

LARCH HILLS NORDIC SOCIETY

Executive Meeting Tuesday Nov.5, 2019

7:15 PM,

Suzy Beckner's, 1211 46 Ave. NE

Don Miller, Abbi May, Duncan Moore, Craig McBride, Suzy Beckner,
Ed Bouma, Laura Hepburn, Clint Smith, Karen Tanchak , Brad
Calkins

1. Adopt Agenda with additions -motion Laura, Brad 2nd.
2. Minutes of last meeting Oct.8, 2019 adopted -Ed, Brad 2nd.
3. Business arising –
The request for someone to inspect Tom's shelter has gone out as e-notes.
E-notes go to Brad not Silken now and he will teach Karen to do them.

enews@skilarchhills.ca is the email address for any enews.

Signs for safety preparation in the wilderness- Clint presented examples. He will change the photos to include some safety equipment.

4. **Treasurer Report-** Don Miller
 - a. Financial update -**see attached report**
 - b. **Loppett & LHNS** clarification -Brad will present to the loppet committee that their finances need to be reported as part of the club accounting. It should be adequate to use their year-end statement.
 - c. **Insurance-** The value of the contents of the tracksetter shed and the Chalet and the tracksetter may be low and will need to be evaluated prior to the deadline in mid-December.

Don will send a draft budget out.

5. **Club Manager** -Karen started yesterday. She now has a phone and computer. She orientated with Ed at Larch Hills yesterday and did substantial work cleaning and organizing the chalet.

6. **Kraft Heinz Project Play**- The club will receive \$25,000 in the next several weeks.
The CCBC initiated GoFund Me raised \$1700 and has now been deactivated as the committee has planned alternative fundraising activities.
7. **Tom's Shelter** assessment-Clint will ask Duncan Morris to inspect it.
8. The **new road signs** are up on highway 97B.
The Private landowner has been closing off his property for summer access.
Club members are asked to report any illegal dumping activity in the Larch Hills area.
9. **Trails and summer activities update** - Craig
 - a. stadium area changes- John Thielman has modified the bank for the Beast. The stadium has been cleaned up.
 - b. Update from Sites and Rec about trail signs- Craig talked to them and they are going to GPS all our trails in preparation for new signs. They insist on going ahead with this project.
10. **Pot luck** for members will be at 4:30pm on Nov 23.
Committees will be doing a brief presentation for new members.

Additions:

1. Safety Committee report

Laura presented the update from George Zorn.

- a. They are needing a **new chair** as Ed has stepped down. The board agreed that George or Keith Cox would be excellent candidates and Laura will ask if they would consider taking on the position prior to putting out an enote.
- b. The committee is working on a plan for a **one phone number contact** for the safety host through a message machine. All agreed that this would be an improved system for contacting the host in an emergency.
- c. The committee will be organizing some mock rescue scenes in the coming winter.
- d. **Survive Outside presentations** are being planned for the mornings of Jan 10th and 11th in the Chalet. The board agreed with the timing.

2. **Lighting Committee-**

Christmas concert fundraiser is planned at the United Church Friday **December 20th**.

Duncan is working on a new online donation system for charitable donations with Nordiq Canada.

They are also going to have a sponsor a pole program.

Duncan proposed that we transfer money into the "infrastructure account" for the lighting project.

Duncan made a **motion to commit another \$12,000 for seed money for the lighting project to bring the total up to \$25,000 to match the prize money. Don 2nd and the motion was approved.**

3. **Santa Cruz/** Christmas costume race. The LHNS executive will run it again this year. Peter Molnar will be Santa. Don will be the Grinch. We will plan at the next meeting.
4. Rob Hart has a **tree house** he wants to donate. There is an issue with getting permits to move it. We will offer it to the trail alliance as a shelter along the traverse.
5. Naming the Chalet- the executive agreed to rename it as the **Rob Nash Memorial Chalet**. We will go ahead with the sign but bring it up at the next general meeting to make sure the membership are in approval.
6. **Kiosk main sign update-** Craig has a quote for \$584 to update and laminate the maps. The sign itself also needs some work. The 3 updated maps will include an overall map, core map and snowshoe trail map.

