

LARCH HILLS NORDIC SOCIETY

Executive Meeting

Monday, June 3, 2025 7:30pm

Forsite – 330 – 42nd St SW

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

1. **Agenda** – Additions Approved with additions.
2. **Minutes of last executive meeting** – May 12, 2025. Approved.
3. **Business arising/outstanding issues:**
 - Nil
4. **Treasurer Report** – Don. See attached report.
 - Don will prepare the budget in future and then send it out to the board to approve.
 - Don suggested purchasing a term deposit with the money in the tracksetter replacement fund.

Discussion about keeping the money out for the possible purchase of a snowplow for the parking lot. Bill recommends using the big tracksetter as a snowplow rather than purchasing another machine. David is concerned about the extra wear and tear on the machine. There would be one less machine to maintain and store. There was concern about timing of plowing the parking lot and tracksetting. Abbi suggested trying to plow the parking lot with the Bison a few times this coming season. David felt it would be too much to expect of the groomers to plow the parking lot after doing the trails.

Don will defer purchasing a term deposit after the discussion.
 - Telus mobility is sending overdue bills for an account. Don is trying to figure out who's account it is.
 - GST audit is finally complete. \$24,000 is in the bank.
 - Don and Suzy and the ski team treasurer will be meeting to discuss restructuring of the accounting. Fund accounting splits the organization into sections which are treated separately. Don will report back to the board on this.

5. **Programs Update** – Jana

- Outhouse project- Adrian is working with Nation's Connect to see if we can dig a pit.
- CCBC is posting schedule for coaching courses. Locally we are working on a L2T and CCC course (Dec)
- Grants. Brian, the new ski team treasurer did not apply for the gaming grant but will work on it for next year.
- Jana will apply for the National Winter Support Development Grant for \$20,000 for head coach funding
- In kind volunteer hours are being kept for grant applications and rec sites and trails. It is difficult to keep count. There is software available. Suzy suggested asking other clubs how they count their hours. Fundraising hours, preparation for coaching, waxing should be included.

6. **Manager Update** – Karen

- Cleaners cleaned the chalet.
- The chain saw course was held.
- Wedding to be held on Friday to Sunday this weekend.
- The alarm was set off recently because the door was not closed properly
- The fabric for the parking lot. Karen was only allowed to purchase 5 rolls initially. It arrived late. She will order another 6 rolls.
- Karen will send the condensed version of the survey to members.

7. **Policy and Procedures Manual** – Suzy

The current policies need to be updated. The directors reviewed the draft form prior to the meeting. Many updates are required.

Karen has excel file with all motions that have been passed. This may be helpful when renewing the policies.

Don suggested that we are out of sequence in talking about policies prior to changing the accounting.

Karen – suggested that we set up the policies as terms of reference for each committee.

After discussion we decided that a committee would meet to review the current policies and make recommendations back to the board. Some policies will require input from others such as the ski team.

Committee- Suzy, Laura, Karen, Kari, Alan (away in the summer so may be less involved). Jana (for program specific).

8. **Strategic Plan** – Suzy

We need to redo the strategic plan to determine what the membership wants to see from the club moving forward.

The man who Kari had planned to hire is going to Canmore in the fall. Suzy will contact Brent Hobbs to find the person who helped Telemark with their strategic plan.

Additions

1. **Ginzu shed** -David. It was finished in the fall except for the wiring which was finished this week. The electricity bill was \$1,844.22 including the wiring for the new fuel tank when it is done. The old wiring went through the drainage of the bunker. This has been fixed. He now has to cover the gable ends to complete the shed. John Theilman donated the timbers for the shed.

2. **Cameras**-Bill. We discussed upgrading the system. Bill has been working on a quote. We want to upload pictures, but have videos to be able to look back on quickly. Upgrades for the WIFI at the chalet would be required. The cost is higher for cameras that work in the cold. Plan is for three cameras at the chalet, one at the bunker, and one just below the parking lot. Camera range is limited at night to 131 feet.

Kari motioned for Bill to spend up to \$4000 for the new cameras. Cam 2nd All approve.

3 **Tolko**-Cam

Tolko has significant plans for partial harvesting around the chalet and trails. They are doing fieldwork now and George Jackson is working with them. Cam will be the contact point for Tolko. Plans would be for 2026, 2027. They will come back to the club with more detailed proposal. David asked for a guarantee that they won't harvest in the Winter and Cam agreed.

Next Executive Meeting – Tuesday, Sept 2, 2025 7:30pm Location??

