

LARCH HILLS NORDIC SOCIETY

Executive Meeting

Tuesday, April 8, 2025 7:30pm

Suzy's Place –

Suzy Beckner, Abbi May, David Millard, Don Miller, Karen Tanchak, Kari Wilkinson, Pauline Waelti, Laura Hepburn, Jana Muller
Regrets- Cam Brown, Bill Prytula

1. **Agenda** – Additions. Website improvement tabled for May. No other additions. Agenda adopted.
2. **Minutes of last executive meeting** – March 4, 2025. Adopted.
3. **Business arising/outstanding issues:** nil
4. **Treasurer Report** – Don. See attached report
 - The club donates \$500 to each athlete on the BC ski team. We have not specifically donated to athletes attending Nationals in the last few years. We discussed a plan to review the policies specifically pertaining to the ski team and finances.
 - Tracksetters get \$700 honorarium. Not all cheques were deposited last year.
 - Bursaries- not awarded yet. Committee includes Dave Van Bergeyk, Abbi and Laura.
 - Equipment repair/ replacement fund has not been set up.
 - Future accounting- now we are using quickbooks desktop because Don has that. LH does not have it's own accounting package. When Don retires in the next few months he will no longer have an accounting package. We reviewed options and will switch to Quickbooks online. Quickbooks online which would be more accessible. The current file could be moved by Don. There is a montly charge for quickbooks online. Don will look into it further. \$180-\$190/month. There is an extra cost for others to have access.

Motion passed – Don will transfer the accounting to Quickbooks online when he has time.

- Don suggested that we have 2 people collect cash in future.

- BDO charged close to \$12,000 last year. Don has dealt with 3 different people in 3 years and had to reexplain the system to each. A smaller firm might be preferable.
- Don suggested considering Investment of excess funds including \$150,000 which is currently in the savings account, plus anticipated \$20,000 in GST. Consider a term deposit.
- Don needs estimates for any significant equipment costs for the budget.

5. **Programs Update** – Jana

- Nordiq Canada offered a grant for ski school program \$3000 minus the CCBC admin fee. This will cover costs including staff hours and coaching courses for volunteers.
- They are looking at donating another \$100,000 to ski clubs. Details not announced yet. This would cover hours of staff and courses for coaches who are ski school volunteers.
- JR wrapup – there were good ideas going forward like level 4 JR's having a session with ski team.
- They are considering making taking attendance and lesson plans mandatory. Kids were switching groups without all coaches knowing.
- Jana will continue to work with Steve Rodwell with the school programs.

6. **Manager Update** – Karen

See attached report. Nordiq Canada fundraising will happen all year and we can use that link for our membership sign up instead of donating through Zone 4. Some members were asking for official receipts for their donations made directly to LHNS.

7. **Governance Training Review** – Suzy

- We need to review our policies. We will review them and discuss at the June meeting.
- Karen and Jana will update their job descriptions.

8. **Spring/Summer Maintenance** – Suzy

- Gates are part of George's summer work plan.

- Outhouses -STA will put up the shelters. George and John could dig the pits. We need an archeologic assessment to dig the pit for the dog trail outhouse. The assessment previously done for the lighting might suffice.

9. Spring 2026 Event – Abbi

Hard Days Night will not be continued as participation was low again this year.

Chocolate Tour – Abbi is planning to organize a ski event with multiple stations for treats/desserts. We will ask local businesses to sponsor the stations. The goal would be a club event, probably on the 1st weekend in March.

10. Women’s Nights – Abbi

Women’s nights were most popular when there was skate lessons. Next year they will try hosting two four week long skate lessons for women on Tuesday evenings. There will be a small fee to Larch Hills to get people to commit to a spot in the session. There could be a Zone 4 sign up.

Lizzy and Abbi plan to approach John and Skookum regarding rentals.

It will be Tuesday so Abbi may request to move the meeting dates in Jan/Feb.

