

LARCH HILLS NORDIC SOCIETY

Executive Meeting Tuesday, Dec 6, 2022 7:30pm

Bill's Place

In attendance: Suzy Beckner, Sarah, Karen Tanchak, Don Miller, Bill Prytula, Dave Millard, Abbi May, Pauline Waelti, Alan Corbett, Laura Hepburn

Absent: Cam Brown, Rob van Varseveld

1. **Adopt Agenda** – Additions Bill motioned to adopt, Pauline 2nd.
2. **Minutes of last executive meeting** – Nov 1, 2022. Pauline motioned to adopt, Alan 2nd.
3. **Business arising/outstanding issues:**
 - Karen will book 3 Port-a-Potties for the duration of the races including the Pirate Loppet, the Loppet and the Track attack race weekend.
4. **Treasurer Report** – Don. See attached reports.
Memberships are down about \$20,000 compared to this time last year.

Don **amended the budget** to include the \$20,000 contribution to the race team after reviewing the race team budget from Karen Neil. He has not received the loppet budget but used the previous budget minus the banquet to estimate loppet costs. Don will make a motion at the next general meetings with the amendments to the budget.

We have changed property insurance brokers BFL to lower the cost. There is a small volunteer insurance policy that we may not need and Don is looking into that.

Credit card- Don continues to pursue this. Karen and Don will have a card. Laura moved to present to the general meeting that we will get a credit card with a \$10,000 limit with Karen and Don's names on the card. Bill 2nd. All approve. The primary purpose it to use it for monthly expenses such as internet.

Banner recreation. Karen will get an account to set up payments.

Carbon offset was calculated at \$829.14 for the club fuel use for the 2021/2022 year. \$2406.25 was donated by members with their registration to contribute to carbon offsets of driving to and from the hill. Laura motioned to pay \$829.14 toward the carbon offset emission for operation for Larch Hills. Don 2nd . All in favour.

5. **Manager's Update** – Karen

See attached report.

Internet is now working well. Cameras and weather station are working now except the wind.

Square is working for trail fees. We can take e-transfer, credit, and debit.

Don will fix the door on the handicapped bathroom.

There is a new lockbox for keys for the tracksetter shed.

Jessica suggested changing the keys for the locks. Karen will get a quote.

Hot beverage machines- the previous company is no longer doing this.

Volunteer lunch Sunday Dec 11th- Pink Cherry is catering.

Safety committee are setting up toboggans and buckets. They have 6 new recruits for safety hosts and hope to have enough to cover night skiing.

The Observer is doing an article.

6. **Programs Update** – Sarah

Light up the Tree event- They hoped to have a tree on LH road before Reno's. They are looking for volunteers. It would have battery powered lights.

Sarah is posting on Social Media and welcomes any ski photos etc.

Sarah is working on the criminal record checks. This will include the school hosts.

Women's night ski group. The grant may include the trail fees.

Sarah will arrange a rainbow sticker for the chalet to show that the club is inclusive and welcoming to all.

7. **LUTP** – David – no news

8. **SEC** – David

Ginzu grooming is ongoing. David is training several different operators on the changes to the SEC and the Standard Operating Procedures. Chuck Wilson made Sweeps for the old ginzu to cover snowmobile ski tracks that are working well.

The new snowmobiles are working well with some minor break-in problems. One trip to the dealer was required. Fuel consumption is approximately 10L /7-8 hr shift which is very good. There are issues with the cost of filling the bulk gasoline tank because the Co-op charges a surcharge if they are not also filling the diesel tank. Wayne and David have been filling jerry cans and bringing them up.

9. Lighting Project Update - Rob

Project spending complete. Just need to pay John for some wood and Frankie for some labour. Spent around \$630k total for 6.5km. Very close to original estimates of \$100k/km. Don can provide more detail if need be. Waiting for about \$110k back from Covid grant and waiting for results of Audit which Duncan has been working through with input from Don and I. Don has done gaming grant report. I'm about to submit the Total final report. Light bases protecting propane tank and meter pole are temporary for this year. Will replace in spring with curb barriers which will look better. Jeff working on recognition plaques and updated donor sign.

10. Chalet Maintenance Update (Deck Repair) -Rob— deck was fixed for around \$4k. Less than originally approved. Some icicles showing as Al cranked the heat to clean out the boiler. Heat has been lowered back down again. If the goal is no icicles then some day when we re-shingle we create a vented roof on top. Monitor for now.

