

## WATERLOO REGION NORDIC SPORTS CLUB



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**Subject** Board Meeting Summary  
**Date** July 14, 2021  
**Location** Zoom  
**Attendees** Dodi Adar, Ken Campbell, Oliver Conway-White, Rob Daniells, Heidi Langenberg, Colin Rhodes, and Laura Seaman  
**Chair** Ken Campbell  
**Notes by** Laura Seaman

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Called to order by Ken at 8:34pm

Item	Action
<b>1 Review and approve previous meeting summary</b> Colin moved to approve, Oliver seconded, all in favour	N/A
<b>2 Review and approve meeting agenda</b> Rob moved to approve, Colin seconded, all in favour	N/A
<b>3 Secretary handover status</b> Laura received two binders and a flashdrive from Bill. Laura will take responsibility for meetings agendas moving forward. Laura to prepare mtg summary of last mtg (immediately following AGM) and circulate for comments.	Laura to prepare last mtg summary
<b>4 Communication handover status</b> Laura to prepare summary of accounts and passwords to share with Dodi and the group.	Laura to prepare communication handover
<b>5 Treasurer handover status</b> <ul style="list-style-type: none"><li>Heidi is preparing material to share with Rob. Hopes to be able to transition bank signing authority virtually but anticipate one in-person interaction.</li><li>Spreadsheet with list of police checks in material shared from Bill. Laura to investigate and report back.</li></ul>	Heidi to transition treasurer portfolio  Laura to investigate police check details



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6	<p><b>Budget for 2021/20</b></p> <ul style="list-style-type: none"> <li>Ken presented the initial budget prepared in April 2021 as well as an updated (preliminary) budget that was prepared using recent feedback from coaches and coach training information.</li> <li>Discussion of anticipated additional jacket sales revenue in 2021/22 season over 2020/21 season (impacted by COVID).</li> <li>Discussion of volunteer appreciation budget.</li> <li>Discussion of increasing coaches mileage budget from \$1,000 to \$4,000. Noted that \$1,000 value was included as a placeholder and there is value in increasing. Discussion of whether board should move to reimburse mileage instead of having an allowance to disburse.</li> <li>Discussion of whether additional clothing will be purchased this year. Agreed that a jacket purchase is not likely required. A buff purchase will be considered at a later date in consultation with coaches.</li> <li>Have included \$500 for potential fee to discuss change to accounting system.</li> <li>Rockway trail improvements (\$2,000): Colin noted that some additional snow fencing may be required but don't anticipate any significant purchases. Only investment may be additional signage but City provided that free of charge last year. Agreed to reduce to \$800.</li> <li>Rockway safety equipment (\$300): Colin noted anticipated need to additional helmet or two.</li> <li>Request for a portable generator to support waxing at races. Can anticipate additional uses. Estimate cost is \$500. Storage and transportation to be determined. Generator fuel would be paid for out of miscellaneous program budget. Oliver noted potential concern with maintenance requirements and odour if transporting inside a vehicle.</li> <li>Request for timing system (\$2,500). Ken recommended including in budget and investigate purchase. Colin noted there may be a desire to host a local race and would like compatibility with Zone4 investigated. Scott Dowling to investigate (or delegate investigation). Board would like to know total cost of proposed system (including accessories) as well as compatibility with Zone4.</li> <li>Discussion of membership fee (currently \$56). Discussion of value to general membership, including addition of lighting at Rockway. <b>Ken motioned to increase membership fee to \$58, Oliver seconded, all in favour.</b></li> </ul>	<p>Heidi to investigate estimate of annual mileage costs</p> <p>Oliver to discuss generator logistical concerns with Scott Dowling</p> <p>Ken will discuss timing system investigation with Scott Dowling</p>
7	<p><b>Registration categories for 2021/20</b></p> <p>Ken noted he has been in discussion with coaches regarding structure of four youth programs. Plan to have athletes register as general club members now and register for individual programs at a later date. Discussion of potential administrative issues with this approach. Revised plan to open registration for a short duration and only advertise to athletes requiring insurance over the summer months.</p>	<p>Dodi will work with Greg to facilitate planned approach</p>



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<b>8</b>	<b>Review of club volunteer positions &amp; recruitment of vacant positions</b> <ul style="list-style-type: none"><li>• Heidi is replacing Greg as the Adult Program lead.</li><li>• Need to recruit someone to replace Susan as clothing manager. Heidi will consider taking on this portfolio. Backup plan is to send an email to the club membership.</li><li>• Social media (Hannah): Away for the next 12 months. Need to identify a replacement. Ken will discuss potential social media replacements with Jess Sloss and Scott Dowling.</li></ul>	Ken will recruit someone a clothing manager if required  Ken will recruit potential social media replacements
<b>9</b>	<b>Other business</b> Colin will write up police check policy for board approval	Colin to draft police check policy
<b>10</b>	<b>Next meeting</b> The next meeting will be Wednesday, August 11 at 8:30pm.	N/A

Colin motioned to adjourn (10:16pm), seconded by Oliver, all in favour. Adjourned.