Announcements:

Executive meeting -Dec 3rd Pauline's 19:15

General meeting -Dec. 10 19:00 Basement Rm SASCU Rec. Centre

Adjournment at 9:30 pm

Memo from Don Miller

Date: November 5, 2019

To: Larch Hills Nordic Society - Executive Board

Cc: Executive Meeting file

RE: Report for Executive meeting - November 5, 2019

1. Preliminary financial statements for fiscal year ended September 30, 2019 - attached
2. October transactions: (Bookkeeping for October not completed as of this date. Suggest rescheduling future meetings until third week of the month to allow for completion of bookkeeping thereby resulting in more current financial information.)
 - a. Registration – net cash of \$ 44,112.40 before distributions to race team and related expenditures (Note that I believe there is one more deposit in October. I have not received information from Ms. Naylor as of this date)
 - b. Ski Swap – see attachment
 - i. Please see attached summary from Mr. Brown
 - ii. Confirm distribution
 1. First \$ 2,000 of net to race team;
 2. One-half of residual to race team.
 - c. Disbursements:
 - i. Highway signs - \$ 616 (offset by \$ 500 donation received from Dr. ???). Signs have been installed by Mr. Bouma and look good in my opinion.
 - ii. Chalet – \$ 2,774 payment for installation of baseboard heaters and lighting for washroom. Funds of \$ 10,454 remain in the chalet bank account.
3. Kraft Heinz prize – Advised that the funds are being processed. Expected six to eight weeks to anticipated receipt of funds.
4. Insurance – please see copy of HUB correspondence attached
5. Preparation of formal financial statements.
 - a. Clarification of inclusion – RKS Loppet and Race Team.
 - b. Engagement of Trent Sismey CPA for preparation of statements.

Larch Hills Nordic Society

Balance Sheet

As of September 30, 2019

	Sep 30, 19
ASSETS	
Current Assets	
Chequing/Savings	
1001 · Gaming 981415 - Shares	67.34
1002 · Gaming 981415 - Patronage	2.51
1003 · Gaming 981415 - Moneymaker	9.54
1005 · General 163527 - Moneymaker	28,031.69
1010 · General 163527 - Shares	158.34
1020 · General 163527-Investor Savings	26,317.41
1025 · Tracksetter 1469386 - Shares	6.16
1026 · Tracksetter 1469386-Investor Sa	36.29
1027 · Tracksetter 1469386 - Patronage	81.11
1030 · Chalet 1638444-Investor Savings	15.08
1031 · Chalet 1638444 - Shares	5.33
1032 · Chalet 1638444-Maximizer	13,368.13
1033 · Chalet 1638444-Patronage	14.68
1108 · TSRF Term #16	18,119.46
1109 · TSRF Term #17	88,171.79
1150 · Cash Float	2,000.00
Total Chequing/Savings	176,404.86
Accounts Receivable	
1201 · Accrued Interest Receivable	1,070.36
1205 · Allowance for Doubtful Accounts	558.00
Total Accounts Receivable	1,628.36
Other Current Assets	
1210 · Prepaids	3,747.00
Total Other Current Assets	3,747.00
Total Current Assets	181,780.22
Fixed Assets	
1301 · Buildings	318,164.33
1302 · Building-New Chalet	
1399 · Grants-asset	-145,000.00
1302 · Building-New Chalet - Other	464,759.32
Total 1302 · Building-New Chalet	319,759.32
1305 · Accum Amort-Buildings	-198,411.73
1310 · Small Tools	12,882.59
1315 · Accum Amort-Small Tools	-12,571.15
1320 · Vehicles	239,813.26
1325 · Accum Amort-Vehicles	-165,029.63
1330 · Equipment	22,322.09
1335 · Accum Amort-Equipment	-13,092.17
Total Fixed Assets	523,836.91
TOTAL ASSETS	705,617.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	19.00
Total Accounts Payable	19.00
Other Current Liabilities	
2001 · Accrued Payables	3,000.00
2050 · Due (to) from Jr Team	-1,965.75
Total Other Current Liabilities	1,034.25

