



**Whitehorse Cross Country Ski Club  
Board of Directors Meeting**  
Thursday, October 28<sup>th</sup>, 2021, 7:00 p.m.  
Meeting held at WCCSC chalet

**MINUTES**

**ATTENDEES**

**Board Members**

Jean Paul Molgat, President  
Craig Thur, Secretary  
Deb Higgins, Director  
Sue Johnson, Director

Sarah Murray, Vice-President  
Leslie Gomm, Treasurer  
Jan Downing, Director

**Club Management**

Jan Polivka, Operations Manager

**Regrets:** Stuart Hamilton, Director

**1. Call to Order**

Jean Paul called the meeting to order at 7:06 pm.

**2. Welcome to new board members**

Jean Paul welcomed new 2021/2022 board members Deb Higgins and Sue Johnson.

**3. Approval and Additions to Agenda**

Jean Paul requested that the following two items be added to the Agenda:

- WCCSC CBC spokesperson
- Constitution and Bylaws

All were in favour of approving the Agenda with the added items.

#### 4. Review and approval of the draft Minutes from September 23<sup>rd</sup>, 2021

Review and approval of the draft Minutes from September 23<sup>rd</sup>, 2021. Sarah moved to approve. All in favour. Carried.

### Updates

#### 5. Board Committee Updates

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

A through K below are the Strategic Plan Action Items.

Updates were provided for all Action Items. The updates reported are in **olive green 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.

**Lead:** Ben Poudou.

**Update:** Ben is working to ready a Diversity and Inclusion survey to be sent to members and provided during the season to trail pass users.

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

**Lead:** Ben Poudou

**Update:** Ben Poudou has created an event and project volunteer sign up page for the WCCSC website.

**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.

**Leads:** Sarah Murray and Stuart Hamilton

**Update:** Sarah will continue with this during the 2021/2022 season. CCY was able to run a level 2 officials course however large racing event recruitment needs to remain a goal for WCCSC working in partnership with CCY.

**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 and Jan Downing

**Update:** No updates at this meeting..

**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:** This committee completed its work and can be dissolved following the preparation of the integration feasibility report and the decision by Biathlon Yukon to remain at their current site.

**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.

**Update:** Committee to continue its work.

**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, Jena Paul Molgat and Jan Polivka

**Update:** 1. Jean Paul updated the board that he will be arranging to meet with an Atco representative to determine if the ski club's purchase of the Atco owned land could be negotiated.

2. Jan Polivka informed the board that he will be meeting with Karen Clyde from Environment Yukon to discuss the WCCSC and Mt. McIntyre Park relationship.

3. Jan Polivka informed the board that he has received a comprehensive addendum to WCCSC's existing License of Occupation ("LOC") that includes permissions for the Skyline Trail, the rebuilt Harvey's Hut and the new Upper Valley Memorial Hut. Jan will continue discussion with YG Lands Use Planning manager Susan Antpoehler to determine how best to replace WCCSC's LOO which expires in 2024. 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.

**Update:** This action item was completed and the committee dissolved at the August 26<sup>th</sup>, 2021 board meeting.

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

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

**Note:** Policy based governance is an ongoing process and therefore policy review may be on the Agenda for most future board meetings.

**Update:** This action item was completed and the committee dissolved at the August 26<sup>th</sup>, 2021 board meeting.

**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:** During the August 26<sup>th</sup> board meeting Leslie said she would like the stadium proposal report prepared by the City of Whitehorse to be the basis of a discussion between WCCSC and CCY. Leslie and Jean Paul will meet with new CCY President Mattias Prudon.

**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:** This committee work is ongoing however much was accomplished over the last year in terms of WCCSC paying its managers a competitive wage with benefits.

## **Standing Items**

### **6. Financial Reporting**

**- Leslie**

Leslie Gomm prepared a written report for the board.

Leslie will inquire with the banks to determine which one offers the best product of a non-profit organization. Obtaining a WCCSC credit card for office purchases is a desirable.

Leslie mentioned to the board that one of the recommendations of the Ordish and Ordish year end financial report was that more money be allocated to a reserve fund for equipment.

### **7. Club Manager's Report**

**Ben Poudou**

Ben provided an oral report for this meeting. It is still early however already around 1200 memberships have been purchased and an e-news reminder will be sent on October 29<sup>th</sup> to remind people to purchase memberships prior to October 31<sup>st</sup> to get the discounted rate. There is always a flurry of membership purchases on October 31<sup>st</sup>.

