

**LARCH HILLS NORDIC SOCIETY**  
Executive Meeting Tuesday Jan. 7, 2020  
7:15 PM,  
Pauline Waelti's at 2431 28<sup>th</sup> St. N.E.  
Minutes

1. Quorum achieved- Clint Smith, Karen Tanchak, Pauline Waelti, Don Miller, Abbi May, Ed Bouma, Brad Calkins, Craig McBride, Laura Hepburn, Suzy Beckner.  
Absent- Rob van Varseveld
2. **Adopt Agenda** – Brad motioned to adopt, Clint 2<sup>nd</sup>.
3. **Minutes of last meeting** Dec. 3, 2019. Don motioned to accept, Abbi 2<sup>nd</sup>. All in favour.
4. **Business arising.** We are not a member of sport BC so kidsport will no longer sponsor LH members. Karen continues to look for other avenues.
5. **Treasurer Report-** Don Miller- see attached report. Don will report donations to Karen and she will look after thank you cards or certificates. Don is working on the annual financial statements. We will continue to use Trent Sismey Inc. We will continue to get a review engagement of the annual statement by the accountant as this is important for grant applications.
6. **Tree Blowdown and affect on RKS.**  
The plan is to clear all the trees from the route prior to the loppet. Crews continue to clear trees daily. Trails below the South hub were cleared but trees continue to come down. The recreational 30km route will also be cleared if possible.
7. **Tom's Shelter-**Clint continues to work on having the structure inspected. **Penti's shelter** may not be safe with heavy snow on the roof. We will put a do not enter sign on it until it can be shovelled.
8. **Lighting Committee-** Craig. Fundraising continues. The application is pending with Rec sites and trails.
9. **Tracksetter update** -Ed. They are looking for a snowmobile replacement. The PB has also had some difficulties. The oilpan

needs to be replaced and this can't be done until later this week. It is still in use. There are ongoing problems with the cooling fan as well. Now the universal joint from the tiller is broken but it should be fixed by tomorrow. The PB is required to help with clearing the trees.

The kubota is working very well and we will consider getting a second one in future.

10. **Club Manager report**-Karen- see attached report.

Additions:

1. **Naming of the Chalet.** Karen has not found a policy yet about naming of trails in previous minutes. The executive will present a motion at the next general meeting to name the chalet the Rob Nash Memorial Chalet.
2. **Snowshoe update.** People on snowshoes can't get up beside the stairs right now. We will ask George to push snow to make a better ramp and prevent cars parking in front of the it. There are two signs with different costs of snowshoeing. The actual cost is \$8 for adults and \$5 for youth.
3. **Sledding-** There was discussion about if we should have a designated sledding trail. Sledding on the Beast is not safe and we will put a no sledding sign there.
4. **Hillbilly flats** – There is a cutoff trail on Arwin's Dream which is an old skidder trail. It is a steep hill to the left. The trail planning committee will assess this section of trail.
5. **Single parent memberships.** We discussed options for a discount for membership of one parent families as suggested by Jan Naylor. Brad will research what other clubs have done and present at the next meeting.
6. **Back-up power for the chalet** should be available to prevent lines freezing when the power goes out. Ed suggested a generator plug in at the boiler for heat, then the pumps will run. We will need to lock the bathrooms or keep the pump working in that situation. Ed is going to look into this with BC hydro.
7. **Dog trail shovels.** There are no shovels hanging. Ed will check with Allan.

Announcements:

General meeting Feb 11, 2020

Next LHNS Exec. Meeting Date Feb 4 at 7:30 at Pauline's.

Adjournment at 9:30 hrs. Motion Don, 2<sup>nd</sup> Abbi.

