

Meeting Minutes

Yellowknife Ski Club (YSC) Board of Directors

Held Tuesday, October 2, 2012 at the YSC Chalet

Directors Present: Tim Mercer (President - TM); John Stephenson (Vice President - JS); Matt Young (Secretary – MY); Damian Panayi (Events - DP); Steve Schwarz (Registrar - SS); Dana Britton (Fundraising – DZB); Lara Mountain (Programs – LM); and David Brock (Treasurer – DB).

Directors Absent: Kevin Hodgins (Past President – KH); Greg Littlefair (Facilities – GL); Sarah Heaton (Volunteers - SH); Brett Wheler (Trails - BW); and, Alicia Tumchewics (Communications – AT).

Also Present: Moses Hernandez

1. Call to Order and Opening Remarks by the Chair

The President called the meeting to order at 7:05 pm.

2. Routine Business

2.1 Approval of Agenda

Moved: DB / Seconded: JS / Approved

2.2 Approval of Minutes from previous meeting: September 4, 2012

Moved: LS / Seconded: SH / Approved

3. New Business

3.1 Social Media Use Proposal

Member Moses Hernandez made a presentation to the Board, proposing the use of social media such as Facebook and Google Adwords to promote YSC membership, programs, and events. Moses and Rich McIntosh would carry out the initiative under the supervision of the Director of Communications. Moses estimated that the initiative would cost in the order of \$50 - \$75 / month.

Resolution

That the use of social media is authorized, under the supervision of the Director of Communications, to promote the Yellowknife Ski Club, from the funds allocated for advertising and communications in the approved 2012-13 Budget.

Moved: JS / Seconded: DB / Approved

3.2 Program Readiness and Coach Course Report

LM provided a general report on the state of program preparedness for the upcoming ski season. She reported sign-up for the Ski Parents program has commenced. She reported

that she recently met with Karen Johnson, Coach Coordinator for the NWT Ski Division, who informs LM that there are coaching courses scheduled for the fall. LM asked the Board about the status of funding for coaching courses. LM also reported that Karen Johnson is organizing a new YSC program to be called "Go Ski Kids", which will be non-competitive and focussed on technique. Karen Johnson offered to attend the next Board meeting to make a presentation on coach training. DB stated that the Board must clearly identify what are YSC programs, and budget for them. Presently, there is no budget for new programs or coaching courses for next year.

3.3 Registrar Readiness Report

SS reported that the YSC program and membership registration website is now live, and that a message will be sent to the Membership stating that shortly. SS is preparing for the Snow Show, and Membership rates are set to automatically change after the Snow Show.

3.4 Event Readiness Report

DP reported that the Snow Show will take place on November 3rd, and preparations are ahead of schedule. The Wax & Wine will be organized by Sarah Heaton and Mike Argue, to take place on November 22nd. A Trail Grooming workshop is scheduled for December 8th and 9th. A preliminary meeting was held with the City of Yellowknife and the Snowboard Association regarding World Snow Day and NWT Ski Day events. DP advised the Board that he would be unavailable from November 1st to February 7th.

3.5 2012-13 Budget Overview

DB presented the draft 2012-13 Ski Club Budget to the Board for adoption. He explained the budget submission process, and that all strategic investments recommended by the Executive Committee were included in the draft Budget. He advised that Dragon Toner Law Office will review the Club's trail-user agreement on an in-kind basis, and with recognition in accordance with the Fundraising Policy. \$3,000 has been budgeted for bookkeeping. MacKay LLP will provide that service on a discounted basis, also with recognition in accordance with the Fundraising Policy. DB advised that the accounts of the YSC will be reviewed and updated over the next year. Though the Board had previously discussed an Executive Director, an allocation for one was not included in the draft Budget. TM stated that a survey of the Board did not prioritize hiring an Executive Director at this time. MY observed that the draft Budget projects low revenues from building rental, third-party trail use, and events. DB agreed to move the initial reserve fund allocation out of current year expenses in the Budget for adoption.

Resolution

That the 2012-2013 Yellowknife Ski Club Budget is approved.

Moved: MY / Seconded: DaBr / Approved

3.6 Renewal of Executive Committee Mandate

As per the bylaws, MY sought renewal of the Executive Committee mandate, as presently constituted, Chaired by the President, and with additional membership consisting of the Past-President, Vice-President, Treasurer, and Secretary.

Resolution

That the mandate of the Executive Committee is renewed until the next Yellowknife Ski Club Annual General Meeting.

Moved: DB / Seconded: JS / Approved

3.7 5-Year Range Inspection Lease Amendment Request to City of Yellowknife

MY informed the Board that the range is due to be inspected and registered, and that it is presently a requirement of the sub-lease with the City of Yellowknife that the range be inspected annually. MY reported that this frequency is excessive. He recommended requesting an amendment of the sub-lease with the City of Yellowknife, so that an inspection would instead be required every five years. TM noted that this should be part of a broader engagement with the City on relations with the YSC.

