To be determined	
4	CDF/ Project Yukon	
5	Total Grants	\$39,250
	User Fees	
6	Memberships	\$180,000
8	Day Passes	\$17,500
9	Christmas Passes	\$5,400
10	Spring Passes	\$3,300
11	Total User Fees	\$206,200
	Fundraising Revenue	
12	Billboards/Advertizing Revenue	\$5,000
13	Fundraising (ski swap sales)	\$20,000
14	Other Fundraising	
15	Total Fundraising	\$25,000
	Rentals	
16	Equipment Rentals	\$1,000
17	Lockers	\$6,500
18	Office	\$3,600
19	Total Rentals	\$11,100
	Sponsorships	
20	Sponsorships	\$10,000
	Total Sponsorships	\$10,000
	Program and Events	
21	Events	\$5,000
22	Programs	\$8,000
23	Other	
24	Total Program and events	\$13,000
	Miscellaneous	
25	Donations in kind	\$9,500
26	Interest	\$1,000
27	Access Permits	
28	Miscellaneous Income	
29	Donations Revenue	
30	Total Miscellaneous	\$10,500
	Total Income	\$315,050

	WCCSC	
	Financial summary Page 2	Budget
		FY 1011
	Expenses	
	Administration	
31	Bank Charges	\$3,600
32	Bad Debt	
33	Bookkeeping	\$6,900
34	Late Fees	
35	City of Whitehorse rent	\$35,000
36	Total Administration	\$45,500
	Honorariums	
37	Hon, gifts & vol recog./Donated memb.	\$12,000
38	Total Honorariums	\$12,000
	Permits Dues and Fees	
39	MM User Fee	
40	CCY Affiliation	\$17,000
41	Permits Dues and Fees	\$2,000
42	Memberships/Day passes	\$2,000
43	Other Fees, Permits	\$0
44	Total Permits dues and fees	\$21,000
	Fundraising	
45	Billboards/advertising	
46	Fundraising (ski swap)	\$16,000
47	Other	
48	Total Fundraising	\$16,000
	Office Expense	
49	Insurance	\$3,600
50	Computer Expenses	\$500
51	Freight	\$0
52	Office Supplies	\$1,500
53	Photocopying	\$2,000
54	Telephone/Internet/Fax	\$3,000
55	Postage	
56	Total Office	\$10,600
	Other Fees	
57	Professional Fees	\$2,645
58	Other	
59	Total Other Fees	\$2,645
	Programs and Events	
60	Events	\$12,000
61	Programs	\$5,000
62	Special Projects	\$0
63	Other Special Project Business Analysis	
64	Total Program and Events	\$17,000
	Advertising/Promotion	
65	Web page	\$1,500

66	Advertising/Promotion	\$3,000
67	Total Advertising/Promotion	\$4,500
	Capital Assets	
68	Purchase of Capital Assets	\$29,250
69	Total Capital Assets	\$29,250
70	Operations and Maintenance	
71	Building repairs and maint.	\$5,000
72	Janitorial	\$5,500
73	Equipment Repairs and maint.	\$6,000
74	Equipment Fuel	
75	Pisten Bully Fuel	\$6,000
76	Snow Machines Fuel	\$3,000
77	Trail Maintenance	\$7,500
78	Underpass	
79	Webpage expense	
80	Power	\$4,000
	Total Operation and Maintenance	\$37,000
81	Wages and Benefits	
82	Contract Wages	\$16,800
83	Management fees	\$95,000
84	Wages and Salaries	\$17,500
85	GST Expense	\$5,000
86	Employer Expense	\$600
87	WCB	\$300
88	Total Wages and Benefits	\$135,200
89	Cash over	
	Total Expenses	\$330,695
90		
	Net Surplus/Deficit	-\$15,645