**LARCH HILLS NORDIC SOCIETY**  
Executive Meeting Tuesday Jan 7, 2020  
7:15 PM,

**Admin Assistant/Manager Report**

- I have been updating the early morning Trail report and sometime the Grooming report. It currently is a collaboration between Ed and myself. Some input comes from the Tracksetters and some from skiers. Blaine and Clint keep me updated with information for the Back Country and Snowshoe information.
- Now comfortable with the E-news. Brad and Suzy get a test email before it goes out. One typo this week with the manager email address. Brad has helped alleviate that with Facebook. I will send out another e-news tomorrow with that correction and also a reminder of the Survive Outside happening on Saturday.
- Emergency # process seems to be working well. When I am there, the number listed is the chalet phone. I then keep track of who is skiing and available. I participated in the Safety Host training day to better understand my role with the group.
- The radios have been busy and are working well – helped get the Kubota crew communicating with the PB yesterday.
- New signs are up for the Sponsors, telling folks where the flush toilets and outhouse is, the Lost and Found and the Manager on Duty. The manager on duty signs are 1 at the kiosk and another one at the entrance to the chalet on the bottom floor.
- Foldable maps for ski trails and the snowshoe only maps?
- The Google Calendar document posted on the office door has been helpful for folks. I had a request to make the print bigger for easier reading.
- Additional rubber mats have been put down on the floor in the kitchen after another near miss of injury.
- The hot drink machine seems to be a viable option to making a bit of a profit at the same time offering members the service. The representative is hoping to have a machine in place in the next few weeks.
- The Safety Man has not been able to get up to the parking lot so I am trying to coordinate a day where I will pick up the extinguishers that he took for servicing and return him the two loaners. I will also get him to assess the old extinguisher from Cec's cabin.
- Dennis Carbonneau has built us a nice Lost and Found Box and he is going to provide us with a shelf above it for smaller items.
- Three doors are not locking properly. Main door to lower floor from parking lot has a screw missing, side door from patio (the lock is loose) and the outdoor washroom door is snug and will not close without some force.
- Outdoor washroom is still waiting for the toilet and sink to be installed
- Stocked up on all bathroom and cleaning supplies after the race weekend.

- Christmas decorations will come down this week. Today is Orthodox Christmas Day.
- Reading through minutes and documenting all important motions. Have completed 1991 to 2014. Also collecting information on Policy discussions as I peruse the minutes.

# Memo from Don Miller

**Date:** January 7, 2020

**To:** Executive meeting – Larch Hills Nordic Society

**Cc:** File

**RE:** Treasurer's report

- **Cash Position:**
  - General Acct \$ 138,522.40
  - Savings Acct \$ 26,373.84
  - Gaming \$ 79.39
  - Lighting project (at 12/31/19 \$ 20,585.64
    - Subsequent to Dec 31
      - Kraft funds 25,000.00
      - Donation 5,000.00
      - Transfer 12,000.00 \$ 62,585.64
- **Comments:**
  - Draft statement of Receipts/Expenditures attached
    - Registration: Total membership to December 31 \$ 87,848.00
    - Expenses
    - Chalet funds totally expended. \$ 3,748 in final costs funded from general account
    - PB repairs for unexpected overheating issue - \$ 1,534.00
    - Snowmobile cost estimate for blown engine - \$ 896.00
- **Donation recognition**
  - Is there a policy? Responsible party?
- **Annual Financial Statements:**
  - External Accountant – Trent Sismey Inc.
  - Review Engagement vs. Notice to Reader
- **Proposed Budget for year. - attached**
- **Insurance**
  - Property loss insurance renewed – premium \$ 9,075 to December 11, 2020 (\$ 8,495 – 2019)
  - Coverage – attached
  - Comments – Rogan Anderson (agent) had difficulty placing coverage in, what he states is a very difficult property insurance market

