

WRNSC Board Meeting Minutes Mar. 11th 2021

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

Chair: Oliver Conway-White

Called to order by Oliver at 8.02pm

1. Review and approve the minutes from the previous meeting. Motion to approve by Oliver 2nd by Colin, none opposed, carried

2. Review and approve the agenda for this meeting.

Motion to approve by Colin, 2nd by Ken, none opposed, carried

3. Follow up on action items from prior meeting.

- Eva to provide notes regarding equipment rentals for board approval to help in preparation of equipment requirements for each group to be posted to the club website – Current work in progress
- Ken to update program schedules for posting to the website – complete
- Ken to update program schedules for posting to the website – complete
- Oliver to clarify with Darren exact requirements re volunteer count requested by the city. Complete per Darren Carter March 10th email. City just asked for total number of volunteers.
- Greg to communicate with adult registrants. - completed

4. Finance.

Heidi provided a current comparative financial statement. This reflects the receipt of the Waterloo Operating Grant. Kitchener grant is not yet included. She noted that since we are nearing fiscal year end any outstanding invoices should be received as soon as possible. Colin suggested an even split for the groomer allowance. Ken has picked up the Kitchener Tier 1 Grant cheque.

Colin initiated discussion regarding treatment of capital expenditures. Ken suggested that we contact a CMA for consultation on capitalizing more of assets such as rental equipment to allow depreciation. Heidi questioned what degree of difficulty and precision this might entail.

Action – Ken to contact an individual CMA he knows who may be able to help.

Planning for next budget.

Colin suggested that we try getting input from the various sections.

Prepare a draft for the next board meeting.

Ken noted that we already have the planned registration numbers for most sections and from that we can derive budgets for miscellaneous expenses and coach training.

Action – Heidi to reach out to obtain required input.

Oliver noted that we should also think about fee structures to discuss at the next meeting.

One possibility might be lower membership fees but increase program fees. Various options may be discussed.

5. Any issues regarding possible refunds.

Heidi reported that all families who have children in Bunny and Jack Rabbit programs have been issued refunds for program fees. Refunds were not yet issued to families with children in both Track Attack and JR. If no refunds will be issued to TA these refunds will also be issued. **Action:** Heidi to communicate with coaches. Can refer to existing refund policy.

Greg reported that no refunds will be necessary for adult lessons.

6. Planning for rental equipment return.

At this time there is no plan in place yet.

Action: Laura to reach out Eva. Laura, Eva and Ken will form a plan probably similar to last year. Colin noted that the parking lot used last year is a possible venue.

7. Awards

Preliminary discussion. Results to be determined later.

Gifts for awards. Discussed and procurement assignments made.

8. Rockway – Any open issues.

Lighting:

Ken reported that the trail lighting experiment was a success this year.

There were a few lights stolen and he suggested installing future lights higher up.

There should be further discussion with Bob re agreement for more permanent mounting.

Colin plans to have a talk with Bob and Tom (manager at golf course).

Ideally we could have 100 lights to fully light the system. These could be purchased and later installed in stages. All dependent upon understanding with the city and approval with the golf course.

Signage:

We should encourage the city to provide some signage for some “no go” areas.

There could be a large trail map right at the entrance.

To be included in a talk with Bob in the next month or so.

There is agreement to hold a virtual AGM in May.

Next meeting Wednesday April 14th 8pm via teleconference

Motion to adjourn by Colin at 9:12pm. 2nd by Ken. Adjourned.