11. Tolko Plans – Suzy

Cam sent maps with the blocks. There is a field trip on April 25th with Toko to show the type of logging that is planned. Several members of the trail planning committee will attend. Cam is not able to attend. Suzy suggested having a committee to communicate/negotiate with Toko, rather than have too many separate people communicating with them. Suzy has connected with George about this. David, Kari and Alan will attend the field trip.

12. Survey Results – Cam- absent

Tabled to May.

A summary will be available for the membership.

13. SEC/Grooming – David

March went very well.

Equipment is in good shape. David is going up to check over everything and put equipment away tomorrow.

14. Strategic Plan -Tabled

Add to meeting agenda in May

15. Parking Lot – Suzy

George has a plan for grading the parking lot and then some gravel along the outside of the parking lot. He suggested \$20,000 for this year. We would need to have a special general meeting to get it approved.

We can try to do that by Zoom. It would be a short meeting. We will ask for a more accurate quote first. Suzy will communicate with George.

Additions

- AGM- date will be in September or October.
- Ride don't Hide -October 5th.
- Reino Run date October 19th.
- CCBC AGM- is in person in Kamloops this year. Suzy will attend. Karen is not able to attend. May 10th Saturday.
- Next Executive Meeting – Monday May 12 , 2025 – 7:30pm

Memo from Don Miller

Date: April 7, 2025
To: Executive Board of Larch Hills Nordic Society
Cc: Meeting file
RE: Financial documents to March 31, 2025

1. I have attached the preliminary financial position as at March 31, 2025 and the results of operations for the eleven months then ended. Please review these documents and contact me if you have any questions or comments related thereto.
2. There are a number of things I'll need prior to April 30, 2025, the fiscal yearend of LHNS
 - a. Honoraria
 - i. The amounts;
 - ii. A listing of those receiving the honoraria
 1. including only those accepting the amounts AND
 2. Social Insurance Number and address for each recipient
 - b. Participants at National meet
 - i. Reimbursements
 - ii. Who
 - c. Bursaries:
 - i. Number to be awarded
 - ii. Amount
 - iii. Committee
 1. Name, address and SIN for all successful awardees (not required by April 30 but when awards are presented)
 - d. Amount, if any, to be designated as "Bison replacement fund"
 - e. Amount, if any, to be designated as "Equipment Repair fund"
3. Things to Ponder
 - a. Future accounting
 - i. On-line accounting program
 - ii. Bookkeeping services
 1. External bookkeeping
 2. Staff bookkeeping for data entry
 - a. Registration "invoicing"
 - b. Accounts payable
 - iii. Cash collection
 - b. Amending general ledger and reporting
 - i. Incorporate Loppet and race team in general ledger
 - ii. Aforementioned replacement and repair funds
 - c. External Accountants
 - d. Investment of excess funds on hand
4. Required by June 30, 2025
 - a. Best Estimate of budget requirements for 2025 – 2026
 - i. Large equipment
 - ii. Small equipment
 - iii. Trail maintenance
 - iv. Administration
 - v. Race team
 - vi. Loppet

