



SNSC Board Meeting

**Strathcona Nordic Ski Club
Board of Directors Meeting**

Minutes – March 2023

Present – Wendy Johnstone, Paul Brown, Carolyn Harmatiuk, Chris Bowlby, John Andres, Shane Landreville, Graeme Magor, Len Apedaile (7:25pm)

Regrets – Heather Macdonald, Jeff Fretts

Staff – Andrea Stapff, Michelle Willard

Start Meeting: 7:03

Regrets: Jeff Fretts, Len

1. Administration

- a) Agenda addition – none
- b) Minutes adopted as distributed.

2. Staff Reports

a. Head Coach Report – Andrea

Recent Activities

- BC Cup #2 in Revelstoke, Feb 16-19, 19 athletes, 6 coaches, 4 wax team
- SDP coach refresher, Feb 25, 1-3pm skate, 6 coaches attended
- Safety Plan meeting on zoom, with John, Graeme, Paul
- Training plan for biathletes and xc athletes at home, Juniors and Masters
- BC Champs in Kelowna, March 1-5, 32 athletes, 8 coaches, 4 wax team
- Planning for Nationals in Thunder Bay, gear transport, wax room, working with Revelstoke and Telemark, accommodation logistics, travel logistics, meals logistics
- Trip reports for Kimberley and Revelstoke completed, charges posted
- Kal Tire Cash for Clubs report nearly completed

Activities Coming Up

- Complete trip report for Kelowna and post charges



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- Training plan for at home athletes, biathletes, Juniors, Masters to March 25/26 weekend
- Nationals in Thunder Bay, March 9-17, 5 athletes attending, 2 coaches, 1 wax team, 2 parents
- Coordinate wax gear for BCWG, Vernon, March 23-26
- Complete trip report for Thunder Bay and post charges
- Final Junior team training session, trying to organize lazer tag April 2
- Planning for next season
 - Regional Spring Snow camp, Apr 28-30, Mtn Centre accom booked, considering extra day/night (Apr 27) for older Jrs, complete camp notice and Zone4 registration
 - Talent Squad recommendation to CCBC, usually by end March
 - Review of Jr Team Handbook, on-line medical form, on-line code of conduct form
 - Book all race accommodations for next season once competition calendar confirmed, usually by mid April.
 - Waiting for FIS schedule. FIS will have some races in Western Canada next year.
 - Planning for summer camps ongoing, Kaslo (early July) and Haig Glacier (mid Aug)
 - Planning for fall camps ongoing, club (Tofino) and regional (MWAR).
- Evaluations of 2022/2023 programs, all programs from Rec to Race, professional and volunteer coaching staff. Suggest doing an evaluation form at the end of March.
- Facilitating L2T Dryland, Vancouver, May 6-8

Comments

- On holiday March 19-29, staying in Ontario after Nationals.
- Coaches here for devo, masters and juniors have things under control here.
- Same number of races attending this year, but the races are longer than normal.

b. Club Coordinator Report – Michelle

viaSport Rally Together: met with Wendy to plan out next steps. Wendy to connect with Biathlon to let them know of the grant and what they can spend on.

Coast Cup - Met via Zoom with chiefs/volunteer on March 1 to debrief. Comments are in Sync in Competition folder, along with lots of other information on planning the event which can all be used next year

Newsletter -sent 4 newsletters out in February. Next one going out March 2.

Community Gaming 50-50 raffle. Athletes are selling a lot of booklets.



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raffle website: <https://nordicskiclub.rafflenexus.com/>

Nordic Canada Annual Fundraiser: 20 generous donors have contributed a total of \$4789. Receive additional \$2,000,
Tracking Donors for Nordic Canada Annual Fundraiser

Club Administration: using the JotForm Platform, created online fillable forms to be ready for the Race Teams come April. The SNSC Race Team Club Code of Conduct and the SNSC Race Club Medical Forms which Andrea had made final copies of are now ready to distribute as online fillable versions.

Loppet Volunteers: have connected with Loppet organizers to see what volunteer support is needed.

Volunteers: tracking continues

Officials Training: Connected with CCBC to schedule an Officials Level 1 training course either Saturday May 6 or May 13. Stay tuned. Need to find out who in the club is already Level 1 certified and work at rounding up individuals who are committed to helping at races and are willing to attend the Level 1 training.