|  | Oct - Dec 19      |
|--|-------------------|
| <b>Income</b>                          |                   |
| 4001 - Interest Income                 | 416.51            |
| 4006 - CCBC Fees Collected             | 18,219.00         |
| 4007 - SDP Fees Collected              | 2,016.00          |
| 4015 - Chalet Rentals                  | 700.00            |
| 4020 - Lighting Project                | 18,332.38         |
| 4025 - Jack Rabbit Fees & Donations    | 3,097.00          |
| 4035 - Members Misc Donations          | 2,027.00          |
| 4040 - Memberships                     | 87,848.00         |
| 4045 - Miscellaneous Income            | 1,707.20          |
| 4050 - Other Donations                 | 3,109.10          |
| 4055 - Received on behalf of race team | 14,285.85         |
| 4065 - Ski Swap Income                 | 6,855.50          |
| 4070 - TS Replacement Fund Donations   | 2,195.00          |
| 4075 - Trail Fees                      | 9,030.80          |
| <b>Total Income</b>                    | <b>169,819.34</b> |
| <b>Expense</b>                         |                   |
| 5002 - Professional Fees               | 30.00             |
| 5005 - Hydro                           | 618.34            |
| 5010 - CCBC Fees Paid Out              | 19,001.00         |
| 5011 - BC Punch Pass Paid Out          | 226.00            |
| 5012 - SDP Fees Paid Out               | 1,992.00          |
| 5015 - Chalet Rental-Caretaker         | 400.00            |
| 5030 - Gas & Oil                       | 1,580.04          |
| 5040 - Insurance                       | 9,147.00          |
| 5055 - R&M Buildings                   | 909.47            |
| 5060 - R&M Equipment                   | 3,304.34          |
| 5065 - Miscellaneous Expense           | 897.00            |
| 5070 - Office Expense                  | 1,488.60          |
| 5075 - Payroll                         | 2,303.80          |
| 5080 - Safety Committee                | 188.76            |
| 5090 - Signs & Billboards              | 2,558.80          |
| 5095 - Ski Swap                        | 794.88            |
| 5103 - Trail Construction              | 470.47            |
| 5105 - Trail Maintenance               | 882.48            |
| 5115 - Website                         | 977.50            |
| 5120 - Zone 4 Fees                     | 69.00             |
| 5125 - Unrecoverable GST               | 6.85              |
| 5204 - Fundraising Expenses thd-Chalet | 550.00            |
| <b>Total Expense</b>                   | <b>48,374.13</b>  |
| <b>Net Income</b>                      | <b>121,445.21</b> |

## 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



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2019.12.10



LARCH HILLS NORDIC SOCIETY  
P.O. BOX:218  
SALMON ARM BC V1E 4N3  
CANADA

CA02-0006091675 SERVICE A LA CLIENTELE(CUSTOMER SERVICE) <http://kraftbsc.kayako.com> 0030171687

| INVOICE NUMBER<br>No DE LA FACTURE | PO NUMBER<br>No BON DE COMM. | INVOICE DATE<br>DATE DE FACT | AMOUNT<br>MONTANT | DISCOUNT<br>ESCOMPTE | NET AMOUNT<br>MONTANT | COMMENTS<br>COMMENTER |
|------------------------------------|------------------------------|------------------------------|-------------------|----------------------|-----------------------|-----------------------|
| KHPPLARCHHILLSPM                   |                              | 12/08/2019                   | \$25,000.00       | \$0.00               | \$25,000.00           |                       |



FR1100087-0001\_of\_0001 3239-00000090 (F24S)

DETACH AND RETAIN THIS STUB FOR YOUR RECORDS

CHECK # 0030171687 ATTACHED BELOW



Kraft Heinz Canada ULC  
PO Box 982139  
El Paso, TX 79998-2139

0030171687

2019.12.10

DATE: YYYYMMDD

Twenty-five Thousand and 00/100 Dollars

PAY TO THE  
ORDER OF

LARCH HILLS NORDIC SOCIETY  
P.O. BOX:218  
SALMON ARM BC V1E 4N3  
CANADA

\$\*\*\*\*\*25,000.00

*Robert J. Ryan*  
AUTHORIZED SIGNATURE

CAD

Citibank, N.A., Canadian Branch  
123 Front St. West, Toronto, Ontario M5J 2M3

Not valid after six months from issue date/  
Date perime six mois de ce jour

0030171687 20012328 2013076317



To the Larch Hills Nordic Community,

Please accept this donation on behalf  
of all of us at Shuswap Ortho!

We are honored to contribute to  
such a vital project!

Upward and onward,

- Brian and the Team

Deposited  
January 4, 2020

DR. BRIAN K. BROADWELL INC.  
#202-571-6TH STREET N.E.  
SALMON ARM BRITISH COLUMBIA V1E1R6  
T: 888-493-1252

000259

DATE 20 / 9 - 12 - 19  
Y Y Y Y M M D D

PAY to Larch Hills Nordic Society  
the order of

\$ 5000.-

Five thousand

XX DOLLARS  Security features included.  
100



ROYAL BANK OF CANADA  
MAIN BRANCH  
186 VICTORIA ST.  
KAMLOOPS, BC V2C 5R3

DR. BRIAN K. BROADWELL INC.

