



## WATERLOO REGION NORDIC SPORTS CLUB

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**Subject** Board Meeting Summary  
**Date** August 11, 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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Meeting called to order by Ken at 8:31pm

Item	Action
<b>1 Review and approve previous two meeting summaries</b> Colin moved to approve, Rob seconded, all in favour	N/A
<b>2 Review and approve meeting agenda</b> Oliver moved to approve, Colin seconded, all in favour	N/A
<b>3 Previous meeting action items</b> <ul style="list-style-type: none"><li>• Laura to prepare June board mtg summary ✓ Completed and distributed July 21, 2021</li><li>• Laura to prepare summary of accounts and passwords to share with Dodi and the group (essentially communication handover). X Task incomplete</li><li>• Heidi to transition treasurer portfolio ✓ Heidi provided Rob with documents and files for review August 10, 2021. Rob to review then Heidi and Rob will have a call to discuss.</li><li>• Laura to investigate police check details ✓ Laura collected details from club files and via emails with Bill. She shared the information directly with Colin August 5, 2021.</li><li>• Heidi to investigate estimate of annual mileage costs ✓ Heidi provided Ken with the following details August 10, 2021: There are typically seven SOD series races. Cost works out to approximately 2,500 to 2,750 kilometers times \$0.59 per kilometer cent (2021 Ontario mileage rate) = \$1,475 to \$1,622 per coach. Assuming we have four coaches at every race, this works out to about \$6,500 annually (higher if we assume more coaches). Costs would increase if we include O-Cup races and non-SOD series races like the Muskoka Loppet.</li><li>• Oliver to discuss generator logistical concerns with Scott Dowling ✓ Ken provided a summary of this action item via email in advance of the meeting: Oliver presented his observations/reservations to Scott. After</li></ul>	Laura to prepare communication handover



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	<p>reflection, and after a telecon between Scott, Josh Gawne and Ken, it was agreed that the same function could be performed by an appropriately sized cordless drill and batteries (cold waxing) and a small hand torch (klister). The current target for the equipment is \$350. Ken suggests that the club maintain a budget of \$500, but we also check the cage to see whether we already own a small torch for heating klister.</p> <ul style="list-style-type: none"> <li>Ken will discuss timing system investigation with Scott Dowling ✓ Ken provided a summary of this action item via email in advance of the meeting: Ken has had a discussion with the rep for Freelap and will report back when a quote is received. Ken suggests that the club maintain a small budget for this project, but it is not clear what it will cost to implement a system that works for our club.</li> <li>Dodi will work with Greg to facilitate planned 2021/22 registration approach ✓ Registration was successfully completed for the athletes participating in the SOD summer camps</li> <li>Ken will recruit someone a clothing manager if required ✓ Julie Charbonneau has agreed to become the club's Clothing Manager</li> <li>Ken will recruit potential social media replacements X Task incomplete</li> <li>Colin to draft police check policy ✓ Refer to Item 4 (Police check policy)</li> </ul>	Ken will recruit potential social media replacements
4	<p><b>Police check policy</b></p> <p>Colin shared a draft policy August 11, 2021. Colin summarized the draft policy which outlines the approach that the club has been taking over the last three years.</p> <p>Oliver suggested that instead of "require the individual to present the results to either a designated Director of WRNSC or to the WRNSC Coach Coordinator", the text be modified to "require the individual to present the results to a Director of WRNSC or someone designated by the Board of Directors (eg WRNSC Coach Coordinator)."</p> <p>Colin agreed to this modification and updated the policy to reflect the change.</p> <p><b>Colin motioned to approve the police check policy, Oliver seconded, all in favour</b></p> <p>Colin sent the policy to Rigel for posting to the club's website.</p>	N/A
5	<p><b>2021/22 Budget</b></p> <ul style="list-style-type: none"> <li>Ken commented on cost difference between hosting programs for younger and older athletes. Ken suggested increasing the Bunnyrabbits and Jackrabbits program cost from \$20 to \$30. Ken suggested a program cost of \$75 for Track Attack (was \$50) and Senior Adventuring (was \$80). Ken suggested a program cost of \$125 for Racing athletes (both Junior and Senior, was previously \$50 and \$80 respectively).</li> </ul> <p><b>Ken moved to approve the above noted changes to the youth program fees, Colin seconded, all in favour</b></p> <ul style="list-style-type: none"> <li>Discussion of fall equipment rentals.</li> </ul> <p>There is a desire to purchase an additional ten pairs of rollerskis that will allow</p>	Ken to investigate



