**Minutes**

**Yellowknife Ski Club (YKSC)**

**Board of Directors Meeting**

Tuesday, November 5, 2013

Yellowknife Ski Club Chalet 7:00 pm

Present: John Stephenson (JS), Mark Cliffe-Phillips (MCP), Richard McIntosh (RM), Lara Mountain (LM), Kevin Hodgins (KH), Greg Littlefair (GL), Damian Payani (DP), Stephen Dunbar (SD), Brett Wheler (BW), Martin Saidla (MS)

1. **Call to Order and Opening Remarks by the Chair**
   1. Approval of agenda KH, seconded by MS, moved to call the meeting to order and approve the agenda. Motion adopted.
   2. Declaration of conflicts none
2. **Consent Agenda**
   1. Approval of Board minutes from October 1, 2013 KH, seconded by MCP, moved to approve the minutes. Motion adopted
3. **Discussion and Decision Items**
   1. For decision - Frostbite 45 partnership for 2014 – DP

Frostbite is organized by the Multisport Club (MSC) because it involves snowshoeing and takes place off ski club trails. Motion is to repeat arrangement with the Multisport Club that has been used in previous years. BW, seconded by RM, moved motion as worded in agenda item attached to these minutes. Motion adopted.

MCP suggested that, in future, we include Frostbite in MSC user agreement, so no need for board approval each year. JS suggested we add Frostbite to events calendar with NWT ski division.

* 1. For discussion – Draft Events Policy – DP Damian explained that new policy would include events in a calendar, and board would approve event calendar at beginning of each year. Event director would have discretion to move events. Fits in with suite of policies. To be voted on at next board meeting – DP requested comments from Board Members by November 19.
  2. Miscellaneous housekeeping items – DP – DP Noted that room used for timing has lots of miscellaneous items in it and could use cleaning up. JS to work with DP to help discern what needs to be kept or discarded. DP also noted that some speakers in upstairs room have blown, so all there is left is one speaker and amplifier. Suggested we see whether clients who rent room expect speakers/PA, and consider replacing them. MCP noted that multisport club uses PA when they have meetings. DP offered to get quote for shelving and new indoor speakers, and also noted that downstairs of buildings could use some coat racks and benches – GL noted that both of these improvements would be in excess of what was already approved and spent in current budget cycle.
  3. For discussion - Program fees specific to coaching courses, and importance of coaching courses – LM. Currently, coaching courses for Jackrabbit coaches are free. Last year, there was no budget approved for coaching training. This year, NWT ski division is not capable of fully funding coaching training. How do we pay? Options include asking participants to pay, covering cost through registration fees. We can take some money from other parts of programs budget. Total amount needed is between $7000-9000. LM will come up with plan to propose this for next year’s budget. LM also noted that some of the irons in chalet are burnt out. Suggested that we obtain some new irons from chalet budget.
  4. For decision – Amendment of Fees policy regarding fees for Jackrabbit programs – MS. SD seconded by LM moved motion as worded in attachment. Motion adopted.
  5. Membership policy – MCP. MCP noted that, although we had amended the fees policy at previous meeting, we hadn’t amended membership policy to reflect family class. MS, seconded by BW, moved to approve amendment as worded in attachment. Adopted.

1. **Roundtable Updates**

SD – we should talk to potential sponsors (NWTel) for this year’s loppet. We should also determine whether NWTel is providing phone service. SD is getting info on previous sponsors. Also looking into signs along road to determine whether all signs reflect current sponsorships. We should find a way to recognize some sponsors from last year – including Deton Cho, who donated 1000$ (fridge in kitchen plus cash), and MEC. SD is also working on Tour de Yellowknife race series.

DP – Reminded everyone of upcoming events:

- “Wax and Wine Soirée” Nov 21, 7pm.

-Sports day in Canada, Nov 30

-AWG trials, Dec 14-15

GL – Has obtained development permit for shed. Building permit is taking time but on its way. Hoping we can do some preparation/excavation soon, but this may have to wait till spring because weather is getting cold quickly. Code for chalet will be changed.

