

Meeting Minutes

Yellowknife Ski Club (YSC) Board of Directors

Sunday, August 12, 2012
Mercer Residence, 141 Niven Drive

Directors Present: Tim Mercer (President - TM); John Stephenson (Vice President - JS); Kevin Hodgins (Past President – KH); David Brock (Treasurer – DB); Matt Young (Secretary – MY); and Greg Littlefair (Facilities – GL).

Directors Absent: Sarah Heaton (Volunteers - SH); Damian Panayi (Events - DP); Brett Wheler (Trails - BW); Steve Schwarz (Registrar - SS); Dana Britton (Fundraising – DaBr); Lara Mountain (Programs – LM); and Alicia Tumchewics (Communications – AT)

Also Present: N/A

1. Call to Order and Opening Remarks by the Chair

The President called the meeting to order at 7:22 pm.

2. Routine Business

2.1 Approval of Agenda

Moved: DB / Seconded: KH / Approved

2.2 Approval of Minutes from previous meeting: June 5, 2012

Moved: KH / Seconded: JS / Approved

3. Old Business

3.1 Strategic Plan

TM made a line-by-line presentation of the draft YSC 2012-2018 Strategic Plan. Items discussed included: development of a YSC dog policy; moving to a smaller board and hiring a YSC Executive Director; and development of off-site trails. TM will present the next draft of the Strategic Plan at the next Board meeting for further discussion, and then to the membership at the 2012 AGM, and then based on that input it will be subsequently presented to the Board for adoption.

3.2 Mountain Bike Camp

KH to provide trail user agreement to mountain bike camp at YSC, for execution.

3.3 YSC Toque Proposal

TM reported that a proposal to have YSC toques prepared was not accepted by the Board and the Executive Committee for inclusion in the 2012-13 Budget. The proposal was not specifically considered by the Executive Committee.

3.4 Ski Parents Insurance / Workers' Compensation for Volunteers

JS reported on and tabled correspondence from Cross Country Canada indicating that the YSC ski parents program would be covered by the CCC policy of insurance

so long as the activities are related to the sport of cross country skiing, and the participants are YSC members. CCC also recommends that any club that engages volunteers to perform activities with a possibility of injury register for Workers Compensation in that jurisdiction.

4. New Business

4.1 Draft Reserve Fund Study

MY made a report on the draft Reserve Fund study prepared by Ergil & Jackson LLP for the YSC Chalet facility. The draft report must be updated to accurately reflect the 16 year age of the facility, and the starting reserve fund. MY will present the finalized Reserve Fund to the Board upon completion. The YSC will then require a reserve fund strategy, setting out annual contributions to, and permissible uses of the reserve fund.

Resolution

That a Chalet facility capital reserve fund be established with an initial allocation from the YSC accumulates surplus of \$25,000.

Moved: TM / Seconded: DB / Approved

4.2 2012-2013 Budget

DB presented the draft 2012-2013 YSC Budget and summary of Directors' budget submissions for discussion. The 2011-2012 financial statements remain to be finalized, prior to submission of the 2012-13 budget to the Board for approval at the next Board meeting. DB will include \$10,000 in the next draft of the Budget for pre-engineering work related to the proposed construction of a YSC trail equipment storage facility. GL noted that authorization of an expenditure for exterior Chalet staining is required in order to complete that work in summer 2012.

Resolution

That an expenditure of \$8,500 be authorized for exterior staining of the YSC Chalet building.

Moved: GL / Seconded: JS / Approved

4.3 Financial Signing Authorities Update

DB reported on the need to update the designation of Directors with signing authority for YSC disbursements.

Resolution

That the following officers are authorized to sign cheques to disburse funds from the trust bank account of the Yellowknife Ski Club: Tim Mercer, President; John Stephenson, Vice-President; David Brock, Treasurer; and Matt Young, Secretary. And further, that all previous designations of financial signing authority to any other person on behalf of the Yellowknife Ski Club is hereby revoked.

Moved: GL / Seconded: MY / Approved

4.4 Executive Committee Report and Mandate

TM reported on the July 7, 2012 meeting of the YSC Executive Committee, and the draft mandate of the Executive Committee. This is an advisory committee, chaired by the President. It is contemplated that this would be the core of a smaller Board, if the YSC moves to a 'policy board' model from the 'working board' model, with the hiring of an Executive Director.

Resolution

That the proposed mandate of the YSC Executive Committee be approved, with the President appointed as Executive Committee chair.

Moved: JS / Seconded: DB / Approved

4.5 Position Descriptions Update

MY presented the updated YSC Position Descriptions, based on prior solicited input from all Directors, for approval. It was noted that there are currently 13 Directors, while the Bylaws permit 12. To ensure compliance with the Bylaws, effective at the end of the present Board meeting, KH resigned from the Board, but will continue in a non-Board advisory capacity as Past President. MY noted that following adoption, the Position Descriptions may be further updated by Board resolution at any future Board meeting.

Resolution

That the proposed YSC Position Descriptions be approved, with the Past President specified as a non-Board position.

Moved: JS / Seconded: DB / Approved

4.6 Donation to the Golf Tournament Fundraiser

JS reported on a request from the organizers of the Adlair Air / Ryfan Electric Golf Tournament for a donation from the YSC, to support a house in Edmonton for women with breast cancer.

Resolution

That the YSC donate one 2013-13 ski season family membership to the Adlair Air / Ryfan Electric Golf Tournament.

Moved: JS / Seconded: DB / Approved

5. Roundtable Updates

5.1 Secretary – MY reported on correspondence regarding the Banting Lake lease, and advised that the Chalet facility insurance invoice is overdue and must be paid immediately.

5.2 Facilities – GL reported that he requires an events and programs schedule in order to reserve those times at the Chalet, and he committed to send an email to the relevant Directors to obtain that information.

5.3 President – TM reported on an inspection of YSC entry points requiring boulders to prevent unauthorized motorized access, and a City of Yellowknife commitment to install same. TM will ask the Director of Communications to notify the membership of the September 25, 2012 AGM. TM reported on the need for a Snow Show organizer.

5.4 Vice President – no report.

6. Review of Action Items List - Deferred

7. Open Discussion - None

8. Schedule Next Meeting

The next Board meeting shall be held on Tuesday, September 4th.

9. Adjourn – The President adjourned the meeting at 9:45 pm.