

## WRNSC Board Meeting Minutes Mar. 30th 2020

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

**Chair:** Oliver Conway-White

Called to order by Oliver at 7:19pm

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

Motion by Colin, 2<sup>nd</sup> by Oliver, all in favour, carried.

### **2. Review and approve the agenda for this meeting.**

Motion by Colin, 2<sup>nd</sup> by Bill, all in favour, carried.

### **3. Follow up on action items from prior meeting.**

- Heidi to re-invest GIC. - Complete
- Selections for annual awards – JR Leadership – Stephan proposed selections to the board (obtained from Scott and Thiago).
- Gifts for awards. - *In progress* – **Action** *Stephan, Laura and Greg*
- Oliver to propose dates for coaches meeting, plan for appropriate venue. Preferred date is Tuesday, April 21<sup>st</sup>, 8pm.virtual meeting  
**Action** – Oliver to purchase Zoom Licence and check with coaches.
- Eva and Laura to prepare equipment purchase proposal to board. Have put together a list. Need to follow up with coaches and finalize. Stephan has sent a tender for roller skis. Price appears to be quite attractive.

### **4. Financial Report and Budget early considerations.**

- Reports already distributed to board electronically. Note that some revenue and expense is still to come. Amortization of grooming equipment still to be entered. Greg indicated that a cheque from city of Waterloo is also to come. Heidi has begun a spreadsheet for budget purposes. This can serve as base for future work.
- **Additional proposals and considerations for budget:**
  - Oliver – Sue has requested budget of \$2,800 for 15 to 20 jackets.
  - Stephan – Proposals for Track Attack. Additional roller skis and exercise equipment for dryland training.
  - Greg – Bus trip planned for late February in hopes of better attendance. Edith to lead. Could use a smaller bus but can upgrade to larger if required. Colin noted that budget should assume a partially full bus. Oliver noted that there should be some club subsidy, offer more to general members. Establish a good price point.
  - Stephan - Coaches training and resources, Train to Train and Learn to Train. Have not yet heard from Thiago.  
**Action** – Heidi to remind him. Need some idea of coaches up for training.
  - Colin – Some grants may be available. Note that transportation and accomodation my be expensive.

These and other tems to be discussed next meeting. Prior email communication required to get numbers in place.

**5. Any items regarding Rockway.**

Colin – not much to report since city is not open.

**Set date for snow fencing removal.** Stephan considers that it may still be possible for a small task force to take the fencing down while still adhering to social distancing.

Moving the shipping container to a permanent site will also have to be addressed.

**Action** – Colin to contact city to find out what they require.

**6. Discuss options regarding rental equipment return due to cancellation of banquet.**

Members have been asked via email to hold on to the equipment for now.

Laura volunteered her house as a possible location for drop off if needed.

**7. Any details regarding presentation of awards.**

Already touched on as follow up to action item from last meeting.

Stephan suggested that personal emails be sent out to award recipients as a nice touch rather than just posting to the website or general email.

**Action** – Stephan, Greg, Oliver to compose personalized emails.

Oliver to compile list of names for Rigel to post to website.

**8. Set tentative date for AGM – options if impacted by the coronavirus.**

AGM will be delayed. Potential alternate date is not yet known.

**Action:** Colin to review bylaws concerning annual AGM and election of board.

Current board may continue until next AGM is held.

**9. Injury reporting policy.**

Oliver presented a draft of this policy. Resulted in some discussion and amendment of wording .

**10. Date for next board meeting.**

April 27<sup>th</sup>, 7pm. via Zoom virtual meeting

Agenda to include budget and AGM issues.

Motion by Oliver to adjourn at 8:50pm, 2<sup>nd</sup> by Colin.