KH – Accountant will in the future provide reports the week before each meeting so board can discuss. We had some revenue from snow show, which is now in bank.

LM – Is organizing coaching courses. Programs are hoping for snow.

BW – Update is attached

RM – Says we should do follow up to snow show. Was interviewed by Yellowknifer. Myka Jones has put together some designs for new logo. Would like comments from board before presenting these at ski and wax event to broader membership.

MCP – We now have 351 members. 30 family memberships. 179 individual adults, 23 youth, 23 children. These numbers may not be 100% accurate as not verified yet. This represents $26,000 before deduction of Zone4 fees. 42 Jackrabbits registered, 19 track attack, 19 skate ski rentals, 10 biathlon, 3 go ski. This represents $33,000 revenue including program money.

JS – mentioned that Northland and Beaver Powerline have done construction for the lights, and the first section is ready. Also City of Yellowknife may be able to waive development fees for groomer shed. Northbelt trails cleanup went well and raised some money. Overlander has also donated $5000. Also, we have won $2500 from Participaction under National Sports Day. We are finalists and may be featured on CBC Nov 30 if we win.

1. **Schedule Next Meetings**
   1. Board Meeting – Tuesday, December 3, 2013 at 7:00 pm
   2. Board Meetings in 2014 – first Tuesdays at 7:00 pm, starting January 7.
2. **Adjourn**

**Item 3.1 - Frostbite 45 partnership for 2014**

**Lead: Damian**

**Purpose:** \_\_\_\_\_ For Information \_\_X\_\_ For Decision \_\_\_\_\_ Consent Agenda

**Background: Frostbite is organized by the YK Multisport, for insurance reasons. However, Ski Club is closely linked. For the past two years, Ski Club has offered free use of Chalet in exchange for registration fee discounts (aprox 20%) for Ski Club members.**

**Draft Motion**

That the Ski Club provide free use of the Chalet and trails to the Yellowknife Multisport Club for the Frostbite 45 for the evening of March 28, and all day March 29, 2013, in exchange for a 20% discount on registration fees for Ski Club members. It is understood that use of the Chalet will not impede regularly scheduled programs on March 29th.

**Cost and Budget Authority**

$600 of lost revenue if otherwise rented for 1 ½ days.

**Policy or Strategic Plan Alignment**

The object of Ski Club includes: *to provide the Yellowknife community with opportunities for growth, development and enjoyment through skiing, and to support other organizations that promote outdoor activities that complement skiing*

**Prior Consultation**

Mark with an ‘X’ or otherwise list those people with whom the presenter has already consulted regarding the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
|  | President |  | Vice President |
|  | Treasurer |  | Secretary |
|  | Registrar |  | Director of Facilities |
|  | Director of Trails |  | Director of Communications |
|  | Director of Programs |  | Director of Events |
|  | Director of Volunteers |  | Director of Fundraising |
|  | Past President |  |  |

**Time Required:** 5 minutes

**Supporting Documents or References:** None

**Item 3.2 – For Discussion – Draft Events Policy**

**DRAFT Events Policy**

**Statement of Policy**

The Yellowknife Ski Club (‘Club’) organizes safe, enjoyable and developmental events for the benefit of members, and for the promotion of Club objects.

**Principles**

*Quality Experience* – The Club organizes events for the purpose of personal fulfillment, improvement through competition, skills development, and community development.

*Sound Organization* – Club events will be organized and conducted in an efficient and effective manner.

*Risk Mitigation* – Recognizing that all events entail a degree of risk, best efforts will be made by the Club to minimize or mitigate those risks to participants, members, the Club, and others.

**Definitions**

*Designated Waiver Form* – means any waiver form that must be completed as a condition of membership in the Club, or participation in Club events. This is usually the Informed Consent and Assumption of Risk Agreement specified by Cross Country Canada and Biathlon Canada.

*Incident Report Form* – means the incident report form specified by the Canadian Snowsports Association and Cross Country Canada, attached to the Cross Country Canada Liability Insurance Manual.