RE Trail Lighting Project

PER B. K. Broadwell

⑈000259⑈ ⑆02320⑈003⑆ 102⑈311⑈8⑈

LARCH HILLS NORDIC SOCIETY  
BUDGET PROJECTION  
FOR THE YEAR ENDED SEPTEMBER 30, 2020

|  | 2019             | 2018             | 2017             | 2016             | Budget 2020      |
|--|------------------|------------------|------------------|------------------|------------------|
| <b>RECEIPTS:</b>                                     |                  |                  |                  |                  |                  |
| 4001 - Interest Income                               | (2,574.30)       | (2,332.12)       | (3,500.20)       |                  | \$ 2,500         |
| 4015 - Chalet Rentals                                | (4,119.00)       | (2,300.00)       | (1,880.00)       | (765.00)         | 3,000            |
| 4023 - Courses, Clinics, Meetings Inc.               | (500.00)         | (1,174.40)       |                  |                  | 500              |
| 4025 - Jack Rabbit Fees & Donations                  | (2,394.00)       | (6,382.00)       | (4,835.00)       | (5,455.00)       | 4,500            |
| 4035 - Members Misc Donations                        | (2,319.00)       | (1,520.00)       | (1,923.00)       | (2,566.00)       | 2,000            |
| 4040 - Memberships                                   | (93,835.00)      | (68,204.00)      | (64,631.00)      | (65,642.00)      | 75,000           |
| 4045 - Miscellaneous Income                          | (5,076.05)       | (542.00)         | (4,324.32)       | (4,331.25)       | 2,500            |
| 4050 - Other Donations                               | (5,485.00)       | (6,178.00)       | (5,604.35)       | (1,963.50)       | 2,500            |
| 4065 - Ski Swap Income                               | (7,127.25)       | (8,016.60)       | (11,719.00)      | (13,037.15)      | 6,800            |
| 4070 - TS Replacement Fund Donations                 | (2,331.00)       | (2,156.00)       | (2,558.00)       | (1,412.00)       | 500              |
| 4075 - Trail Fees                                    | (40,273.64)      | (26,700.21)      | (23,473.09)      | (21,923.70)      | 25,000           |
|  |                  |                  |                  |                  | <u>124,800</u>   |
| <b>EXPENDITURES:</b>                                 |                  |                  |                  |                  |                  |
| 5002 - Professional Fees                             | 4,367.50         | 3,103.00         | 3,096.53         | 4,500.00         | 4,000            |
| 5005 - Hydro   | 2,317.63         | 2,630.30         | 2,887.39         | 2,571.17         | 3,500            |
| 5015 - Chalet Rental costs                           | 2,009.50         | 1,140.00         | 912.50           | 382.50           | 1,500            |
| 5016 - Rental Expense                                | 508.19           |                  |                  | 500.00           | 500              |
| 5020 - Courses, Clinics, Meetings exp                | 1,720.20         | 3,714.72         | 278.00           | 801.23           | 2,000            |
| 5030 - Gas & Oil                                     | 8,950.14         | 12,844.81        | 8,676.41         | 9,414.27         | 15,000           |
| 5035 - Honorariums                                   | 1,000.00         | 5,500.00         | 5,750.00         | 5,500.00         | 7,700            |
| 5040 - Insurance                                     | 12,258.00        | 9,531.00         | 9,432.00         | 8,819.00         | 12,000           |
| 5045 - Jack Rabbit Expense                           | 1,883.97         | 2,717.02         | 3,271.92         | 4,834.08         | 3,500            |
| 5055 - R&M Buildings                                 | 3,744.10         | 3,276.37         | 1,077.61         | 2,081.17         | 2,000            |
| 5060 - R&M Equipment                                 | 21,642.56        | 11,875.28        | 4,507.24         | 5,444.25         | 5,000            |
| 5065 - Miscellaneous Expense                         | 2,516.03         | 1,345.49         | 2,360.43         | 2,822.43         | 5,000            |
| 5075 - Salaries, wages and benefits                  |                  |                  |                  |                  | 7,500            |
| 5070 - Office Expense                                | 1,194.68         | 1,556.45         | 2,012.93         | 1,026.04         | 1,200            |
| 5080 - Safety Committee                              | 1,701.98         | 427.41           | 414.47           | 1,876.00         | 1,000            |
| 5085 - Scholarships                                  | 1,500.00         | 1,000.00         | 2,500.00         | 2,750.00         | 1,500            |
| 5090 - Signs & Billboards                            | 1,218.08         | 1,875.08         | 731.29           | 1,378.16         | 1,500            |
| 5095 - Ski Swap                                      | 6,885.57         | 5,583.02         | 11,009.39        | 10,390.97        | 3,200            |
| 5100 - Snow Removal                                  | 4,056.65         | 7,562.50         | 2,400.00         | 3,209.15         | 4,000            |
| 5105 - Trail Maintenance                             | 2,049.31         | 5,908.60         | 1,578.48         | 4,475.83         | 3,500            |
| 5115 - Website                                       | 314.77           | 572.23           |                  | 300.00           | 1,000            |
| 5120 - Registration Fees (Zone 4)                    | 1,846.38         | 4,825.60         | 3,319.00         | 3,458.00         | 3,500            |
|  | <u>-6,035.40</u> | <u>-2,655.45</u> | <u>-2,463.45</u> | <u>-1,654.76</u> | <u>89,600</u>    |
| <b>BUDGETED EXCESS OF RECIEPTS OVER EXPENDITURES</b> |                  |                  |                  |                  | <u>\$ 35,200</u> |



