

Meeting Minutes

Yellowknife Ski Club (YSC) Board of Directors

Held Tuesday, December 12, 2012 at the Explorer Hotel

Directors Present: Tim Mercer (President - TM); John Stephenson (Vice President - JS); Matt Young (Secretary – MY); Steve Schwarz (Registrar - SS); Dana Britton (Fundraising – DZB); Greg Littlefair (Facilities – GL); and, Brett Wheeler (Trails - BW).

Directors Absent: Kevin Hodgins (Past President – KH); Sarah Heaton (Volunteers - SH); Damian Panayi (Events - DP); David Brock (Treasurer – DB); Lara Mountain (Programs – LM); and, Alicia Tumchewics (Communications – AT).

1. Call to Order and Opening Remarks by the Chair

The President called the meeting to order at 8:15 pm.

2. Consent Agenda

2.1 Approval of Agenda

2.2 Approval of Minutes from previous meeting: November 6, 2012

2.3 Tabling of Draft Privacy Policy – with comments due by January 1, 2013

Moved: DZB / Seconded: GL / Approved

3. Discussion and Decision Items

3.1 Strategic Plan

TM presented the draft YSC Strategic Plan for adoption, noting that it had been posted to the YSC website for comment since the September Annual General Meeting. TM noted that the Strategic Plan should be reviewed biannually, with the review date noted on the document, and with the annex updated accordingly.

Resolution

That the Yellowknife Ski Club Strategic Plan 2013-2018 be adopted.

Moved: MY / Seconded: SS / Approved

3.2 YSC Structures Update

GL presented and spoke to a drawing for a renovation of the lower floor of the YSC Chalet. He noted that a group of skilled Members could do the work. He noted that flooring would be the most expensive component. Improvements could result in increased rentals, but that would also result in increased wear-and-tear. He estimated that the renovation could be done for \$120-\$150,000, or \$55-\$60,000 if done by skilled Members. GL also provided an update on plans to build a grooming equipment storage facility. He estimated that this would cost \$190-\$240,000. The design has been developed in consultation with the

grooming team. The next phase is to choose a site, and do geotechnical work. Locating the facility next to the Chalet could result in savings, by sharing utilities. GL noted that the intended facility design could accommodate larger grooming equipment that the YSC might purchase in the future. GL also described the current facilities for Biathlon, and their associated cost. He noted that expanding the grooming facility, with an air rifle shooting range in the attic, could accommodate that program's needs. JS proposed testing the demand for a Members' lounge by making the existing space more comfortable prior to renovation. TM supported that proposal, pending a champion taking on that responsibility, and reporting to the Director of Facilities. TM noted that this was an information item presented to the Board, but that it would be necessary to take these plans into account in the next YSC Budget.

3.3 Helmets for Groomers

BW presented a proposal to the Board to make funds available to YSC groomers to purchase helmets. BW noted that the law requires snowmobile riders to wear helmets. He also noted that there isn't much real safety need for helmets for ski trail grooming, because groomers travel at very slow speeds. BW also noted that some groomers report that wearing helmets may actually be a danger in itself, because they tend to fog up due to the nature of the grooming activity. BW noted that the trail crew has generally been taking increased risk management steps, including identification of risks to trail workers upon signing up for the activity. BW noted that the Workers Safety and Compensation Commission identified the requirement for helmets when he was investigating the need for roll bars on the snow machines. TM noted that the law requiring helmets is a City Bylaw. The Board agreed to support BW's helmet proposal, to be implemented by the Director of Trails. MY suggested that a proposal be submitted to the City to except groomers from Bylaw requiring helmet use, and TM noted that this could be included in a broader submission to the City.

Resolution

That the trails director, through monies in the existing budget and associated approvals (e.g. Sherpa purchase), cover the cost for up to 10 regular groomers to purchase individual helmets for grooming and purchase 2 additional helmets to be available for substitute groomers, for a total cost of approximately \$1,725.