11. Dog Trail Signs – Rob. Current signs are somewhat confusing. Abbi and Rob will look into clarifying the signage.

12. Internet Service Upgrades – Bill

The internet is much improved. An outdoor antenna and a cable to the cameras and weather station. Both Karen and Sarah are able to work. He is still working on service for Pauline and the bunker.

13. Track Setter Replacement – Abbi

The committee has elected to purchase a new PB 400 for \$490,000 plus \$35,000 for the tracksetter.

Total \$588,000 with tax, although we would get \$26,250 back from GST. If we get the gaming grant for \$250,000. LH contribution would be \$338,000. We have saved \$162,000. Outstanding \$176,000, 2022/2023 tracksetter contribution is \$15,000. Trade in \$65,000. Additional funds needed \$70,000. (\$96,000-GST)

The gaming grant application is due in August and we would find out in December, so we would be unlikely to have a new machine for two more seasons.

LHNS will start the process of purchasing a new PB400. Abbi will present a motion at the general meeting.

14. Santa Cruise – Suzy

Dec 18, 2022. 10am start.

The executive will organize the event again this year.

Additions

1. **Summer Use plan** - Larch Hills non-winter trails. Trail alliance and Shuswap cycling club will be working with us to plan non-winter use for Larch Hills trails. Laura will be the representative from LH. This will be a long-term plan. Equestrian will also be involved. LH might apply for grants for summer students to be involved.

Suzy motioned that we proceed with a LH Nordic non-winter trails management plan in partnership with STA and Shuswap Cycling Club. Dave 2nd. All in favour.

2. Ladies night

Next Executive Meeting – Tuesday, Jan 3, 2023. Adjourned 10:12.

LARCH HILLS NORDIC SOCIETY

Executive Meeting Tuesday Dec 6, 2022

7:30 PM,

Operations Manager Report

- November was a busy month on the hill. Sarah and I have continued to work together. We have shared space a few days to work on the Grant App for the Women's night, the e-news, facebook and the Light the Tree event.
- Cleaning completed:
 - o Dishes and chairs, wipe down pictures – on main floor
 - o Floors
 - o Kitchen appliances
 - o Cubbies, tables, chairs and floors on lower floor
 - o Handicapped bathroom
 - o Loft
- I have been working through the pages of the website updating data. Jonathan and other committee members have also been updating their appropriate pages.
- Internet has been working well since Bill has done all of his adjustments. Pauline has still experienced a few hiccups. Thanks to Jonathan and Bill, the cameras and weather station appears to be on track. The infrared was adjusted and now the stadium camera displays at night without the flash back. Pauline and I changed the battery at the announcers booth, but we might need to go back up and see if the wind vane is stuck. It looks like it is not recording to the weather station.
- The first two Membership Early Bird Draws are complete and announcements made in the E-news. I will be sending individual emails out tomorrow. We are giving out gift cards to Skookum, John,s Ski Shack, Kintec and a bag of mixed nuts from Rancho Vignola.
- The Square terminal is purchased and set up. A test payment of \$5 was made and Don is verifying that the deposits are going where they need to show up on the bank statements. Many day users are paying by e-transfer. The \$5 test payment cost \$0.10 in service charge.
- The boiler was giving Pauline some trouble when it was first started up. Al suggested that the cycles were not frequent enough and creosote was building up on the fan. He turned the heat up and that seemed to resolve the issue. Heat is now back down to normal and everything seems to be running ok. Wood is being used at a faster rate and Pauline H was concerned.
- Rob replaced the light switches for both bathrooms downstairs. The women's would not stay on and he felt the men's was soon to go as well.
- The door to the handicapped bathroom is very tight to open. Pauline has been asked to unlock it several times and it has not been locked but very hard to open. Can we loosen the tension on the door spring?
- The sit ski cage door has shifted again due to the temperature change. Donna is going to purchase a chain to lock the cage. Should I be contacting someone to see if we can realign the door? Thinking maybe the gentleman that built it for us.
- Purchased and installed new Christmas lights on the chalet railing. Pauline reported today that the lights did not come on so she is testing to see if it was the outlet. She also reported that someone has been

turning off the sensor lights. Those light switches are in a separate location high on the wall so maybe someone new trying to figure out where the lights to the chalet are???

