

LARCH HILLS NORDIC SOCIETY

Executive Meeting

Tuesday, April 9th, 2024 7:30pm

Pauline's Place

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

Absent: Cam Brown

1. **Adopt Agenda** – Additions. Kari motioned to adopt. Bill 2nd.
2. **Minutes of last executive meeting** – March 5, 2024 Kari motioned to approve, Bill 2nd.
3. **Business arising/outstanding issues:**
 - **Updating bylaws** for the fall AGM. Kari will start to review them and forward them on to the executive. Don suggested that we review the mission statement.

4. **Treasurer Report** – Don. See attached report.

About \$10,000 in revenue came in late February, possibly from Zone 4 from the BC Champs registration. Don will confirm with them. Don has completed the tax returns that are required, although we are not required to pay any tax.

Kari asked about the difference in Jackrabbit fees from last year to this year. It was significantly less this year. Don will check into the difference.

Zone 4 withdraws money directly from our account. Don is going to look into that further as it would be more appropriate to arrange payments.

We have received \$250,000 gaming grant money for the new tracksetter! This will be announced and we are required to keep it secret until it is announced sometime this month. Karen will send an enews when we are able. We also have \$211,000 in the tracksetter account and PB replacement account, another \$35,000 to come from donations from Nordiq Canada and \$170,000 held in trust for the tracksetter replacement.

The change of fiscal year end to April 30th was approved by CRA.

Don suggested that the new employee should have basic bookkeeping skills. The treasurer position is quite onerous. Hiring an outside bookkeeper would cost \$50-\$75/hr. It would make sense to have the new

employee do the data entry for bookkeeping. It would likely be easier to find volunteers to do Programs director work than bookkeeping work.

He suggested we consider paying for Quick books online. With that program, others can enter data with limited access to the account. This would also allow better integration of the accounting for the club and the ski team and loppet accounts.

Cost would be approx. \$100/month for accounting plus payroll.

Honorarium was increased to \$750 for tracksetters and Pauline.

5. **Manager's Update** – Karen.

See attached report.

Gates- Pauline has closed the ones that she can. George will be doing some clean up and logging. 2 gates need fixing. George was going to fix them. David will check with him.

Karen will try to use her phone number as the one number for emergencies. There would be a safety line. Karen would have 12 numbers to call forward to. Karen will research and discuss with Bill.

6. **SEC** – David. Machines are put away. He is still looking for parts for the Ginzu. Repairs and maintenance should be better next year. Kubota should need less work next year. David is trying to finalize a date for the Tracksetter social in May.

7. **LUTPC** – David. Chainsaw course is set up. They are making a questionnaire for members. The executive will be asked to review. Suzy suggests including it with the strategic plan update questionnaire.

8. **Tracksetter Update** – Abbi and Bill

George and Bill have chosen the Prinoth Bison over the PB due to cost and value. Bill reviewed the costs of both and reasons for choosing the Bison.

He also reviewed available options and the ones that we require for grooming at Larch Hills. We discussed warranty options and reviewed costs.

See attached report

We hope to get the new machine by mid-November. A 10% deposit is required to order. Delivery is free.
New parts for the PB are on hold.

Bill motioned to purchase the Prinoth Bison machine with the options listed including the 3 year bumper to bumper warranty for a total cost per attached estimate. Abbi 2nd. All approved.

Bill will confirm and arrange the down payment with Al at Prinoff.

9. **Orienteering Event** – Abbi

The club would like to have an event at LH on May 5th including camping. \$20/ night /tent. The executive supports this event.

10. **Tom's Shelter Replacement** – Abbi. The Far East was suggested for a shelter. Abbi will check with Adrian to see if it is in the LH domain. Rob Van V offered to lead the committee and Lizzie and possibly Matthew Peterson. Kari W is interested in participating on the committee as well. Abbi will discuss with Rob.

11. **Dog Trail** – Abbi. Abbi motioned to include the Lakeview as part of the designated dog trail route. David 2nd. All approved. Townview will not be included.

