

Meeting Minutes

Yellowknife Ski Club (YSC) Board of Directors

Held Tuesday, January 8, 2013 at the YSC Chalet

Directors Present: Tim Mercer (President - TM); John Stephenson (Vice President - JS); Matt Young (Secretary – MY); Kevin Hodgins (Past President – KH); Sarah Heaton (Volunteers - SH); Dana Britton (Fundraising – DZB); Greg Littlefair (Facilities – GL); David Brock (Treasurer – DB); and, Alicia Tumchewics (Communications – AT).

Directors Absent: Damian Panayi (Events - DP); Steve Schwarz (Registrar - SS); Lara Mountain (Programs – LM); and, Brett Wheler (Trails - BW).

Guests: Moses Hernandez; Dot Van Vliet (NWT Ski Division); Ted Kimmins (NWT Biathlon Association); and, Shannon Haszard (Loppet Coordinator).

1. Call to Order and Opening Remarks by the Chair

The President called the meeting to order at 8:06 pm.

2. Consent Agenda

2.1 Approval of Agenda

2.2 Approval of Minutes from previous meeting: December 12, 2012

2.3 Renewal of Banting Lease

Resolution

That the YSC renew the Banting Lake Lease No. 85 J/9-7-8 with Her Majesty the Queen in right of Canada.

Moved: DB / Seconded: DZB / Approved

3. Discussion and Decision Items

3.1 NWT Ski Division Update

NWT Ski Division President Dot Van Vliet provided an overview presentation on the role and function of the NWT Ski Division. She noted that it has two roles, as both the Territorial Sport Organization for cross country skiing, and also as the NWT Region for Cross Country Canada. The Ski Division funds coach and athlete development, and supports events. It also runs a program, Ski North. She noted that there will be several NWT Ski Division Board openings in the next year. Dot Van Vliet also noted that for any Cross Country Canada insurance related questions, she is the contact person for the YSC. She also noted that the YSC may make requests to the Ski Division prior to their budget exercise in

June, or throughout the year as funds are available. Dot observed that the new territorial funding strategy based on the principle of 'sport for life' is well aligned with the sport of cross country skiing. TM thanked her for her attendance and presentation.

3.2 NWT Biathlon Association Update

As Vice President of the NWT Biathlon Association, the NWT representative on the Board of Biathlon Canada, and a parent/coach of the Yellowknife Ski Club biathlon program, Ted Kimmins presented an overview of Biathlon in the NWT, and at the YSC. He noted that the NWT Ski Division is both a Territorial Sport Organization, and the local unit of Biathlon Canada. He said that the Association is focussed on expanding the sport in the NWT. He said that there are 15 participants in the YSC program, and that their greatest need is new or repaired rifles, as their existing stock is about 10 years out of date. He also noted that 6 people were turned away from the program, due to limited volunteer capacity. A new competition-ready rifle costs in the order of \$5,000. In response to a question from a Board member, Ted Kimmins noted that not all YSC Biathlon program participants are yet members of Biathlon Canada, which involves completion of the mandatory liability waiver. TM noted that was not acceptable, and that he would send an email indicating that to the Biathlon program. TM thanked him for his attendance and presentation.

Resolution

That the all participants in the Yellowknife Ski Club Biathlon Program must be members of, and insured by, Biathlon Canada, and be members of the Yellowknife Ski Club.

Moved: MY / Seconded: GL / Approved

3.3 Loppet Update

Shannon Haszard, YSC Loppet Coordinator, provided a status report on the upcoming event. She noted that the recently completed survey indicated a willingness to expand the event, and to move away from the use of a cabin. She is planning to use a heated tent on Vee Lake, with registration on Zone4. TM suggested managed expansion of the event, going from maximum registration of 300 last year, to 350 this year. SH agreed to provide lists of volunteer names to Shannon Haszard. DB agreed to explore contacts for large suitable tents. TM thanked her for her attendance and presentation, and offered continuing Board support to the organization of the Loppet.

3.4 YSC Rebranding

Moses Hernandez and AT presented an overview of their project to rebrand the YSC. On January 7th, 2013, a facilitated rebranding meeting took place at the Chalet, including 10 people with a variety of experiences and perspectives. Sandy Osborne was the volunteer facilitator. Moses and AT sought direction from the Board on whether the rebranding should be focussed on marketing the facility, and the logo etc., or whether it should include 'structural' aspects of the YSC. TM noted that the YSC had just completed a Strategic Plan, so the rebranding exercise should not duplicate that work, but rather focus on a marketing plan, new signage, etc. Moses and AT intend to return to the Board with recommendations on a name, look and feel, logo, etc. at an upcoming Board meeting.