- Purchased a lock box for the Tracksetter Shed. Chuck is welding a spot to hang it by the bunker door. The spare keys that are hanging in the open (behind a piece plywood) will be put in the lock box with a key code.
- In discussions with access to the Tracksetter Shed, it was recommended by one of our Safety Hosts that it might be time to rekey all of the locks. With turn over of volunteers and the amount of burglaries on the rise in the area it might be a worth consideration.
- Water sample was delivered in November and all is well. This will be done monthly until end of season.
- Van Houtte's coffee folks finally came back with a definitive answer to a new machine. They are no longer offering a coin operated option. Some discussion of having a regular coffee machine and have folks pay monthly for service. Day users could pay by donation if we could come up with a plan to secure a money box. I have searched out other options but most vendors are no longer offering hot beverage machines.
- Volunteer Lunch was more difficult to arrange because I went on a search for caterers. I then found that many of the local restaurants will cater. Pink Cherry has sent a reasonable quote so I have gone with them. Sandwich platters will have some various options. They will be individually wrapped as half sandwich with the content labeled so folks can pick what they want. Vegetarian will be included. Two different types of soup and platters of desserts to include cookies, brownies and butter tarts. Looking for suggestions on beverages to purchase. So far 22 via the poll and 4 via email. What is my approx. for food order?
- Cec's cabin has been busy. Lots of firewood taken up there. Some interest in renting the chalet over the winter and one wedding for next summer.
- Safety Committee has the safety toboggans out on the trail but not yet hanging. Safety totes and buckets will are being checked and then will be going out this week. George Z is arranging another first aid certification for new recruits. We have 6 people interested in joining this year. The goal is to have some coverage in the evenings for the increased use with the lighting.
- Spoke with Lauchlan from Salmon Arm Observer and he is writing an article for us to include the Lighting project, the new dog trail extension, Lantern Ski, RKS Loppet, Pirate Loppet and the Chalet is open with no restrictions.

LARCH HILLS NORDIC SOCIETY
PROPOSED BUDGET 2022 - 2023

	Actual 21-22 Preliminary	Adjusted 21-22 Preliminary	22-23 Budget
Receipts			
4001 · Interest Income	926.76	926.76	925.00
4005 · CCBC Fees Collected	25,253.50	0.00	-
4007 · SDP Fees Collected	536.00	0.00	-
4015 · Chalet Rentals	1,835.69	0.00	-
4020 · Trail Lighting donations	3,826.38	0.00	-
4025 · Jack Rabbit Fees & Donations	3,121.00	3,121.00	3,500.00
4035 · Members Misc Donations	22,511.36	22,511.36	3,600.00
4040 · Memberships	139,576.05	139,576.05	140,500.00
4045 · Miscellaneous Income	972.93	0.00	-
4050 · Other Donations	900.00	900.00	900.00
4055 · Jr. Race Team	0.00	0.00	-
4056 · Received on behalf of race team	12,177.00	0.00	-
4065 · Ski Swap Income	8,062.65	8,062.65	8,000.00
4075 · Trail Fees	32,019.66	32,019.66	35,500.00
4100 · RKS Loppet			8,825.00
Total Receipts	251,718.98	207,117.48	201,750.00
Expenditures			
5002 · Professional Fees	5,200.00	5,200.00	8,000.00
5005 · Hydro	5,056.83	5,056.83	5,200.00
5010 · CCBC Fees Paid Out	25,051.00	0.00	-
5012 · SDP Fees Paid Out	247.00	0.00	-
5016 · Rental Expense	58.48	0.00	-
5020 · Courses, Clinics, Meetings exp	1,938.48	1,938.48	2,600.00
5030 · Gas & Oil	15,952.63	15,952.63	19,000.00
5035 · Honorariums	4,300.00	4,300.00	4,300.00
5040 · Insurance	10,447.00	10,447.00	13,700.00
5045 · Jack Rabbit Expense	2,412.95	2,412.95	3,000.00
5050 · Jr. Racing Team	13,389.00	13,389.00	20,000.00
5055 · R&M Buildings	26,241.03	26,241.03	22,750.00
5058 · R&M - Lighting system	1,325.88	1,325.88	1,800.00
5060 · R&M Equipment	32,775.20	32,775.20	41,000.00
5065 · Miscellaneous Expense	3,457.87	3,457.87	3,000.00
5070 · Office Expense	1,921.02	1,921.02	1,700.00
5071 · Telecommunication	2,135.72	2,135.72	2,100.00
5075 · Payroll	24,356.39	24,356.39	25,600.00
5080 · Safety Committee	2,550.53	2,550.53	2,000.00
5085 · Scholarships	750.00	750.00	1,500.00
5090 · Signs & Billboards	2,607.62	2,607.62	1,850.00
5095 · Ski Swap	8,062.65	8,062.65	8,000.00
5100 · Snow Removal	5,437.02	5,437.02	5,500.00
5105 · Trail Maintenance	287.51	287.51	2,050.00
5120 · Zone 4 Fees	312.50	0.00	-
5197 · Bank Charges	2.13	2.13	120.00
Total Expenditures	196,276.44	170,607.46	194,770.00
Net Receipts over Expenditures	55,442.54	36,510.02	6,980.00

