



**Whitehorse Cross Country Ski Club  
Board of Directors Meeting  
December 3<sup>rd</sup>, 2019, 7:00 pm  
Yukonstruct Board Room**

**MINUTES**

**ATTENDEES**

**Board Members**

Jonathan Kerr, VP

Marcus Waterreus, Director

Jean-Paul Molgat, Director

Pamela Brown, Director

Craig Thur, Secretary

Adam Greenwood, Treasurer

Aisha Montgomery, Director

Julie McVicar, Director

**Club Management**

Jan Polivka, Operations

Ben Poudou, Club Manager

**Regrets**

Dermot Flynn, President

Stuart Hamilton, Director

**1. Call to Order**

Jonathan called the meeting to order at 7:05 pm.

**2. Additions and Approval of Agenda**

Agenda approved without additions

### **3. Review and Approval of November 5<sup>th</sup>, 2019 Minutes**

It was agreed that item Strategic Planning which was item #11 on the November 5<sup>th</sup> Agenda should have an addition to state the board's intention to hold a special meeting to discuss strategic planning.

Subject to the addition to item #11, approval for the November 5<sup>th</sup>, 2019 Minutes was moved by Adam Greenwood and seconded by Aisha Montgomery.

### **Updates**

#### **4. Web Page Tutorial**

Ben demonstrated how to add documents to the board page of the website.

#### **5. Policy Governance Committee\_Next Steps**

During the board's November 19<sup>th</sup>, 2019 Strategic Planning meeting it was decided that two committees would form to move forward Strategic Planning and Policy Governance.

The Strategic Planning committee volunteers were:

Jean Paul Molgat  
Aisha Montgomery  
Adam Greenwood  
Stuart Hamilton

The Policy Governance Committee volunteers were:

Dermot Flynn  
Jonathan Kerr  
Marcus Waterreus  
Jean Paul Molgat  
Craig Thur

Jonathan will contact Sue Meikle and ask if she would be willing to act as an advisor to the Policy Governance committee.

The WCCSC board was granted permission by Executive Director Stacey JONES to review the policies used by Hospice Yukon as a model to assist in developing policies for the ski club.

Adam Greenwood suggested to the board that CCY also has governance policies which the committee may wish to review.

Jonathan Kerr will arrange a policy governance meeting.

#### **6. Mediation with CCY**

Christine Klaassen-St.Pierre is still out of town but it is expected she will continue with this work when she returns.

## **7. Homologation Interim Reports**

Jean Paul provided a summary of the work that has been completed:

Approximately 50 % of the work is done;  
80 % of tree cutting has been completed;  
Approximately 44% of the trail work is done;  
8 light poles have been relocated;  
Grant Abbott completed 197 hours of volunteer work;  
CCY volunteers did trail work such as rock removal;  
Kirk Potter completed about \$15 000.00 worth of heavy equipment work and charged only \$1 600.00 for fuel.

It does not appear at present that the ski club will have to spend any of the \$10 000.00 that was allotted for the Homologation Project.

The budgeted work to be completed in 2020 will move the money from the Neveplast system ski mat to trail work as the Neveplast matting will not be purchased.

Jean Paul informed the board that the Interim Homologation Project Report should be ready for Dermot and Adam to sign in about a week's time.

WCCSC's book keeper Corinna Warren will be asked to check to assure that the financial reconciliation for the project is up to date.

The board agreed that volunteer recognition for the Homologation Project should be sent in the Christmas e-news. Jean Paul and Ben will write this thank-you to volunteers.

The Interim Homologation Project Report should be ready to submit to CDF next week.

## **Standing Items**

### **8. Financial Report**

Adan provided a written report. It is still too early in the ski season to determine a forecast for the year.

Adam mentioned that the point of sale terminal is a very good source of information about where the ski club draws revenue.

Adam has been researching the lower costs for banking at CIBC with the possibility of getting a low limit credit card to reduce the time spent compensating staff.

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

Ben prepared a report and posted in on the board page of the WCCSC website.

Morrison-Hershfield is the new sponsor of the Lynx program.

Ski S'Cool is still looking for a \$5000.00 sponsor for the program to replace Subway. Ben will continue to look for a sponsor so that student registration fees do not have to be increased.

## **10. Operations Report and Snowmaking Report**

Jan prepared a written report which was posted to the board page on the website prior to the meeting.

The written report about snowmaking will have to be considered when it comes time to for the board to make a decision about snow making for the 2020/2021 ski season.

The board requested that as an addition to the snowmaking report that there be recommendations from Jan and Ben.

The board asked about obtaining feedback from CCY about whether or not they were satisfied with the snowmaking work. A meeting with CCY is planned for January 2020.

Snowmaking should be added to an Agenda for a spring board meetings for discussion.

## **Discussion and Decision Items**

### **11. Strategic Planning**

Jean Paul Molgat presented a draft of the Strategic Planning Development timeline.

Jean Paul met with Amos Westropp who work with John Glynn-Morris and WCCSC on the 2015 membership engagement initiative and resulting report. Amos thought that the Strategic Planning Committee's proposal to work through the year with a goal to finalize the Strategic Planning in June 2020 was a reasonable timeline.

Amos agreed to be an advisor to the committee.

Jean Paul suggested that CDF and Lotteries be considered for funding. Jean Paul will speak with Lotteries to determine if there is money available to hire a facilitator.

Aisha will contact the Yukon Volunteer Bureau.

### **12. Climate Change Plan**

Jean Paul wished to have in the Minutes that the board needs to begin discussing a climate change plan. The ski club board will be engaging membership about this during the Strategic Planning process.

Jonathan will talk to consultants about having a greenhouse gas/climate audit assessment completed for the ski club to obtain baseline data.

### **13. Seeking Club Volunteers for surveys, committees and club ambassadors**

Ben sent an e-mail for this purpose earlier today.

### **14. Arctic Winter Games**

Claude Chabot sent a written request to the ski club board for a contribution of \$1000.00 to be used for food and refreshments for volunteers during the Arctic Winter Games cross country ski events.

Craig Thur moved "that the WCCSC offer a contribution of up to \$1000.00 as incurred to augment the budget provided by Arctic Winter Games for food and refreshments for cross country skiing event volunteers. Seconded by Julie McVicar. All were in favour.

### **15. Curling Club Solar Panels**

Jean Paul wanted the board to be aware that the curling club had obtained a CDF grant for solar panels for the roof of the Mt. McIntyre building and wondered about the ski club doing the same. Jean Paul will inquire with the city about the status of curling club's initiative and report what he learns to the board.

**Adjournment:** the Chair adjourned the meeting at 08:45 pm.

**Next Board Meeting:** Tuesday, January 14th, 2020 at 7:00 pm at Yukonstruct.