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	<p>rental to individual racers for the fall programs and a common supply for younger athletes. Ken will contact Andy to discuss pricing and procurement timing.</p> <p>There was a discussion of club's approach to pricing for fall equipment rentals. Heidi noted that last year the club charged \$30 for boots and poles (total for both).</p> <ul style="list-style-type: none"> <li>Ken communicated Eva's concern for individual equipment prices and her concern for evaluating equipment during the equipment rental event. Colin noted that a solution could be grouping equipment – for example, instead of \$40 for classic skis and \$50 for skate skis, \$45 could be charged for both sets individually.</li> </ul> <p>Rob and Dodi remarked on the relatively cheap equipment rental costs and a desire to keep things simple from an administrative perspective for volunteers.</p> <p>Colin suggested three price tiers: one each for Bunnyrabbits (Tier 1), Jackrabbits (Tier 2) and older athletes (Tier 3). Based on values previously suggested (via email) by Ken, Colin proposed:            Tier 1 – Bunnyrabbits: \$15 for boots and \$20 for skis            Tier 2 – Jackrabbits: \$25 for boots, \$25 for skis and \$5 for poles            Tier 3 – Track Attack, Senior Adventuring and Racing: \$30 for boots, \$45 for skis and \$10 for poles</p> <p><b>Colin moved to approve the above noted rental equipment fees, Rob seconded, all in favour</b></p>	<p>cost and timing to purchase ten sets of rollerskis</p>
<p><b>6</b></p>	<p><b>2021/22 Registration</b></p> <p>Ken noted that registration was opened to facilitate athletes participating in summer SOD camps.</p> <p>Discussion of timing to open various program fees. Ken is targeting opening registration for older athletes in about two weeks.</p> <p>Dodi raised point of communication strategy. She will follow up with Scott and Jess to determine the best path forward.</p>	<p>Dodi will consider desired approach to communicate opening of youth programs registration</p>
<p><b>7</b></p>	<p><b>Programs</b></p> <p><b>a. Youth programs update</b></p> <p>Ken summarized the timing of individual youth programs at Rockway.</p> <p><b>b. Adult programs update</b></p> <p>Heidi noted that no update is required at this time.</p>	<p>N/A</p>
<p><b>8</b></p>	<p><b>Equipment</b></p> <p><b>a. Summer loans</b></p> <p>Laura noted that the club had loaned Scott Dowling and some youth athletes equipment for the SOD summer training camps. Equipment will be returned in the coming weeks.</p> <p><b>b. Storage cage organization</b></p>	<p>N/A</p>



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<p>Laura provided a summary of the recent storage cage organization efforts and Colin's offer to build some storage shelving. Colin indicated that he will request a key from Laura once he is ready to complete work at the storage cage.</p> <p><b>c. Fall distribution</b></p> <p>Laura noted that Sunday, September 12 has been selected for fall equipment rentals. She is away that weekend but Eva confirmed she is available and can facilitate the equipment distribution.</p> <p><b>d. Winter distribution</b></p> <p>Laura noted that progress had not been made selecting a date for the winter distribution day. Ken noted a concern that the winter distribution date should be after the new equipment is received. Ken suggested that this should not take place before November.</p>	
<p><b>9 Other business</b></p> <p>No other business was raised for discussion.</p>	N/A
<p><b>10 Next meeting</b></p> <p>The next meeting will be Wednesday, September 8 at 8pm.</p>	N/A

Colin motioned to adjourn (10:02pm), seconded by Rob, all in favour. Adjourned.