2:14 PM

12/06/22

Accrual Basis

Larch Hills Nordic Society

General Ledger

As of October 31, 2022

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
1005 · General 163527 - Moneymaker									40,469.95
Bill Pmt -Cheque	10/31/2022	4233		DC Wood Restoratio...	Chalet coating...	2010 · Account...		16,695.00	23,774.95
Bill Pmt -Cheque	10/31/2022	4231		Suzy Beckner	Signs	2010 · Account...		268.88	23,506.07
Bill Pmt -Cheque	10/31/2022	4235		David Millard	Sundry repairs	2010 · Account...		290.61	23,215.46
Cheque	10/31/2022				Service Charge	5197 · Bank Ch...		8.00	23,207.46
Deposit	10/31/2022				Interest	4001 · Interest ...	2.39		23,209.85
Total 1005 · General 163527 - Moneymaker							2.39	17,262.49	23,209.85
1006 · General 163527 - Registration									31,797.52
Deposit	10/31/2022				Deposit	12000 · Undep...	992.50		32,790.02
Deposit	10/31/2022				Interest	4001 · Interest ...	1.60		32,791.62
Total 1006 · General 163527 - Registration							994.10	0.00	32,791.62
1007 · General 163527 - Trail fees									118.02
Deposit	10/31/2022				Interest	4001 · Interest ...	0.01		118.03
Total 1007 · General 163527 - Trail fees							0.01	0.00	118.03
1010 · General 163527 - Shares									168.01
Total 1010 · General 163527 - Shares									168.01
1020 · General 163527-Investor Savings									41,000.00
Total 1020 · General 163527-Investor Savings									41,000.00
TOTAL							996.50	17,262.49	97,287.51

Larch Hills Junior Racers**September 30th****2021/2022****2022/2023****Actual****Budget****Revenue**

Team registration fees	\$	12,489	\$	25,750
Askew's and Save On Cards - Team		14,488		10,000
Askew's and Save On Cards - Extra				20,000
Assistance from Larch Hills Nordic Society		-		20,000 ✓
BC Champs/Midgets/BC Cup		8,096		8,000
Reino Run		-		2,500
Warren Miller Movie		-		1,000
Salty Dog Concession and 50/50		2,208		2,500
Wild Soles Donation		3,749		-
Ski Swap		4,010		3,000
CCBC 50/50 Draw		1,264		-
Total Revenue	\$	46,304	\$	92,750

Expenses

Nationals (Athletes)	\$	4,001	\$	5,000
Coaches support (All Races)		2,071		10,000
Coaches/Parent support (Nationals)		2,000		2,500
Coaching - Head Coach		35,483		36,000
Coaching - Administrative		-		10,000 ←
Training Peaks		2,758		350
Intramurals		-		1,000
Wax		1,767		3,000
Waxing tools		-		600
Coaching courses		1,990		2,500
Gym/Field/Rec center rental		86		500
Race Equipment		-		5,000
Dryland Equipment		-		750
Silver Star snow camp		4,413		5,000
Guest speakers or coaches		-		1,000
Jerseys and jackets (recovered)		885		3,000
Year end party/Coaches gifts		1,710		2,000
Misc. (software, website/web scorer/cash box)		690		750
CCBC Insurance (Approx)		-		800
First aid supplies/COVID		-		500
Biathlon		-		1,000
Development group spring break camp		750		1,000 ✓
Total Expenses	\$	58,603	\$	92,250
Net Profit (Loss)	-\$	12,299	\$	500

