LARCH HILLS NORDIC SOCIETY
Executive Meeting
Tuesday, April 7th 2026 7:30pm
Cam's Office – Forsite – 330 42nd St SW

1. Agenda - Additions

2. Minutes of last executive meeting – March 3, 2026

3. Business arising/outstanding issues:
   -
4. Treasurer Report – Don
   - Brian Majoribanks – Treasurer candidate
   - Accounting organization/Reserve Funds

5. Programs Update – Jana
   - Please see written report.
   - JR Coach situation

6. Manager Update – Karen
   - Please see written report.

7. Strategic Plan – Suzy
   - Year 1 Plan

8. LUTPC - Cam

9. Policies – Suzy

10. Sponsorships – Suzy

11. Tech Update – Bill – Please see emailed update.

Additions

1.

There will be an executive only HR session following the regular agenda.

Next Executive Meeting – Tuesday, May 5th at 7:30pm

LARCH HILLS NORDIC SOCIETY
Executive Meeting
Tuesday, April 7th 2026 7:30pm
Cam's Office – Forsite – 330 42nd St SW

Attending: Suzy Beckner, Brian Majoribanks, Pauline Waelti, Alan Corbett, Cam Brown, Don Miller, Karen Tanchak, Bill Prytula, Kari Wilkinson, Jana Muller, Abbi May, Laura Hepburn, David Millard, Kate Ritchie

1. **Agenda** – Additions- approved

2. **Minutes of last executive meeting** – March 3, 2026- approved

3. **Business arising/outstanding issues:**

- **Treasurer Report** – Don- See attached reports. $7,000 approx. net positive this year.

- Don is willing to continue doing the accounting, but has resigned from the board and resigned as treasurer. Don will finish this year's accounting and is willing to continue. He has signing authority which is no longer appropriate as he is not on the board.

- Brian Majoribanks – **Treasurer candidate**
  Brian is the current treasurer for ski team. He would like the team to be in the same system as the club.
  He is a CPA with extensive experience.
  With Don retiring and Quick books no longer supporting desk top version we will switch to cloud based accounting. Brian recommends eventually having four programs -QBO, Plooto payments system , DEXT document, Wage point. Cost would be about $230/month. Brian recommends starting with QBO and DEXT.
  This change will reduce work for the executive. Check signing should not have to be done in person.
  The plan is to make it easy for a bookkeeper to use down the road.

  Kari motioned that Brian Majoribanks be appointed as interm treasurer until the next AGM. Cam 2nd. All approved

Kari motioned that Don Miller be removed from signing authority
The following directors will now be the new signatories:
Suzy Beckner, Abbigail May, Brian Majoribanks and Kate Ritchie
Laura 2nd. All approved

- **Accounting organization/Reserve Funds**.

  Cam motioned to create internally restricted accounts under three categories:
  Equipment acquisition fund- $20,000
  Facility infrastructure fund- $30,000
  Trail infrastructure and climate adaptation fund $10,000

  The executive will annually review allocation of available funds into the three funds.

  David 2nd the motion. All in favour.

4. **Programs Update** – Jana
   - Please see written report.
   - JR Coach situation- There is a JR co-coach who is concerned about the conduct of another coach. Jana and the co-coach brought concerns to the coach a number of times throughout the season. There were some safety concerns because he was not keeping the group together. He has not focussed on teaching skills and has not treated the co-coach respectfully. Jana has serious concerns about the safety of the kids.
     Kate suggested offering a probational year as a shadow coach or third coach in a group. Jana will come up with a written plan and the HR committee will join her for a meeting with this coach to give him the option to do a probational year for training or not to continue as a JR coach.
     Jana will continue to document any conflicts.
   - Details are needed from ski team for the grant application. The parent executive have not responded to Jana despite recurrent emails.

5. **Manager Update** – Karen

- Please see written report.
- Weddings- We discussed marketing and whether we want to increase events. It takes Karen a few hours or work for each event. All fees including rentals will be reviewed at the strategic plan.
- David will talk to George about a tracksetter dinner.

6. **Strategic Plan** – Suzy
    - Year 1 Plan- will be the focus of our next meeting. Tabled today.

