

WRNSC Board Meeting Minutes for June 21, 2023

Present: Colin Rhodes, Elaine Gosnell, Rob Daniells, Cliff Marshall, Oliver Conway-White, Ken Campbell, Greg Murdock

Called to order at 8:30pm.

1. Agenda Review and approval

Colin moved to approve the agenda, seconded by Rob. All in favour.

2. Review of Minutes and Approval

Greg moved to approve, seconded by Rob. All in favour.

3. Financial Status (Rob)

Not much has changed since the last meeting. A second signing authority is needed for cheques due to Heidi leaving the board. Ken will be a signer in addition to Rob.

a. Outstanding purchases agreements

i. \$7000 for jackets and race uniforms

ii. \$14205 for additional youth rental equipment from Highlands

b. Membership fees for 2023-23 – to be discussed at next meeting

4. Business Number – Ken has applied

5. Ontario Business Registry – has been updated with new board members and their contact information

6. Ontario Not-for-Profit Corporations Act (ONCA) Compliance – We will need to update our bylaws to be in conformity with ONCA. Need to do this before the 2024 AGM.

Subcommittee struck to address the update of the bylaws – Greg, Ken, Cliff and Oliver

Will need to set aside funds for assistance from a consultant (Steve Indig)

City of Kitchener has guidelines available to assist. Our City contacts will also be available to help (Lisa Collins, Steve, Darren Carter)

Will need to file financial statements to be ONCA compliant.

7. Opening Zone 4 – want to open for membership registration only in July

Need someone to take on the management of Zone 4 – Colin will help for now and will look for a member to take this on.

8. Rockway update – Ken is planning a meeting with City staff (Lisa) to discuss planning for the 2023-24 season. We could use more space if possible. Any costs for staffing and usage of the clubhouse will feed into the discussion of membership pricing and times of use.

In the longer term – the club may pursue grants to make improvements such as permanent lighting and better security for the storage container (snowmobile and potential UTV).

9. Status of purchase of jackets and uniforms – Elaine and Julie to meet to determine design, report back to the board. Plan is to make new jackets very similar to the existing ones so that they are all desirable for members to purchase.

10. Youth Rental Equipment. The following was provided by Eva, who unfortunately could not make it to the meeting. Ken provided an overview, details to be discussed at a later date.

a. Verification of inventory and retirement of equipment – (Ken) all equipment has been checked, almost all equipment has been returned, some pieces are missing, a few pieces are worn out/broken and will be thrown out or fixed and/or

replaced. See point (e) regarding creation of a damage policy. Tracking of inventory is very good, an inventory spreadsheet was provided by Eva.

- b. Maintenance of equipment – (Ken) all equipment has been cleaned and storage wax applied. A couple of pairs of boots experienced breakage/wear, particularly due to roller skiing. Considering the purchase price of these boots (\$300-\$325 per set) and their predicted lifespan of 4 years, need to consider rental rate. Currently \$30/winter, \$20/summer. Club will purchase spare parts to be able to repair these boots when issues arise. Coaches and families need to contact club immediately in order to repair promptly and prevent further damage.
- c. Rental events (Eva)
 - i. Summer rental – dry-land equipment for skiers who are training (rented until April) about 6 skiers, 20 items – early July
 - ii. Fall rental – dry-land rental for older sections (rented until April) – about 70 skiers, 155 items – early-to-mid September
 - iii. Winter rental for all child and youth groups (rented until April) – about 195 skiers, 450 items - after new equipment arrives, late Oct or early Nov
 - iv. Equipment return session (mid-to-late April) – about 195 skiers, 625 items – mid-to-late April (Winter rental event and equipment return session take a lot of work, and we require substantial space for several hours, each session.)
 - Would like to run summer and early fall rentals from the storage locker. These events are small enough that they can be accommodated at that space. Winter rentals and rental return events are too big for the storage locker and need to be held at a separate facility (i.e. Breithaupt Community Centre).
 - Consider using point of sale transaction device for rental events – Ken to look into using Square.
 - Rent a U-Haul to move equipment to facility
 - Families to be notified of return date when picking up equipment so they can put it in their calendar.
 - Can we use Rockway for storage of equipment and rental events?
- d. Details of recording inventory transactions (Eva)
 - i. All items of equipment are given asset numbers (e.g. boots #3050)
 - ii. Inventory is maintained in Excel spreadsheet, linking asset number, asset description, and history of when item was rented
 - iii. A paper system is used to record who rented equipment (i.e. who has the equipment). Transactions are recorded by family (e.g. boots #3050, #boots#3089, poles#431, Poles#375, skis#191, skis#136. This makes for a

simple rental process, but a frustrating return process if equipment is not returned by a family member, if equipment loses its asset numbers, or if other equipment discrepancies exist.

- iv. Most families are highly motivated to pick up equipment at the rental event (because they want the equipment); they are less motivated to get it back at the return session. Having said that, we have verified that all but one set of boots is currently in the cage (but likely 2 will be scrapped). I think we are in a similar situation with poles, but we have scrapped at least 6 sets of poles this year. Some of these were very old, but at least 3 were brand-new, and were broken during roller-ski training. All of the skate skis have been returned.
- e. Written policy for damage to equipment, or failure to return equipment – Colin and Rob to work on this.

11. Budget for 2023-24

Considerations:

- Rob and Ken to meet with youth coordinators to discuss budget items for the coming year.
- Program fees to be determined
- Rental equipment should pay for itself over time. Rates for 2023-24 to be determined.
- Membership fee covers insurance, grooming, upkeep of trails, national and provincial fees, etc. Not expected to change for coming year. Greg moved to keep the membership fee the same at \$65, Colin seconded, all in favour.
- Challenge coaches to determine what it would take to meet the Nordiq Canada requirements for training, appropriate supervision during programs. This is a requirement of our insurance.
- Consider paid executive director as an idea for future years, as club grows. Members to ask around to other sporting clubs on this model.
- Consider paid position for equipment manager.

12. Next meeting will be July 19, 2023, 8:30pm.

13. Motion to adjourn by Colin, seconded by Rob. Meeting adjourned at 10:00pm.