

ATTENDEES	Gary Jodouin, Mark Thomas, Michelle Ross, Dave Ward, Michael McDonough, Tom Cook, Rod Sinclair and Otto Bedard
ABSENT	Andrew Rees and Kathy Wilcox
GUESTS	Tracey Morin and Mike Ward

START TIME: 7:10 PM

END TIME: 8:50 PM

DISCUSSION	<b>Additions to the Agenda</b>
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- No additions to the agenda.

MOTIONS	
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**Gary Jodouin - To approve the agenda as presented.**  
**Seconded: Michael McDonough**  
**Carried**

DISCUSSION	<b>Declaration of Conflicts</b>
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- No

DISCUSSION	<b>Approval of Minutes</b>
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MOTIONS	
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**Gary Jodouin - That the minutes of Board of Directors meeting on September 14, 2020 be adopted as presented.**  
**Seconded: Tom Cook**  
**Carried**

DISCUSSION	<b>Review of COVID Facility Guidelines</b>
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- The Board reviewed a document provided by XCSO on COVID guidelines. The following decisions were made:
  - **Main Facility**
    - The maximum number of people on the main floor will be 12 and 2 people allowed in the washroom.
    - For the entrance/exit, Plan A will have the door by fridge designated as entrance and front door is exit. Plan B will have the downstairs door as the entrance and upstairs main door as the exit. A pathway will need to be outlined on the floor. We will need to evaluate this plan as the season progresses.
    - Our facility hours will remain the same.
    - There will be set cleaning times - 1:00 pm and the evening. During down time, we want staff to clean high touch areas, i.e. door handles, railings and chairs. A cleaning tracking sheet will be placed in the washrooms.
    - We will need to be hand sanitizers at the entrance. We will not provide disposable masks.
    - There will be no tables on the main floor. Chairs will be set-up to allow social distancing.

- **Other Facilities**
  - Lockers will be available open with signs to promote social distance.
  - For waxing, the two tables against the window will be available for use with signage to promote social distancing.
  
- **Washroom/Change Rooms**
  - In the change room, we will remove benches and have one chair on each side of the change room. Bags and clothes must be removed from change room. (In the washroom/change room, the maximum number of people will be four.)
  - We will have benches outside on deck for changing boots.
  - For the women's washroom, we will close the middle washroom and block off one sink.
  - For the men's washroom, we will close one sink and one urinal.
  - At this time, we do not plan to order portable toilets and the outhouse will be closed.
  
- **Snack Bar**
  - We will not offer food the first few weeks.
  - We will encourage members to bring their own snacks/lunches.
  - The accepted method of payment will be debit card.
  - Need to investigate using punch cards for cookies and drinks.
  - Drink fridge must be removed.
  - Limited hot food will be available (chili, hot dog and soup).
  - Plexiglass will be installed to protect staff.
  - Food will be available between 11:00 am and 3:00 pm. Staff will need to wear a mask during these times.
  
- **Rentals**
  - The rental equipment will remain inside the Clubhouse. We need to encourage guests and members to call ahead to reserve.
  - We need to determine the amount of time require between boot rentals.
  - When equipment is returned, it must be sanitized.
  - Users must call ahead to reserve pulk.
  
- **Programs**
  - We will offer two session times - 10:00 and 1:00 (all levels offered at each session.)

- Parent must complete self-assessment for child.
- Leader should take attendance for tracking
- **Other**
  - Many locations will request signage.
  - We will not hold a ski exchange.
  - Groomers will need to disinfect machines.
  - No side-by side (same direction) tracks.
  - Signage on outdoor ski racks to promote social distancing.
  - We will not have a sign-in sheets. If a member or guest contracts COVID and we are notified, we will email membership and posts details on social media.
  - Rod will plan to host Bluesky Loppet and Chocolate Races.

Rod left at 8:46 p.m.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask Health Unit about the maximum number of participants allowed for an outdoor activity.	Mike Ward	
Ask Health Unit what is the allowable time between boot rentals.	Dave Ward.	
Investigate different payment options.	Gary Jodouin	

**DISCUSSION**      **Finances**

- The following changes will be made to the budget.
  - Remove high school rental revenue.
  - Remove school memberships.
  - Remove Nipissing University program revenue.
  - Ski rental revenue reduced due to no school and university program.
  - Add COVID charge to rentals and ski passes.
  - Reduce snack bar revenue.
  - Remove social revenue.
  - COVID signage expense set at \$750.
  - Remove ski exchange revenue.
  - Remove capital expenditures from building and property portfolio.
  - Remove the purchase of a snowmobile.
  - Remove crossover trail expenditures.
- For Zone 4, for every \$5 donation, the individual will get their name in a draw for a parking spot by the Clubhouse.

MOTIONS		
Michael McDonough: To approve the signing authorities of Mark Thomas, Andrew Rees and Gary Jodouin. Each cheques require two signatures. Seconded: Tom Cook Carried		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise budget.	Gary	
MOTIONS		
Michael McDonough - To adjourn the meeting.		

Monday, October 19 - Board Meeting 7:00 at Nordic