10:53 AM

11/05/19

Accrual Basis

Larch Hills Nordic Society

Balance Sheet

As of September 30, 2019

	Sep 30, 19
Total Current Liabilities	1,053.25
Total Liabilities	1,053.25
Equity	
3000 · Opening Balance Equity	406,779.87
3001 · Transfer of Capital Assets to	-263,162.09
3002 · Restricted Net Assets-Operatio	144,707.17
3005 · Unrestricted Net Assets - Cap	328,150.93
3010 · Purchase of Captial Assets	263,162.09
3100 · Amortization - Capital	-31,052.86
32000 · Retained Earnings	-121,086.59
3500 · Retained Earnings Prior Year	-139,077.80
Net Income	116,143.16
Total Equity	704,563.88
TOTAL LIABILITIES & EQUITY	705,617.13

Larch Hills Nordic Society
Profit & Loss
October 2018 through September 2019

	Oct '18 - Sep 19
Income	
4001 · Interest Income	2,596.72
4005 · CCBC Fees Collected	20,301.00
4007 · SDP Fees Collected	3,432.00
4010 · Chalet Donations	270.00
4015 · Chalet Rentals	4,119.00
4023 · Courses, Clinics, Meetings inc	500.00
4025 · Jack Rabbit Fees & Donations	2,394.00
4035 · Members Misc Donations	2,319.00
4040 · Memberships	93,835.00
4045 · Miscellaneous Income	5,076.05
4047 · Timber Sales	45,513.57
4050 · Other Donations	5,485.00
4055 · Jr. Race Team	1,083.00
4056 · Received on behalf of race team	19,418.00
4065 · Ski Swap Income	7,127.25
4070 · TS Replacement Fund Donations	2,331.00
4075 · Trail Fees	40,273.64
4105 · Corp Donations-Chalet Expansion	12,658.44
4107 · Grants	2,000.00
4110 · Fundraising-DWTS Chalet	58,935.86
4115 · Member Donations-Chalet Expansi	5,225.00
Total Income	334,893.53
Expense	
Reconciliation Discrepancies	-0.25
5001 · Uncategorized Expenses	25.00
5002 · Professional Fees	4,367.50
5005 · Hydro	2,317.63
5010 · CCBC Fees Paid Out	20,271.00
5012 · SDP Fees Paid Out	3,336.00
5015 · Chalet Rental-Caretaker	2,009.50
5016 · Rental Expense	508.19
5020 · Courses, Clinics, Meetings exp	1,720.20
5030 · Gas & Oil	8,950.14
5035 · Honorariums	1,000.00
5040 · Insurance	12,258.00
5045 · Jack Rabbit Expense	1,883.97
5050 · Jr. Racing Team	500.00
5055 · R&M Buildings	3,744.09
5060 · R&M Equipment	21,642.92
5065 · Miscellaneous Expense	2,520.39
5070 · Office Expense	1,219.23
5080 · Safety Committee	1,701.98
5085 · Scholarships	1,500.00
5090 · Signs & Billboards	1,218.08
5095 · Ski Swap	6,885.57
5100 · Snow Removal	4,056.65
5103 · Trail Construction	39,271.72
5105 · Trail Maintenance	2,049.56
5110 · Transfer Fees to Jr. Team	18,918.00
5115 · Website	314.77
5120 · Zone 4 Fees	1,846.38
5125 · Unrecoverable GST	6,101.40
5197 · Bank Rec Discrepancies	-62.56
5201 · Misc Expenses-Chalet Expansion	2,595.17
5202 · Professional Fees-Chalet Expans	809.31
5203 · Fundraising Exp DWTS-Chalet	39,429.92
5225 · Unrecoverable GST Chalet	3,840.91
Total Expense	218,750.37
Net Income	116,143.16