Larch Hills Nordic Society

Balance Sheet

As of March 31, 2025

	Mar 31, 25	Mar 31, 24
ASSETS		
Current Assets		
Chequing/Savings		
1001 · Gaming 981415 - Shares	78.50	74.62
1003 · Gaming 981415 - Moneymaker	17.26	259.68
1005 · General 163527 - Moneymaker	30,025.68	19,493.37
1006 · General 163527 - Registration	1,362.33	16,342.39
1007 · General 163527 - Trail fees	2,307.10	16,853.32
1010 · General 163527 - Shares	184.66	175.54
1020 · General 163527-Investor Savings	148,037.38	33,477.27
1025 · Tracksetter 1469386 - Shares	0.00	6.76
1026 · Tracksetter 1469386-Investor Sa	0.00	11.33
1030 · Lighting 1638444-Investor Sav	15.38	15.11
1031 · Lighting 1638444-Shares	6.28	5.93
1032 · Tracksetter 1638444		
1032-02 · Tracksetter - GENERAL ACCT	0.00	120,857.35
1032-03 · Pisten Bulley replacement -2023	0.00	90,860.18
1032 · Tracksetter 1638444 - Other	38,645.11	0.00
Total 1032 · Tracksetter 1638444	38,645.11	211,717.53
1033 · Lighting 1638444-Patronage	14.68	14.68
1045 · Bank - JRT	950.74	40,730.73
1111 · Non-current term deposit	0.00	170,460.61
Total Chequing/Savings	221,645.10	509,638.87
Accounts Receivable		
1202 · Accounts Receivable	37,546.58	1,006.14
Total Accounts Receivable	37,546.58	1,006.14
Other Current Assets		
1210 · Prepays and Deposits	0.00	7,085.00
1215 · Suspense Posting	-444.12	0.00
1290 · RKS Acct	8,114.48	6,618.07
Total Other Current Assets	7,670.36	13,703.07
Total Current Assets	266,862.04	524,348.08
Fixed Assets		
1301 · Buildings	334,740.85	324,258.94
1302 · Building-New Chalet	644,322.83	644,252.56
1305 · Accum Amort-Buildings	-425,786.07	-407,677.07
1310 · Small Tools	14,390.94	13,380.96
1315 · Accum Amort-Small Tools	-13,380.97	-13,380.97
1320 · Vehicles		
1320-01 · Prinoth - Bison with attachment	585,186.18	0.00
1320 · Vehicles - Other	289,795.54	289,795.54
Total 1320 · Vehicles	874,981.72	289,795.54
1325 · Accum Amort-Vehicles	-247,924.47	-239,041.47
1330 · Equipment	64,606.77	55,575.62
1335 · Accum Amort-Equipment	-31,652.39	-28,953.39
1350 · Trail Lighting summary		
1350-01 · Trail Lighting - Phase I and II	18,867.04	18,867.04
1350-02 · Trail Lighting - LOOP 3	188,334.64	188,334.64
1350-03 · Trail Lighting - Loop 4 & 5	132,927.04	132,927.04
1350-04 · Lighting sys - generator extras	14,139.09	14,139.09
1350 · Trail Lighting summary - Other	279,346.19	279,346.19
Total 1350 · Trail Lighting summary	633,614.00	633,614.00

Larch Hills Nordic Society

Balance Sheet

04/07/25

As of March 31, 2025

Accrual Basis

	Mar 31, 25	Mar 31, 24
1355 · Accum Amort-Trail Lighting	-58,328.79	-44,586.79
Total Fixed Assets	1,789,584.42	1,227,237.93
TOTAL ASSETS	2,056,446.46	1,751,586.01
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2010 · Accounts Payable	5,769.64	3,270.24
Total Accounts Payable	5,769.64	3,270.24
Other Current Liabilities		
2001 · Accrued Payables	0.00	12,775.00
2015 · Payroll Deduction Liability	1,409.27	1,226.34
2016 · Vacation pay liability	1,842.99	858.89
2025 · Grants/ Fundraising deferred		
2025-3 · VIASport - Timing structure	3,500.00	3,500.00
2025-4 · Deferred amounts -2023	376,604.19	96,364.32
2025-5 · Race team deferred -2023	0.00	27,241.63
Total 2025 · Grants/ Fundraising deferred	380,104.19	127,105.95
2030 · Carbon Offset liability	2,680.28	4,597.03
2035 · Lantern ski	2,455.00	0.00
2550 · GST/HST Payable	191.85	0.00
Total Other Current Liabilities	388,683.58	146,563.21
Total Current Liabilities	394,453.22	149,833.45
Long Term Liabilities		
2032 · D'fd contributions - Chalet	223,080.38	230,492.17
2033 · Deferred Contributions - Trail	549,934.35	563,072.71
2036 · D'fd contribution - P'oth Bison	470.14	0.00
Total Long Term Liabilities	773,484.87	793,564.88
Total Liabilities	1,167,938.09	943,398.33
Equity		
3002 · Restricted Net Assets-Operatio	329,956.69	335,004.05
3005 · Unrestricted Net Assets - Cap	410,790.20	405,742.84
3200 · Retained Earnings	51,603.66	0.00
Net Income	96,157.82	67,440.79
Total Equity	888,508.37	808,187.68
TOTAL LIABILITIES & EQUITY	2,056,446.46	1,751,586.01

