



# SNSC Board Meeting

## Strathcona Nordic Ski Club Board of Directors Meeting

December 13, 2023

### MINUTES

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**Present:** (all via Zoom) Wendy Johnstone, Danielle Froese, Jim Meldrum, Graeme Magor, Jeff Fretts, Gillian Clayton, Heather Macdonald, Chris Bowlby, Michaela Jelen, Colleen Inglis, Paul Brown, Paul Chatterton

**Regrets:** Carolyn Harmatiuk,

**Staff Present:** Michelle Willard

**Guests:** None

**Scribe:** Danielle Froese

Start: 1906h

End: 2123h

#### 1. Administration

- a. Adoption of agenda: Moved by Michaela and seconded by Jim.
- b. Adoption of minutes from November 2023 meeting: Moved by Paul C. and seconded by Gillian.

#### 2. Staff Reports

- a. Head Coach Report – n/a (vacant)
- b. Club Coordinator Report
  - Great job at the social and volunteer event! Very fun event. Nice to have a mix of new and long-standing members, variety of different athletes, etc.

#### 3. Directors Reports

- a. President's Report
  - Additional Strategic Planning Meeting in January with Vantage Point. 3 people can attend. Chris has volunteered. There is one more space.
  - Learning from our last Vantage Point session is that we need to put as much effort into recruiting to the Board as we put into recruiting coaches.
  - **ACTION:** Date of Strategic Planning Meeting to be confirmed by Wendy and she will circulate email to BOD to recruit one more member to attend.
- b. Vice President's Report – n/a (vacant)
- c. Treasurer's Report
  - Colleen currently in transit and still onboarding, so no Treasurer's report tonight.
  - **ACTION:** Wendy and Colleen meeting this week for further onboarding of Treasurer.
- d. Coaching Development Report



## SNSC Board Meeting

Chris had 2 additional coaching issues not in the Report

- 1) Head Coach previously provided coaching refreshers early in the season and, at this time of the year, we would be planning for those.
  - 2) Master's Race Group looking to find more coaching resources.
- Coach Refreshers are not part of Anneke's contract but could be added on, similar to the Winter Camp. She is being paid \$1000/month for her regular duties.
  - Confirmed Anneke is meant to be available to all groups but the timing of the Masters sessions has been identified as an issue for accessing Anneke's coaching expertise.
  - Recommended looking at Junior and Devo Race Schedule to find weekends that would provide Masters with more opportunity for coaching from Anneke.
  - **ACTION:** Chris will follow up with these issues, incorporating the suggestions as above.

### e. Skill Development Program Report

- Double the number of groups on Sunday as on Saturday.
- Some coaches doubled up because can't attend all sessions, or not comfortable taking a group on their own, so 24 coaches but not 24 groups.
- Rory and Simon have signed up to coach, prefer to coach L3 or L4, and only available Saturday.
- **ACTION:** Heather working on matching all coaches with appropriate groups.

### f. School Program Report

- Things changing at MWAR in regards to Group Programs. Makes a lot of sense that they are evolving. The good news is that it gets school kids on the mountain 5 days a week.
- This is a natural progression of MWAR group programs. Communication up front would have been nicer. In the end, good for mountain, good for the kids, good for the schools.
- Paul's concern is keeping the school program alive with enough coaches. There are enough coaches for this year but we will have to reassess at the end of the season.
- MWAR is charging the same as what we were charging. \$29/student. However, we sponsor 2 schools that pay nothing – social equity component. MWAR costs are less than ours as they pay their coaches less, and have the advantage of having access to their own rentals and trail passes.
- Sara seems to be doing fine in her new position. She works in the same office as the MWAR group program co-ordinator so they have been able to maximize the number of students and schools served. Eg. One large school will be served half with MWAR and half with SNSC.
- **Recommended ACTION:** Reassess school program at the end of the season and work on coach recruitment.

### g. Membership

- Noted the high Devo registrants including a number that traditionally would have moved on to Juniors by now. Devos typically U10 and U12, but now quite a few U14's. This is more of a challenge at races for the Devo coaches.
- We tried to drive home the need for volunteers by waitlisting.