Larch Hills Nordic Society
Statement of Cash Flows
October 2018 through September 2019

	<u>Oct '18 - Sep 19</u>
OPERATING ACTIVITIES	
Net Income	116,143.16
Adjustments to reconcile Net Income to net cash provided by operations:	
1205 · Allowance for Doubtful Accounts	-558.00
Net cash provided by Operating Activities	115,585.16
INVESTING ACTIVITIES	
1301 · Buildings	-812.01
1302 · Building-New Chalet	-70,952.19
1310 · Small Tools	-311.44
1320 · Vehicles	-33,838.75
1330 · Equipment	-2,662.36
Net cash provided by Investing Activities	-108,576.75
Net cash increase for period	7,008.41
Cash at beginning of period	169,396.45
Cash at end of period	<u><u>176,404.86</u></u>

2019 Swap Financials

Income

Cheques	\$	6,882.00	
Cash			Cash is net after paying out public sellers
0.25	\$	31.50	
1	\$	57.00	
2	\$	100.00	
5	\$	5.00	
10	\$	60.00	
20	\$	220.00	
	-\$	500.00	float back to Cam
Total Inc	\$	6,855.50	

Expenses

Skookum	\$	2,556.80
Johns Ski	\$	-
Mike Clarke	\$	-
Stussi	\$	-
Gym Rent	\$	286.00
Observer	\$	377.90
Office Supply		

Total Exp \$ 3,220.70

Net \$ 3,634.80



September 30, 2019

Larch Hills Nordic Society
Box 218
Salmon Arm, BC V1E 4N9

RE: Commercial Insurance Policy #COM033681115 – Expiry: December 1, 2019
Accident & Sickness Policy #1HH55 – Expiry: December 11, 2019

Dear Allan, Don & Jim:

The above noted policies providing coverage for the Larch Hills Nordic Society are coming due for renewal as per the dates noted above. The following is a brief summary of the coverage which is currently being provided:

Policy #COM033681115

• Tracksetter Building	\$ 185,000.
• Contents in Tracksetter Building	25,000.
• Log Chalet	700,000.
• Flood, Water Damage & Sewer Backup	Included
• 2007 Tracksetter	75,000.
• 2007 Skandic Skidoo	2,500.
• 2015 Skandic 900 ACE Skidoo	9,000.
• 2019 Kubota 1100c RTV and Attachments	31,625.

Coverage is written on an all risk, replacement cost basis with the exception of stock, the 2007 & 2015 Skandic Skidoos which would be settled on an actual cash value basis. Claim settlement would be subject to a \$25,000 flood deductible, a \$2,500 sewer backup & water damage deductible and a \$1,000 deductible on all other losses.

Policy #1HH55

• Accident & Sickness – Principal Sum	\$ 50,000.
• Accidental Reimbursement Expense	5,000.

In order to ensure that your policy is issued based on accurate information, we ask you to review your current policy and provide us with updates by completing the following:

1. Any changes in coverage, limits or operations:	
2. Number of Volunteers under the age of 80:	
3. Any changes to the volunteers activities:	
4. Any losses/claims or potential losses not reported:	
SIGNED:	DATE:

We recommend adding cyber liability to your overall insurance coverage. While you may believe your business would never be the target of a cyber attack, consider that all data – even yours – has value to someone, that cyber attacks are, for the most part, random not targeted, and that small and medium sized businesses as a group are more vulnerable and, statistically, experience the highest percentage of cyber incidents. With no insurance in place, the cost of recovering from a cyber breach could put you out of business and your employees out of a job. We would be happy to review the importance of cyber coverage with you.

Cont'd...



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After reviewing the summary, please ensure the coverage and limits remain adequate for the society and to rebuild/replace the property in the event of a loss.

Please note any questions you may have or any changes you may require. I shall contact you shortly to discuss and review the upcoming renewals further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rogan Anderson', enclosed within a hand-drawn oval.

Rogan Anderson, CAIB
Commercial Account Executive
(250) 832-2143
Rogan.Anderson@hubinternational.com