

LARCH HILLS NORDIC SOCIETY

Executive Meeting Feb.5, 2019

7:30 PM

Suzy's at 1211-46Ave. N.E.

Abbi May, Suzy Beckner, Duncan Moore, Rob van Varseveld, Craig McBride, Brad Calkins, Ed Bouma, Pauline Waelti, Laura Hepburn.
Absent – Allan Bahen

1. Adopt Agenda – additions Pauline 1st . Duncan 2nd.
2. Minutes of last meeting Jan.14, 2019 -approved Abbi 1st Ed 2nd.
3. Business arising.

- a. CSRD tourism- Ed will be meeting with them.

4. Treasurer Report-Allan absent
\$17,000 in chalet expansion fund
\$2079 from registration donations will be added

Equine association is dissolving and have written a cheque for \$3588 requesting this goes toward camping facilities.

Discussion was held about options including using the money to help pay for the Handicapped washroom. Other suggestions included using it for improving the stadium/ campground with more levelling and gravel and putting it towards a water purification system.

Full treasures report will be available at the general meeting next week.

5. Chalet Expansion Committee– Suzy
 - a. Handicapped Bathroom
Plan has been to put a new handicapped bathroom in the undercover area. Jim Beckner would prefer to add handicapped stalls to the existing washrooms. He would prefer to use the funds saved for a log structure covering the stairs.
Estimated cost is \$5000 + for the separate handicapped bathroom. That area is currently where the snowmobile is parked. Ed feels it

could be moved back to the other side of the door and still be readily available for emergencies.

Duncan motioned to leave the chalet expansion committee's original decision to build a separate handicapped washroom where it was planned. Abbi 2nd. All approved.

b. Dumbwaiter Proposal for bringing equipment up and down to the loft. Al Hardy will make it. It will need an electric winch. Cost \$300-500. It will be locked when not in use. Rob will look into options for improving the stairs.

c. Water licence application is ongoing. We will likely need a treatment system and there will be a cost. Suzy is working on the process and it is quite complicated. We will need approval from the province and the IH. There are a number of different addresses for the chalet. The assessment address is 705 Edgar Rd. 398 LH road is another address.

Club manager Position

Job Description – Club Manager/Executive Assistant, 2018/2019

- Respond to member and public inquiries and refer to the appropriate committee or director. Maintain a record of correspondence.
- Apply for grants, file annual reports and assist in budget preparations.
- Maintain accurate member contact lists and their assignments
- Seek out and develop grant funding proposals
- Liaise with Community newspapers and other online and print media.
- As directed by the president or designate: schedule a venue and attend Membership General Meetings. Notify members through the Larch hills E-news of upcoming meetings. Prepare an agenda in consultation with the president or designate.
- Coordinate chalet rental bookings, opening and closing, and cleaning of the chalet.

- Check LH mailbox and either respond to or distribute mail to appropriate committee and/or executive members.
- Perform general Admin duties
- Perform custodial duties
- Respond to visitor enquiries – phone, email, website
- Maintain an up to date trail report
- Manage and update the club website
- Send out E-notes
- Purchase supplies for cleaning etc.
- Perform minor maintenance and repairs of lodge; including coordinating parking lot clearing and sanding
- Provide board support (attend monthly board meetings, assist with planning, assist committees)

This will be a 5 month salaried position, based on 30 hours per week starting in early November. \$20/hour at 30 hours/week = approx. \$12,000 for 5 months. A performance bonus will be considered if the manager takes initiative to increase club funds through increased visitors, or external funding.

We will make a motion at the general meeting to move ahead with a hiring committee for this position.

. Discussion was held about the costs and financial impact on the club.

Trails and Kiosk sign proposal - Craig

The trails committee recommend updating maps for the old kiosk. There is a map on the new kiosk but they are proposing to put 3 new maps on the old kiosk. \$400 estimated cost.

Land Use and Trail Planning Committee summary of Activities:

1. I received a quote of \$100/hr. (operator and equipment) from Brad Digness for clearing of deciduous whips. Normal rate is \$120/hr. Based on a 10 hr. day and 3 days work is the Board ok with spending \$3000 to do this work? Ideally this would be done at the end of the summer.

2. Neighbor's Land Use plans. We are compiling information from other stakeholders in the Larch Hills Recreation area to better understand their planning. Ongoing.

3. Communication. We will be sending out E-News reports in the next 3 weeks on Trail Planning, Trail Names changes and Map updates, as well as Trail Maintenance.

4. We need to update a couple more maps, ie Admin map, Summer use map.

5. Forest fuel reduction. There is lots of fuel for forest fires in the area surrounding the Chalet. We are working on a proposal to deal with it and will forward to the Board. Currently looking at a fire

suppression sprinkler system for the Chalet and possibly the bunker, but the issue is the well is low volume.

6. Snow depths were measured on Feb. 2 at key locations from the Chalet to the Summit.

7. We would like the Board to consider a volunteer appreciation event in the spring. Possible suggestion would be a potluck dinner at the Chalet in March after Spring Break. April was proposed.

6. Executive positions for AGM Nomination Committee in place
Duncan Moore, Herman Bruns and Dave Wallenstein.
2 executive and 4 board positions.
Treasurer -Allan will be meeting with 2 people who expressed interest.

President -Ed agreed to one year of being president if someone steps up to be VP with the intention of moving on to President. Suzy would consider being VP with the intention of moving on to president and Rob van V may follow Suzy in succession.

There has also been some interest in director positions.

Ed and Duncan will do a job description for the role of president to help with succession.

Additions:

1. Chalet rental – Rob has researched other venues in town and come up with a tentative rental agreement which he will modify somewhat after today's discussion.

We agreed on tentative group event rental fee of \$750 with a \$1000 deposit for events from June to September from 8 am to 2am.

Eventually we would like to have a website for booking. We will need to have some plans in place for someone to coordinate rentals but have decided to do a "pilot" rental this summer for a wedding as someone has been requesting a rental. There will be no heating. Other weddings/ events will have to be approved by the executive for now.

Group Overnight rentals (3pm-9am) will be \$150 plus \$15/person over 20 people with a max of 30. Suzy will check with Pauline to see if she is willing to coordinate for now but this will eventually be booked on the website and the Club Manager will coordinate in future.

Admin fee for cancellation will be 25% if less than one month notice.

Cec's \$10/night/ person.

Eventually the campsites/ equine use and Cec's can also be booked on the website.

2. Tracksetter – Ed is preparing a report for the meeting next week. There was some discussion about new machines to pull the ginzu.

Adjournment 10:05pm

Next meeting will be after the AGM in April. Exact date and location TBA.