Additions

1. Biking event at LH. **Ride Don't Hide** would like to include LH in their event this year including renting the chalet. CMH is involved. Oct 6 is the date which might coincide with the Reino Run. Laura will connect with Glenn Bond to confirm the date of the Reino Run.

Adjourned 9:50.

Next Executive Meeting – Tuesday, May 14, 2024 @ 7:30pm (Alan Corbett's)

LARCH HILLS NORDIC SOCIETY
Executive Meeting Tuesday April 9, 2024
7:30 PM,

Operations Manager Report

- March
 - Trail fees: February – E-transfers \$ 465 March 1 – 20th Last day of tracksetting March 20.
 - Square \$468- \$11.50in fees for net \$456.50 March 1 – 16th
 - Donations in memory of Joan Fialla - \$575.00
- The stadium camera is stuck on March 20 and Jonathan will look into that when he is back in town.
- Chalet has been booked for Race Team wind up and a multi member (3) birthday party in April.
 - Chainsaw course will use the chalet May 4th and 5th
 - A wedding for May weekend Friday – Sunday Renting corral camping for family.
 - An equestrian endurance clinic weekend in July
 - A member birthday in August is pending
 - A wedding in September weekend Friday – Sunday plus corrals.
- Chalet has been cleaned - loft to lower floor. Ski racks, signs, equipment is all stored. A few items are still in chalet waiting for the safety toboggans to be moved to the bunker from the cage. Then those items will be moved and locked into the cage for the summer. I will communicate with Keith when that is complete.
- I have arranged for another deep clean by the ladies that did the pre-season clean. The timing will be mid May to coincide with the wedding rental.
- Chalet was locked April 4th, lights turned off and thermostats lowered. The boiler is still working at low temperatures and Pauline is gauging when it might work to shut it down. She was willing to continue to fill the stove (taking 1 wheel barrow full daily) until after the April events but it is getting very caked with creosote and becoming harder to clean.
- Pauline was also asking when the gates would be closed. She has hiked up and locked the ones she could manage. The two bent gates are to awkward for her. She is also concerned with the new opening to private land created with the trail extension. Quads and dirt bikes and a few trucks are making their way up the old canine trail. Tracks were spotted at Cec's cabin.
- We have one late rental for Cec's this Saturday.
- Nordiq Fundraiser: Final total for 2024 campaign is \$33,515 in donations and a bonus \$2,000 from incentives. The run for most donations was interesting. We received 28 donations. Top club received 83 for the additional bonus. The thank you cards for the 2024 campaign will be sent out in the next few weeks. I have asked and received the donor list complete with addresses already.
- Safety Committee:
 - All of the safety equipment and signs are off the hill. The manual toboggans were skied down to avoid taking equipment out on the snow that was left. They were temporarily stored in the cage and should be moved back to bunker. Keith and George will take care of that.

- The committee would still like to pursue a call forward system for the emergency contact #. I will continue to research and price the possibility of having a virtual number attached to my cell phone if the executive approve.

Tasks going forward:

- I have some paperwork and e-news announcements to complete prior to April 15 and then will monitor the phone and email throughout the summer. I will be on site to ensure the chalet is ready for the bookings and after the events to check on the conditions prior to releasing damage deposits.
- Two loppet shirts were not picked up and I will contact them try to arrange delivery.
- The reports for BC Parks will be complete and submitted in June and Rec, Sites and Trails in September.

