**North Bay Nordic Ski Club
Board of Directors Meeting Minutes
NBNSC Northshore Rd.
March 29, 2022**

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

**Call to Order:** Andrew **Time:** 7:05 pm

**Appointment of a Secretary**: Kathy Wilcox

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

**Declaration of Conflicts of Interest**: none

**Approval of Minutes of previous meeting**: Feb. 15, 2022 M: Tom S:Kevin Carried

**Business Arising Board Committees:**

**Membership**No report
 **Financial Update/Fundraising**Alisha updated the board on Financials. The budget process has started and **Alisha** will post the outline in the Shared One Drive and asks that **Directors** enter their budget figures for the upcoming year. Next meeting will deal with budget. She also requested that all invoices be submitted to her by end of April. There was a discussion regarding appropriate allocations for rental figures and which cost centres to use. This will need to be shared with and understood by Snack Bar/Rental staff next season to avoid confusion and to give more useful rental/sales figures. **Alisha** will discuss this with Gary.
A discussion regarding fundraising noted that we need to be application ready for some of our bigger asks. There is a Trillium capital grant due in August and we will apply for groomer funding. We need updated financials, a price for our used groomer and a new groomer quote.**A** **Kathy** will contact Tourism North Bay to re- submit the application for funding for work on the Red Trail bridge.

 **Trails/Adopt-a trail:**Kevin has had meetings with the groomers to discuss grooming policies and directives to ensure consistency in grooming. This will be an ongoing conversation with ideas to assist in this area welcome. It was discussed that the one trail condition board be moved to reflect that many folks enter the Club through the gate to the field now.
**Otto** has agreed to take on the Adopt-A-Trail program.

 **Building/property:**Tom discussed the difficulty in finding new equipment to purchase, specifically new skate ski equipment. Supply chain issues are hampering the local stores abilities to secure any, so it was suggested that some larger retailers be contacted to see if they have any available. **Tom** will put a budget figure in the upcoming budget with hopes that equipment will be available somewhere for next season.
Clubhouse opening hours was discussed and who is responsible for opening and closing. The idea of using a keypad entry for the lower level was discussed and **Tom** will add this as a budget item and Board will discuss further.**A**

**Human Resources:** The board discussed the management structure of the Club and the desire to continue being mostly volunteer driven. Staffing was discussed.
Coaching position was discussed and **Kevin** will call Mike to update him on these discussions. Coaching budget should be increased from $2k to $2.5 in upcoming year.
**Mark** will be stepping down from the Board for the upcoming year. He will lead the nomination committee to replace him and reach out to anyone who may be interested. The Board thanked Mark for his time and contributions and stated the hope that he may return in the future.
 **Socials/Events**Clean up day and BBQ is scheduled for May 1 with more info to follow after next meeting.
 **Communications
Kathy** will post the notice of the AGM on May 17 at 7 pm at the Club, on Social Media and in an e blast to members. Will also note request for Board nominations and the clean up day. AGM notice will note that By-law 3.4 will be moved to change to align the Cross Country Ontario membership and year with ours. (May 1 to April 30). **A**
 **Races
Henning** will enter budget figures for this line item
 **Snowshoe trails**No report
 **Programs
Mark** updated the Board on the ski team. He would like to see a parent take on Social media updates and posting of pictures. This will be addressed at the beginning of next season. Would also like to see a parent take on the role of Team Manager, dealing with uniforms, team pics, some communication etc. NOD finals will take place in Timmins on April 10.

 **Covid-19** No current updates

**Other Business:**The board will update the Policy regarding the Building reserve allocation at the AGM meeting.**A**

**Next Meeting Date and call for submission of agenda items**: April 21 at 7 pm, **Committee chairs** please visit budget page on One Drive to input budget figures prior to meeting.

**Meeting adjourned**: 9:30 pm M: Henning S: Kevin Carried