



**Whitehorse Cross Country Ski Club
Board of Directors Meeting**
Tuesday, August 18th, 2020, 7:00 p.m.
WCCSC Waxroom

MINUTES

ATTENDEES

Board Members

Dermot Flynn, President
Craig Thur, Secretary
Jean Paul Molgat, Director

Adam Greenwood, Treasurer
Stuart Hamilton, Director
Julie McVicar, Director

Club Management

Jan Polivka, Operations

Ben Poudou, Club Manager

Regrets

Jonathan Kerr, VP
Pamela Brown, Director

Marcus Waterreus, Director

1. Call to Order

Dermot called the meeting to order at 7:15 pm.

2. Approval and Additions to Agenda

Agenda approved as presented.

All in favour.

3. Review and approval of the draft Minutes from July 17th 2020

Review and approval of the draft minutes from July 17th, 2020. Moved by Julie and seconded by Stuart. All in favour. Carried.

Updates

4. Major Event Volunteer ‘Inventory’ - Jonathan

Adjourned. Jonathan Kerr was not able to attend this meeting.

5. Policy Governance committee - Jean Paul

Adjourned. Jean Paul Molgat will update this Agenda item at the next board meeting.

Standing Items

6. Financial Report - Adam

Adam prepared and distributed a printed financial report.

There is a \$30 353.59 net surplus this fiscal year.

7. Club Manager’s Report - Ben

Ben’s report was focussed on the COVID-19 preparedness plan as summarized in Agenda item 10 below.

8. Operations Report - Jan

Continuation of trail widening as part of the homologation project is happening this month as is general trail maintenance.

9. Strategic Planning

This initiative has progressed well and the draft document has been received by the board for review and suggestions. A meeting between the board and Travis Armour is scheduled for Wednesday, August 26th, 2020 to continue work on the draft of the Strategic Planning document.

Ongoing.

Discussion and Decision Items

10. COVID-19 Re-opening Plan for the 2020-2021 Season - Ben

Club manager Ben Poudou presented the WCCSC COVID-19 re-opening plan:

The plan will emphasize *“Come in, get ready and then get out and ski!”*

Mask wearing in the wax room will be required.

There will be a staggering of club program starting times.

Personal items are not to be left inside the wax room.

A one-way flow will be encouraged with separate in and out doors.

There will be a hand sanitizing station near the entrance.

Locks on lockers will be sanitized every evening.

Staff will keep the key to the glide waxing room and open it for users to prevent overcrowding of this smaller space. There will be a maximum of 4 people in the glide waxing room at one time and people will be asked to register for waxing times.

Ben will purchase a bulk mask order with the ski club logo and possibly sponsors logos on them for sale to members and pass purchasers.

The club managers, board and skiers will have to adjust as we go as circumstances change.

Clear and consistent communication to members and trail users is important.

[The board approved that the plan as outlined by Ben be submitted to the Public Health Authority.](#)

11. 2020/2021 Budget Scenarios

-Adam

Two budgets were presented:

A ‘Normal Business’ budget and an ‘Impact of COVID-19’ budget.

The COVID-19 budget forecasts \$58 000.00 less in revenue however this is in reality a large unknown given that cross country skiing as a primarily outdoor activity may have even more active participants during the upcoming season.

Jean Paul moved that the budget proposals be approved subject to the Public Health Authority approval of the club’s COVID-19 preparedness reopening plan. Seconded by Craig.

12. Membership Form Modifications

- Ben

A check box will be added for members to agree to wear masks in the wax room.

The board will consider a survey in December to ask questions to members and day pass users to better understand who is using the club and trails.

Ben will have the discretion to work with skiers to accommodate membership purchases if they are experiencing financial strain resulting from the COVID-19 pandemic.

13. Punch Passes

The board endorsed Ben's recommendation to stop selling 'punch passes' for the upcoming season and to communicate that all existing punch passes must be used prior to 2020-12-31.

14. Annual General Meeting_Date and Preparation

Wednesday, October 7th, 2020 at 7:00 pm.

Ben will determine whether or not it will be via video link, in person or a combination of the two.

15. Board Recruitment Plan

Ben will send out a ski club e-mail informing membership of the anticipated board vacancies.

Adjournment: The chair adjourned the meeting at 9:45 pm

Next Board Meeting: Tuesday, September 15th, 2020