

## WRNSC Board Meeting Minutes for September 21, 2023

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

Called to order at 8:32pm.

### **1. Agenda Review and approval**

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

### **2. Review of Minutes and Approval**

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

### **3. Financial Status (Rob)**

We've received approximately \$9425 in revenue so far this year from some registrations. Expenses so far have been fees, processing fees, purchase of racing suits, jackets and some ski equipment. Bank balance is \$57,323, with additional funds in an investment. We now have a business number and can apply for grants. Capital grant applications come out later in the year, expect to apply for the 2024-25 season.

### **4. Budget for 2023-24 (Rob)**

Rob provided a detailed draft of the budget for the season. Revenue is based on an estimate of 300 members and using the fees determined in the 2022-23 season. A number of grants and donations are expected. Expenses are slightly higher due to the purchase of the racing suits and jackets. Often we have underspent in some categories such as coach training and coach wages. Overall, the budget is expected to be about -\$9,000. Rob moved to adopt the budget, Greg seconded, all in favour.

### **5. Update on new uniforms and jackets (Elaine)**

The clothing order has been received. Elaine will deliver it to the storage locker.

### **6. Rental Events for 2023**

- a. Dryland rental event September 21 held at the storage locker
- b. Winter rental event is set tentatively for Nov 4. Ken will look into a facility and a rental truck to move the equipment to and from the storage locker.

### **7. Rockway Update**

- a. Chalet use (Ken). Ken provided a draft schedule of dates for programs including use of the chalet. We are able to store the adult session equipment at Rockway in the basement. This makes adult sessions much easier to run.
- b. Grooming (Colin). We need 2 additional volunteers for grooming and maintenance of equipment. Colin to provide the job descriptions, Ken will email a notice to the membership.

### **8. Youth Program Update (Ken).** Registrations have started, programs have started. To date:

- Track Attack (21), Sr. Adventurer (7), Jr. Racer (9) and Sr. Racer (13)

- 9. Adult Program Update (Ken).** Heidi will run the dryland training, starting after Thanksgiving weekend. Registration will open in 2 weeks.  
Ken will run the adult outreach program.

## **10. Safe Sport Update**

Setup of club policies and screenings to ensure safe sport is a board responsibility.

- a. **Safe Sport Committee** – 3 volunteers Greg (chair), Rob and Ken

Colin moved to create the committee, seconded by Cliff.

All new instructors need police checks, we keep a copy on file. Need to create a privacy policy in parallel. Greg will take a first crack at the privacy policy.

Regarding travel, requires rule of two, including coaches, support staff, board members. Need to define roles within the club to understand what training and screening is required by role. May include Vulnerable Sector Check for working with special needs athletes. Parents/chaperones/volunteers at travel events may need more training/screening.

- b. **Safe Sport Policies**

Nordiq Canada provided templates for a number of policies that the club needs to implement including:

- Safe Sport Policy
- Discipline and Complaints policy
- Code of Conduct and Ethics
- Social Media Policy
- Event Discipline Procedures
- Athlete Protection Policy

Each of the above policies need to be reviewed, completed by WRNSC and adopted.

A separate Screening Policy and matrix can be adapted to the needs of our club. Ken provided a draft for the committee to review and discuss. Need to implement asap by October 12 (next meeting October 11 to approve).

## **11. Update on Bylaws for Ontario Not-for-Profit Corporations Act (ONCA) Compliance**

- a. **Content** – Ken reworked the template and provided a draft to review. Some key points are: board members do not need to be general members, board member term can be 1, 2 or 3 years, can be renewed. Proxy voting was discussed, Colin to provide a draft.
- b. **Members' meeting** – We will need to present the updated bylaws to the membership, before the 2024 AGM.

## **12. Other**

Rob questioned if we need an air quality/weather policy for cancelling practices. He will work on a draft.

- 13. Next meeting** will be October 11, 2023, 8:30pm.

**14. Motion to adjourn** by Colin, seconded by Rob. Meeting adjourned at 10:07pm.