**Minutes**

**Yellowknife Ski Club (YSC)**

**Board of Directors Meeting**

Tuesday, October 1, 2013

Yellowknife Ski Club Chalet 7:30 pm

Present: Martin Saidla (MS), Stephen Dunbar (SD), Kevin Hodgins (KH), Damian Payani (DP), Mark Cliffe-Philips (MCP), Greg Littlefair (GL), John Stephenson (JS), Brett Wheler (BW)

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

**JS called meeting to** order

* 1. Approval of agenda - KH seconded by MCP moved to call meeting to order. Motion adopted.
  2. Declaration of conflicts - none

1. **Consent Agenda**
   1. Approval of Board minutes from Sep 3, 2013 - SD, seconded by KH, moved to approve the minutes from September 3, 2013. Motion adopted.
2. **Discussion and Decision Items**
   1. Biathlon building - GL noted that biathlon group was having problems with heating- see attached. Propane is expensive. Need money for insulation and pellet stove. KH supported as long as effect will be to save money. Insulating floor won’t reduce costs, but change in heating will - as long as there aren’t additional maintenance costs. JS noted insurance is ok. DP, seconded by MCP, moved motion as worded in the attached agenda item. Motion adopted. GL to continue to communicate with biathlon people.
   2. NWT Ski Division Rep – JS - noted that he would prefer that someone else do it. SD also stated that he would be unable to do it.
   3. Membership fees policy – carried over from last meeting – JS. GL expressed concern that fewer people would sign up if policy changed. DP noted that for families with 2 kids and only one skiing parent, it is already cheaper to register individually. BW unsure, but willing to try as experiment. Noted member survey found members didn’t want increase in rates. MC noted increased gap between early and late registration, suggested it be smaller. SD noted that we have families with low incomes. JS noted we have a lot of volunteers who help out who would not be members individually. Also for insurance purposes would be better to have people as members in case they participate in club activities. DP noted that it would probably not affect membership numbers much. KH seconded by MS moved to adopt proposed fee policy with amendments as follows: addition of family category at $280, with early-registration family at $260. Youth at $40, no early-registration discount. Child under 5 at 10, no early-registration discount. Motion adopted. MCP to work with DP and RM on communicating new policy to members. Also should communicate that insurance costs will increase next year.
   4. Agenda items for next board meeting – JS

* Coaching presentation

1. **Roundtable Updates**

Oral Updates

DP needs to find coordinator for arctic wg trials.

KH to meet with other board members to discuss budgets.

SD is working on organizing amateur race series - Tour de Yellowknife.

MC to work with DP on getting zone4 up.

GL is working on obtaining building permit for grooming shed. City won’t approve development permit until we submit range report and survey of biathlon range. MS to go through boxes / check with matt to find copy of range safety inspection asap and send to GL. Gl needs bookings for programs.

BW noted when communicating membership fees, we should communicate discounts available to members. Also mentioned work on lighting. Work will start near transformer in middle of loop. Initial loop will be slightly less than 1km.

Update from BW

Brushcutting: good progress so far with excellent coordination from Christine Scott and Andrew Kotaska and numerous volunteers out to help. I expect 2 or 3 more weeks of concerted effort will see the job completed - volunteers are crucial, the more the merrier!

Lights: Northlands is supposed to install the first phase (sprint loop and 1st part of snowflake) this fall. The crew is currently completing the underground installations before it freezes. Once they have completed that they will be on site to install the new poles - approximate timeframe: mid October.

Update from JS

Sports Day in Canada – registered YKSC. Nov 30

World Snow Day – planning meeting held on Sept 30 with City and Boardsports. Jan 19

Met with Biathlon programs and Facilities Director to assist with plans for biathlon building

NWT Ski Division Call on Sept 19 – monthly call, first one of the year.

· AWG Trials to be in YK on Dec 12 – 14

· AWG coach selection process confirmed and promo sent to ski clubs

· Clubs to send names of volunteers to Ski Div to CCC for promo

· Insurance fees to increase next year. The fees will increase in 2014/15 to $8.00 per person and then $10.00 person in 2015/15.

Overlander Sports – I will be talking to them about support for Ski Club this year.

Ryan Lake clean up – planning meeting on Oct 9 (Martin and I have been attending) with a cleanup day on Saturday October 19. Call out to volunteers to be done.

Get Active Grants – i will apply by end of this week for funds for Sports Day and WSD and one other event for total of $750

BW seconded by MCP moved to adjourn. Adopted.

Communications Report from Richard McIntosh

1. Communications Committee members: Samia Madwar, Moses, Alicia (newspaper column) and myself.

2. Newsletter: A newsletter will be sent out following the board meeting. If there are items that are urgent or require additional attention please indicate otherwise I will grab from minutes once they are distributed. Once November hits newsletters will be sent out more frequently - most likely weekly if there is enough material.