Larch Hills Nordic Society
Receipts and Expenditures
 May 2024 through March 2025

	May '24 - Mar 25	May '23 - Mar 24
Income		
4001 · Interest Income	-1,241.16	1,023.60
4003 · Revenue - RKS Loppet	0.00	0.00
4005 · CCBC Fees Collected	20,232.71	20,329.50
4007 · SDP Fees Collected	-12.00	-132.00
4015 · Chalet Rentals	3,483.34	761.91
4021 · PB donations	0.00	0.00
4023 · Courses, Clinics, Meetings inc	710.00	0.00
4025 · Jack Rabbit Fees & Donations	0.00	1,880.00
4030 · Lantern ski account	-933.41	-424.24
4035 · Members Misc Donations	6,663.00	4,977.50
4040 · Memberships	137,540.70	136,454.75
4045 · Miscellaneous Income	48,101.65	1,785.72
4050 · Other Donations	0.00	1,090.60
4055 · Jr. Race Team	110.00	10.00
4056 · Received on behalf of race team	7,872.00	6,402.00
4065 · Ski Swap Income	11,897.70	9,844.69
4068 · Lantern ski items	-901.66	-737.61
4070 · TS Replacement Fund Donations	5.50	2,808.00
4075 · Trail Fees	52,952.34	38,972.75
4150 · Amort def'd contributions	0.00	0.00
4200 · Teck Championship Reciepts	-14.44	23,028.00
4250 · Hard Days Night receipts	776.29	1,135.00
4800 · Reino Keski Salmi Loppet	12,755.12	0.00
Total Income	299,997.68	249,210.17
Gross Profit	299,997.68	249,210.17
Expense		
5002 · Professional Fees	6,607.25	12,064.25
5003 · Expenses - RSK Loppet	0.00	111.23
5004 · Advertising	1,243.29	1,280.58
5005 · Hydro	3,267.90	2,617.74
5010 · CCBC Fees Paid Out	19,547.00	20,594.00
5016 · Rental Expense	365.44	1,070.00
5020 · Courses, Clinics, Meetings exp	12,076.09	28.96
5025 · Amortization	0.00	0.00
5030 · Gas & Oil	17,666.33	16,813.87
5035 · Honorariums	750.00	1,500.00
5040 · Insurance	30,903.00	14,993.00
5045 · Jack Rabbit Expense	3,244.04	6,185.11
5050 · Jr. Racing Team	16,750.00	1,281.43
5055 · R&M Buildings	10,937.43	2,558.53
5060 · R&M Equipment	12,251.92	22,887.55
5065 · Miscellaneous Expense	1,980.01	3,181.11
5070 · Office Expense	852.94	1,446.71
5071 · Telecommunication	6,847.44	3,588.86
5075 · Payroll	35,878.43	29,090.27
5080 · Safety Committee	528.91	2,161.76
5085 · Scholarships	1,500.00	0.00
5090 · Signs and maps	1,608.75	5,898.69
5095 · Ski Swap	11,897.70	9,844.69
5100 · Snow Removal	4,717.50	5,629.99
5103 · Trail Construction	0.00	0.00
5105 · Trail Maintenance	189.99	668.69
5120 · Zone 4 Fees	795.71	774.00
5197 · Bank Charges	100.63	289.68

