



**Whitehorse Cross Country Ski Club  
Board of Directors Meeting**  
Wednesday, January 4<sup>th</sup>, 2023, 7:00 p.m.  
Meeting held virtually via Google Meet

**MINUTES**

**ATTENDEES**

**Board Members Present**

Jean Paul Molgat, President  
Craig Thur, Secretary  
Deb Higgins, Director  
Heather O'Mara, Director

Sarah Murray, Vice President  
Leslie Gomm, Treasurer  
Jan Downing, Director  
Deb Gohl, Director

**Regrets**

Chad Walasek, Director

**Club Management Present**

Jan Polivka, Operations Manager  
Ben Poudou, Club Manager

**1. Call to Order**

Jean Paul called the meeting to order at 7:05 pm.

**2. Approval and Additions to Agenda**

Deb Higgins moved to approve the Agenda and all board members present were in favour.  
Carried.

### **3. Review and approval of the draft Minutes from December 7<sup>th</sup>, 2022**

Review and approval of the draft Minutes from December 7<sup>th</sup>, 2022.

Heather O'Mara should be added to the Minutes as a member of the Diversity and Inclusion Committee and Ben Poudou pointed out that the waxing clinics are no longer called *Wax and Wine* events. Amendments noted and completed by secretary.

Jan Downing informed the board that she had followed up on an action item from the December 7<sup>th</sup>, 2022 board meeting and she has since that time spoken with Christina Zahar about her interest in being on the WCCSC board. Christina is not interested in joining the WCCSC board of directors at the present time.

Deb Gohl moved and all board members were in favour of approving the Minutes.

## **Updates**

### **4. Board Committee Updates**

*Note\* During the Strategic Planning Implementation meeting on Thursday, December 17<sup>th</sup>, 2020 the board members leading the **Strategic Plan Action Items** for 2021 were determined and initiated. A majority of these Strategic Plan Action Items were progressed and several were completed in 2021 and 2022. The committees mentioned in these Minutes have been prioritized to continue in 2023 .*

#### **Climate Change Committee (Jean Paul Molgat, Leslie Gomm)**

Leslie Gomm informed the board that the committee will be meeting on Tuesday, January 10<sup>th</sup>, 2023 via Zoom to review the committee's Terms of Reference. Mitigation and adaptation will be the focus of future planning.

#### **Diversity and Inclusion Committee (Jan Downing, Deb Higgins, Heather O'Mara and Ben Poudou)**

The committee has been named RIDEA Committee for Reconciliation, Inclusion, Diversity, Equity and Accessibility.

Jan Downing reported that the committee had not met since the last board meeting but will be meeting again within the next two weeks. At least one hour dedicated to further discussion amongst the board will be required at the next board meeting or during a 'stand alone' meeting.

#### **Human Resources Committee (Jean Paul Molgat, Sarah Murray, Chad Walasek, Leslie Gomm)**

No update. The committee will schedule a meeting before the board convenes in February.

## Land Tenure Committee

No updates.

## Major Competitions and Events Committee

Sarah Murray provided the following written update in advance of the board meeting.

- Timing equipment has been purchased/has arrived.
- Chief of Competition requested WCCSC funding for zone 4 remote support for Don Sumaniks and Yukon Champs.
- This online support consists of training sessions for using the new equipment and day of support for the volunteers working on race day.
- So far 5 volunteers have done some training with zone4 in advance of Don Sumaniks.
- Diane anticipates \$700 for zone4 support of Don Sumaniks and \$300 for Yukon Champs. This should help increase volunteer capacity for timing and helps bring Whitehorse timing training up to date with new timing infrastructure.
- Jean-Paul has agreed to present trophy for Don Sumaniks (Sunday after races). If any other board members could attend, it would be greatly appreciated! I'm sorry that I can't attend these races as I'm away.
- Suggested either a Western Canadian Champs or a Supertour event as an pre-event to Nationals.

The board discussion was focused primarily on the reality that WCCSC would need to demonstrate our current ability to run a multi day/multi race vent in order to prepare a strong bid to host Nationals in 2026 or beyond.