3. The Communications committee has asked Myka Jones for a quote to produce three versions of an updated Yk Ski Club logo.

1. **Schedule Next Meetings**
   1. Board Meeting – Tuesday, November 5, 2013 at 7:00 pm
   2. Board Meeting – Tuesday, December 3, 2013 at 7:00 pm
   3. Board Meetings in 2014 – first Tuesdays at 7:00 pm.
2. **Adjourn**

KH, seconded by MS, moved to adjourn. Motion adopted.

**Agenda Item 3. 1 Biathlon building**

Board approval sought to change budget item re Biathlon Building. Current Budget allows for up to $3K for renovations to the Chalet downstairs to allow for space for biathlon programming. Purpose was to reduce heating costs in the Biathlon building by reducing use. Biathlon program has reviewed situation and proposes improvements toBiathlon building to cut costs in heating including improving insulation to the building and changing heating source to pellet stove. Biathlon program believes their program needs will be better served by continued full time use of biathlonbuilding. Currently the Biathlon building is heated with propane. Costs last year were about $4K. Budget this year allowed for $1K. No issue from Insurance broker if the pellet stove is installed by appropriate contractor and meets all clearances required.

Proposed Motion: approval to allow for up to $3k for improvements to Biathlon building to save heating costs.Biathlon program will ensure heating system meets requirements for proper installation.

**Agenda Item 3.3 - Originally introduced as Board Meeting Agenda Item 3.7 – June 2013**

**Title: Fees and Charges Policy and Membership Fees**

**Lead: John Stephenson, President**

**Purpose:** \_\_ \_\_ Information \_\_X\_\_ Decision \_\_\_\_ Consent Agenda \_\_\_\_ In Camera

**Background**

In the annual budgeting process, the Board has the authority to review and revise all Club fees and charges. However, this is somewhat difficult to do efficiently, since many of the fees and charges are specified in different locations. The attached draft Fees and Charges Policy is modelled on a bylaw of the City of Yellowknife that is used for the same purpose, that being a consolidated reference. By adopting a similar model for the Yellowknife Ski Club, it will enable the Board to readily review and change or affirm all fees and charges during each annual budget cycle. Then, the Registrar, members, program coordinators, and others will have an easy and official reference on all fees and charges.

This proposed policy also replaces the existing Membership Fee Refund Policy, expanding it to address refund of program fees.

Within the attached draft policy, all of the figures reflect last year’s values, except for the membership fees. These have been updated to reflect a scenario where the ‘family’ class of membership has been eliminated.

The goal in setting membership fees is that the total membership fee revenue will equal $45,000, as is assumed in the 2013-2014 budget. It is also assumed that there will be 600 members (5% increase from last year, as per strategic plan), and that 80% of members register in time for the ‘early’ discount. Based on data from last year, it appears reasonable to break 600 members down into 30 children (0-4), 180 youth (5-18), and 390 adults (19+).

So, the proposal is to move from this scenario for fees in 2012-2013:

|  |  |
| --- | --- |
| Membership Category | Fee |
| Family | $280 / season |
| Family - Early | $260 / season |
| Individual - Adult | $110 / season |
| Individual – Adult - Early | $90 / season |
| Individual – Youth 5 to 18 Years Old | $70 / season |
| Individual – Youth 5 to 18 Years Old - Early | $50 / season |
| Individual – Child Under 5 Years Old | No charge |
| Individual – Child Under 5 Years Old - Early | No charge |

(Total Families: 59 Total Adults: 273 Total Youths: 45 / Total Children: 21 / Total Members: 571 / Total Revenue: $44,000)

To this scenario for fees in 2013-2014:

|  |  |
| --- | --- |
| Membership Category | Fee |
| Individual - Adult | $120 / season |
| Individual – Adult - Early | $100 / season |
| Individual – Youth 5 to 18 Years Old | $25 / season |
| Individual – Youth 5 to 18 Years Old - Early | $20 / season |
| Individual – Child Under 5 Years Old | $12 / season |
| Individual – Child Under 5 Years Old - Early | $10 / season |

(Total Adults: 390 Total Youths: 180 / Total Children: 30 / Total Members: 600 / Total Revenue: $44,652)

A couple of notes:

1. There has been no charge for children aged 0-4 to be members in the past. However, it does cost the Club to register such children with CCC. Therefore it is reasonable to at least break-even by charging a modest membership fee for the youngest members.
2. On first pass, it appears that youth membership fees will be sharply discounted. However, very few people actually registered as youth members last year. Instead, the vast majority of youths registered as part of a family. For a family of four, in the old model early registration would cost $260. In the new model, the same family would pay $240. A family of five will pay the same under the old model and the new model. Thus, it is not expected that those who registered as ‘families’ last year will be opposed to this new model.

