

Minutes of the Yellowknife Ski Club (YSC)  
**Board of Directors Meeting**  
held Tuesday February 7, 2012 at YSC Building

Attendance: Tim Mercer (President), John Stephenson (Vice President), Dave McCann (Treasurer), Kevin Hodgins (Past President), Brett Wheler (Trails), Karin Clark (Programs), Greg Littlefair (Building), Sarah Heaton (Volunteers), Mindy Willett (Events), Matt Young (Fundraising), Steve Schwarz (Communications), David Brock (Director at Large), Eve Petersen (Secretary – minutes)  
Regrets: Damian Panayi (Registrar), David Pontin (Director at Large)

**1. Opening remarks by the Chair**

The President called the meeting to order at 7:05 pm.

**2. Routine business**

2.1 Approval of agenda  
Moved: DM/KC Approved

2.2 Approval of minutes from previous meeting: December, 2011  
Moved: DM/DB Approved

2.3 Key correspondence to/from the YSC  
Email request for information about respecting tracks in stadium.  
- JS volunteered to respond to the email.  
Outstanding invoice from Copykat.

**Resolution**

**The YSC will pay outstanding Copykat invoices of \$133.88 and inform Copykat that in future YSC members will be required to pay Copykat charges up front and then take the sales receipt to the Treasurer to be reimbursed.**

Moved: EP/TM Approved

**3. Old business**

3.1 Business arising from the minutes – none.  
The President distributed an “Outstanding Task List”.  
General Election Meeting  
**The YSC will hold the GEM on Tuesday May 1, 2012 @ 7 pm at the YSC.**  
Moved: JS/DP Approved

**4. New business**

4.1 Start/Finish flags – request to DP to email proposal. Action item

- 4.2 Draft Harbour Plan – KH & MY gave update on progress by Harbour Commission. JS volunteered to submit a response from YSC to the DHP.
- 4.3 Northern News ad placement – SS has told Northern News the YSC Board policy that all YSC ads will be pre-approved by the Director of Communications.
- 4.4 Communications policy – TM thanked DP for all the great work done on the website and the work DP and Sandra Mann have done to implement the mail chimp system to communicate with members. DP & SS are sharing being the contacts for communications.
- 4.5 NWT Ski Day – fees are waived and JS will contact Cross Country Canada for advice about waiver signing. **Action item**

## 5. Updates (highlights only please)

- 5.1 Communications  
Report from SS. The Board discussed methods of contacting volunteers.
- 5.2 Volunteers  
The Board discussed possible candidates for Sport North awards and the YSC volunteer awards. KC will contact the program coordinators for athlete nominees. **Action item**  
Board nominated Mike Argue as nominee for coach of the year. DP/DM  
Board nominated Oliver Hodgins as male athlete of the year. JS/MW  
[seeking more input for female athlete of the year]
- 5.3 Events  
Feb 25/26 race – looking for more volunteers  
Saturday May 12 volunteer dinner. SH to bring plan & budget to March Board meeting. **Action item**
- 5.4 Programs and athletic development  
Policies being reviewed: fundraising, chaperones and travel, criminal records check.  
DP & TM will work with KC on writing the policies. **Action item**
- 5.5 Treasurer  
DM distributed an updated financial report to December 2011 to the Board by email on January 24, 2012.  
Budget work to be done for the GEM **Action item**
- 5.6 Grants and fundraising  
The fundraising committee have submitted 3 fundraising applications: Elks, Yk Community Foundation and MEC.  
The new fundraising policy was circulated by email and at the meeting.

**Resolution****The new fundraising policy as amended is endorsed by the Board****Moved: MY/DM****Approved**

The treasurer is responsible for obtaining and providing donor tax receipts as per the Tax Receipt Policy.

**Resolution****The Board authorises expenditure of up to \$1,000 for donor signs.****Moved: DM/DP****Approved**

## 5.7 Trails update

Verbal report from BW on trails and signs. Groomers have reviewed the Trails Plan and given some feedback. BW and MY will correspond re new signs and sign refurbishment.

**Action item**

## 5.8 Building report

Verbal report from GL on building insurance and City of Yk bookings.

## 5.9 Membership update – Secretary/Registrar

Nothing new to report

## 5.10 Vice President, NWT Ski Division – distributed by email.

The meeting adjourned at 10:20 pm.

Next meeting: Tuesday March 20, 2012 at 7:00 pm.