**Provisions**

*1. Quality Experience*

1. Club organized events must be aligned with the constitutional objects of the Club. This includes events for the purpose of personal fulfillment, healthy competition, skills development, and community development, related to cross country skiing.
2. Club events are open to all members, on such reasonable terms as may be specified.
3. Non-members may participate in some specified Club events, though typically on different terms with respect to fees and Designated Waiver Forms, and typically for the purpose of encouraging Club membership or otherwise for the benefit of the Club and the advancement of its objects.

*2. Organization*

1. All Club events must be pre-approved by the Board, on the recommendation of the Director of Events, typically as a slate prior to the commencement of each ski season. Such a slate of events will be updated annually, and will form Annex A of this Policy. Cancellations or date changes may subsequently be made at the discretion of the Director of Events to address unforeseen circumstances. Notice of such changes must be made by the Director of Events to the Board and the NWT Ski Division as soon as possible.
2. The Director of Events must recruit, appoint and brief one event coordinator for each Club event. Event coordinators are preferably Club members, report to the Director of Events, and may be supported by volunteers. The Director of Events may also serve as an event coordinator.
3. Event coordinators have lead responsibility for coordinating all aspects of an event, including communications, registration, logistics, volunteers, and safety.
4. The Financial Management Policy governs event budgets.

*3. Risk Management*

1. Every adult participant in a Club event must execute the Designated Waiver Form, and a parent or guardian must execute the Designated Waiver Form on behalf of a member who is under 19 years of age. Members will typically already have executed a Designated Waiver Form by virtue of obtaining or renewing their Club membership.
2. All Club events must be communicated to the NWT Ski Division prior to their date of occurrence, and must adhere to all relevant Cross Country Canada safety guidelines, including as set out in the Cross Country Canada Rulebook and the Cross Country Canada Liability Insurance Manual.
3. The Club will not organize events that fall outside of the scope of its policies of insurance through Cross Country Canada.
4. Third parties that hold events on Club premises must do so on the basis of a written agreement. Such third parties must have their own liability insurance coverage for such events, naming the Club as an additional insured. Such agreements must also address responsibility for safety.
5. All provision or sale of alcohol at Club events or on Club premises must be in accordance with City of Yellowknife by-laws and territorial regulations.
6. Event coordinators are responsible for completing an Incident Report Form to record the details of any accidents that occur during Club events, and promptly providing completed Incident Report Forms to the Director of Events.
7. The Director of Events is responsible for ensuring that all completed event-related Incident Report Forms are handled in accordance with the requirements specified by the Canadian Snowsports Association in the Cross Country Canada Liability Insurance Manual.

**Scope and Authority**

This Policy applies to all members and non-members who participate in or organize Club events. The Director of Events is responsible for ensuring that all events are pre-approved by the Board and registered with the relevant Territorial Sport Organization. The Director of Events is responsible for supervising all event coordinators, accountable to the Board for ensuring compliance with this Policy, and will report to the Board on event preparation and outcomes.

**Prerogative of the Board**

Nothing in this Policy shall in any way be construed to limit the prerogative of the Board to make decisions or take action respecting the Club outside the provisions of this Policy, in appropriate circumstances.

**History**

This Policy was adopted by the Board on Month, Day, Year.

**Annex A: 2013 – 2014 Yellowknife Ski Club Events Schedule**

|  |  |
| --- | --- |
| Event Date | Event Name |
| November 2 | Snow Show |
| November 21 | Wax and Wine Soiree |
| November 30 | Sports Day in Canada |
| December 7 and 8 | Trail Grooming Clinic |
| December 13 and 14 | Arctic Winter Games NWT Trials |
| January 19 | World Snow Day |
| February 16 | NWT Ski Day and Olympic Celebration |
| March 8 and 9 | Yellowknife Ski Races |
| April 6 | Yellowknife Northwestel Ski Loppet |
| April 12 and 13 | Biathlon Polar Cup |
| April 26 | Ski Duathlon |
| April 26 evening | Volunteer Appreciation Night |
|  |  |
|  |  |

This Event Schedule for the Yellowknife Ski Club during the term of the 2013-2014 season was adopted by the Board on Day, Month, Year. It is subject to change by the Board, with notice to the NWT Ski Division and NWT Biathlon Association.

