

MINUTES

Yellowknife Ski Club
Board of Directors
Tuesday, 13 December 2011
141 Niven Drive (Mercer Residence)

Attendance: Tim Mercer (President), Damian Panayi (Registrar), Karin Clark (Programs), Sarah Heaton (Volunteers), Brett Wheler (Trails), Steve Schwarz (Director-at-Large), David Brock (Director-at-Large), Matt Young (Director-at-Large), Greg Littlefair (Building), Mindy Willet (Events).

Regrets: Eve Petersen (Secretary), John Stephenson (Vice-President), Dave McCann (Treasurer), Kevin Hodgins (Past-President).

1. Opening Remarks by Chair

- **Motion: Appointment of David Brock as Member-at-Large** (Nomination: B. Wheler; Second: K. Clark; unanimous)
- **Motion: Matt Young will serve as Director of Grants and Fundraising; Steve Schwarz will serve as Director of Communications** (S. Heaton; D. Panayi; unanimous)
- **Motion: John Stephenson will serve as Club representative to the NWT Ski Division** (B. Wheler; S. Schwarz; unanimous)
- Information Item: The GNWT Dept of Industry (ITI) is seeking space for a seasonal use RV park in relation to Ingraham Trail re-alignment; **Motion: T. Mercer to send letter to Deputy Minister of Department to open discussions regarding the proposal.**

2. Routine Business

- Agenda revisions: rename 'Building Issues' to 'Building Report'; add newsletter under Communications
- Agenda - approved
- Minutes - approved
- Correspondence: Renfrew Insurance
 - o Update from G. Littlefair: Dave McCann did walk about with insurance representative; connection to tank needs to be mechanically protected (to prevent inadvertent contact damage); problem is a reasonable cost correction; received notification to rectify, but letter has no date or contact information; letter indicates 30 day allowance; G. Littlefair to ascertain price estimate for correction, contact adjustor, and take steps to rectify problem. Estimated cost to correct identified problem \$200; estimated cost for replacement pipe, \$1500.

- **Motion: G. Littlefair authorized to spend up to \$2000 to correct entire problem.** (S. Schwarz; D, Panayi; unanimous)

3. Old Business

- Nothing

4. New Business

- Website:
 - Update from D. Panayi: Jeff Hipfner has been engaged for web development; intended features include scrolling news, private space for board members, photos. Expected delivery date – mid-January.
- **Motion to authorize D. Panayi to enter into contract with Jeff Hipfner.** (G. Littlefair; B. Wheler; unanimous)

5. Updates

Communications

- Existing policy set includes Communications Policy; sub-ctte is happy with current policy; one revision required to ensure that the Communications Director receives updates from program heads in order to update the website.
- Mail Chimp used for email distribution list(s); need to establish who is authorized to send emails (concern about too many messages from Ski Club).
- Is a newsletter still necessary with the amended website? The provision of information is valuable, but there may still be value with a revised format.

Building Report

- Building Ctte has developed business plan: forecasted expenses, expected renovations, etc.
- Tammy Alison is coordinating downstairs renovation; being assessed by an interior designer. Plan will be modular so that renovations can be accomplished in phases.
- Purpose of reserve fund study: What would be the estimated annual contribution required to plan for asset renewal; study recipient expected to develop a planning strategy.
- Ergil & Jackson Associates Ltd.: Shay Ergil (Edmonton-based) has worked in YK; sent examples to M. Young; estimated costs = \$2850+flight+GST (flight costs could be shared with other proponents). References: Dave McCann, Shane Clark.
- Without attention to reserve funds, the Club may be facing magnified long term losses.
- There is apparently an existing reserve fund.
- **There exists an approved motion to authorize a reserve fund study: 4 May 2011, Board meeting, "The Board approves hiring a consultant for a capital replacement reserve study. Moved DM, Seconded KC."**

- Building Ctte business plan only addresses immediate needs, not long term asset lifespan or replacement.
- Reserve Fund Study should be completed before end of summer.

Events

- Distribution of access code to Ski Club. Anyone who wants the entry code can email Sandra Mann and request it. She is free to distribute to any current member.
- Wax and Wine: cost \$406.32 (food and wine minus donations); M. Willett has financial breakdown.
- YK Invitational is now overlapping with the P-Tub in Hay River; Yellowknife coaches and parents indicated preference for Hay River event; low prospects for event. **M. Willett and K. Clark to discuss and propose solution.**

Grants & Fundraising

- M. Young will serve as Director of Fundraising until next AGM
- Fundraising Workplan distributed
- Grant applications planned (e.g., Elks); other possible supporters being identified (e.g., NTPC for lighting).
- **Fundraising Ctte struck: M. Young, D. Brock, J. Stephenson; coordination with program heads.**
- Past donors need to be recognized; draft Donor Recognition Policy to be revised for approval.

Trails

- Draft trails plan in progress
- A grooming machine, trail lights, and heated garage standing priorities
- During the past month two machines have failed; existing stock has ill-defined but limited lifespan; two machines are necessary for efficiency and safety
- Used machine (\$3000 + shipping) available at Bragg Creek as a stop-gap measure; in lieu of the purchase of a \$45,000 machine
- Potential for donated equipment/labour from local person, such as Blair Weatherby?
- Funding deadlines approaching: Elks, YK Community Foundation
- Research and testing proved the Sherpa to be the best machine for our trails (one Sherpa dealer in Vermont); two Sherpas and a single small snow machine (Alpine or Scandic) would be the ideal fleet
- Questions of incremental costs against budget, spending priorities, and current demands
- **Motion: Authorize B. Wheler to purchase used grooming equipment** (M. Willett; D. Brock; unanimous).
- **Motion: Fundraising Ctte authorized to submit applications for funding dedicated to grooming equipment** (K. Clark; M. Willett; unanimous).

- Dog policies from other ski clubs distributed by T. Mercer; item deferred.

Programs

- Track Attack approx. 30 kids, Jack Rabbits and Bunnies full.
- Coach development during the ski season (October, December, Spring).
- Criminal Records Check required from coaches, but it is not clear how they are to be applied or managed; **K. Clark and D. Brock to explore policy options.**

Membership

- Current number of members: 531 (Record.)
- Total registration fees \$51,000.
- D. Panayi can disaggregate membership by gender and age categories.
- 2011-12 registration drive through radio and in print; should make another push for membership In the Spring.
- Growth could place strain on programs, especially those already at capacity.
- **Timing of registration for the next season? Deferred.**
- Proposals advanced for membership incentive programs or expanded drives, but membership expansion not deemed a current priority.

6. Other Business

- **Rock Wall Climbing Club seeking space in club; President to express 'no interest'.**
- Possibility for B. Wheler to attend grooming workshop.
- **Next meeting: Tuesday, 10 January 2011.**