Larch Hills Nordic Society

Memo

To: Executive

From: Don Miller

Date: April 9, 2024

Re: Report

Financial statements

- *The attached statements are very preliminary:*
 - *There are no receipts for March included. There are various deposits that I have not been able to clearly identify that total in the neighborhood of \$ 8,000, together with cash trail fees that total around \$ 1,500 are not included.*
 - *The expenditures include payment of all bills that I have received to date except for one Lordco bill for \$ 36.*
 - *There are a number of accounts that require adjustment and correction.*
 - *Filing T2 corporate income tax return together with the NPO form T1044 has yet to be completed.*

Change of fiscal year-end

- *Letter of approval has been received. Copy attached.*
- *Consider how the election of executive should take place.*

Honoraria

- *Discuss amount.*

Accounting

- *Quickbook on-line*
- *Bookkeeping function*
- *Integration of accounting*

Larch Hills Nordic Society
Profit & Loss
 October 2023 through March 2024

	Oct '23 - Mar 24	Oct '22 - Mar 23
Income		
4001 · Interest Income	132.03	691.43
4005 · CCBC Fees Collected	20,329.50	22,166.00
4007 · SDP Fees Collected	-132.00	1,085.00
4015 · Chalet Rentals	761.91	1,387.95
4021 · PB donations	0.00	6,392.01
4025 · Jack Rabbit Fees & Donations	1,880.00	9,390.75
4030 · Lantern ski account	-424.24	0.00
4035 · Members Misc Donations	4,877.50	6,284.25
4040 · Memberships	131,879.75	121,661.50
4045 · Miscellaneous Income	785.72	881.44
4050 · Other Donations	36.10	0.00
4055 · Jr. Race Team	10.00	472.25
4056 · Received on behalf of race team	6,402.00	26,548.00
4065 · Ski Swap Income	9,844.69	8,678.00
4068 · Lantern ski items	-52.42	0.00
4070 · TS Replacement Fund Donations	2,808.00	2,620.25
4075 · Trail Fees	35,160.93	37,734.20
Total Income	214,299.47	245,993.03
Gross Profit	214,299.47	245,993.03
Expense		
5002 · Professional Fees	12,064.25	-623.82
5003 · Expenses - RSK Loppet	111.23	0.00
5004 · Advertising	1,280.58	0.00
5005 · Hydro	2,617.74	3,320.23
5010 · CCBC Fees Paid Out	20,594.00	21,573.00
5012 · SDP Fees Paid Out	0.00	1,164.00
5016 · Rental Expense	828.20	224.51
5020 · Courses, Clinics, Meetings exp	28.96	2,729.95
5030 · Gas & Oil	16,794.44	26,570.97
5035 · Honorariums	0.00	7,500.00
5040 · Insurance	14,993.00	15,108.31
5045 · Jack Rabbit Expense	5,739.58	3,757.53
5050 · Jr. Racing Team	1,281.43	27,870.00
5055 · R&M Buildings	2,558.53	31,955.55
5058 · R&M - Lighting system	0.00	1,704.74
5060 · R&M Equipment	22,887.55	70,117.98
5065 · Miscellaneous Expense	2,890.47	4,641.82
5070 · Office Expense	1,406.84	1,984.41
5071 · Telecommunication	3,588.86	3,332.19
5075 · Payroll	28,911.27	30,239.79
5080 · Safety Committee	2,161.76	1,261.07
5090 · Signs and maps	5,898.69	3,459.31
5095 · Ski Swap	9,844.69	8,678.00
5100 · Snow Removal	5,629.99	7,171.01
5105 · Trail Maintenance	668.69	465.53
5120 · Zone 4 Fees	774.00	819.50
5197 · Bank Charges	289.66	9.00
5310 · BC Championships cost		
5311 · BC Championship - banquet	2,002.73	0.00
5312 · BC Championships - Facilities	720.00	0.00
5313 · Gifts, prizes etc	193.20	0.00
5315 · Registration refunds	298.00	0.00
5316 · Teck championship Office supp	454.05	0.00
5317 · BC Championship - meet exp.	155.62	0.00
5318 · BC Championship - Accomod.	358.54	0.00
5319 · unsupported charges	668.36	0.00
5310 · BC Championships cost - Other	5,829.43	0.00
Total 5310 · BC Championships cost	10,679.93	0.00
Total Expense	174,524.34	275,034.58
Net Income	39,775.13	-29,041.55