**Minutes**

**Yellowknife Ski Club (YKSC)**

**Board of Directors Meeting**

Monday, April 12, 2021

Yellowknife Ski Club Chalet 7:00 pm

Present: Kerry, Sara, Diep, Mark, Tania, Chris, John, Heather, Patrick

1. **Call to Order and Opening Remarks by the Chair** - motion by Kerry; seconded by Mark; approved.

**2. Consent Agenda**

2.1 **Approval of March Minutes** - motion by Mikaela; seconded by Chris; approved.

**3. Information Items**

3.1 **Events update** (Kerry, 5 mins) - this season was the best events participation we’ve had: territorial races, SKIGO bingo, Loppet (435 participants) etc. All the events went well. March break camp went very well.

3.2 **Ski at school program update** (Kerry/Bernadette, 10 min): Awesome project - significant funding from Noridc Canada and GNWT through RISE program. 8 school groups visited the ski club last week - over 80 kids grades 1-8. Many kids were at the ski club for the first time. There was a lot of enthusiasm from the kids. Also a lot of press on the program/event. Will be writing a report on the program for Nordic Canada. Funding was $17,000 total.

3.3 **Resignation of Mikaela Robertson as Secretary** (Mikaela - 2 min). Mikaela is resigning effective April 30. Patrick Bruce is interested in taking over as secretary.

**4. Discussion Items**

4.1 **Policy review** - Fees and Charges Policy; Financial Management Policy and Capital Reserve Fund Policy (Tania, 15 min)

* **Fees and Charges Policy:** Biathlon changed their fees this year, so this is all that needed updating in that policy. - Kerry/Heather suggested adding that registration in a youth ski program is recommended to participate in biathlon. Also suggested adding that you must be a member of the ski club to participate in programs. This has been added to the draft.
* **Financial Management Policy**: recommends change in policy such that program fees for Biathlon, Track Attack and High Performance are allocated to program accounts rather than the club general account; recommends removing section on providing tax receipts to donors and fitness tax credit receipts (as this does not reflect our practice).
* **Capital Reserve Fund Policy**: $78000 is Chalet Reserve fund amt. $40000 should have been invested according to the policy. Removed repetition in policy. Capital items include more than Chalet. Also garage, biathlon, and grooming equipment are capital items - suggests adding them. Tania walked us through her presentation and spreadsheet. 2026 many items will need to be replaced.

Recommendations: 1. Chalet Reserve Fund should be changed to Capital Reserve Fund, if Board agrees to incorporate three items above (garage, biathlon, and grooming equipment) into the plan. This is because those three items are also capital assets. (As an aside, Tania noted that the plan is for replacement only. Funds are also not to enhance assets). 2. Approving the new contribution schedule (in policy), which will be based on the fiscal year (April). Before contribution schedule was August, which does not make sense. Tania also noted that April 30 2026 is the 5 year point at which the schedule would require us to reevaluate/update and review capital reserves.

**ACTION ITEM:** These revised policies will be recirculated and added to May agenda for approval

4.2 **AGM preparation discussion** (Heather/John - 10 min) - Board will plan AGM during May meeting. Annual reporting. Volunteer recognition awards: start thinking about who to nominate. Awards are: Outstanding volunteer of the year, Long time volunteer, Stellar snowflake (youth) and recognize one business. Each director will need to write a report that Sarah will consolidate. Also, year end financials - people need to submit expenses to Tania by Sunday. Next meeting is the budget review meeting. Also directors should consider whether they want to continue in their current position for next year’s board.

1. **Decision Items**

5.1 **Volunteer award for Outstanding Board Member** (Kerry, 5 min) - in past haven’t recognized Board member. Suggested creating award to recognize Board member who has been doing it for a long time. Discussed this idea, and instead decided that in the annual report we should highlight wins of Board/recognizing wins of board - as opposed to it being about one award for a board member. No motion was made on this item.

5.2 **Policy Review** - Motion to approve the revised Vulnerable Sector Check Policy and Board Governance Policy, which were reviewed during the February 2021 Board meeting. Motion by Mikaela; seconded by John; approved.

5.3 **Appointment of Partick Bruce as Secretary** - motion to appoint Patrick Bruce as Secretary of the YKSC, effective April 30, 2021: motion by Mark; seconded by Chris. Approved.

1. **Schedule Next Meeting** - May 10 (will approve budget). Thurs June 10 will be AGM
2. **Adjourn** - motion Sara; second Chris; approved.