Yellowknife Ski Club (YKSC)

MINUTES of the Board of Directors Meeting

Monday April 3, 2023

1. **Call to Order and Opening Remarks by the Chair** (7:06pm)
2. **Attendance**

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|  | **Present** | **Regrets** |
| Kerry Wheler, President | x |  |
| Gary Magee, Vice President | x |  |
| Patrick Bruce, Secretary |  | x |
| Tania Hercun, Treasurer | x |  |
| Sean Marshall, Trails Director | x |  |
| John Stephenson, Facilities Director | x |  |
| Bernadette Knox, Programs Director | x |  |
| Yvonne Pike, Events Director |  | x |
| Clarinda Spijkerman, Events Director | x |  |
| Aida Nciri. Grants and Fundraising Director | x |  |
| Ella Stinson, Communications Director | x |  |
| Alyssa Titus, Volunteers Director | x |  |
| Mark Cliffe-Phillips, Registrar | x |  |
| Heather Scott, Past President | x |  |
| Guests: none |

1. **Approval of Agenda** -no amendments. Moved by Mark/second by Aida/approved.
2. **Declaration of Conflicts.** None declared.
3. **Approval of Minutes** – no corrections. Moved by Tania/second by Ella/approved.
4. **Review Action Items from Last Meeting**

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| --- | --- | --- |
| **Action Items from March 6, 2023** | **Responsible Person** | **Update** |
| Insurance action plan (with assignments).docx | Multiple | Sean: one yellow ‘Rules’ sign, adapted for our club, is up at the main entranceBernadette – draft incident reporting form is ready. **Bernadette will circulate****Gary will send the Officers’/ Directors’ liability form to Kerry** |

1. **Information Items**
	1. Loppet Debrief - Alyssa

There were 470 registrants, and 450 PEOPLE SIGNED IN on LOPPET DAY! Next year – 500! There was a couple from Taiwan who arrived in YK on Friday, registered, rented gear, and skied for the first time in our loppet.

The 15 and 25km routes are short of those actual distances. There was some discussion about whether the loppet routes should be adjusted in order to meet these distances accurately.

Some discussion about food options for next year. Possibly the HP program can provide the chili as a fundraiser.

* 1. Budget – Tania

Tania reminded Directors that any expense receipts for the year must be sumittted as soon as possible. A draft budget with actuals for this fiscal year will be available for the next meeting.

* 1. Annual report - Ella

May 1 is the deadline for all Director reports which will be included in the annual report, except for treasurer (which will be provided in mid-May, so that year-end information can be included).

1. **Discussion Items**
	1. Trails Navigation Committee **-** Guidance in anticipation of final yearly meeting - Alyssa

Alyssa noted that it is not possible for the committee, as currently constituted, could undertake a complete reorganization of the trails, and grade the entire trail system for difficulty. The Board confirmed that the committee should bring its recommendations in terms of basic improvements for signage, and a cost estimate for the recommended actions. The last meeting of the committee will be on April 15, and the committee will bring recommendations to the board at its May meeting.

* 1. Club Fundraising and Grant Policy - Aida

The target for the latest campaign was $5k and over $8,730 was raised!

TD grant – we should know soon. YK community grants are opening May 1, and the Board will know in June whether we have been awarded any of these.

Fundraising policy – there was a lengthy discussion about updating the policy – in particular about the reporting/approval process for grants, recognition of donors, and sponsorship signage.

Another draft of the policy will be circulated within a couple weeks, which incorporates the discussion.

* 1. Parking Stalls request Deton Cho – John

John presented information regarding a proposal from a construction company – Deton Cho Nuna, which has approached the club with a request to rent 15 parking spaces for the exclusive use of their employees during weekdays. The company wants the spots for the purpose of carpooling to the Giant Mine Remediation site. The company is seeking to enter into an agreement in principle to rent the spots, so they can submit the cost as part as a bid proposal for work at the mine. The company needs to submit its bid this week.

The Board was in general agreement with the idea, because of the significant financial benefit for the club. The company would also provide snow clearing of the parking lot. The Board noted that the agreement would need to permit the club to retain access during certain special events at the club.

Heather noted that our lease with the city requires us to notify and obtain permission of the landlord (who is ultimately the GNWT, via the City of Yellowknife as the GNWT’s tenant).

* 1. Intention of the board members

Stepping down: Ella

Maybe: Mark, Aida, Clarinda

Unknown: Bernadette

Youth representative – the Board considered whether a position should be added to the Board for a youth representative. An agenda item will be added to the May meeting: “For discussion/decision: youth board member or youth committee?”

The board discussed the possibility of inviting the TA, HP program coordinators to board meetings, to improve communication channels among the people who make the club work.

1. **Decision Items**
	1. 9.3 Deton'cho Luna 3 year rental of 15 parking spaces June 2023 to July 2026.

Motion: John Stephenson

I move the YKSC Board of Directors approve in principle the rental of parking to Deton’Cho Nuna Joint Venture pending a final agreement. The parking rental will be for 3 years for 15 vehicle places at $110 per place per month. A Parking Rental Agreement will be developed for approval by the Board at the next meeting.

Seconded by Mark – carried with none opposing

**Action Item: Director of Facilities – Communications with Deton`Cho Nuna, Draft a Parking Rental Agreement and submit it to the Board for approval at the May Board Meeting. Tania/Gary/Heather will help by reviewing the draft agreement.**

Action Item: Gary will contact the city to notify them and seek approval.

1. **Schedule Next Meetings**

May 15, 7pm – snacks by heather

June 14, dinner starting at 5pm. AGM at 7pm

**Action Item: the board will determine the nominees for annual awards. Nominations are due by the end of April and will be confirmed at the May board meeting.**

1. **Meeting Adjourned (9:21pm)**