7. **LUTPC** – Cam
   Adrian Bostock, Doug Noakes, Debbie Phillips, George Zorn, Wes Bieber, Keith Cox
   Recent meeting focused on:
    - Link trail – between sky train and LH road. Planning completed but stuck in approval process.
    - Phil and Brian- planning new race trails in the lower logging area.
    - Danger trees that need removal.
    - Umbrella trees – Tolko has agreed to remove.

8. **Policies** – Suzy- Need to get back on track. Members can resend to Kari who will format and send out.

9. **Sponsorships** – Suzy- Recent meeting with Jim from Skookum who would like to see more sponsor acknowledgement from LH. He suggested a tiered approach. The executive will discuss with the strategic plan/ policies. Ideally we would like to have a volunteer who is in charge of sponsorship.

10. **Tech Update** – Bill – Please see emailed update.

Additions

There will be an executive only HR session following the regular agenda.

Next Executive Meeting –Monday May 11 7pm

LARCH HILLS NORDIC SOCIETY

Executive Meeting Tuesday, April 7, 2026

7:30 PM,

Operations Manager Report

- On site
    - Chalet was busy up to March 20th with only a handful of skiers from March 21 through 24. Grooming had stopped on March 17. I cleaned up and shut down at the end of day March 25.

    - Square total for March was $1,284 with only $626 in e-transfers.

    - The race team wind up is April 11 and the race team coaches meeting is April 16. I will set up the projector and screen for both days and then due a thorough clean with a cleaning crew coming April 20th in preparation of the wedding.

    - The first wedding is April 25. Then one confirmed: June and the August has been cancelled due to change in venue.

    - Pauline and I set up the ribbons on the lower part of the parking lot March 23. The boiler was allowed to burn out after March 24.

    - Cec's cabin had a late booking on March 24th and they brought down the axe for us. The extra wood, table and benches will come down when we can drive up to Cec's.

- A total of 16 donations received for the Nordiq Fundraiser raising $11,795. I have requested a final list of donors with addresses and will complete the thank you cards this month.

- Kate has requested to borrow the Square machines, cash box, one of the Jackrabbit speakers and a couple of ski racks. I will ensure everything is returned and accounted for.

- The Safety Host Committee
    - All equipment and signage has been brought in from the trail system.
    - Keith has requested a couple of new signs "Trails closed to all motorized vehicles" as they seem to have walked away this season. With the logging high up on the outskirts of our trails, many trucks and quads took advantage of driving on the non-tracked trails this season.

  To Do:

- Final clean
- Check in and out for the April wedding
- Thank you cards for Nordiq fundraiser

Programs Report April 7th, 2026

Jackrabbits

- 10 regular sessions, including fun day, 1 cancelled due to cold weather, 2 events (RKSL, Cup)
- 23 coaches, 5 sub coaches, handful of more regular parent helpers
- I asked JR families for feedback, mostly positive and a few little items to consider for the next season
- Feedback from coaches very positive too

School Program

- Report was submitted to CCBC/Nordiq after we received grant last year (post-season)
- School visits: 75
  Total students: 1720
  Total Ski host shifts: 85 (21 hosts)
  Total local partners: 12

Staff hours	
Karen Tanchak:	
40hrs	$ 1,280
Jana Muller: 120hrs	$ 3,360
Ski Host Appreciation Lunch	$ 271.18
TOTAL	**$4,911.18**

We received a grant of $2750 last year, more hours accumulated on my end this season as I took over the host coordinator role from Steve R.

Community Gaming Grant

- I am making progress on the write ups for Jackrabbits and School Program
- I emailed the ski team executives twice regrading volunteer hours and the write up for ski team or a possible collaboration. I did not receive a reply so far and are not sure where they at.

Project Work: Interpretive Trail Sign Replacement

- RecSites&Trails approved operational plan, so project can go ahead
- Designs for signs are more than halfway done
- Installation hopefully in spring/summer
- Details: 41 signs, mostly mounted on existing posts, some need replacements though; 2 introductions signs at trail start; project driven by Shuswap Naturalist Club