3. Directors Reports

a. **President's Report**

Member Meetings

- Have met with a few members who are interested in exploring researching what it would look like to manage the Nordic side of MWAR – they are having some side conversations with other clubs to better understand operations, expected revenues, costs, challenges and opportunities.
- Connecting with a few other members who are expressing interest in how to help at a BOD level and other

Fundraising

50-50

- Raffle tickets distributed to user groups
- Each family or athlete to sell minimum 20 tickets (\$5 each)
- Working with Michelle to secure volunteers to sell tickets at the Loppet race outside of Raven's Lodge.
- Aim is to sell 1200 tickets this year



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Rally Together

- Created a separate budget for Rally Together – will start planning activities including a volunteer recognition event post season.
- Notified Phil at VIBC of successful grant and their portion towards coach training

Annual Nordiq Canada Fundraising

- As of Mar 2, 2023 we've raised \$4275. Keeping track of the two streams for funds – school program and travel for athletes
- We will receive an additional \$2000 from anonymous donors 😊
- Rick Morson has sent his donation via Nordiq Canada and is being processed.
- Feeling grateful towards our club's generosity
- Thanks John and Michelle for all your hard work and commitment to messaging.

Community Services Recovery Fund

- Application submitted mid Feb for \$48,000
- Expect to hear end of Mar or early Apr; start is in May 2023.
- Wendy feels like we have a good shot. The investment in DoGooders has been a very good investment. It has brought a lot of support and knowledge and has really paid for itself already.
- Focused on building capacity – volunteer management and BOD as well as additional funding for club coordinator

On-going communication/correspondence with BOD, Club Coordinator and Head Coach

- Regular meetings/correspondence with Andrea
- Regular meetings/correspondence with Michelle
- Answer emails/texts from BOD

Communications – no changes – we desperately still need help 😊

- We desperately need a Communications volunteer to provide oversight, review content and connect with the individuals managing the website (me), social media (Geoff) and Newsletter (Michelle)
- **Does anyone have any connections to friends/family that has interest, skills and time to take on this oversight role.**

Volunteers

- Michelle will be cross referencing all the volunteers who've contributed once the season is over, the ones who've paid their \$100 and the families asking for support (no volunteer fee and no volunteer time) and we can then reach out to any families that haven't volunteered
- We are developing a few more tasks (outside of main events) for a few volunteers to take on who can't attend races as volunteers. A few SDP families have requested options for other ways to volunteer.
- Policy development needed for above going forward. Will go onto bigger agenda.



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- Volunteer appreciation – we would like to have a volunteer appreciation event – Michelle and I to coordinate – possibly in late April

Teck BC Cup #2 & #3

- Wonderful success; lovely to see our seasoned and new volunteers.
- Michelle and the chiefs did a wonderful job in recruiting, managing and documenting as many of the roles as possible.
- Debrief meeting taking place; Michelle will forward recommendations.

Officiating Grant

- CCBC has secured a significant one-time grant to help create a new generation of officials within BC! As many of you know, our races are only getting bigger each year, and many of our officials are ready to retire as we welcome the next cohort of officials. This grant will allow us to double the number of officials courses we can offer, while also encouraging greater participation by providing them FREE OF CHARGE.
- We are connecting with CCBC to arrange to host an officials course in May. More news to come.
- This was something we were going to offer as part of Rally Together grant – so this is great news. We can redirect some of the funds to other areas of the proposal.

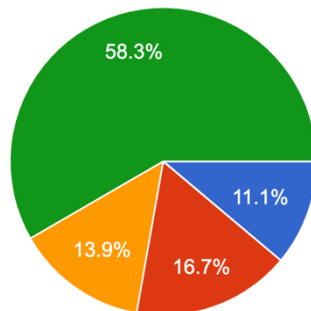
Future of Van

- Crafted message to user groups and developed short survey
- Here are the results from the survey

Results from Van Survey – 36 replies from our user groups (Junior and Devo families)

Which statement best captures your opinion on what SNSC should do regarding the van

36 responses



- Sell the van and add the proceeds to the club reserve. Operate without a van. Families will be responsible for transp...
- Keep the current van and obtain new sponsorship deals. Sponsorship could then pay for the unforeseen costs of r...
- Sell existing van and purchase new van. This requires getting a loan from a clu...
- Sell the van to SPL and rent it back from them until Mar 2025.



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If we keep our existing van or purchase a new one, I can help with:

36 responses



What's Next?

- Discussion at Mar 6th BOD Meeting
- Conversation with SPL – Graeme, John, Carolyn interested?
- Advice from accountant
- How would these additional funds be used?
- In preparation for selling van to SPL – we still need Class 4 drivers; what events would be impacted between now and start of next season?

Other

- SNSC Survey – would like to survey all of our membership, coaches, volunteers, program users. We have a pre-existing survey that we can review and adapt. Goal – mid April
- Program review
- Strategic Planning session – Sean Moore has tentatively agreed to facilitate our session again. Would like to aim for end of April; will host at Wendy's home again.

b. Treasurer's Report

- Getting a sense we are in decent position, budget is healthy. Wendy and Michelle doing a great job with grants and fundraising.
- Wants to connect with Paul about school program budget. Will speak with Jamie also. Final numbers may be higher because more sessions have been added.
- Billing reports have been sent out – billing reports may end up in spam folder.
- Carolyn has access to zone 4 so can look at membership to keep numbers updated.



