

Minutes of the Yellowknife Ski Club (YSC)
Board of Directors Meeting
Held Tuesday June 5, 2012 at YSC Building

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

1. Loppet Survey Presentation

While awaiting quorum, Shannon Hazzard, Loppet Coordinator, made a presentation on plans for a survey regarding priorities for participants in the Loppet. Board members are invited to submit comments on the proposed survey to Shannon Hazzard by the end of June. TM noted that the Loppet is an 'event', so the Board liaison is DP.

2. Opening remarks by the Chair

The President called the meeting to order at 7:30 pm, and welcomed incoming Directors in attendance.

3. Routine business

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| 3.1 | Approval of agenda
Moved: SH / JS | Approved |
| 3.2 | Approval of minutes from previous meeting: April 2012
Moved: JS / SH | Approved |
| 3.3 | Key correspondence to/from the YSC
None reported. | |

4. Old business

- 4.1 Business arising from the minutes – Mountain Bike Camp – KH reported that he has not yet received a written proposal for this event.

5. New business

- 5.1 New timing equipment – DP has submitted a budget proposal to DB.
- 5.2 Risk Management Policy Update – TM reported that Geoff Ray is doing this work, and is planning to complete it by August.
- 5.3 Strategic Plan Update – TM deferred discussion, but will distribute latest draft to Board, and plan for the Board to consider it at a meeting prior to the AGM.
- 5.4 Review of Board Member Job Descriptions – TM asked Directors to review their Job Descriptions prior to the next Board meeting.
- 5.5 New Board Member Orientation/Policy Material – JS distributed a 'Board Manual' for 2012/13 to Directors. Directors are invited to provide additional material to JS for inclusion. MY will develop a plan to distribute updated YSC policies and bylaws.
- 5.6 Review Ski Club Registration with WSCC – GL reported that the YSC may opt out of WSCC coverage of volunteers, but then could be liable in the event of an accident.

Kara Benoit at WSCC advised GL that the YSC needs to have policies and procedures that follow best practices, and have a training program. GL reported that CCC insurance includes liability coverage, but not accident & benefits coverage. TM will ask Geoff Ray to address this issue in the Risk Management Policy that is under development.

5.7 Sugoï Toque Proposal – TM will ask Karen Johnson to submit this to DB as a budget proposal.

5.8 Summer Parents and Tots Program – The Board discussed a proposal to extend the Parents and Tots Ski Program into the summer months. The Board discussed the need for all participants to be Members, to have signed waivers, and for activities to be restricted to those allowed by the CCC insurance policy. JS committed to follow-up with CCC insurance to confirm coverage of this program. LM committed to bring policy of insurance to the attention of the Parents and Tots Program Coordinator.

Resolution

The Board agrees that the Parents and Tots Program may continue its activities into the summer months, subject to the Program meeting the requirements for coverage by the YSC policy of insurance through Cross Country Ski Canada.

Moved: BW/DP

Approved

5.9 Projects List Review – The President reviewed the Board of Directors Outstanding Task List. GL to circulate revised Facility Plan. MY to follow-up on status of Reserve Fund Study. MY to make plan for updating YSC policies and bylaws. JS to follow-up on DND group membership. DM to get written confirmation from insurer that fuel tank connection no longer a problem. AT to follow-up with City on inclusion of YSC information in City Winter Recreation Guide.

6. Updates (highlights only please)

6.1 Communications – Deferred. AT noted that she plans to meet with SS and DP regarding YSC communications.

6.2 Volunteers – No report.

6.3 Events – DP reported that he has a preliminary calendar of events for the coming year. JS described 'World Snow Day', to take place on January 20. JS proposed to coordinate YSC involvement, and sought YSC Board support. Following discussion, TM asked that JS let the Board know if this will have budget implications.

6.4 Programs – Deferred. LM noted that the HP Race Travel Policy is ready for distribution. LM is speaking with KC regularly in advance of taking on her duties.

6.5 Treasurer – Budget Process Update deferred. TM reminded Directors that budget submissions are now due.

6.6 Grants and Fundraising – MY reported that the online donation tool is now active and \$200 has been donated, a grant application to MEC was refused; Susue Boake is the new HP Team Fundraising Coordinator; an application will be made to Northland Utilities for in-kind trail lighting work support; and transition to the new Director DB is underway.

6.7 Trails – Summer/Fall Work Plan & Updated Trail Plan – BW reported that the Trails Plan has been updated, and includes the longer term goals. A Work Plan includes the work proposed for this year, and is linked to a budget submission.

6.8 Building – Summer/Fall Work Plan – GL reported that he needs to have a schedule of YSC events and programs for next year by June 15, so that the City will reserve those times from being booked. GL has submitted a budget request for building work.

6.9 Secretary/Registrar – No report. MY agreed to review and consider updating the format of the Board meeting agenda.

6.10 Vice President, NWT Ski Division – JS reported that the next NWT Ski Division meeting is June 14th, 2012. JS attended the Sport North Awards for which the NWT Ski Division had nominated two people, though neither was selected. Shane Clarke won the award for Coach of the Year.

7. Open discussion

TM outlined that the Executive Committee will consider the budget submissions, prepare a budget for consideration at the next Board meeting, and then it will be presented to the Membership at the AGM.

8. Adjournment

The meeting adjourned at 9:15 pm.

Next meeting: There will not be a Board meeting in July. The date of the next Board meeting was not set.