**Item 3.5 – Amendment of fees policy re fees for Jackrabbit programs**

**Lead: Martin Saidla**

**Purpose:** \_\_\_\_\_ For Information \_\_X\_\_ For Decision \_\_\_\_\_ Consent Agenda

**Background:** Judy Williams, Jackrabbit coordinator, has requested an increase to $35 the fee for Jackrabbit programs, in order to better reflect costs. The board tentatively approved this change via email on October 23, 2013. This vote is to ratify the fee increase previously approved by the Board.

**Draft Motion**

That the Board confirm the amendment to the fees policy to change the Jackrabbit fees to $35, which was approved by the board on October 23 2013.

**Cost and Budget Authority**

No cost.

**Policy or Strategic Plan Alignment**

The Strategic Plan states that:

*Our programs are inclusive, adequately funded and led by well-trained coordinators and coaches;*

This fee increase would support this priority by paying for coaching courses, among other things.

**Prior Consultation**

Mark with an ‘X’ or otherwise list those people with whom the presenter has already consulted regarding the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| X | President | X | Vice President |
| X | Treasurer |  | Secretary |
| X | Registrar | X | Director of Facilities |
| X | Director of Trails | X | Director of Communications |
| X | Director of Programs | X | Director of Events |
|  | Director of Volunteers |  | Director of Fundraising |
|  | Past President |  |  |

**Time Required:** 5 minutes

**Supporting Documents or References:** None

**Item 3.6**

**Title: Membership Policy Amendment – Addition of Family Membership Class**

**Lead: Mark Cliffe-Phillips, Registrar**

**Purpose:** \_\_\_\_\_ For Information \_\_\_X\_\_ For Decision \_\_\_\_\_ Consent Agenda

**Background:** The Board had approved the *Fees and Charges Policy* as presented with amendments at the previous Board meeting of October 12, 2013. One amendment was for the addition of a family membership option. The current Board approved *Membership Policy* does not currently have a membership class and needs to be updated to reflect the Board’s decision of October 12, 2013.

**Draft Motion**

To approve the addition of the family membership class within Provision 2 of the *Membership Policy.*

**Cost and Budget Authority**

N/A

**Policy or Strategic Plan Alignment**

The new YSC bylaws empower the Board to establish membership classes and fees. The Strategic Plan identifies as a goal that the Club will have a “policy focused Board of directors”.

**Prior Consultation**

Mark with an ‘X’ or otherwise list those people with whom the presenter has already consulted regarding the proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| x | President |  | Vice President |
| x | Treasurer | x | Secretary |
| x | Registrar | x | Director of Facilities |
| x | Director of Trails |  | Director of Communications |
| x | Director of Programs | x | Director of Events |
|  | Director of Volunteers |  | Director of Fundraising |
|  | Past President |  |  |
| Others: |  |  |  |

**Time Required:** 5 Minutes

**Supporting Documents or References**

Updated Membership Policy

**Item 4 Roundtable updates**

**Trails update – Brett Wheler**

1. Ice thickness and safety. For your information and the information of all programs and skiers: Beware thin ice on fault lake and back bay! We rely on the city and the great slave snowmobile association who do the ice measurements. Measurements will begin this weekend, but so far ice has been too thin to safely measure. Check the city website for updates.

2. Brushcutting and miscellaneous small trail improvements - completed, big thanks to volunteers and excellent work on the big brushcutting job!

3. Lights - 10 poles have been installed by northlands and clearance for cables was cut by Terry Derksen of Beaver Powerline Ltd as an in-kind donation.

4. Gravel - 6 loads of pea gravel donated by RTL. Weatherby trucking donated equipment and time to level the biathlon firing line and a rough section of the RoadRunner trail.

5. Snow - a good base of wet/icy snow fell on October 24. It was thinned by some melting, but is still a good start to the season and we hope for more soon! We will start some initial trail packing soon.