



**Whitehorse Cross Country Ski Club
Board of Directors Meeting**
Wednesday, July 7th, 2021, 7:00 p.m.
Meeting held via Zoom

MINUTES

ATTENDEES

Board Members

Jean Paul Molgat, President
Craig Thur, Secretary
Leslie Gomm, Director

Adam Greenwood, Treasurer,
Sarah Murray, Director
Dermot Flynn, Past President

Club Management

Ben Poudou, Club Manager

Regrets: Jonathan Kerr, Vice-President, Jan Downing, Director Stuart Hamilton, Director
Julie McVicar, Director, Jan Polivka, Operations Manager

1. Call to Order

Jean Paul called the meeting to order at 7:05 pm.

2. Approval and Additions to Agenda

Adam requested that Agenda item 5, the financial report be struck as Agenda item 9 is the 2021-2022 budget review and approval. Item added. Leslie Gomm moved to approve the Agenda with the additional item. All in favour. Carried.

3. Review and approval of the draft Minutes from June 2nd, 2021

Review and approval of the draft Minutes from June 2nd, 2021. A typographical error was pointed out for correction and noted by the secretary. Leslie moved to approve. All in favour. Carried.

Updates

4. Board Committee Updates

Note During the Strategic Planning Implementation meeting on Thursday, December 17th, 2020 the board members leading the **Strategic Plan Action Items** were determined.*

A through K below are the Strategic Plan Action Items.

At this board meeting updates were provided for the following Action Items: **A, E, G, H, I, J and K**. The reported updates are in **dark blue font**:

A. Action Item: Work with under-represented communities to explore ways that the club can provide an inclusive, respectful, barrier free and welcoming environment for everyone.

Co-Leads: Jan Horton and Julie McVicar with Adam Greenwood.

Update: Julie and Adam will meet with Kelly Proudfoot.

B. Action Item: Develop and implement a volunteer recruitment, orientation/training, human resources and recognition strategy.

Lead: Jan Horton

No update was provided at this meeting.

C. Action Item: Work with Cross Country Yukon to plan for and develop the capacity needed to effectively host competitive racing events such as Nationals, and to prepare for the 2027 Canada Winter Games.

Lead: Jonathan Kerr with Stuart Hamilton, Sarah Murray and Julie McVicar.

No update was provided at this meeting.

D. Action Item: Develop an asset management strategy to facilitate a transition to equipment that optimizes development and management of the trail network while also reducing staffing, operational and environment costs.

Lead: Jan Polivka with Adam Greenwood and Jan Downing

No updates.

E. Action Item: Work with Biathlon Yukon, Sport and Recreation Branch of the Yukon Government, CCY and City of Whitehorse and others to explore the feasibility of integrating the sport of biathlon with our organization.

Lead: Jean-Paul Molgat with Leslie Gomm.

Update: Jean Paul advised the board that WCCSC is waiting to hear back from Biathlon Yukon regarding their decision following their review and discussion after having received the completed feasibility study. WCCSC has been invoiced \$2600.00 for Max Saenger's work on the feasibility study.

F. Action Item: Work with membership, government and environmental organizations to assess our current environmental footprint before developing a long term climate change policy and plan.

Lead: Leslie Gomm with Jan Downing and Jean-Paul Molgat

First Task: Leslie to prepare a work plan. Being able to determine WCCSC's current environmental footprint will likely be necessary.

No update was provided at this meeting.

G. Action Item: Work with Yukon Government and the City of Whitehorse toward renewed and more certain tenure arrangements to replace, expand or strengthen the current seasonal License of Occupation.

Lead: Sarah Murray with Dermot Flynn

Update: Jean Paul updated the board that he will be arranging to meet with Atco to determine if the ski club's purchase of the Atco owned land could be negotiated.

It will also be necessary to meet with the City of Whitehorse and Yukon Government to discuss the best means of establishing WCCSC tenure over the trails in a more permanent and secure way than by simply renewing the existing License of Occupation.

H. Action Item: Conduct a comprehensive safety assessment of the trail system, equipment and the Chalet, including operations and programs and implement identified recommendations to improve or enhance safety.

Lead: Jonathan Kerr with Craig Thur, Ben Poudou and Jan Polivka.

First Task: Meet with Mike Kramer and request a written proposal for the development of a Health and Safety Plan.

Update: Mike Kramer recently finished the final draft of the WCCSC Health and Safety Manual.

I. Action Item: Continue the transition toward and implement policy-based governance.

Lead: Jean-Paul Molgat with Jonathan Kerr, Bengt Pettersson and Fraser Pearce

First Task: Ongoing process and on Agenda of all upcoming board meetings.

Update: The board has now finished its review and approved the WCCSC Policy Manual.

J. Action Item: Work with Cross Country Yukon to formalize roles, responsibilities, timelines, communications and joint planning protocols and other relevant matters.

Lead: Jean-Paul Molgat with Leslie Gomm

First Task: Committee meeting and meeting with CCY.

Update: Leslie would like the stadium proposal report prepared by the City of Whitehorse to be the basis of a discussion between WCCSC and CCY.

K. Action Item: Develop a staff retention, recruitment and training plan to ensure WCCSC continues to have the professional capacity needed to meet the current operational needs and to achieve strategic goals.

Lead: Craig Thur with Adam Greenwood and Sarah Murray.

Update: The Human Resources Committee met in mid June with the WCCSC managers and bookkeeper. After this meeting it was decided that Ben would receive up to \$2000.00 from WCCSC to contribute to a Health Care plan. Jan and Tony have spouses with Health Care plans that they are satisfied with.

Standing Items

5. Financial Reporting

- Adam

Item struck from Agenda. Adam presented the 2021-2022. See Agenda item 9.

6. Club Manager's Report

Ben prepared a written report. Planning for the 2021-2022 season is well underway.

Ben presented WCCSC trail etiquette rules for approval. There are 12 trail etiquette rules. Ben intends to display them on signs with fun animal graphics. They will be placed on the trails and trail access areas. Approved by the board.

Ben, Adam and Julie will work on a survey to capture club member demographics during the 2021-2022 membership drive.

Programming: The cost of CANSI instruction will be covered by the club for the person who will be teaching the adult class during the 2021-2022 ski season.

7. Operations Manager's Report

Jan Polivka and Marcus Waterreus are working on the development of a new trail beyond Best Chance Corner out to the Gravel Pit in order to create a loop. If YESAB approval is received work on this trail will occur in the summer of 2022.

WCCSC has a 5 year plan that is regularly updated. This plan should be considered when deciding about how to spend the club's financial surplus.

8. President's Report

Jean Paul

Jean Paul will set up a meeting this fall with the government's Minister of Sport and Recreation in order to keep WCCSC front of mind and to discuss lasting tenure over the trail system.

Discussion and Decision Items

9. Budget for 2021-2022

The budget as presented by Treasurer Adam Greenwood was approved. The budget projects a \$72 258.00 deficit however it is very conservative.

Sarah Murray moved to approve the 2021-2022 budget. All in favour. Carried.

10. Policy Review and Policy Manual Approval

The Health and Safety Committee recommended that the Health and Safety Policy and Procedures Manual as prepared by Mike Kramer under his Northern Safety Network business be adopted as part of WCCSC Health and Safety Policy Manual.

The entire WCCSC Policy Manual is now complete. It is intended as a living and evolving document. Leslie moved to approve the WCCSC Policy and Procedures Manual. All in favour. Carried.

Adjournment: The chair adjourned the meeting at 9:05 pm

Next Board Meeting: Thursday, August 26th, 2021