



Whitehorse Cross Country Ski Club
Board of Directors Meeting
Thursday, January 7th, 2021, 7:00 p.m.
Virtual Meeting via ZOOM

MINUTES

ATTENDEES

Board Members

Jean Paul Molgat, President
Craig Thur, Secretary
Jan Downing, Director
Stuart Hamilton, Director
Leslie Gomm, Director

Jonathan Kerr, Vice-President
Dermot Flynn, Past President
Julie McVicar, Director
Sarah Murray, Director
Jan Horton, Director

Regrets

Adam Greenwood, Treasurer

Club Management

Jan Polivka, Operations

Ben Poudou, Club Manager

1. Call to Order

Jean Paul called the meeting to order at 7:07 pm.

2. Approval and Additions to Agenda

No additions and Agenda approved. Motion by Jan Horton. Seconded by Julie McVicar. Carried.

3. Review and approval of the draft Minutes from November 5th 2020

Review and approval of the draft minutes from December 3rd, 2020. Moved by Jan Horton and seconded by Stuart Hamilton. All in favour. Carried.

Updates

4. Strategic Plan Implementation

- Jean-Paul

Note During the Strategic Planning Implementation meeting on Thursday, December 17th, 2020 the board members leading the Strategic Plan Action Items were determined.*

Jean-Paul suggested that the lead for each Strategic Planning Implementation Action Item prepare a short work plan for posting to the board page of the WCCSC website.

Updates were provided for the following **Action Items**:

A. Action Item: Work with under-represented communities to explore ways that the club can provide an inclusive, respectful, barrier free and welcoming environment for everyone.

Co-Leads: Jan Horton and Julie McVicar with Adam Greenwood.

First Task: WCCSC should determine the current diversity profile of the club. Survey?

B. Action Item: Develop and implement a volunteer recruitment, orientation/training, human resources and recognition strategy.

Lead: Jan Horton

First Task: Will meet or talk with Sue Meikle who has volunteered to assist.

C. Action Item: Work with Cross Country Yukon to plan for and develop the capacity needed to effectively host competitive racing events such as Nationals, and to prepare for the 2027 Canada Winter Games.

Lead: Jonathan Kerr with Stuart Hamilton, Sarah Murray and Julie McVicar.

First Task: Will meet or talk with Alan Masson.

D. Action Item: Develop an asset management strategy to facilitate a transition to equipment that optimizes development and management of the trail network while also reducing staffing, operational and environment costs.

Lead: Jan Polivka with Adam Greenwood and Jan Downing

First Task: Secure funding for a new Pisten Bully. Jan submitted Community Development Fund funding draft for review.

Information required about cost of shipping and use of City of Whitehorse cold storage building to house a Pisten Bully.

E. Action Item: Work with Biathlon Yukon, Sport and Recreation Branch of the Yukon Government, CCY and City of Whitehorse and others to explore the feasibility of integrating the sport of biathlon with our organization.

Lead: Jean-paul molgat with Leslie Gomm.

First Task: Response from Biathlon Yukon (see President's Report)

F. Action Item: Work with membership, government and environmental organizations to assess our current environmental footprint before developing a long term climate change policy and plan.

Lead: Leslie Gomm with Jan Downing and Jean-Paul Molgat

First Task: Leslie to prepare a work plan. Being able to determine WCCSC's current environmental footprint will likely be necessary.

G. Action Item: Work with Yukon Government and the City of Whitehorse toward renewed and more certain tenure arrangements to replace, expand or strengthen the current seasonal License of Occupation.

Lead: Sarah Murray with Dermot Flynn

First Task: Sarah Murray to speak with Mike Ellis about the current Official City Plan and the designation of Mt. McIntyre as a park.

H. Action Item: Conduct a comprehensive safety assessment of the trail system, equipment and the Chalet, including operations and programs and implement identified recommendations to improve or enhance safety.

Lead: Jonathan Kerr with Craig Thur, Ben Poudou and Jan Polivka.

First Task: Meet with Mike Kramer and request a written proposal for the development of a Health and Safety Plan.

I. Action Item: Continue the transition toward and implement policy-based governance.

Lead: Jean-Paul Molgat with Jonathan Kerr, Bengt Pettersson and Fraser Pearce

First Task: Ongoing process and on Agenda of all upcoming board meetings.

J. Action Item: Work with Cross Country Yukon to formalize roles, responsibilities, timelines, communications and joint planning protocols and other relevant matters.

Lead: Jean-Paul Molgat with Leslie Gomm

First Task: Committee meeting and meeting with CCY.

K. Action Item: Develop a staff retention, recruitment and training plan to ensure WCCSC continues to have the professional capacity needed to meet the current operational needs and to achieve strategic goals.

Lead: Craig Thur with Adam Greenwood and Sarah Murray.

First Task: Committee meeting to discuss plan and assign tasks.

Standing Items

5. Financial Reporting

- Adam

Adam was not present but Craig reported on Adam's behalf that the club continues to be in a strong financial position.

\$11 500 was received from the Yukon Government Covid-19 mitigation plan related funding.

\$24 000.00 was received from the club's Insurer for the two stolen snowmobiles.

Adam is to inform the board at the next meeting about how much cash WCCSC currently has in the bank.

6. Club Manager's Report

Ben prepared and provided the board with a written report summarizing his work at the Mt. McIntyre complex for COVID-19 mitigation and safety compliance and efforts he has made to provide free or very inexpensive skiing opportunities to several organizations such as Kaushee's Women's Shelter, Big Brothers and Big Sisters and Yukon Care which assists refugee families.

Ben also provided club event and programming updates to the board.

7. Operations Manager's Report

Jan prepared and provided the board with a written report that included an update about Pisten Bully repairs, the CDF application for a new and additional Pisten Bully and that the insurance money for the stolen Arctic Cat snowmobiles had been received by the club.

8. President's Report

Jean Paul

Jean Paul reported that the funding for Biathlon will be delayed due to current government financial expenditure decisions. A feasibility study about the possibility of the creation of Biathlon facilities and trials within the Mt. McIntyre/WCCSC trail network will be completed by Biathlon Yukon and the report will be shared with WCCSC, CCY and Yukon Sport and Recreation.

A media release and subsequent interview were completed following the club reaching 2000 members for the first time.

The club should begin engaging the Minister of Sport around our areas of interest such as the Mt. McIntyre building renovations and a management plan for the McIntyre Creek Park.

Discussion and Decision Items

9. Human Resources Committee

- Craig

A Human Resources Committee is needed to work on policy and how the club can better professionalize our role as an employer to better look after our employees and the long term future of the club.

Craig Thur, Adam Greenwood, Sarah Murray and Jean-Paul Molgat volunteered for the committee. Craig to organize the first meeting later in the month.

10. Policy Governance Committee

- Jean-Paul

The board agreed to work on the revision of 3 to 4 policies per board meeting with a goal of final approval. Jean-Paul will send out a Policy Revision Schedule.

A WCCSC Policy Manual dated January 1st, 2021 currently exists in draft form.

Stuart Hamilton's motion: *The board shall adopt as draft interim policies, the policies currently contained in the January 1st, 2021 WCCSC Policy Manual.* Leslie Gomm seconded. All in Favour. Carried.

Adjournment: The chair adjourned the meeting at 8:59 pm

Next Board Meetings: Thursday, February 4th, 2021.