**Minutes**

**Yellowknife Ski Club (YSC)**

**Board of Directors Meeting**

Wednesday August 14, 2013

Yellowknife Ski Club Chalet 7:30 pm

Present: John Stephenson, Lara Mountain, Mark Cliffe-Phillips, Damian Panayi, Kevin Hodgins, Richard McIntosh, Greg Littlefair, Martin Saidla, Stephen Dunbar

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

SD, Seconded by JS, moved to call the meeting to order. Motion adopted.

* 1. Declaration of conflicts

JS asked whether anyone had any conflicts to declare. None were declared.

1. **Consent Agenda**
   1. Approval of Board minutes from June 4, 2013 – on website

BW, seconded by DP, moved to approve the consent agenda. Motion adopted.

1. **Discussion and Decision Items**
   1. Roundtable introductions – up 2 minutes each – 30 minutes

Members of the Board introduced themselves.

* 1. Appointment of Director – Secretary – JS

GL, Seconded by BW, moved to appoint Martin Saidla as Secretary. Motion adopted.

* 1. Clearing costs for new trail lights wire clearance – BW

BW explained that, in order for Northland Utilities to install lighting poles, work would be required (at Club’s expense) to trim trees around curves in trails, so as to provide straight lines between poles and reduce number of poles. Estimated cost of this work is $2500. Board discussed possibility of doing this work from the trail maintenance budget, and then approving additional funds later in the year if trail maintenance budget runs out. BW, seconded by SD, moved to allocate 2500$ toward this work, over and above the trail maintenance budget. Motion adopted.

* 1. New Garage plans and costs – GL

GL spoke to construction of the new garage. Greg explained breakdown of costs, and choice of propane on demand heating. Greg noted possibility of doing the work in phases, so as to spread out expenditure of money and to avoid borrowing funds. This would likely mean not completing the garage this season. Greg suggested that contractors could get slab and shell done by winter. Kevin recommended proceeding in stages. Other board members expressed agreement.

Mark, seconded by Brett, moved to approve allocation of funds for site preparation and pouring of slab, including metal work, up to a maximum of $60,000. Motion adopted.

* 1. Additional Chalet Staining costs – GL

Gl spoke to need for new money for staining parts of chalet. Quote was $4200 plus GST. Greg did not recommend proceeding at that cost. Board discussed getting volunteers to do labour. No motion was put forward.

* 1. Board Vacancies – Volunteers and Grants and Fundraising – JS

JS spoke to need for board member responsible for grants and fundraising. Suggested board members each build a team to help with work.

* 1. Agenda items for next board meeting – JS

JS spoke to next meeting’s agenda items. Also mentioned possibility of board members submitting activity reports before board meetings in order to make roundtables go faster. i.e. would be included in consent agenda. Deadline would be Tuesday the week before meeting.

* Membership categories
* Membership fees
* Trail user agreements
* Other items from the Board?

1. **Roundtable Updates**

MC mentioned that multi sport club needs trail user agreement for Sep 8 event. This means board should ideally approve new template and rates by next board meeting.

SD talked about organizing a racing circuit with points system. Would help as practice to train race officials for Arctic Winter Games. Idea would be to have races both for youths and adults, increasing exposure of club. Steve's dad will be here Aug 31 for brief training for race officials. People in this course will put on a running race to apply skills learned in the course.

BW noted that he will be needing help in the fall because he is having a child. Suggested distributing the fee restructuring item before next meeting.

DP mentioned that events calendar is already set for 2013-14

LM mentioned national ski day

JS mentioned that terra x minerals is doing some work around Banting lake. Also mentioned volunteer awards to club members:

Corey McLachlan for the Wooden Ski Award

Shannon Hazzard for the Double Poler Award

Mary Buckland for the Stellar Snowflake Award

MacKay LLP Chartered Accountants for the Herringbone Award

JS mentioned Arctic Winter Games trials in Dec or Jan. We will be hosting.