**ATTACHED TO AND FORMING PART OF INTERIM BINDER**

**Larch Hills Nordic Society**

**BINDER**

**December 1, 2019 to December 1, 2020**

**SUMMARY OF COVERAGE:**

**COMMERCIAL PROPERTY:**

|                              |   |          |
|------------------------------|---|----------|
| Chalet Building              | \$  | 700,000. |
| Contents in Chalet           | \$  | 25,000.  |
| Storage Building             | \$  | 200,000. |
| Contents in Storage Building | \$  | 25,000.  |
| Subject to:                  | <ul style="list-style-type: none"><li>- All Risk Wordings</li><li>- 90% Co-Insurance Clause</li><li>- Replacement Cost EXCEPT Stock which is subject to Actual Cash Value Loss Settlement</li><li>- \$2,500 Deductible per loss occurrence except for</li><li>- \$5,000 Deductible for Sewer Backup/Water Damage</li><li>- 5%/Minimum \$100,000 Deductible for Earthquake</li><li>- \$25,000 Deductible for Flood</li></ul> |          |

**CONTRACTOR'S EQUIPMENT:**

|   |   |         |
|---|---|---------|
| 2007 Tracksetter s/n TBA                          | \$  | 75,000. |
| 2007 Skandic Skidoo s/n YH2SLS9B19R000676         | \$  | 2,500.  |
| 2015 Skandic 900 ACE Skidoo s/n YH2SLDFA3F4000472 | \$  | 9,000.  |
| 2019 Kubota 1100C RTV and Attachments s/n TBA     | \$  | 31,625. |
| Subject to:                                       | <ul style="list-style-type: none"><li>- 90% Co-Insurance Clause</li><li>- Actual Cash Value Loss Settlement</li><li>- 2%/Minimum \$2,500 Deductible</li></ul> |         |

**TERMS AND CONDITIONS AS PER INSURER'S STANDARD CONTRACT,  
SUBJECT TO POLICY WORDINGS, DEDUCTIBLES AND EXCLUSIONS.**

**THIS SUMMARY IS PROVIDED FOR INFORMATION ONLY. PLEASE REFER TO ACTUAL POLICY  
DECLARATION AND WORDINGS FOR FULL DESCRIPTION OF COVERAGE, DEDUCTIBLES AND  
LIMITATIONS.**

**IN THE EVENT OF A LOSS THE FORMAL POLICY DECLARATION AND WORDINGS WILL PRESIDE.**