3.5 Financial Variance Report

DB presented a financial variance report for the first six months of YSC operations in the 2012-13 ski season, based on the new YSC statement of accounts. He noted areas where expenses are higher and lower than budgeted, and areas where additional information or confirmation is required. TM observed that these expenses and revenues generally appear to place the YSC in a good position at this point in the year, but that a balance sheet would also be helpful. DB said that he will provide a balance sheet with the year-end financial statements. DB will follow-up with the City of Yellowknife on the status of grant income payments, and Chalet rental payments. JS will follow-up and report to DB on the status of Snow Show expenses and revenue, and day use fees income. DB noted that he would be presenting an updated Financial Management Policy at the February meeting of the Board.

3.6 Privacy Policy

MY presented a Privacy Policy to the Board for adoption, based on a model Cross Country Canada policy. MY noted that the same policy is in use by other ski clubs in Canada. It generally requires consent to collect, use and disclose personal information, which is typically obtained through completion of the standard Cross Country Canada waiver. DB proposed two minor revisions, which were accepted.

Resolution

That the Yellowknife Ski Club Privacy Policy be adopted.

Moved: MY / Seconded: DZB / Approved

3.7 Proposed Bylaw Revisions

MY tabled draft revisions to the YSC bylaws. The YSC Strategic Plan commits the YSC to reviewing the justification for having a General Election Meeting of the Membership in addition to an Annual General Meeting of the membership. The new Governance Policy also commits the Board to reviewing the Bylaws annually. Based on the findings of the review presented to the Board, the draft revisions propose to: 1) eliminate the General Election Meeting; 2) move the financial year end to April 30th; 3) allow for notice to membership by email; 4) automatically suspend memberships each year upon non-payment of dues by December 1; and, 5) allow the elected Directors to select the officers from amongst themselves following the Annual General Meeting. Comments on this proposal are invited from the Board by email to MY by January 22. Direction to seek input from the Membership thereafter will be sought by MY at the February Board meeting. The President would then call a Special General Meeting in April for adoption of the new Bylaws.

3.8 Men's Ski and Dinner Night

JS presented a proposal from a Member, Martin Garcia, to hold a Men's Ski and Dinner Night at the YSC. JS noted that this would complement the existing YSC programs for women (Chix on Stix), and families (Parents and Tots). The Board discussed whether a liquor licence would be required as part of this event, and decided that the Member should

make that determination and act accordingly. JS noted that he would inform the NWT Ski Division of this event, for the purpose of insurance coverage. GL will reserve the Chalet for the designated night.

Resolution

That the use of Chalet is authorized for Martin Garcia to host a Men's Ski and Dinner Night on January 17, 2013. The Event will be registered with NWT Ski Division for CCC insurance purposes, and obtain a liquor licence as required. The Director of Communications will include this item in the newsletter by Friday, January 11, 2013. The Director of Chalet will confirm booking the Chalet. John Stephenson, VP is Board contact for this event.

Moved: JS / Seconded: GL / Approved

4. Roundtable Updates

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

4.1 President

TM reported that he would be meeting with the City of Yellowknife to discuss a variety of opportunities for the YSC to engage with them. He also noted that he would be focussing on addressing the YSC lighting situation over the coming months. He advised all Directors to attempt to address their assigned actions in the Strategic Plan.

4.2 Vice President

JS reported that he had met with an electrician, and it did not appear that a written certification of the safety of the existing trail lighting system would be forthcoming. TM observed that if small improvements couldn't satisfy the Board resolution with respect to the trail lighting system safety, it would be necessary to look at a larger solution. JS reported that organization for World Snow Day is underway, and that a \$750 Get Active grant had been received towards that.

4.3 Grants & Fundraising

DZB reported that she is waiting to hear the results of grant applications to Mountain Equipment Coop, and the Yellowknife Community Foundation. She is also preparing other new grant applications.

4.4 Secretary

MY reported receipt of photographs from a past Member (Les Clegg) of the Western Canadian Ski Championships, held at the YSC in 1993, and suggested they could be used as part of a future slide show event at the YSC.

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, February 5, 2013 at 8:00 pm

TM noted that the next Board meeting would focus on the Financial Management Policy, the Bylaws, and YSC Rebranding. DB noted he would also have an item related to the purchase of a Guaranteed Investment Certificate.

6. Adjourn – The President adjourned the meeting at 11:00 pm.

Certification of Minutes as Approved by the Board:

Tim Mercer
President

Matt Young
Secretary

Date: _____