

SLNC BOD Meeting

October 29, 2025

Via Teams

Present: C. Flores, A. Klein, D. Dennier, L. Bot, B. Miller, T. Fulop, T. Klaschka, C. O'Connor, D. Embleton

Guest: Hugh Hamilton

Regrets: L. Lennie

Meeting was called to order at 6:02pm

Agenda was accepted

Minutes from September were accepted

Lodge Renewal Committee:

- **Lodge Committee Updates and Fundraising Progress:** Hugh provided a comprehensive update on the lodge committee's fundraising efforts, recent major gifts, BC Parks' partnership, and the status of design and construction planning, with input from Dave, Wendy, and other board members.
 - **Fundraising Milestones:** Hugh reported that the lodge committee has received significant new commitments from community families, bringing the fundraising total to over \$3 million, or 63% of the \$4.89 million target. The recent progress was attributed to both community support and the ability to include BC Parks' \$1.4 million contribution in outreach materials.
 - **Design and Construction Planning:** The committee is working with Wally Newman, a retired architect and club member, to update the preliminary lodge design. The next steps involve a workshop with staff, transferring sketches to the architecture firm MQN, and collaborating with a cost consultant to refine construction estimates, particularly for the addition that BC Parks will manage.
 - **Project Management and Club Involvement:** Dianna Embleton raised the question of club involvement in hiring the project manager for the lodge project. Hugh and Dave confirmed that the memorandum of understanding with BC Parks includes provisions for joint participation in scoping, selection,

and project management meetings, ensuring the club has a role in key decisions.

- **Potential Revenue Streams and Facility Use:** Laura inquired about incorporating a café or similar revenue-generating options in the lodge renovation. Wendy clarified that current park permits do not allow such operations, but the kitchen is being designed to allow for future flexibility, including potential rentals for events if regulations change.

Finance Committee Report:

- **Finance Committee Report and Financial Statement Approval:** Alex presented the Finance Committee's annual report, explained the financial statements prepared by Romy Plummer, clarified the meaning of net assets, and led the board in approving the financial statements for the year ended May 31, 2025, with contributions from Wendy, Bill, and Laura.
 - **Financial Statement Overview:** Alex summarized the financial statements, noting that the only significant change from the August report was an additional amortization entry suggested by the accountant. He clarified the meaning of net assets and emphasized that the capital fund balance does not represent available cash.
 - **Approval Process and Next Steps:**
 - **Motion: The BOD approves the Financial Statements as presented. Motion carries.**
 - The board unanimously approved the financial statements. Alex will inform the accountant, obtain signatures from two board members (typically Alex and Bill), and arrange for public dissemination of the final statements.
 - **Accounting System and Process Improvements:** Cynthia and Alex discussed the transition to working with a new accountant, Jackie, and the adoption of QuickBooks. Wendy noted that Jackie has recently had more availability, and the team is working toward more regular reconciliations and improved reporting processes.
 - **Audit and Review Engagement Considerations:** Alex addressed the potential costs and requirements for an audit or review engagement, explaining that the organization is not required to have an audit under the BC

Society Act due to its non-reporting status. He is awaiting cost estimates for future reference.

- **Gaming Grant Success:** Laura announced that the team successfully more than doubled the gaming grant from \$6,000 to \$15,000, with funds allocated to wages and utilities for school ski and program areas. Wendy will be responsible for ongoing grant compliance and reporting.

GM Report:

- **General Manager Report and Operational Updates:** Wendy provided updates on team collaboration, operational preparations, sponsor engagement, the implementation of a new pass and ticket scanning procedure, and ongoing improvements to internal communication and safety processes.
 - **Team Collaboration and Operations:** Wendy described the collaborative efforts among staff to prepare for the season, including updates to biathlon range registration, coordination among new hires, and ongoing work to restore the weather station and maintain facilities.
 - **Sponsor Engagement and Community Partnerships:** Efforts to secure sponsorships continue, with most support currently in the form of in-kind contributions rather than direct financial sponsorships. Wendy highlighted the importance of ongoing relationship-building with local organizations.
 - **Pass and Ticket Scanning Procedure:** A new procedure for scanning season passes and day tickets at main trail access points was introduced, focusing on staff visibility, member education, and non-confrontational enforcement. Staff training will include guidance on responding to questions about park use permits and fee requirements.
 - **Internal Communication Plan:** Wendy shared a draft communication plan outlining preferred methods and response times for various communication channels, aiming to improve consistency and clarity among staff and program groups. Feedback was solicited for further refinement.
 - **Joint Health and Safety Committee:** The Joint Health and Safety Committee continues to function actively during the season, focusing on staff training, work-alone procedures, and creating a safe environment for reporting and addressing workplace issues.

