**DRAFT Minutes**

**Yellowknife Ski Club (YKSC)**

**Board of Directors Meeting**

Tuesday, May 6, 2014

Yellowknife Ski Club Chalet 7:00 pm

Present: Martin Saidla (MS), John Stephenson (JS), Richard McIntosh (RM), Greg Littlefair (GL), Brett Wheler (BW), Kevin Hodgins (KH),

Regrets: Stephen Dunbar, Lara Mountain, Mark Cliffe-Phillips, Damian Panayi

1. **Call to Order and Opening Remarks by the Chair**

JS called meeting to order.

1. **Consent Agenda**

2.1- Approval of minutes from April 1 meeting – RM, seconded by BW, moved to approve minutes. Motion adopted.

1. **Discussion and Decision Items**
   1. Application for Jump Start funding – JS explained that Kerry Egan knew child with disability and had identified Canadian Tire Jump Start program that would subsidize cost of sit ski if YKSC registered as “partner.” GL asked why they need banking info. KH, seconded by BW, moved to support Kerry Egan in registering YKSC as Jump Start partner and applying for funding for sit ski. Motion adopted.
   2. Contribution to chalet reserve fund – KH explained that accountant had noted some time ago that we were accruing money, recommended that, in recognition of fact that our building will eventually need repairs/replacement, we establish building reserve fund. Fund is currently in form of GIC with $38,000 in it. We budgeted last year to contribute $13,000 to fund. KH wanted to action that budget item. GL noted that we do not actually need a motion to do this, as Board had already approved. KH can go ahead and make the transaction. Also discussed including an identical amount in next year’s budget. GL pointed out that Chalet Reserve Fund policy specifies that we should contribute $13,000 to fund for 2014-15. No motion needed.
   3. 2014-15 Budget and 2013-14 financial statements– KH went through comparative income statement for 2013-14, noted that we had income of approximately $27,000 after contribution to chalet reserve fund. Also went through proposed 2014-15 budget, noting changes to proposals by directors.
   4. Board recruitment – JS reminded board that we have vacancies on board and board members should contact people they know.
   5. AGM planning – MS – RM can help print – MS to prepare agenda, find minutes from last year, prepare sign-in sheet. KH to forward financial statements to RM when ready. Advertising is important. Each board member should encourage members to attend. RM to do email advertising. BW to handle refreshments.
   6. Logo Status – RM – deferred to next board meeting. RM will send web poll to membership
   7. Travel Policy – deferred to next meeting.
2. **Roundtable Updates**
3. **Schedule Next Meetings**

Board agreed to schedule next board meeting June 3, 2014, and AGM Thursday, June 12, 2014 at 7pm

1. **Adjourn**

RM moved to adjourn. Motion adopted.**ITEM 3.1**

**Board Meeting Agenda Item Submission**

**March 4, 2014**

**Title: Criminal Records Check Policy**

**Lead: Martin Saidla**

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

**Background** (See attached)

**Draft Motion**

That the attached Criminal Records Check Policy be adopted.

**Cost and Budget Authority**

**Policy or Strategic Plan Alignment**

**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 |  |  |
| Others: | Board of Directors |  |  |

**Time Required:** 20 Minutes

**Supporting Documents or References (**See attached)

# YKSC Criminal Record Check Policy

## Introduction

The Yellowknife Ski Club depends on volunteers to run programs for minors. The Board has put in place this policy in order to ensure that volunteers who work with minors are screened appropriately.

## Policy Statement

The following categories of volunteers must submit, before the beginning of each season, an RCMP “Vulnerable Sector Check” performed within the last three years. If there are fees incurred for fingerprinting, the Club will reimburse these from the Programs budget.

-Coaches who work with minors (including but not limited to Bunnyrabbits, Jackrabbits, Track Attack, and High Performance programs)

-Chaperones who accompany minors on out-of-town trips. At the beginning of the season, if a parent or other volunteer is potentially interested in occasional chaperoning, he or she should submit a VS check to the Programs Director. This will avoid last-minute requests for such checks, and will ensure that the Club has a roster of individuals who are able to accompany trips should the need arise at the last minute.

Vulnerable Sector checks are not required for volunteers who may be asked to fill in on an ad-hoc basis for activities that do not involve travel or other close contact with minors. Examples include

-Parents who are asked to accompany a Jackrabbit class for an individual session.

-Volunteers who officiate at races or one-off events like World Snow Day.

If a situation arises where the application of this policy is not straightforward, the requirement for a Vulnerable Sector check will be at the discretion of the Program Director.

The Programs Director is responsible for maintaining a file of Vulnerable Sector Checks collected under this policy and ensuring that the Checks are up to date.