RM spoke to communications initiatives. One member will do column in newspaper. Noted that would be helpful, for newsletter submissions, if people would submit substantive pieces, not bullet points. JS mentioned that we have two email lists - one promotional, one only for members. Richard has found a volunteer to administer facebook site. Encouraged board members to enter City of Yellowknife Top Pix contest, particularly with Club-related photos.

Js mentioned scheduling of meetings in the future will be 7pm.

1. **Schedule Next Meetings**
   1. Board Meeting – Tuesday, September 3, 2013 at 7:30 pm
   2. Board Meeting – Tuesday, October 1, 2013 at 7:30 pm
   3. Board Meeting – Tuesday, November 5, 2013 at 7:30 pm
   4. Board Meeting – Tuesday, December 3, 2013 at 7:30 pm
   5. Board Meetings in 2014 – first Tuesdays at 7:30 pm.
2. **Adjourn**

SD moved, seconded by LM, to adjourn the meeting. Motion adopted.

**Yellowknife Ski Club**

**Board Meeting Agenda Item Submission**

**August 14, 2013**

**Title: Appointment of Director**

**Lead: John Stephenson, President**.

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

Appointment of Director – Martin Saidla as Secretary.

**Background**

The Board of Directors has a vacancy for Secretary. The Bylaws allow for appointments to fill vacancies not filled at the AGM.

Martin Saidla has been recommended by past Secretary Matt Young. Martin was a competitive skier in high school and university and has recent board experience. Martin recently moved to Yellowknife and works as a lawyer with the Federal Government.

**Draft Motion**

*That the Board appoint Martin Saidla as a Director and as Secretary as per the Bylaws.*

**Cost and Budget Authority**

No cost.

**Policy or Strategic Plan Alignment**

Bylaws require positions of officers such as Secretary be filled. This is a key Executive position.

**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 |  | Secretary |
|  | Registrar |  | Director of Facilities |
|  | Director of Trails |  | Director of Communications |
|  | Director of Programs | X | Director of Events |
|  | Director of Volunteers |  | Director of Fundraising |
|  | Past President |  |  |
| Others: | | | |

**Time Required:** Estimate of time required for this item on the agenda.

*Example: 5 Minutes*

**Supporting Documents or References**

1. *Bylaws – on website.*

**Yellowknife Ski Club**

**Board Meeting Agenda Item Submission**

**August 14, 2013**

**Title: Brush Clearing for new trail lights right of way.**

**Lead:** Brett Wheler, Director of Trails.

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

Additional funds required for trails budget for an unbudgeted expense.

**Background**

Northland Utilities Limited (NUL)has agreed to install and maintain new trail lights including pole installation and wiring. Yellowknife Ski Club will pay annual fee for power. NUL informed Ski Club that Ski Club is responsible for clearing the trees and brush from beneath and beside the wiring to a minimum of 1 metre clearance. Preliminary layout of the required 22 poles has been conducted in consultation with Brett Wheler and John Stephenson.

There will be about 1.5 k of lights with some portions needing significant clearing and some no clearing.

**Draft Motion**

*That the Board approve up to $2,500 for contract services for brush clearing for the right of way for new trail lights installed by Northland Utilities from the surplus to the Trails Budget for 2013/14.*

**Cost and Budget Authority**

It is proposed to contract the work for men and chainsaws to do the clearing. Aurora Geosciences has offered to provide the work at cost. Estimated cost will be less than $2,500. To be funded from the surplus for the 2013/14 year.

**Policy or Strategic Plan Alignment**

Strategic Plan identifies “Develop and implement a trail lighting improvement plan”. Previous long serving light system has been turned off due to safety concerns. Trail lighting has been identified as a priority by many ski club members.

**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 |
|  | Treasurer |  | Secretary |
|  | Registrar |  | Director of Facilities |
| X | Director of Trails |  | Director of Communications |
|  | Director of Programs |  | Director of Events |
|  | Director of Volunteers |  | Director of Fundraising |
|  | Past President |  |  |
| Others: | | | |

**Time Required:** Estimate of time required for this item on the agenda.

*Example: 10 Minutes*

**Supporting Documents or References**

1. *Strategic Plan – on website.*