**North Bay Nordic Ski Club  
Board of Directors Meeting Minutes   
Lakeshore Dr.  
Dec. 8, 2022**

**Present**: Mark Thomas, Tom Cook, Kathy Wilcox, Andrew Rees, Kevin Denston, Dave Ward, Otto Bedard, Alisha Millar, Henning Helms

**Regrets**: Mike McDonough, Dave Ward

**Call to Order:** Andrew **Time:**  7:10

**Appointment of a Secretary**: Kathy Wilcox

**Approval of Agenda**: M: Henning S: Kevin Carried

**Declaration of Conflicts of Interest**: none

**Approval of Minutes of previous meeting**, date: Oct. 27 M: Henning S: Otto Carried

**Business Arising:**  none

**Board Committee reports:**

**Programs: Nancy:** CANSI instructors’ course has 5 registered at this point. Nancy, Otto, Kevin and Henning will set up a sub-committee to discuss protocols around instruction and training moving forward. They will also discuss protocols for outside groups or individuals providing instruction or camps and what will be required if the Club is to approve and support them (insurance, advertising, payment etc.) Nancy reports that Meg Karrow has the NCCP course set up and the race team can help out with Jack Rabbits as required. Thank you! Tracy reports that, for several reasons, there has not been much interest in school bookings to date.

**Membership: Mike** submitted a report that notes membership currently stands at 727 members. $415 has been raised in the parking spot lottery. Winner could be announced on FB.

**Financial Report: Alisha** reports that receipts can be uploaded to the Cloud. Andrew will get the link and Alisha will reach out if this proves to be inefficient. Henning will make up an expense submission form to use. Andrew has agreed to pick up mail and speak with Alisha to get pertinent mail to her. The successful Halloween walk raised just under $700. It was confirmed that customers can purchase gift certificates for use at the club and towards memberships. E transfers can be sent and auto deposit is enabled. Sponsorship letters/invoices have all been sent. 2 previous sponsors have noted they will not renew but several have and calls can be made to follow up for those who don’t respond. Alisha is exploring getting a second credit card for the garage folks. There was a brief discussion about the Moneris bank fees as well as the club investments and the rates available. Tracy has received her float. Andrew noted that we have not heard more from Tourism North Bay regarding the bridge grant so he will continue to reach out for an update.  
Andrew reports that we have secured a 2022 Piston Bully groomer available from Maine. Pricing is guaranteed at $339,000 plus tax ($383,000). HST will be refunded. The insurance value of the groomer will require updating when procured. We have $150,000 from Trillium and $206k in the groomer reserve to covert the purchase. The 2022 groomer is $17k less than a 2023 model. A 20% deposit is required. Membership will need to approve the unbudgeted amount. Kathy will send an eblast notice to membership.  
Motion: That a special meeting of the membership be called for Tuesday, Dec. 20 at 7 on Zoom to approve the unbudgeted purchase of a 2022 Piston Bully groomer.   
M: Henning S: Tom Carried

**Trails/Property: Kevin/Andrew:** There was a discussion regarding when to open the Clubhouse with staff if trails are not in great shape. Trails committee (Kevin and Andrew) will make this call and discuss with Tracy. Several new groomers have been hired and several live nearby. Training will be booked and redone when the new groomer arrives. Groomers use What’s App for communicating which seems to work. There is also a group with groomers and the trail committee to ensure relevant info is communicated. The current groomer as will as the skidoos have had their maintenance completed.  
Andrew reported that the Land Use Permit has not yet been issued. The review was started in November he is told and he hopes to hear something soon. This is later than usual. Andrew also reported on the progress of the property purchase. The survey is complete and in his mailbox. Andrew will bring it to the city for review and has kept the property owners apprised of the proceedings.   
It was requested that the Adopt a trail program (Otto) add the field/septic system as well as the Bunny rabbits trail to their list. This will require 4 more Adopters. Tom has very kindly done mowing in that area and all other trails are done. Otto noted that the calendar system for equipment usage seemed to work well so that folks knew when the equipment would be out. It was suggested that any excess funds from the groomer fund/current groomer sale/ HST rebate could be used to purchase some new smaller trail maintenance tools and equipment. Henning suggested that Cementation could be approached to sponsor some safety equipment purchases.

**Building/HR: Dave/ Tom:** Dave submitted a report (attached). It was discussed and decided that the security codes for the Clubhouse and garage should be changed and those needing them be informed. Tom and Otto will do this. The use of a security webcam set up was discussed and all agreed it was a good idea with the camera aimed out from the Clubhouse towards the field. Tracy had noted that the washroom floor needed a refresh and this has already been arranged.   
The Clubhouse needs a new vacuum. Tom will discuss the requirements with Dave and pick one up. Tracy will be offered the title of Clubhouse Manager and will be informed that any member concerns regarding grooming can be directed to Kevin.

**Socials/Events: Otto:** A Christmas social was discussed but timing (and ski conditions) are not ideal. Events need to be put in the calendar as soon as possible. Otto has a Women’s only snowhoe night, story walk and a ski nite ($10) planned as well as a Super Family Fun day for the Sunday after the end of the Jack rabbits program. An Open House will be planned once the new groomer arrives. Wed. night Masters will continue as well as the Strava challenge. Kelly Wallace has noted that Nordic is a Cdn Ski Marathon training site so we will promote this where possible and have signage up.  **Communications: Kathy** will send special membership meeting notice to all members with vague wording on the funding partner. Will also mention the instructors’ course. Directors are encouraged to use Slack when possible and to keep discussions on the relevant committee thread. There was a discussion regarding committee reports and it was agreed that moving forward committee chairs will submit a report prior to each meeting which will be distributed with the agenda. Reports will be accepted with a motion at the meeting but there will be discussion of any questions or concerns arising from the reports. After a discussion regarding the structure of committee and BOD roles, Andrew noted that he will start a table of position descriptions and whom to direct questions to, for Tracy’s use and board distribution. Andrew will investigate an issue with hosting our domain. Our multiple emails will be a future discussion. Nancy and Henning agreed to be the primary contacts for XCSO and NOD. Tracy can forward pertinent emails to them.

**Races: Henning/Kevin:**  20 kids participated in the Halloween race camp. With the 3 coaches season goals have been set. The kids appreciate the club support and club jackets. Henning has a list of our (internal) races and will submit to get them on the calendar. He and Otto will also send the dates of the Chocolate race series.   
**Snowshoe trails/Adopt a trail: Tom/Otto:** nothing to report

**Other Business:** Nancy will forward info on the Safe Sport program. Otto noted that the City of North Bay has announced and event Hosting fund and we should look into whether there is a opportunity for us to access it.

**Next Meeting Date and call for submission of agenda items**: Thurs, Jan 12 7 pm, Hennings house 1020 Copeland St.

**Meeting adjourned**: 9:50 pm M: Tom S: Kevin Carried