



**Whitehorse Cross Country Ski Club
Board of Directors Meeting**
Thursday, March 4th, 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
Dermot Flynn, Past President

Jonathan Kerr, Vice-President
Adam Greenwood, Treasurer
Julie McVicar, Director
Sarah Murray, Director
Jan Horton, Director

Club Management

Jan Polivka, Operations

Ben Poudou, Club Manager

1. Call to Order

Jean Paul called the meeting to order at 7:04 pm.

2. Approval and Additions to Agenda

No additions and Agenda approved. Motion by Jan Downing. Carried.

3. Review and approval of the draft Minutes from February 4th 2021

Review and approval of the draft minutes from February 4th, 2021. A typographical error was pointed out by Jean Paul for correction. Jan Downing moved to approve. All in favour. Carried.

Updates

4. Board Committee Updates

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

A through K below are the Strategic Plan Action Items.

At this board meeting updates were provided for the following Action Items: **A, B, C, D, E, H, I and K**. The reported updates are in **gold font**:

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?

At the February 4th, 2021 board meeting the board was in agreement that work on diversity and inclusion could begin at any time. Jan and Ben will work with volunteers or employees to plan a small welcoming gestures for new WCCSC members and new skiers during March when there is likely to be high trail usage due to the warmer weather and excellent snow cover on all our trails.

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.

See update in **Action Item C** and the proposed **Volunteer Fair**.

Jan Horton supported the view that the focus of volunteer recruitment should be on the needs of the club to be able to host major events successfully. This will likely involve club races/events being officiated more fully and rigorously that may be necessary in order to build volunteer experience.

Jan Downing reminded the board that the club does also need to nurture and grow program volunteers building upon the strong club skiing development programs that have been built over the last few years.

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.

Sarah updated the board. The committee met with Alain Masson and Dominic Bradford of CCY. Realistically, WCCSC hosting the Ski Nationals is likely 3 to 5 years away. CCY recognizes the need to recruit local volunteers. The committee and CCY representatives agreed that a volunteer base for races needs to be built at a “grassroots” level to garner interest and enthusiasm from a

broad range of potential volunteers from which a core group of major event officials could emerge and continue to gain experience.

Sarah suggested that one of the committee's ideas was for WCCSC and CCY to host a **Volunteer Fair** during which the volunteer opportunities for WCCSC and CCY could be presented and recruitment could occur. Local races would then have to be held using the recruited volunteers so that they could gain experience.

Jonathan informed the board that when major events are currently hosted, Race Timing is now outsourced to "professional" timers which removes one of the major volunteer requirements WCCSC has historically provided when major events have been hosted.

Though major events hosted by WCCSC will likely have professional timers, there is still a need for WCCSC/CCY to obtain the new standard of timing equipment for local races. Sarah said that the committee will meet again with CCY and discuss new timing equipment.

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.

Jan Downing provided the update.

The application to CDF for 50% funding for a new Pisten Bully has been submitted.

The remaining 50% of funding will be subject to the success of a Lotteries funding application. This application is to be submitted by May 15th, 2021.

Since the plan is for WCCSC to keep our current PB as a "back-up", the issue of where to house the "back-up" Pisten Bully is still under discussion. A heated building with drainage at least 4 metres by 9 metres with a large entrance door is necessary. This may mean that our current PB will have to be stored in the current City of Whitehorse cold storage building for a year and not used until a new Pisten Bully storage building can be constructed at the Mt. McIntyre facility. The City of Whitehorse cold storage building is not heated and does not have proper drainage and the city may have other long term plans for it other than a storage building for a WCCSC Pisten Bully.

E. Action Item: Work with Biathlon Yukon, Sport and Recreation Brank 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

Biathlon Yukon will be entering into a contract with local engineering company Stantec for completion of the Feasibility Study to determine if it is realistic for the Biathlon facilities to be accommodated within the Mt. McIntyre trail network. Stantec will seek to meet with WCCSC committee representative Jean Paul Molgat and Leslie Gomm for input.

Jean Paul Molgat also briefed Minister of Sport John Streiker about the Feasibility Study. Minister Streiker said he was pleased that that the study is happening.

*Note * This update is also included in the 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.

No update at this meeting.

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.

No update at this meeting.

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.

Craig, Jonathan, Ben and Jan will have Mike Kramer consider grooming and mitigating skier and Pisten Bully encounters in particular as part of his Health and Safety Report.

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.

The second hour of the board meeting was set aside for a review and approval of the club suite of financial policies.

Note this update is also item 9 of the Agenda and Minutes.*

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.

No update at this meeting.

