



**Whitehorse Cross Country Ski Club**  
**Board of Directors Meeting**  
Monday, September 28<sup>th</sup>, 2020, 7:00 p.m.  
WCCSC Waxroom

**MINUTES**

**ATTENDEES**

**Board Members**

Dermot Flynn, President  
Craig Thur, Secretary  
Marcus Waterrues, Director  
Jean Paul Molgat, Director

Jonathan Kerr, Vice-President  
Adam Greenwood, Treasurer  
Julie McVicar, Director

**Club Management**

Jan Polivka, Operations

Ben Poudou, Club Manager

**Regrets**

Stuart Hamilton, Director

Pamela Brown, Director

**1. Call to Order**

Dermot called the meeting to order at 7:20 pm.

**2. Approval and Additions to Agenda**

Agenda approved as presented.

All in favour.

**3. Review and approval of the draft Minutes from August 18<sup>th</sup> 2020**

Review and approval of the draft minutes from August 18<sup>th</sup>, 2020. Moved by Julie and seconded by Jean Paul. All in favour. Carried.

## Updates

### 4. Major Event Volunteer 'Inventory'

- Jonathan

Adjourned. This item is to remain on future Agendas. Though WCCSC is not likely to be hosting a major event until 2023 at the earliest, knowing who capable and willing to make significant volunteer commitments is essential to the planning of a successful event.

### 5. Policy Governance committee

- Jean Paul

Jean Paul Molgat reported that Bengt Pettersson is interested in assisting the club with policy drafting. The policy committee will meet again the week following the AGM.

Jean Paul suggested having another workshop with Sue Meikle following the Annual General Meeting to discuss governance, the policies that are currently in place and what is still required.

### 6. Strategic Planning Document

Jonathan reported that he expects to receive the final draft Strategic Planning document this week (week beginning Monday, September 28<sup>th</sup>, 2020).

The board agreed that after Jonathan receives the final draft document he will turn it over to Julie who will proof read it and make any necessary corrections in consultation with Jean Paul and other board members if necessary for the wording of the Vision Statement.

Following Julie review the document can be sent for printing.

#### **Motion:**

*“The board accepts the Strategic Plan as presented by Travis Armour subject to a final editing for spelling and grammar and a final wordsmithing of the Vision Statement.”*

**Moved by Adam. Seconded by Jonathan. All in favour. Carried.**

### 7. Operating Plan for COVID-19 Risk Mitigation

The plan as prepared by Ben has been seen by the Public Health Authority and Worker's Compensation Board.

The plan will be communicated to WCCSC members and day pass users. Ben intends on beginning with strict adherence to the plan but will be flexible to try to find solutions to problems as they arise and will consider relaxing the rules if the situation in the Yukon as determined by the Chief Medical Officer allows for it.

## **8. Membership Form Modification**

Memberships are now available for purchase via the internet. The membership form is the one amended by Ben for the 2020/2021 season.

## **9. Board of Directors Recruitment**

Dermot forwarded a list provided by Bengt Pettersson. There are presently 10 people who have put their names forward for the 4 officers and 6 director positions.

## **10. City of Whitehorse Trail Planning Meetings - Jonathan**

Nothing new to report.

## **Standing Items**

### **11. Financial Reporting - Adam**

Adam distributed the 2019/2020 financial statements for review prior to the meeting. The 2020/2021 financial year is essentially just beginning in terms of revenue.

See item 16 under Discussion and Decision Items for approval of the 2019/2020 Financial Statements.

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

A written report was prepared and distributed by Ben and provided an update about the WCCSC program enrollment and leadership. Sponsorships for the 2020/2021 season were also summarized in the report.

Ben will apply for up to \$8000.00 from Sport Yukon for expenses related to COVID-19 mitigation efforts (signs, plexiglass, cleaning supplies and extra janitorial hours).

267 memberships have already been sold for the upcoming season. It is still too early to determine with certainty if membership sales are on pace with the previous several years however it appears as though they are.

Tom Ullyett will once again do the weekly morning snow report on CBC radio.

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

Jan distributed a written report. Highlights were that all buildings are in good condition and ready for winter. Equipment servicing is on schedule with the Pisten Bully to be serviced in October.

A new outhouse was built on the Fraser Loop.

Trail mowing and clearing has been completed.

Dog trail improvements are near completion.

About 120 sign posts and signs were installed around the trail system this summer including new replacement signs on Olympic Trail honouring Olympians.

The Homologation Project is approximately \$13 000.00 under budget. This \$13 000.00 will be spent on additional trail work.

## **Discussion and Decision Items**

### **14. Strategic Planning**

**- Dermot**

This item was tabled for the board to set a date in the near future to discuss completion of the Strategic Planning document.

### **15. Use of the Huts During the Upcoming Season**

**The board decided that the Huts will be closed to start the season with ongoing assessment and discussion about providing access.**

### **16. 2020/2021 Budget Scenarios \_Approval**

**-Adam**

A 'Normal Business' budget and an "Impact of COVID-19' budget have been prepared.

Jean Paul moved the adoption of the two budget scenarios for presentation at the October 7<sup>th</sup>, 2020 AGM. Seconded by Craig. All in favour. Carried.

*Note\* The board discussed how to best manage and track the financing of projects such as the CDF funding of the Homologation project. Have we received all of the Community Development Fund's contribution for this project...specifically the 2<sup>nd</sup> CDF funding installment.*

### **17. Preparation for AGM**

**- Ben**

Wednesday, October 7<sup>th</sup>, 2020 at 7:00 pm.

Ben will work out the logistics of an AGM that combines people in the wax room as well as those joining via Zoom. How to moderate discussion and undertake any required voting will have to be worked out.

Ben will send out an e-mail to membership informing members that they need to contact him several days in advance of the AGM if they wish to join it via Zoom so that he will have an idea about how many people wish to attend virtually.

Julie will contact Dan Shier and ask him if he is willing to run the elections.

### **18. Review and Approval of the Financial Statement for 2019/2020**

Adam reported that the WCCSC accountant Tanya Ordish had the following comments when he spoke to her following her completion of the financial statement:

- The WCCSC finances are good;
- WCCSC does not have any core funding. Funding is received based on project need.
- The club should discuss what is going to be done with the financial surplus.

Adam reported to the board that surplus funds will need to be allocated for specific asset purchases. The board will need to decide what we are going to spend money on.

Jonathan moved that the board approved the 2019/2020 financial statement as prepared by WCCSC accountant Tanya Ordish. Seconded by Craig. All in favour. Carried.

**Adjournment:** The chair adjourned the meeting at 9:35 pm

**Next Board Meeting:** To Be Determined following the AGM