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UPDATED BUDGET LOCATED IN SYNC

c. Communications Report

- Michelle has put out newsletters. Geoff has been active on social media.
- Question still to answer is why social media? What is the purpose of our social media and do we have the value. What is the thoughtful approach.
- Have one recommendation on website manager.
- One of the biggest challenges is creating and editing the content, and getting the images. That is a great deal of work so there's a lot of time and effort that goes into actually creating it.

d. Fundraising Report

See Presidents report and Coordinators report for updates on fundraising.

- Hit ~\$4,750 in Annual Fundraiser. There was \$2,000 in bonus. CCBC has contest for the most new donations and those will get an additional bonus. We could profile to try to get most new donations.
- Historically come in around \$5-6000 in fundraising.
- Should keep pushing every Friday and reminding people about the fundraiser.
- John will continue to write a few notes that get sent out in the newsletter pushes.
- 50/50 draw – Chris will take 50/50 tickets up to Masters. Board members are not allowed to buy tickets. Chris will do an email to the Masters group so they have cash ready on Wednesday morning.

e. Coaching Report

Coaching recruitment

- Completed for the season

Coaching courses

- Community Coaching on snow workshops and Coach refresher courses completed for the season

Coaching database + CRCs

- All “new coaches in training” added to database
- CC on snow course completion added to database

Nordiq Canada coaching licenses

- Action: update coach database with coaches NC licenses (ongoing)

OTHER



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- Nordic Ski Lab (NSL) group subscription for race coaches and masters rec coaches to support coaching development; Evaluate Nordic Ski Lab group subscription - survey users; and if feedback is positive, consider extending group subscription to more coaches and build this expense into coaching budget for future seasons
- Coaching swag ordered and arrived for 65 club coaches
- Planning a Coach Appreciation get together at VIMSS (date: possibly on Sat March 18 after the Jackrabbit wrap-up; to be confirmed); Coach Appreciation get together to include SDP coaches, school program coaches, race program coaches and masters rec coaches to formally thank coaches for their amazing contributions to their programs
- Ongoing planning for VI Loppet, working to secure volunteer requirements and recruit volunteers through masters race program and build on successes of Co; intention to increase participation by offering some new events- open 5K distance, and corporate relay- 3x5K; race notice has been posted, early bird rate ends Feb 28/23; early bird participants will get a t-shirt, participants and volunteers will get chilli and a bun in stadium; Berend Henckel has secured \$4,000 in corporate sponsorship: as of March 1/23- 82 participants are registered
- 94 people registered for the Loppet. Berend has put in new ideas like an early bird fee. Berend sent 2 free entries to the Payak. Primary volunteer roles are all lined up right now.
- Discussions underway to revamp masters rec program- Looking at masters as a learn to loppet session, 8 sessions with 4 loppet and skate. Trying to put a bit more structure into the program and standardize the delivery. At the end of learn to loppet, they'll get registered. More to come.

f. Skill Development Program Report

- Beckie Scott Sprints were held on Feb 25 (cold and snowy) and Feb 26 (beautiful and sunny!) – the kids had a great time and we are grateful to our parent volunteers for making the event happen, especially Mike Tunnah who was the race official
- Toques were distributed to all Bunnies and Jackrabbits
- March 11-12 is the last week of lessons; coaches will distribute stickers and evaluations to Jackrabbits.
- Plans are underway for a year-end celebration for all SDP kids on Saturday, March 18th
- We've been trying to track volunteer hours – still waiting on volunteer contributions from 22/98 families. Several parents are asking for volunteer activities they can do at home.
- We received an email from Cherielle at Cross Country BC that Zone4 was showing we didn't have any participants registered in Bunnies or Jackrabbits, and because we ordered toques, she was asking us to pay for them. This obviously didn't match our registration information, so I checked with Zone4 support and it turns out the Member



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Tags weren't assigned to the Bunnies or Jackrabbit options on the registration page. I added those tags, and now we don't owe any money for the toques!