Planning for the 2021-2022 season continues and on November 1<sup>st</sup> the adult programming schedule will be posted to the website. There will be 10 volunteer coaches and room for 120 adult participants.

Programming similar to what has been offered in past years is also organized to start when the trails are ready.

The trail etiquette signs are ready for final review before they are to be printed and installed.

A club members inquired about using kick sleds on the ski trail. The board discussed this and given the number of other options for using kick sleds around Whitehorse the board decided that kick sleds should not be permitted.

Ben updated the board on the Skyline Trail Hut project. Ben will communicate to the other groups that WCCSC does have plans to build a hut that suits the clubs needs but that we are still 2 to 3 years away from beginning any construction on this project and WCCSC needs to begin the process by first consulting with Kwanlin Dun.

The Ordish and Ordish final financial report of the year ending June 30<sup>th</sup>, 2021 needs to be obtained and filed with Societies by November 1<sup>st</sup> along with the approved Minutes from the October 7<sup>th</sup> 2020 Annual General Meeting.

## **8. Operations Manager's Report**

**Jan Polivka**

Jan provided an oral report.

Jan received the addendum to the WCCSC License of Occupation for the trail network. The addendum includes the expanded trail width where the homologation work was completed, the Skyline Trail and the new outhouses and the new Pierre Harvey and Valley Ridge Memorial Huts. [The current LOO expires on December 31<sup>st</sup>, 2023.](#)

The new Pisten Bully is in Calgary awaiting the arrival of the track setters and then they will be shipped together.

A club member inquired about donating a fire pit for use outside Harvey's Hut. Jan will determine what type of fire pit should be installed so that it cannot be moved and this will be actioned next spring or summer.

## **9. President's Report**

**Jean Paul**

Jean Paul will organize a meeting with YG Minister of Sport and Recreation Nils Clarke to discuss WCCSC interests especially with respect to land tenure.

Jean Paul will also be organizing a meeting with Jennifer Russell of EMR to discuss the trail network being on land on which there are mining claims.

Jean Paul has contacted Atco's local representative to initiate a discussion about transferring the Atco parcel of land to the ski club as a community support gesture.

## **Discussion and Decision Items**

### **10. WCCSC policy to mitigate the spread of Covid-19**

#### **Summary of recommendations:**

Staff, Ski Patrol and coaches must be double vaccinated;  
Double vaccination is recommended for athletes and club members;  
Masks are required to be worn inside the chalet and huts;  
There will be limitation in usage of the showers in the men's change room.

Ben will draft a policy that will be present for approval at the next board meeting and he will communicate to members prior to October 31<sup>st</sup> what will be expected so that those who are awaiting this information prior to purchasing memberships can make their decision.

### **11. Volunteer Equality**

Jan Polivka and Jan Downing are continuing to determine what will go into a draft operational policy that they will be intended to clarify what arrangements/benefits can be provided for club volunteers.

### **12. Ski Patrol Agreement**

Ben, Jan and Jan Downing will be meeting in the coming week to finalize an agreement with the Ski Patrol for the upcoming season. Ski Patrol members are not WCCSC volunteers, they are Ski Patrol volunteers and the goal will be to have an agreement in place that is fair for both the Ski Patrollers and the club.

WCCSC will sign agreements with the Ski Patrol for events that occur at WCCSC but not for all Biathlon and race or loppet events that occur at other sites such as Marsh Lake and Mt. Lorne.

### **13. Policy Review**

**WCCSC Policy OP-3** pertaining to the hiring of staff will be table and discussed at the next meeting when Ben Poudou is present. Ben would rather not advertise for some staffing positions that he is able to fill with qualified people. **Note\* this is from the September board Minutes. We forgot to discuss this.**

#### **WCCSC Policies GP-4, GP-5 and GP 6:**

Sarah completed a review using the Policy Review Matrix. All three policies are still appropriate and relevant.

Jan Downing will review WCCSC Policies **GP-7 , GP-8 and GP-9** for discussion/review at the next board meeting.

#### **14. WCCSC spokesperson on CBC radio**

Ben will communicate with Tom Ulyett every week so that Tom can provide accurate messaging in line with what the club manager feels is important to communicate.

#### **15. Constitution and By-Laws**

Leslie and Sue will work on determining what needs to be completed prior to the 2023 Societies deadline for By-law compliance.

**Adjournment:** The chair adjourned the meeting at 8:52 pm

**Next Board Meeting:** Thursday, December 9<sup>th</sup> at Jan Downing's house. Pot luck dinner.