## SNSC Board Meeting

- 29 folks opted to pay the money instead of volunteering – represents a huge number given we are a volunteer run club – last year maybe only 6 paid the bond.
  - The same people that volunteer many hours are also logging their volunteer hours on the JotForm.
  - Many volunteer positions still open on the sign ups for Devos, Juniors, and Rabbits.
  - Worry about sharing the signup links on the Facebook Page because it is public. Maybe best to put a post to Facebook pointing folks to the website for signups.
  - SDP families won't start paying attention to the sign ups until January, but good to direct them ahead of time since there are jobs that can be done in advance of the season.
  - **Recommended ACTION:**
    - Social media posts and one newsletter dedicated just to volunteering.
    - Direct email to the folks that signed up for BCWGT to volunteer with the race
    - Share the sign up links more often
- h. Communications Report – n/a (vacant)
- i. Fundraising Report – n/a (vacant)
- Annual Gaming Grant report completed by Michelle, Rosie, and Colleen
  - Rally Together Grant coming to a close and Michelle working on submitting a report.
  - John Andres usually took the lead on the initiatives we would like to fund with the fundraising drive monies, but now that role is vacant.
  - Last year we reached almost \$10k.
  - **ACTION:** Add to January BOD Agenda to discuss initiatives; the fundraising drive needs to be promoted starting early in the New Year.
- j. Events and Promotions – n/a (vacant)
- k. Community Athlete Development – n/a (vacant)
- l. Competition & Officials Development – n/a (vacant)
- m. Volunteer Coordinator – n/a (vacant)
4. Business Arising from the Minutes
- a. Storage Discussion (Paul C.) – Anything further on this topic or is it tabled until Spring?
- Canopy on truck now so gear doesn't have to be taken in and out all the time.
  - Gear stored at various houses for now; revisit storage issue in the Spring.
  - Perhaps some things like roller skis could be stored in the shipping container in the off season.
  - **ACTION:** Revisit in the spring.
- b. Social Event Coordinator(s) (Michelle)
- Nancy Dieterichs and Vicky ?, both new Devo parents.
  - Next item is Lantern Ski. Date still TBD Jan 13 or 20? MWAR Facebook has it posted for Jan 20.
  - **ACTION:** Michelle will follow up on date for Lantern Ski.
- c. Liaison with VIMC (Carolyn via Wendy) – Update
- Usage agreement still not solidified; Gord not back until mid-December.



## SNSC Board Meeting

- Carolyn is following up on some small details including fireplace, Wifi access etc.
  - **ACTION:** Carolyn will liaise with Gord when he is back mid-December to solidify VIMC usage agreement.
- d. MWAR Liaison Committee (Jeff) – Update
- Call for Agenda items to discuss at Liaison meeting (SNSC, Biathlon, MWAR)
  - Club activities such as races will need to be addressed by coaches and Bre directly.
  - Liaison committee will deal with quality control issues, have knowledge of MWAR's challenges and new developments, serve as a lobby group to promote Nordic skiing at MWAR, show them that we want them to succeed because, if they succeed, then we succeed etc...
  - Likely Bre and Mike Manara will represent from MWAR.
  - No proposed date for first meeting yet.
  - Wendy questions whether this will be a formal or informal committee? Jeff says still TBD.
  - Homeowners Association may also want to join as another user of the mountain.
  - Jeff had productive telephone discussion with someone (name?) from Mosaic.
  - **ACTION:** Please send Agenda Items to Jeff that he can take to the rest of the group.
    - Graeme recommends that an early agenda item needs to outline the rationale for getting together and generate an understanding of what the committee hopes to achieve.
    - Jim would like to align with Biathlon and provide a slide regarding Membership to point out how many passholders, activities, and races are generated by the clubs. Also celebrate high achieving athletes who train here on the mountain.
- e. Athlete and Coach Development Committee and Terms of Reference Review (Wendy) – Next steps
- Hope is to put out TOR to athletes, coaches, and families. Need to recruit an athlete and a coach to the committee.
  - Athlete needs to be mature enough – at least 14 minimum?
  - Coach needs to be able to represent all programs, not just their own.
  - Gillian getting a better understanding of her role as Athlete Development. Chris and Gillian work together. Gillian would appreciate one coach designated as the point person for her to communicate with. Coach input would be helpful for their perspective.
  - Goal of Committee is not to be prescriptive but to be helpful. Maybe need Q&A as Committee launches.
  - **ACTION:** Wendy will circulate TOR and request a volunteer athlete and coach.
  - **Recommended ACTION:** Offer Q&A to Devo and Junior athletes and coaches about the role of the Committee.
- f. Board Recruitment and Onboarding Document Working Group (Wendy) – Update
- Wendy, Graeme, and Heather. Hooray – thank you!
  - VantagePoint has many resources in their toolkit that we can request.
  - Questions about the priorities for this committee? Many issues including recruitment, onboarding, board manual etc. Agreed to start with Onboarding Document.