Larch Hills Nordic Society
Receipts and Expenditures
May 2024 through March 2025

	<u>May '24 - Mar 25</u>	<u>May '23 - Mar 24</u>
5300 · OK Cup costs		
5311 · OK Cup - banquet	0.00	2,002.73
5312 · OK Cup- Facilities	0.00	720.00
5313 · Gifts, prizes etc	0.00	193.20
5315 · Registration refunds	0.00	298.00
5316 · OK Cup-Office supp	0.00	454.05
5317 · OK Cup-meet exp.	1,034.15	2,505.62
5318 · OK Cup- Accomod.	0.00	358.54
5319 · OK Cup-Sundry charges	298.01	2,847.11
5300 · OK Cup costs - Other	0.00	5,829.43
Total 5300 · OK Cup costs	<u>1,332.16</u>	<u>15,208.68</u>
Total Expense	<u>203,839.86</u>	<u>181,769.38</u>
Net Income	<u><u>96,157.82</u></u>	<u><u>67,440.79</u></u>

Internal Statement

LARCH HILLS NORDIC SOCIETY
Executive Meeting Tuesday April 8, 2025
7:30 PM,

Operations Manager Report

- March was a successful month. All skiers were reporting wonderful conditions. The days were busy with many day users.
- Cec's cabin was booked a dozen nights again in March.
- Nordiq Canada Fundraiser is at \$7,150. We also receive a bonus \$2,000 from CCBC.
- The 3 challenge events created by George J were very well received.
 - There was a total of 21 skiers who completed the OUTER LOOP CHALLENGE. Everyone who wanted a ride on Buffy, were to contact George J to make arrangements.
 - A total of 9 skiers informed me that they successfully completed the 50KM CLUB. George to get me the 'awards' for distribution.
 - 14 attempts of the STEADY AS YOU GO route. One individual (due to rain) and one family of 3 did not finish. The family of 3 came back for a second attempt and as the children were 10 and 8, we will award them for a successful one lap. Our AI was close on a few and not very accurate on 4.
 - The Spring Blowout on Saturday had 7 or so attendees. Bike, Ski, Visit with JT, Bike, Row, Bike, Climb, Golf, Bike
- A new proposal came in for food service. Her name is Willow and she is associated with Canadian Wildlife Rescue. She is a Chef and provides food service to other organizations. Has Food Safe, Business Insurance, works out of a commercial kitchen and would be bringing mostly pre-prepared items. She is in agreement of using the corner by the small sink; knowing that she cannot be on site when there is an event. She is agreeable to giving us a % of her sales and her profit is a fundraiser for the CWR. She would like to be on site Saturday and Sunday from 9 am – 1pm and is flexible should we want her during the week. She will get in touch with me in mid September with a proposal for the executive to review.
- The Safe Sport documentation is waiting for Alan to sign off on the content and then I will post on the website.
- I have not had time to pursue a new phone purchase. With it getting late in the season, I will put that on the agenda for end of summer. Bill is in progress of getting my new computer.
- Cleaning is in progress. Loft, lower floor, cubbies, are all complete. Floors and bathrooms will be completed on Monday. All signs are in, sandwich boards and snow shovels are stored in the cage, and ski racks are put away. Rescue toboggan is being stored inside the chalet again. Wax tables will be brought in on Monday.
 - I will be on site:
 - Thursday Noon – 3pm to do a final prep for the Shuswap Round Table meeting on Friday, April 11.
 - Saturday 9 – 11 am meeting with David Major for him to pick up the sound system and bucket of flags for the Salty Dog.
 - The ski team's year end wrap up is on Sunday April 13.
 - Monday 9 – Noon for final cleanup and shut down.

- Pauline is hoping to keep the boiler going until Sunday so chalet is warm for ski team event. It has been shutting itself down about every 2 days and it is a big clean to get it restarted. She is predicting another clean on Wednesday and hopes to get it through to Sunday. If it fails between Wednesday and Sunday, she will turn the electric heat on.
- To do:
 - Distribute Final awards for events (George)
 - Thank you cards for donations
 - Final clean and take down of wax tables for shut down.
 - Excess wood, axe and broom brought down from Cec's. Two coolers from the 50KM Club still to be brought in.
 - Follow up on Weddings pending – June and September