

WRNSC Board Meeting Minutes Nov. 1st 2019

Present: Oliver Conway-White, Colin Rhodes, Heidi Langenberg, Bill Henry, Greg Harling, Stephan Latour, Laura Seaman

Absent: Lisa Collins, Bob Cheyne, Darren Carter

Chair: Oliver Conway-White

Oliver called the meeting to order at 7:36pm.

1. Review and approve the minutes from the previous meeting.

Motion to approve by Oliver, 2nd by Greg, all in favour carried.

2. Review and approve agenda for this meeting. Motion by Colin, 2nd by Heidi with the addition of items 9 to 11., all in favour.

3. Follow up on action items from last meeting.

- a) Laura to investigate roller ski inventory. Laura email Scott. Inventory is fine for now but we should develop a plan for next year. Colin suggested that someone be recruited to conduct a repair or replace evaluation for our existing inventory .
- b) Colin to forward information to University skiers in attempt to recruit instructors. Complete.
- c) Oliver to research need for Emergency Action Plan. This is a work in progress. Needs to be updated when we move to Rockway.
- d) Colin to investigate alternatives for Sea-Can location at Rockway. Refer to the Rockway report.
- e) Greg to provide link to Rowan's Law section in registration process. Complete but still difficult to monitor. Some members have not completed the online form. **Action** – Oliver to sort out those who registered but have not completed the form. Will have to send out a reminder to have them read and complete.

4. Financial Report.

Heidi provided a comparative income statement to Oct. 31st. It is noted that Jack Rabbit and Bunny Rabbit registrations are behind that budgeted. However since Jack Rabbit division is full and has a waiting list the amount budgeted for that may have been high. Chequing account shows as \$44,402 while GIC's now amount to \$71,777.

5. Rockway project report.

Colin reported on this project. Many thanks expressed to Elanor for preparing the request for the Trillium Grant for the move to Rockway (results to come).

Action: Laura to coordinate finding Elanor's jacket size so that we can give her a jacket.

We still have to install the Sea-Can unit for the grooming equipment at Rockway. Currently we have been granted a temporary location with a later move to a more permanent site. We would have to move it from the temporary location before the summer and re-install before the next season.

There is currently no timetable but Colin stated that he needs the Sea-Can installed asap.

There has been a golf cart tour to review the trail set up and work has begun to compose signage.

We will have to recruit a crew to install snow fencing where needed and need someone to head this up. Legal documents are still held up in the city legal department so there is no formal agreement as

yet. This must be complete before any formal announcement is made regarding the club moving to Rockway.

6. Youth program feedback.

Stephan reported that there was been good turnout on Sunday for dryland. The groups are settling in nicely. The few who haven't been able to come out are usually due to time conflicts.

Laura suggested that it would be good to find a media person to for posting to social media for our outings. Photo posting would be dependent upon agreement due to privacy legislation

Action – Laura to contact possible recruit.

7. Discuss how to respond to concerns raised in recent letter to the board

There was considerable discussion as to how to respond to the letter from Jess Sloss.

Background: Initially we tried to set up a meeting with Ken, Stephan and Thiago in order to obtain their input as to any possible improvements to the streaming of youth members progressing through the divisions. Prior to any such meeting Ken decided to step down from his position in the youth program. He interpreted the meeting request as an indication that the board was no longer confident in his leadership.

The board considered the following response. **Action** – Oliver.

1. Outline what happened.
2. State any actions the board intends to take.

These would be:

December or early January - Hold a meeting with the three youth leaders, Stephan, Scott and Thiago. Ensure that they are on the same page regarding coaching philosophy and streaming across the programs. The philosophy should be posted on the website.

March (end of season) - Hold a meeting with all coaches and interested parties to review the season. Make any recommendations to the board based on results.

Oliver suggested that the club minutes be posted on the website

Action: Colin to set up linkage, Bill to provide the copies of approved minutes.

8. Any preparations for equipment pickup.

Several possible schedules were discussed.

Result - The pickup will be scheduled for Sunday November 17th. Room will be booked from 11.30am till 4pm but pickup will be scheduled from 1 to 3pm.

The time from 1 to 2:20pm will be divided into 4 time slots. Member families will be assigned one of the first three time slots by name with the fourth time slot to be used as a buffer slot

Action: Laura to compose a draft notice. Someone will be needed to instruct volunteers.

Laura to contact Ken first. Also recruit volunteers.

9. Brochure.

Oliver sent out copies to board members earlier and has made changes based on response.

Hold printing and distribution pending the finalizing of the Rockway agreement.

Could also send to media person to obtain possible new photos.

10. Long Term Service Award for the club.

Colin reported that the club was in receipt of a Long Service Award from the City of Kitchener.

The club was presented with a certificate (we could post to the website) and a small gift for each of the board members.

11. Gas Mileage issue. This issue was raised after Scott Dowling asked if there would be a coach mileage allowance for travel to events. The club currently doesn't have a policy to cover this so it gave rise to considerable discussion. The most likely plan would be to offer a budgeted cap split between coaches and/or some honorarium. Due to the length of this meeting and the fact that some thought would be required this issue was deferred to a later meeting.

Other business:

Colin noted that there was a concussion injury that had not been reported. Policy on injury reporting should be a topic on our next meeting.

Bill inquired regarding the coach police checks. **Action:** will contact each of the group leaders for a list of all coaches and leaders. Will later contact these directly regarding checks.

Next meeting:

Friday, November 29th at 7.30pm

Laura to host.

Motion to adjourn by Greg, 2nd by Heidi. Adjourned at 10.07.