**Draft Motion:** N/A

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| X | President |  | Vice President |
| X | 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: |  |  |  |

**Time Required:** 10 Minutes

**Supporting Documents or References:** Draft Fees and Charges Policy

**DRAFT Fees and Charges Policy**

**Statement of Policy**

The Board of the Yellowknife Ski Club establishes and periodically reviews the fees and charges for all of its programs, facilities, events, equipment, and membership categories.

**Principles**

*Consistency* – Fees and charges are established and implemented in a fair and consistent manner, across all aspects of the Yellowknife Ski Club.

*Consolidation* – All fees and charges are all established in this one Policy, for ease of reference and review.

*Sustainability* – Fees and charges are established and updated in a manner that ensures the long-term viability and growth of the Yellowknife Ski Club.

**Provisions**

*1. Membership*

|  |  |
| --- | --- |
| Membership Category | Fee |
| Individual - Adult | $120 / season |
| Individual – Adult - Early | $100 / season |
| Individual – Youth 5 to 18 Years Old | $25 / season |
| Individual – Youth 5 to 18 Years Old - Early | $20 / season |
| Individual – Child Under 5 Years Old | $12 / season |
| Individual – Child Under 5 Years Old - Early | $10 / season |
| Individual – Pre-season Training, All Ages | $25 / season |

*2. Programs*

|  |  |
| --- | --- |
| Program | Fee |
| Bunnyrabbits | $30 / season |
| Jackrabbits | $30 / season |
| Track Attack | $120 / season |
| Go Ski | $90 / season |
| High Performance | $200 / season |
| Biathlon – 14 and under | $250 / season |
| Biathlon – 15 and over | $290 / season |
| Skiing Parents | $20 / season |
| Chix on Stix | UNKNOWN |
| Ski Lessons – Individual | UNKNOWN |
| Ski Lessons – Group | $10 / person / hour |

*3. Facilities*

|  |  |
| --- | --- |
| Facility | Rental Fee |
| Chalet - Upstairs | $400 / day  $600 / 1.5 days |
| Chalet - Downstairs | $100 / day |
| Chalet – Damage Deposit | $300 / rental |
| Trail Use – Group, with Agreement | $1 / person / day |
| Trail Use – Individual | $10 / person / day |
| Trail Use - Family | $25 / person / day |
| Outdoor Locker Use | $10 / day |
| Banting Lake Tent Frame | By donation – recommended $X / person / day |

*4. Equipment*

|  |  |
| --- | --- |
| Equipment | Rental Fee |
| Timing Equipment | UNKNOWN |
| Track Attack Skis | $40 / season |
| High Performance Ski Suits | UNKNOWN |
| Biathlon Rifles | UNKNOWN |

*5. Events*

|  |  |
| --- | --- |
| Event | Event Fee |
| Coaching Clinics | No Charge |
| Trail Grooming Clinics | No Charge |
| Wax and Wine | No Charge |
| World Snow Day | No Charge |
| NWT Ski Day | No Charge |
| Frostbite 45 - Early | $75 / person or $60 / member |
| Frostbite 45 – Regular | $90 / person or $75 / member |
| Yellowknife Ski Club Loppet | $25 / person or  $20 / member or  $50 / family or  $40 / member family |
| Volunteer & Donor Recognition Event | No Charge |
| All Other Events | As Determined by the Board |

*6. Refunds*

1. The Board may authorize a refund of membership and program fees, less a $25 administration fee, upon proof of a medical condition that precludes skiing, relocation from Yellowknife, or any other individual extenuating circumstance.
2. Refunds will be made on the following scale: 100% prior to November 30th; and, 50% between December 1st and January 31st. No refunds will be made for circumstances that arise after February 1st until the end of the membership season. The scale will apply based on the date when the medical condition or other individual extenuating circumstance arose.
3. Application for a membership fee refund must be made to the Board in writing, supported by the relevant rationale, by March 1st at the latest.

*7. Review and Update*

This Policy shall be reviewed and updated by the Board at least annually, typically as part of the budgeting process.

**Scope and Authority**

This Policy applies to all membership categories, programs, facilities, equipment, and events of the Yellowknife Ski Club.

All Directors and Members are responsible for operating in compliance with this Policy.

The Treasurer is responsible for monitoring to ensure that this Policy is implemented. The Treasure is also responsible for ensuring that the Board reviews this Policy annually.

**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 Yellowknife Ski Club outside the provisions of this Policy, in appropriate circumstances.

**History**

This Policy was adopted by the Board on Month, Day, Year. It entirely replaces the Membership Fee Refund Policy, adopted on May 3rd, 2004.