g. School Program Report

- There have been no operational problems to date. The supply of instructors continues to meet demand. Jamie has added 2 additional Friday morning sessions for grade 1 and grade 2 students. Also, he has added several afternoon sessions for students who are home schooled and as a result have more flexibility in travel arrangements
- Rick Morson has made a \$3000 contribution to the annual fundraiser through the Canada Helps website. This donation is being processed and should show up within a week or so. It will be followed by a 50% matching contribution from his parent company Richardson Wealth. We can acknowledge \$4,500 from them.
- The school program instructors really like the idea of vests identifying them as instructors. I have done some research on obtaining vests and will attach an email from Brazen, a business in Courtney that can supply vests with embroidered lettering and our club logo. So far, the instructors seem to like a black vest with red lettering. I favour having "Strathcona Nordic Coach" embroidered on the back with the club logo on the front of the left-hand side of the vest.
- Chris informs me that there are 32 male coaches, and 37 female coaches registered this year. We need to decide how many vests to purchase and figure out the size distribution. I don't believe that volunteer coaches will pay for a vest. However, the vests could be distributed at the beginning of the season and returned at the end of the season or alternatively kept in the storage room in Raven Lodge for use during the session. The option of keeping the vests in Raven Lodge would reduce the acquisition cost as we would need fewer vests.
- Jamie has informed me that he will be stepping back as program coordinator next year. I'm not sure of his plans. I will have a discussion with him next week. I will update the board at our next meeting. Still have to seek additional coaches for the program. Paul meeting with Jamie on Wednesday; will do a debrief with Jamie and figure out what he liked/disliked, and room for improvements. Paul will produce a report. All agreed that it's a burnout position.
- **Action:** Board to consider who can be coaches for the program for next year.

Vests

- I am not finding a vest with a zipper back pocket unfortunately without having custom made, I think these might be what you have in mind though
- The CE703 is nice as has a bit of reflective trim, and the Stormtech is very sharp if you got the black with red trim to match embroidery.
- Based on 69 vests with embroidery logo on left chest and text Strathcona Nordics Instructor on back (based the back on how we do RACING TEAM on jackets) / price may vary a bit if larger embroidery on back



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- CE703/W vests @ 60.00 each <https://www.alphabroder.ca/product/ce703/core365-mens-techno-lite-unlined-vest.html?color=3s>
- KTV-1 vests @ 70.00 each https://www.stormtechperformance.com/product/mens-pacifica-vest_ktv-1/

h. Membership Report

No report circulated this month.

4. Business arising from the minutes

a) Driving Policy

- Need to centralize responsibility and need a role to have someone in place to manage the vehicles. Need someone to get abstracts, and an hour/2 month afterwards. May be able to allocate to expanded coordinator role.
- Need to consider expanding this policy to private vehicles that are being used for club events. When does ride sharing become a club sanctioned activity where the policy applies. Not intending to manage arrangements between families. This will extend to any transportation where the club requests a parent to transport athletes.
- Received comments from Carolyn, Paul, and Andrea.
- Question: Liability question, and the club insurance covers the Directors and Officers of a Board. The document is intended as a document to administer.
- There is Nordiq Canada insurance requirement for transporting. Graeme and John will review the document.
- Feedback from the Board is encouraged. **Action**: for Board to get feedback to John/Graeme before the next meeting. Comments should be received by Monday, March 20.

b) Future of the Van

- Circulated survey and results consolidated.
- 36 replies from junior and devo group. Q: what the club should do with the Van; sell the Van and rent it back, keep it and get new sponsorship.
- Question was to get sense of where people were at; consensus is that individuals don't have interest or capacity to assist or do anything else to help get sponsorship, manage the van, etc. More are able to become licenced to Van.
- Need to have sufficient number of drivers; if we are limited with drivers, how can that work. Drivers have to make sacrifices to schedule to drive the van. What if one can't attend, then the van just sits. Recruiting van drivers is another important part to the puzzle.



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- What will the rental cost be if we sell to SPL and rent it back? Renting would be assumed by race parents most likely. Will need to speak with SPL to get price, logistics, etc. If sell to SPL, need to know by end of April, or earlier.
- Van was recently appraised in August 2022 for \$40,000. Second appraisal is a good idea. It may have been a trade in value (low).
- **Motion** by Chris to sell the Van. Seconded by Paul. All in favour. No further discussion.
- Next steps: determine the buyer. Start by reaching out to Paul at SPL. Wendy will contact SPL and work with Carolyn on this.
- Will determine if the purchase funds will affect the gaming grant. How the proceeds are allocated may have some lateral effects.

c) Vests

- Prices quoted is meant to include embroidery. Paul is going to double check if embroidery is included or not.
- Coaches could just grab the vests when needed, or coaches could have “their” vest for the season. If we went with the “As needed” – would be considerable cost savings. Even if we had 30 it would meet the needs and provide a buffer.
- Will consider getting vests from sport shop, not the embroidery store. Paul will do some shopping.
- Get unisex sizing.
- This item is not budgeted, so we need to raise the funds to buy it, otherwise it would be an additional cost for the year.

5. New Business

None

Motion to Adjourn: Graeme, seconded by John. No discussion.

Next Meeting: April 17th, 2023