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.

Craig informed the board that the Human Resources committee will meet again during the school March break time period and have the Human Resources suite of policies ready for review and approval in April.

Standing Items

5. Financial Reporting

- Adam

Adam provided a written Financial Report that showed the club to be benefitting from a very strong revenue year. The projected surplus at fiscal year end is expect to be around \$157 000.00

There is currently over \$500 000.00 in the club's bank account.

The board discussed what should be done with the large surplus

Following discussion and strong encouragement from Dermot Flynn at the February 4th, 2021 board meeting for the club to purchase a GIC with a portion of available funds, Adam completed some research and is recommending that the club put \$125 000.00 into a 180 Term Deposit at .45% with the First Nations Bank and hold this Term Deposit as a Reserve Fund. \$125 000.00 is the equivalent to 3 months of operating expenses.

Adam also recommended that in addition to the Reserve Fund, the club should move a portion of our operational funds that we are no likely to need in the next 180 days into another Term Deposit with First Nations Bank.

Adam will set up a meeting with manger Alison at the First nations Bank and inform Jean Paul and Craig of the date and time as they offered to attend.

There was agreement that the club needs to develop a long term financial policy based on professional recommendations with an understanding of the club's financial commitments.

6. Club Manager's Report

Ben prepared and provided the board with a written report informing the board about club event and programming updates.

Ben also informed the board that the funding WCCSC receives from the City of Whitehorse Recreational Grant will be used to purchase a 'general use' sit ski for novice sit skiers so that the club can provide one for use when it is requested. Jean Paul suggested that Ben inform the Yukon Council on Disabilities that the club will be purchasing a skit ski. Ben has already informed Yukon Special Olympics.

7. Operations Manager's Report

Jan prepared a written report for the board.

Anthony Radford is already working for WCCSC in operations and he is being offered a position as Assistant Operations Manager.

Jan informed the board that due to the largest volume of snow in recent memory he is concerned that there may be significant erosion on the trail that were widened during the Homologation Project once the spring occurs. The intensity of the spring melt will in part determine the amount of erosion and monitoring will have to occur with mitigation efforts taken if necessary and if reasonably possible.

Jan and Ben informed the board that due to skier safety, the club will be moving away from grooming when people are likely to be skiing and grooming only at night. It may be that the club will close trails where the Pisten Bully is grooming. Note* Ben and Jan were asked to discuss this with Mike Kramer and have him include grooming and mitigating skier and Pisten Bully encounters in particular as part of his Health and Safety Report.

Jan was encouraged to report specifically on *Health and Safety* in every **Operation Manager's Report**.

8. President's Report

Jean Paul

Jean Paul Molgat and Jonathan Kerr met with Yukon Minister of Sport John Streiker about current high level WCCSC affairs. Jean Paul informed Minister Streiker that the Biathlon Feasibility Study would be happening and Minister Streiker responded that he was pleased that that the study will be completed.

Jean Paul and Jonathan also discussed Land Tenure with Minister Streiker and the future of Land Protection of the Mt. McIntyre trail system in advance of or as part of any bid that the Yukon Government, The City of Whitehorse and Local First Nations make for Whitehorse to host the 2027 Canada Winter Games.

Jean Paul informed the board that in addition to the *Northern Huts Society* whose representative Afan Jones spoke to the WCCSC board in December 2020, the organization *Way Weavers/Run for Life* led by Reckless Raven organizer John Carson is also interested in building a hut at the location of the former Fraser Hut on the Fraser Loop Trail. Jean Paul informed the board that he believes WCCSC should be involved in any such project because climate change may mean increased use of the Ascent and Fraser Loop trails and it would be in the long term best interest of the club to have input into the construction of a hut at that location to ensure that it would suit the needs of WCCSC.

Jean Paul made a note that Project Planning for the next 5 years should be added to the Agenda of the June board meeting.

Discussion and Decision Items

9. Policy Governance_Review and Approval

- Jean-Paul

Policies can be routinely reviewed and do not need to be perfect to be approved.

The board reviewed, amended and approved finance related policies *GP-10_Board and Committee Expenses, GP-11_Reserve Funds Policy, EL-3_Financial Planning and EL-4_Financial Condition.*

The board agreed to meet via Zoom on Thursday, March 18th, 2021 at 7:00 pm to continue the review of financial polices with review, amending and approving current draft policies *EL-5_Asset Protection, BC-5_Signing Authority and OP-10_Financial Management Policy.*

Adjournment: The chair adjourned the meeting at 9:10 pm

Next Board Meeting: Thursday, April 1st, 2021.