Next steps:

- Work on Terms of Reference for committee for CCY board/WCCSC board/Chief of Competition to work together on hosting races. (Anyone else from our board interested in being on this committee?)
- At the end of this season, have a plan to host nationals championships (working backwards from bid proposal, identifying volunteers, noting where additional capacity is needed).
- Keep thinking about ways to keep race schedule and marketing/tourism work integrated.
- Reach out to other organizations on timing needs - example: if WCCSC bought chips, how many organizations would rent them?

An additional discussion involved having the Yukon Ski Marathon included as part of the Northwest Loppet Series that includes several loppets in British Columbia and at least one in Washington State. As a starting point, Jan Polivka will ask Yukon Loppet organizers Grant Abbott and Colin Abbott if they have interested in their event becoming part of the Northwest Loppet Series.

Jan Polivka updated the board that for this year's Yukon Ski Marathon he will be going to Haines Junction in the next week to assess the proposed course and determine if the WCCSC equipment can be used safely for grooming.

## **Standing Items**

### **5. Financial Reporting**

**Leslie Gomm**

Leslie prepared a WCCSC Financial Report to Board in advance of the meeting. The report showed the club's financial position as of the end of December 2022. It is still early in the season and revenue is high at this time of year mostly due to membership sales. 2090 memberships have been sold to date.

The club currently has \$430.00 in a BMO chequing account for club transactions, \$125 000.00 in a Term Deposit and \$50 000.00 in a savings account.

Adult programming has exceeded the budgeted estimate by almost \$35 000.00

Almost all of the amount budgeted for equipment repair has been used on repair to the old Pisten Bully however this

Leslie will continue to inquire with First Nations Bank about purchasing a short term GIC as a vehicle to hold some of the club's current revenue or she will find another financial vehicle with a favourable rate.

Leslie will put together a proposal about what she recommends be invested in a high interest savings account or a GIC.

### **6. Club Manager's Report**

**Ben Poudou**

Ben provided a written report in advance of the meeting. Highlight included the following:

Hut to hut is scheduled for Feb 5. We will have an extra hut this year as Kwanlin Koyote ski chalet and club will be joining the Fun. Ben will be advertising the 3 available huts to Non-profit organizations through e-news first and then social media. Coast Mountain Sports will not be part of Hut to Hut this year.

Easy like Sunday event is almost fully booked. Hopefully the weather will be cooperating.

The "Nordic Spring festival" is tentatively scheduled for March 18.

### **7. Operations Manager's Report**

**Jan Polivka**

Jan provided a written report in advance.

Snow conditions are average for this time of year. Both Pisten Bullies are now being used for grooming.

## 8. President's Report

Jean Paul

*Jean Paul prepared the following written report which he reviewed with the board during the meeting:*

CDF application – functional planning

- Contacted KZA (Tony Zedda) in mid-December to discuss his company's interest in providing a work proposal for CDF application for functional planning work. Promised a work proposal by end of month.
- Spoke with Adam Greenwood who is also interested in submitting a work proposal.
- Adam and Tony are prepared to work together on submitting a single proposal.
- Proposal will now be available at end of 1st week of January.
- Drafted CDF application. To be completed after work proposal is received. Will likely need to have short board meeting to approve CDF application prior to January 15 deadline.

Krista Mroz - Director of Community Services City of Whitehorse

- Briefed Krista on our intention to proceed with functional planning for stadium area. Spoke to growing demands on club services and facilities. Gave example of other organizations accessing ICIP funds directly for projects (e.g. biathlon, Sima) She understands why we want to get this moving. "Building consolidation" project remains on City's priority list even if no longer in 5 year capital plan. City has many basic pressures - water/sewer etc. Confirmed that our main contacts remain Landon Kulych, Keri Rutherford, Peter O'Blenes and Krista.

Follow-up with Kwanlin Dun

- Called KDFN Executive Assistant to Chief in mid-December to follow up on letter. Left message, but call not returned. Left message again just before Christmas. Still waiting for call to be returned.