Moved: BW / Seconded: MY / Approved

3.4 Board Governance Policy

MY presented an overview of a draft Board Governance Policy, designed to assist the Board to operate accountably, effectively, and with a strategic orientation. MY described the key sections of the policy, covering: Board conduct, Board meetings, committees, staff and volunteers, conflict of interest, risk management, strategic planning, policy development, bylaw review, and succession planning.

Resolution

That the Board Governance Policy be adopted.

Moved: DZB / Seconded: BW / Approved

3.5 Wax & Wine Event Expenses

The Board considered reimbursement of expenses for the fall Wax & Wine event, which exceeded the \$650 budget for the event by approximately \$450. Concern was expressed that these costs exceeded the Budget, and the Board discussed a reallocation from another area in the Budget to cover these expenses. The Board also considered whether a \$105 expense for SH's cooking time should be reimbursed, or whether that expense could be perceived as a conflict of interest. The Board noted that SH, a professional caterer, had been asked to provide these services by the Director of Events. The Board noted that in the future, Directors should not expense the YSC except in compliance with the conflict of interest terms in the new Board Governance Policy.

Resolution

That the Director of Volunteers be reimbursed for catering services at the fall 2012 Wax & Wine event.

Moved: BW / Seconded: GL / Approved

Resolution

That all expenses from the fall 2012 Wax & Wine event be reimbursed to the Director of Volunteers, but that any expenses that exceed the budget for this event be reallocated from the overall 2012-2013 Events Budget.

Moved: BW / Seconded: JS / Approved

4. Roundtable Updates

The Chair invited brief Director updates on any matters not already addressed:

4.1 Facilities

GL reported that there appears to be many facility rentals, but that he has no data yet. GL also recognized Brian Latham for working to improve the trail signs over the 2012 summer, ensuring that they meet Cross Country Canada requirements, by moving them into more prominent positions.

4.2 Registration

SS reported that the YSC has approximately 530 Members registered to-date for the 2012-2013 season. He reported that availability of ski equipment appears to be one limiting factor for new Members and program participants. He noted that there might be a need to cap Jackrabbits registration, due to the limited number of coaches. SS agreed to provide the volunteer lists generated by Zone4 registration to the other Directors at the next Board meeting.

4.3 Trails

BW reported that a trail grooming workshop recently took place, though it will be rescheduled in-part because one of the instructors was unavailable. Six newly trained groomers will be worked into the grooming roster. BW reported that a technician from the Northwest Territories Power Corporation has completed some repairs to the trail lights. Ryfan Electric will be checking the remainder of the system, and some funds are available in the Budget for this work. BW agreed that prior to having further work done or spending money on the trail lights, he would confirm that afterwards the electrician would provide a report that would satisfy the Board's motion suspending the use of the lights. The Board agreed that if an electrician provides such a report prior to the next Board meeting, it could be circulated for Board approval beforehand, with a formal motion of concurrence to follow.

4.4 Registration

DZB reported that she has a process in place to ensure that tax receipts are provided for donations. She is working on several grant applications, and donor recognition activities.

4.5 Vice President

JS reported that he is following-up with Ryfan Electric on the trail lights, and with the Workers Safety and Compensation Commission (WSCC) on the necessity of roll-bars on the grooming equipment. The WSCC has sought an internal legal opinion on whether roll-bars are required, which is uncertain at this time. WSCC has advised the YSC to generally identify its risks, and the steps that it would take to make the workplace safe. This would be referenced by the WSCC in the event of an incident. JS reported on Ski North activities, and a recent CANSII course. JS will invite the President of the NWT Ski Division and a representative of the NWT Biathlon Association to attend the January YSC Board meeting, to each make brief presentations on the role of their organizations. JS reported that the March 9, 2013 Yellowknife Ski Races will now also be the NWT Ski Championships, a territorial event.

5. Schedule Next Meeting

TM concluded the discussion by calling for a Board meeting on the following date and time:

Board of Directors Meeting – Tuesday, January 8, 2012 at 8:00 pm

TM noted that the next Board meeting would focus on Territorial Sport Organization updates.

6. Adjourn – The President adjourned the meeting at 10:15 pm.

Certification of Minutes as Approved by the Board:

Tim Mercer
President

Matt Young
Secretary

Date: _____