## SNSC Board Meeting

- Will need an inventory of gaps in documents that can be worked on over the next few years.
- **ACTION:** The three members will set a time to meet.

### g. Race and Travel Policy Re-Drafting (Wendy) – Update

- Last Policy was drafted in 2014 with a paid Head Coach in place.
- Now we do not have a Head Coach so how will we deal with compensating coaches, waxing, driving the truck?
- Circulated race and travel policy to some of the coaches and feedback received.
- We need to reach a consensus on something for this season without a paid head coach.
- Re-drafting may actually fall under ACDC.
- Discussion about the 2014 Policy – developed for a paid Head Coach where they are attending a race as an extra event that does not fall within their regular paid duties.
- In general, parent coaches have not expected compensation since they were already traveling to the races with their children.
- Philosophical question about our club. Across Canada there are different models. Bulk of the Clubs are Volunteer Driven and Volunteer Based. Biathlon has a bit of a different system (ie coach pass).
- Paul C asked if Volunteer Bond could be used to provide token compensation to volunteers at the end of season.
- Consensus from the discussion: We are a volunteer based club. If somebody is volunteering at a race and their child is not there, then they would have their travel, hotel, and perhaps per diem for food covered. Chris recommends we keep policy similar for coaches traveling off island for courses. Coaches traveling to courses have travel and hotel paid, but not per diem for food.
- Discussion around waxing and training waxers. Could there be more done to increase and expand wax knowledge locally rather than attending specific courses? Waxing for races is very complicated.
- **ACTION:** Chris will draft a race team travel proposal.

## 5. New Business

### a. Consent Agenda (Wendy)

- Makes sense to increase efficiency
- Things for the Consent Agenda: Minutes, Reports, Correspondence that doesn't require action.
- One can always request an item be removed from the Consent Agenda for discussion.
- **MOTION:** Adopt a rule of order to allow for the use of the Consent Agenda – moved by Graeme, and seconded by Michaela.

### b. Structuring BOD meetings (Wendy)

- We are a working board
- How do we allocate time to Governance
- Tackle 20 minutes per meeting to tackling one strategic or governance question at a time rather than dedicating all the time to operational issues.
- We need good time keeping for the issues.



## SNSC Board Meeting

- Need to slot into the Agenda but not into last place.
- Need to compile a list of Big Picture issues we would like to deal with/dialogue about.
- **ACTION:** Graeme will poll the group for a list of issues – perhaps a JotForm Survey.
- **ACTION:** Add a 20 minute **timed** piece early on Board Meeting Agendas for discussion of Governance issues one-at-a-time.

### c. Juniors Coaches – compensation (Wendy)

- Juniors coaches were requesting compensation in the form of coverage of their Family Program Fees. A letter was sent to the coaches informing them that the request can not be fulfilled.
- **ACTION:** Add to Agenda longer conversation around coach recognition.

### d. Ski Coach Pass (Wendy)

- Previous years Andrea submitted a list of names for reimbursement of Ski Pass.
- No formal criteria for who got on the list.
- List of 12 potential coaches and coordinators has been generated already.
- Reality is MWAR likely will not uphold all of our requests.
- MWAR has some sort of formula and it is up to them if they reimburse the excess coaches.
- After discussion, decided not to present the list to the coaches at large.
- Wendy has requested that the club reimburses the remainder of the coaches/coordinators that are not reimbursed by MWAR (we won't know the exact number until mid-January) for the cost of a Nordic Pass. Cost to the club anywhere from \$0-\$1500 (~\$300/pass). We do have the money.
- Wendy plans to request reimbursement of more passes at Nordic Pass only rates (ie. no Gold Pass reimbursements).
- **ACTION:** Revisit next meeting when we know how many coach passes MWAR will reimburse this season.
- **Recommended ACTION:** Develop criteria for future coach passes (# hours or # sessions).

Motion to Adjourn: Moved by Gillian, seconded by Michaela.

**Next Board Meeting:** Wednesday, January 10, 2024 @ 7pm.