* Need to add grooming

Larch Hills Nordic Society

Receipts and Expenditures

for October 2022

Accrual Basis

	Oct 22	Oct 21
Income		
4001 · Interest Income	13.11	17.77
4005 · CCBC Fees Collected	8,367.00	11,421.50
4007 · SDP Fees Collected	1,284.00	816.00
4025 · Jack Rabbit Fees & Donations	6,365.00	2,148.00
4035 · Members Misc Donations	562.25	1,283.00
4040 · Memberships	34,066.50	53,314.00
4045 · Miscellaneous Income	0.00	46.00
4050 · Other Donations	1,300.00	0.00
4055 · Jr. Race Team	100.00	5,160.00
4056 · Received on behalf of race team	26,198.00	6,258.00
4065 · Ski Swap Income	8,678.00	0.00
4070 · TS Replacement Fund Donations	632.25	1,534.50
4075 · Trail Fees	30.48	209.52
Total Income	87,596.59	82,208.29
Gross Profit	87,596.59	82,208.29
Expense		
5002 · Professional Fees	0.00	-670.00
5005 · Hydro	404.40	0.00
5010 · CCBC Fees Paid Out	7,353.00	11,324.00
5012 · SDP Fees Paid Out	1,164.00	-365.00
5020 · Courses, Clinics, Meetings exp	0.00	-67.00
5030 · Gas & Oil	1,340.53	0.00
5040 · Insurance	3,996.00	0.00
5055 · R&M Buildings	25,959.95	12,391.91
5058 · R&M - Lighting system	1,335.86	0.00
5060 · R&M Equipment	3,737.76	0.00
5065 · Miscellaneous Expense	1,440.06	604.09
5070 · Office Expense	321.00	88.20
5071 · Telecommunication	0.00	493.14
5075 · Payroll	0.00	871.39
5090 · Signs & Billboards	759.45	0.00
5095 · Ski Swap	6,146.16	7,204.76
5105 · Trail Maintenance	284.66	0.00
5120 · Zone 4 Fees	250.50	30.00
5197 · Bank Charges	8.00	-5.09
Total Expense	54,501.33	31,900.40
Net Income	33,095.26	50,307.89

STATEMENT OF INCOME AND EXPENSES

Budget estimate 2022-2023

Income

	Budget
Registration - online	12,000.00
Registration - mail in	1,500.00
Sponsors and donations	5,000.00
Liquor and pizza sales	-
Raffle ticket sales	-
Mug sales	-
Interest income	25.00
	<u>18,525.00</u>

Expenses

Advertising and banners	1,500.00
Barbeque and food	3,000.00
Bibs	
Dance-band	
Entry forms	
Honourarium - announcer	750.00
Honourarium - first aid	500.00
Honourarium - photography	500.00
Larch Hills Nordic Society	
Licences & permits	150.00
Mugs - for sale	
Office supplies and photocopying	250.00
Pitta	
Postage	
Posters	
Prizes, medals, ribbons	1,750.00
Rental - Community Centre	250.00
Supplies - dance, wine & cheese	
Supplies - controllers	
Supplies - race course/safety	500.00
Supplies - start/finish	300.00
Technical delegate.	250.00
Timing equipment	
Wine and beer	
	<u>9,700.00</u>
Net income (loss)	<u>8,825.00</u>

Memo from Don Miller

Date: December 6, 2022

To: LHNS executive

Cc: file

RE: Executive meeting

Operations:

- *I have attached a copy of the statement of Receipts and Expenditures for the month of October. There are a couple of points worthy of note:*
 - *Memberships are significantly reduced from the corresponding period in 2021*
 - *Ski team memberships - \$ 26,198 –*
 - *Large increase over prior year.*
 - *by agreement will be transferred to race team*
 - *Chalet repairs - \$ 25,959. – this represents the charge for the staining and related repairs to the chalet. There is one additional charge in November for about \$ 4,000 related to the log repairs.*
 - *Ski swap – by agreement the net proceeds will be transferred to the Race team*
- *Reino Keski-Salmi Loppet*
 - *Cash transferred to LHNS accounts*
 - *Accounting will be in separate file*

Budget

- *I have revised the previous budget to include the race team and the RKS Loppet*
 - *I have attached the proposed budget prepared by the race team and added a line item in the “general” budget for the \$ 20,000 support as agreed.*
 - *I have prepared a budget for the RKS Loppet but have limited knowledge in respect of the scope of the 2022-2023 event scheduled for the spring.*
 - *I will make a motion that this proposal be presented at the upcoming general meeting.*

Insurance

- *The property insurance policy was placed on the first of the month. Thank you for responding promptly to my electronic motion.*
- *There is one remaining policy that has been in effect for some time insuring our volunteers. I'm not sure why this policy is in place given that, based on my discussions with CCBC, volunteers are fully covered under the existing CCBC policy. I'll contact both Jody Romyn at CCBC and our independent agent (who previously administered our needs at HUB). I will endeavor to keep you posted.*

Credit Card

- *I'm attempting (again) to arrange a corporate credit card for LHNS in order to have a place for those recurring charges that are currently paid by credit cards of some of the executive (and other) members.*
- *One of the items they require is a minute authorizing the application.*