Resolution

That the Yellowknife Ski Club request an amendment to its sublease with the City of Yellowknife to allow range inspections every five years, instead of the current requirement of an annual range inspection.

Moved: MY / Seconded: SS / Approved

3.8 Yellowknife Community Foundation Proposal to YSC

JS reported on a proposal from the Yellowknife Community Foundation (YCF) to work with the YSC to replenish three YCF funds associated with the YSC and its Members. These are the David Sutherland, Mary Beth Miller, and Chirs Argue Memorial Funds. JS noted the support that the YSC has received directly from the YCF for specific projects in recent years. The Board discussed each option presented by the YCF, and the importance of adequately protecting Members privacy, through not disclosing their personal information without permission. JS reported that there will be no cost to the YSC related to endorsing the YCF proposal.

Resolution

That, in recognition of the longstanding mutually supportive relationship between the Yellowknife Community Foundation and the Yellowknife Ski Club, the following fundraising initiatives in support of the Yellowknife Community Foundation's David Sutherland Memorial Fund, Mary Beth Miller Fund and Chris Argue Memorial Fund are approved for immediate implementation by the Yellowknife Ski Club in collaboration with the Yellowknife Community Foundation for the duration of the 2012-2013 ski season:

- **A direct request by the Yellowknife Community Foundation to Yellowknife Ski Club Members by way of an email information item and request, and an information item and request on the YSC website.**
- **A passive request by the Yellowknife Community Foundation to Yellowknife Ski Club Members through: a poster display at the Ski Club with a request; a display/booth at the fall Snow Show; and, a display at a special event (e.g. NWT Ski Day).**

Moved: DaBr / Seconded: DB / Approved

3.9 Proposal to Update YSC Logo

DP made a proposal to update the YSC logo, which he estimated would cost about \$300. TM said that he supports this proposal, but that he would like to see the Director of Communications come back to the Board with a comprehensive plan to re-brand the YSC, rather than do this as a one-off.

3.10 Reserve Fund Report & Policy

MY provided an overview of the recently completed reserve fund study for the YSC Chalet. The study was finalized by Shey Ergil of Ergil & Jackson Appraisals Ltd. in September. MY also presented a draft Chalet Reserve Fund Policy, for approval. DB proposed increasing the threshold expense level for accessing the Chalet Reserve Fund to \$5,000, from \$2,500.

Resolution

That the Chalet Reserve Fund Policy is adopted, with a threshold expense level for accessing the Fund of \$5,000

Moved: DB / Seconded: LM / Approved

3.11 Draft Financial Management Policy

DB tabled and made a presentation on a draft YSC Financial Management Policy. He solicited the Board to subsequently provide input or comments on the Policy, and in particular he sought input from DP (events), DaBr (fundraising), and LM (programs). DB said he intends for this Policy to be on the next Board meeting agenda.

3.12 Board Meeting Management Proposal / Consent Agenda

TM advised the Board that he expects meeting agendas to be distributed one week in advance, and Directors should come prepared with recommendations with respect to their items on the agenda. A consent agenda format will be implemented, whereby a block of non-contentious items may be voted upon without discussion, but any Director may ask that any item be removed from the consent agenda. The Executive Committee will provide advice on what should be included in the consent agenda. MY will distribute a template for agenda item submissions.

4. Old Business

4.1 YSC Hat Proposal

JS spoke to a proposal to have YSC toques made, to be sold at cost. TM suggested that this initiative be deferred, to possibly be part of the broader YSC rebranding exercise.

5. Roundtable Updates

5.1 Treasurer – DB reported that MY will be added as a signing authority, and that the YSC will soon be set up to produce cheques again.

5.2 Vice President – JS reported that the NWT Biathlon Association and the NWT Ski Division have upcoming AGMs.

5.3 Secretary – MY distributed correspondence from the NWT Disabilities Council to JS, and correspondence from NWT Kidsport to SS, both for follow-up or report back to the Board as necessary.

5.4 President – TM will ask the Member who has proposed to create a YSC sign on the outside wall of the biathlon range to defer that project, pending completion of the YSC rebranding exercise.

6. Review of Action Items List - Deferred

7. Schedule Next Meeting

The Board discussed alternate nights and times for regularly scheduled Board meetings.

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

Board of Directors Meeting – Monday, November 5, 2012 at 8:00 pm

[NOTE: TM subsequently advised the Board by email that the next Board meeting will instead be held on Tuesday, November 6, 2012 at 8:00 pm.]

8. Adjourn – The President adjourned the meeting at 9:30 pm.

Certification of Minutes as Approved by the Board:

Tim Mercer
President

Matt Young
Secretary

Date: _____