Adjourned 9:35pm

Memo from Don Miller

Date: *June 3, 2025*

To: *Larch Hills Nordic Society Board of Directors*

Cc: *file*

RE: *Meeting June 3, 2025*

- *Attached*
 - *Balance sheet at May 31, 2025*
 - *Receipts / Expenditures for May 2025*
- *Other items of note*
 - *GST audit is finally completed*
 - *A cheque has been deposited representing the refund as filed, including interest on the outstanding balance.*
 - *Budgeted receipts and expenditures for 2025-2026*
 - *No input received to date*
 - *In the next month or so, I will prepare projected amounts based on my knowledge and estimates and seek comments thereafter.*
 - *Term deposits*
 - *Purchase term deposit from "Tracksetter" funds*

Larch Hills Nordic Society

Balance Sheet

06/03/25

As of May 31, 2025

Accrual Basis

	<u>May 31, 25</u>
ASSETS	
Current Assets	
Chequing/Savings	
1001 · Gaming 981415 - Shares	81.24
1003 · Gaming 981415 - Moneymaker	17.26
1005 · General 163527 - Moneymaker	17,658.03
1007 · General 163527 - Trail fees	270.02
1010 · General 163527 - Shares	184.66
1020 · General 163527-Investor Savings	148,037.38
1030 · Lighting 1638444-Investor Sav	15.42
1031 · Lighting 1638444-Shares	6.52
1032 · Tracksetter 1638444	42,148.68
1033 · Lighting 1638444-Patronage	14.68
1045 · Bank - JRT	14,545.78
Total Chequing/Savings	222,979.67
Accounts Receivable	
1202 · Accounts Receivable	13,922.44
Total Accounts Receivable	13,922.44
Other Current Assets	
1215 · Suspense Posting	-356.54
1290 · RKS Acct	8,114.48
Total Other Current Assets	7,757.94
Total Current Assets	244,660.05
Fixed Assets	
1301 · Buildings	334,740.85
1302 · Building-New Chalet	644,322.83
1305 · Accum Amort-Buildings	-425,786.07
1310 · Small Tools	14,390.94
1315 · Accum Amort-Small Tools	-13,380.97
1320 · Vehicles	
1320-01 · Prinoth - Bison with attachment	585,186.18
1320 · Vehicles - Other	289,795.54
Total 1320 · Vehicles	874,981.72
1325 · Accum Amort-Vehicles	-247,924.47
1330 · Equipment	64,606.77
1335 · Accum Amort-Equipment	-31,652.39
1350 · Trail Lighting summary	
1350-01 · Trail Lighting - Phase I and II	18,867.04
1350-02 · Trail Lighting - LOOP 3	188,334.64
1350-03 · Trail Lighting - Loop 4 & 5	132,927.04
1350-04 · Lighting sys - generator extras	14,139.09
1350 · Trail Lighting summary - Other	279,346.19
Total 1350 · Trail Lighting summary	633,614.00
1355 · Accum Amort-Trail Lighting	-58,328.79
Total Fixed Assets	1,789,584.42
TOTAL ASSETS	<u>2,034,244.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	-5.36
Total Accounts Payable	-5.36
Other Current Liabilities	

Larch Hills Nordic Society

Balance Sheet

As of May 31, 2025

06/03/25

Accrual Basis

	<u>May 31, 25</u>
2015 · Payroll Deduction Liability	164.25
2016 · Vacation pay liability	2,374.46
2025 · Grants/ Fundraising deferred	
2025-2 · Misc. donations & fundraising	1,750.00
2025-3 · VIASport - Timing structure	3,500.00
2025-4 · Deferred amounts -2023	376,604.19
Total 2025 · Grants/ Fundraising deferred	381,854.19
2030 · Carbon Offset liability	2,680.28
2035 · Lantern ski	2,455.00
2550 · GST/HST Payable	-771.90
Total Other Current Liabilities	388,756.28
Total Current Liabilities	388,750.92
Long Term Liabilities	
2032 · D'fd contributions - Chalet	223,080.38
2033 · Deferred Contributions - Trail	549,934.35
2036 · D'fd contribution - P'oth Bison	470.14
Total Long Term Liabilities	773,484.87
Total Liabilities	1,162,235.79
Equity	
3002 · Restricted Net Assets-Operatio	329,956.69
3005 · Unrestricted Net Assets - Cap	410,790.20
3200 · Retained Earnings	135,633.60
Net Income	-4,371.81
Total Equity	872,008.68
TOTAL LIABILITIES & EQUITY	<u>2,034,244.47</u>

Larch Hills Nordic Society
RECEIPTS AND EXPENDITURES
For the month ended May 31, 2025

	<u>May 25</u>
Income	
4001 · Interest Income	388.49
Total Income	<u>388.49</u>
Gross Profit	388.49
Expense	
5055 · R&M Buildings	3,424.00
5071 · Telecommunication	14.44
5075 · Payroll	1,321.86
Total Expense	<u>4,760.30</u>
Net Income	<u><u>-4,371.81</u></u>