AGM Planning

- **AGM Planning and Anticipated Member Questions:** Cyndy led a discussion on planning for the upcoming AGM, including agenda review, strategic plan presentation, anticipated questions about program finances, and the process for preparing responses to member inquiries.
 - **AGM Agenda and Logistics:** The board reviewed the draft agenda for the AGM, confirming the inclusion of key reports (financial, GM, lodge, strategic plan) and board elections. The meeting will be held at the Elks Lodge, with a start time of 6:00 PM.
 - **Strategic Plan and Programs Task Force:** Dave will present an update on the strategic plan, including a high-level overview of the Programs Task Force's work on program finances and sustainability. The board agreed to address anticipated questions about program deficits and long-term plans for program viability.
 - **Program Financial Sustainability Messaging:** The board discussed the importance of clear messaging to members about the value of programs, the need for financial responsibility, and the ongoing efforts to improve program sustainability without compromising core offerings.

Programs Task Force

- **Programs Task Force Financial Review and Board Guidance:** Dave presented the Programs Task Force's financial analysis, highlighting the current deficit, the role of competition and grant income, and solicited board input on targets for program profitability and sustainability, with extensive discussion among board members.
 - **Program Financial Performance:** The task force reported an \$88,000 deficit for programs, with Academy programs accounting for the majority of the loss. Competition and S2S income reduce the net deficit to \$28,000. The board discussed whether programs should aim for break-even or profitability, and whether to consider all programs collectively or individually.
 - **Subsidies and Revenue Allocation:** There was debate about the allocation of competition proceeds to programs, with consensus that such subsidies are appropriate given the interconnectedness of programs, competitions, and club sustainability.
 - **Long-Term Sustainability and Messaging:** Board members emphasized the strategic importance of programs for club viability, the need for a multi-year

plan to achieve financial sustainability, and the importance of clear, consistent messaging to members about ongoing investments and improvements.

Policy and Procedural Manual Update

- **Policy and Procedural Manual Update:** Dave presented the updated Policy and Procedural Manual, incorporating board feedback and minor amendments.

Motion: The BOD approves the Policy & Procedural Manual as presented. **Motion carries.**

- **Manual Revisions and Approval:** The updated manual reflects input from multiple board members, with changes including references to director responsibilities in the bylaws and updated terminology in the financial policies. The board approved the manual, with the HR policy to be reviewed further and incorporated later.

Committee Reports

- **Committee Reports and Other Updates:** Brief updates were provided on the elections committee, competitions committee, and other operational matters, including preparations for potential Olympic Trials hosting and board member transitions.
 - **Elections Committee and Board Nominations:** The elections committee is fully staffed and engaged, with board nominations closing on November 7. Members whose terms are ending were reminded to submit their nominations if seeking re-election.
 - **Competitions Committee and Olympic Trials:** Sovereign is the backup host for the Canadian Olympic Trials, with Marcus as the technical delegate. Preparations are underway, and the club will be notified promptly if hosting responsibilities shift from Prince George.

Follow-up tasks:

- **Lodge Project Fundraising and Design:** Set up the next meeting with BC Parks to discuss the funding scenario and project management details now that their staff are back from strike. (Hugh)
- **Lodge Project Design Update:** Coordinate a workshop with Wally Newman, Wendy, and Gareth to update the lodge floor plan and prepare for MQN to revise architectural drawings. (Hugh, Wally Newman, Wendy, Gareth)

- **Lodge Project Cost Estimation:** Work with the cost consultant to develop an updated construction cost estimate focusing on the addition to the lodge. (Hugh)
- **Lodge Project Board Involvement:** Socialize the idea with BC Parks of including a board or committee member in the hiring process for the lodge project manager at the next meeting. (Dave, Wendy)
- **Board Recognition for Lodge Committee:** Send a note from the board to the lodge committee recognizing their fundraising efforts and progress. (Cynthia)
- **Financial Statement Finalization:** Inform RP that the board has approved the financial statements and arrange for two board members to sign the final draft for public dissemination. (Alex)
- **Audit/Review Engagement Cost Inquiry:** Follow up with Romy Plummer to obtain ballpark cost estimates for an audit or review engagement for future reference. (Alex)
- **Gaming Grant Follow-Up:** Manage the allocation and compliance of the gaming grant funds, ensuring proper transfers and reporting as required. (Wendy)
- **A GM Agenda Preparation:** Send out last year's AGM prep questions to the board and collect new or updated questions and suggested answers for this year's AGM. (Cynthia)