

Meeting Minutes

Yellowknife Ski Club (YSC) Board of Directors

Held Tuesday, May 7th, 2013 at the YSC Chalet

Directors Present: Tim Mercer (President - TM); John Stephenson (Vice President - JS); Kevin Hodgins (Past President – KH); Matt Young (Secretary – MY); David Brock (Treasurer – DB); Brett Wheler (Trails - BW); Damian Panayi (Events - DP); Dana Britton (Fundraising – DZB); Steve Schwarz (Registrar - SS); Greg Littlefair (Facilities – GL); Alicia Tumchewics (Communications – AT); and, Lara Mountain (Programs – LM).

Directors Absent: Sarah Heaton (Volunteers - SH).

1. Call to Order and Opening Remarks by the Chair

The President called the meeting to order at 8:10 pm.

1.1 Approval of Agenda

1.2 Declaration of Conflicts – None declared.

2. Consent Agenda

2.1 Approval of Minutes from previous meeting: March 12, 2013

2.2 Fundraising Policy Amendment – Snow Show displays

Moved: SS / Seconded: BW / Approved

3. Discussion and Decision Items

3.1 Grooming Shed Working Group

GL provided an update on efforts related to the proposed new grooming shed. He noted that site test drilling had recently been completed, with promising results. He sought Board approval to create a new Grooming Shed Project Management Working Group, to be chaired by GL, and reporting to the Board, as per the Working Group mandate document submitted. TM noted that at this point, the Board has the authority to borrow money, but no decision to build has yet been taken. The Board will make that decision upon receipt of a Class A cost estimate for the proposal from the Working Group, likely in the summer of 2013. GL noted that in-kind labour and contractor discounts may help to minimize costs.

Resolution

That the Board approves the formation of the Grooming Shed Working Group, as outlined in the attached mandate, to be chaired by the Director of Facilities.

Moved: SS / Seconded: BW / Approved

3.2 Trail Light Replacement

TM updated the Board on the status of this project, reporting that a deal is close to being finalized with Northlands Utilities Ltd. (NUL). NUL can do the whole lighting project (25 poles) in the summer of 2013, as part of their Annual Capital Budget. The City of Yellowknife has expressed support for the project, and may make a contribution. The YSC will not pay anything initially for the installation of these lights, but would pay operating costs of approximately \$4,341 per year thereafter. There may be an opportunity for NUL to sponsor the YSC, in order to partially offset that annual operating cost.

Resolution

That the Board authorize Northland Utilities to install up to 25 pole mounted LED lights during the summer/fall of 2013 at locations to be determined by the Director of Trails.

Moved: GL / Seconded: DZB / Approved

3.3 Membership Survey Proposal

MY sought approval from the Board to administer a brief survey to the YSC membership in order to learn more about: 1) their motivations for joining and remaining members; 2) the frequency of their usage of various YSC elements; 3) their level of satisfaction with various YSC elements; and, 4) their views of fees. \$175 is required for a survey software subscription and a prize to encourage responses.

Resolution

That the Secretary is authorized to expend up to \$175 in order to conduct a survey of Yellowknife Ski Club members.

Moved: BW / Seconded: DP / Approved

3.4 Membership Policy Update

MY tabled a draft Membership Policy, noting that the new YSC Bylaws now empower the Board to establish membership categories and fees. Proposed changes include: adding life members as an annex; amendment to the membership year; creation of a new class of 'special competition members' to satisfy insurance requirements; a requirement that YSC members adhere to the Cross Country Canada Code of Conduct; Board authority to gift up to three memberships each year; dropping the 'group membership' category; and breaking the 'individual' category into 'child', 'youth' and 'adult', to reflect current practice. Input was also sought on dropping the 'family' category altogether. All comments were sought by email any time before May 16th, 2013.

4. Roundtable Updates

4.1 Communications

AT reported that she could assist with the survey, but will not be returning to the Board in the next year.

4.2 Vice-President

SH reported that the NWT Ski Division is working on a calendar of events for 2013-2014, and he provided information related to the Arctic Winter Games and NWT Territorial Ski Championships.

4.3 Programs

LM reported that the programs are completed for the season, and are now working on completing their finances and preparing budgets.

4.4 Trails

BW reported that he has been involved in efforts already addressed in the Grooming Shed agenda item.

4.5 Registrar

SS reported that he has been completing a Cross Country Canada survey and outstanding Child Fitness Tax Credit forms.

4.6 Events

DP reported that the volunteer recognition event would take place on May 18th.

4.7 Past-President

Nothing to report.

4.8 Facilities

GL reported on a Building Committee meeting, the installation of screen door, and the possibility of collaboration with the Shooting Club on a new indoor range.

4.9 Treasurer

DB reported that most budget submissions have been received, but those from events and programs remain outstanding. The next step will be for the Executive Committee to meet, for the Board to approve the budget, for the financial statements to be prepared, and for an Annual General Meeting to be called.

4.10 Fundraising

DZB invited suggestions for smaller sponsorship ideas that may be pitched to potential corporate donors. She also updated the Board on the status of other grant applications.

4.11 Secretary

MY reported that the new YSC Bylaws have now been registered and are in effect, an application to the Chief Firearms Officer has been made for Biathlon range approval, the City lease has been renewed, and the Whitehorse Ski Club was recently convicted of an offence related to trail clearing.

4.12 President

TM sought agreement of the Board on a date for calling the Annual General Meeting, and asked MY to coordinate preparation of the Annual Report. TM asked all current Board members to declare their intentions with respect to serving on the new Board, and KH accepted responsibility for coordinating nominations.

5. Schedule Next Meeting

The President called a Board meeting for Tuesday, June 4th, 2013 at 8 pm in the YSC Chalet.

The President called an Annual General Meeting of the membership for Tuesday, June 18th, 2013 in the YSC Chalet.

6. Adjourn – The President adjourned the meeting at 10:20 pm.

Certification of Minutes as Approved by the Board:

Tim Mercer
President

Matt Young
Secretary

Date: _____