Messages on grooming

- Supported Jan P. Develop key messages/FAQs on grooming. These are now posted on website and were distributed through e-news.

Weekly meetings with staff

- Sarah and Jean Paul met weekly with staff (except Christmas week) to support/answer questions.

## **Discussion and Decision Items**

### **9. Update of Strategic Plan**

**Jean Paul**

In advance of the December 7<sup>th</sup>, 2022 board meeting Jean Paul prepared a Work plan to renew WCCSC's 2020-2022 Strategic Plan for board members to consider.

For this meeting Jean Paul prepared a document for the board and staff to complete prior to the next board meeting assessing the progress the club has made on the specific areas of focus from the 2020-2022 Strategic Plan. Jean Paul requested that board members complete this assessment in advance of the next board meeting.

### **10. Cross Country Yukon Sublease**

**Jan**

The City of Whitehorse would like WCCSC to have a sublease with CCY for their office space.

A small committee is needed to draft this sublease (perhaps the city has a template).

Jean Paul, Leslie, Deb Gohl, Ben and Jan Polivka will form this committee and work collaboratively with CCY from the beginning of the process.

### **11. WCCSC Input on Mt. McIntyre Renovations**

**Ben**

Ben took the suggestions received from membership and summarized them in a single document.

Improvement to the outside stair case and a design that would allow for more lockers were two priorities. The outside stair case is not currently in the scope of the project however the club will advocate for this improvement that will complete the new and improved stair case that leads from the Canada Games Center to the Mt. McIntyre building but stops short of going all the way to the parking lot.

A liner space (wall space) for athlete recognition is also desirable.

Jean Paul mentioned that once an initial design is received by the club it should be shared with membership.

### **12. Pisten Bully Funding Approval**

**Jan Downing**

Lotteries approved 50% funding for a new Pisten Bully. Lotteries asked that the ski club approach CDF for the other 50% funding.

Jan Downing will be sending an application to CDF for the funding of the remaining cost of another new Pisten Bully. In order to have a greater chance of CDF approval for Pisten Bully

funding, the board agree that a proposed CDF application for a functional planning assessment and report should be deferred to a future CDF application intake date.

Jan will submit the CDF application using the motion already approved at the December 7<sup>th</sup>, 2022 board meeting...the approved motion was as follows:

*“That Whitehorse Cross Country Ski Club approve making a funding application to the Community Development Fund before January 15<sup>th</sup>, 2023 for the purchase of a new Pisten Bully in the amount of the remaining cost not provided by Yukon Lotteries funding.”*

A 10% down payment (\$37 000.00) at the present time to be held by the seller as ‘cash on account’ would secure the current price of a new Pisten Bully as well as delivery in time for the 2023-2024 ski season however funding applications through the Community Development Fund will not be accepted if the purchase has already been made. Jan Downing will therefore check with CDF to determine if a down payment to secure a lesser cost of the Pisten Bully would count as a purchase and disqualify CDF funding.

### **13. Functional Planning**

**Jean Paul**

Jean Paul estimates that \$20 000.00 will be required to hire consultants to prepare a Functional Planning Assessment and Report however since the board decided to defer a CDF application to cover this project the topic was adjourned to a future meeting for further discussion.

### **14. Operational Procedure\_Skiing with a biathlon rifle**

**Ben**

A biathlete requested that he be allowed to ski on the Mt. McIntyre trails with his biathlon rifle (a .22 calibre rifle). Ben drafted and presented an Operational Procedure to the board for discussion.

Several members of the board expressed concerns...namely that unexpectedly seeing a skier with a rifle may make club members and pass holders uncomfortable. There is also concern about the proximity of the chalet, stadium and trails to the Canada Games Centre which is a busy multi-use facility with many children and families coming and going. A CGC patron could see a young person in the area of the CGC with a rifle and call police.

The proposed draft Operational Procedure was not approved however Ben, Heather O’Mara, Deb Gohl and Craig Thur volunteered to discuss the request and operational procedure further.

**Adjournment:** The chair adjourned the meeting at 9:27 pm

**Next Meeting:** Wednesday, February 1st, 2023 at 7:00 pm.