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|  | Kanata Nordic Ski Club  Annual General Meeting April 15, 2013  at 3 PM  Location: Legion Hall, Bells Corners    **Final Minutes** |

**In Attendance**

Marlene Alt, Richard Batty, Elizabeth Brown, Mike Downey, Sheryl Gabel, Jennifer Harris, Harris Kirby, Kam Leung, Ian Maclaren, Kaleigh Maclaren, James Mc-Avoy, Rory McCormick, Dev Paul, Gene Vigneron, Don Warner and Lily Yip

**AGENDA ITEMS**

**Agenda**

* Richard noted that we had a quorum and called meeting to order and moved to accept the agenda. Marlene 2nd the motion. Carried.

**Previous AGM Meeting Minutes March 31, 2012**

* Richard moved to accept the minutes. Money Mike 2nd the motion. Carried.

**Introduction**

* New members
  + Rory McCormick – to replace Ian as Adult Ski Coordinator.
  + Don Warner – to assist Mike with intent to take over Treasurer position at beginning of 2014/2015 season.
  + Margaret McCombe – to assist Elizabeth with intent to take over Jack Rabbit Coordinator position at beginning of 2014/2015 season.
* Visitors
  + Kaleigh McLaren – assisted Ian with adult programs, and Marlene with website & Racing Rabbit coaching.
  + Jennifer Harris – assisted Elizabeth with Dyna Rabbit coaching.

**Annual Reports**

**a) President’s Report (Richard)**

* Special thanks extended to:
  + Y-staff for support over the course of the year.
  + Gene, Kate, Pat & Steve for excellent trail grooming this year. Having trails freshly groomed 3 days a week (Tues, Thurs, and Sat) made a big difference in the quality, and expanded the scope, of the programs offered.
* Event Recap
  + Trails Day in fall
  + Ski Swap
    - * Harris’ efforts instrumental.
      * Facility (Vail building) offered more space to display equipment.
      * Activities for kids allowed parents to shop unhurried.
  + Family Ski Night
  + Pretzel Race
    - * Excellent feedback from skiers, volunteers, and observers.
  + Fun Day
    - * Well organized & attended
      * Racer and Track Attack participation allowed leaders to stay with their kids throughout the event.
* Executive Changes
  + Losing Marlene, Harris & Ian. Thanks and appreciation extended for years of service. Exec looks forward to their continued involvement with the club.
* Wesley Clover Foundation (WC)
  + Successful bid to manage Nepean Campground and Equestrian lands along Corks Town Road
  + KN in preliminary stages of exploration to understand what’s there, the potential for new trails (classic & skate), and resources WC would be able to extend to assist KN. Expect more info over the following year with intent to update club members this time next year.
* Executive Recognition
  + Thanks and appreciation extended to the executive as a whole for the huge number of programs run – all by their volunteer input.

**b) Financial Report (Mike)**

* Club very solvent. As a non-profit, we operate on a break-even basis, maintaining 1 year of cash reserves.
* Financial highlights
  + Assets/Liabilities
    - Cash reserves - $29K
      * Final figure will be lower as all expenses not yet paid.
      * Depreciation ($5K-$6K) is largest outstanding expense.
    - Capital assets - $58K
  + Revenue/Expenses
    - Cash inflows - $37K
      * Slight increase in membership revenue over last year due to slight increase in fees.
    - $4600 grant from City of Ottawa; have renewed for next year.
    - Large increase in special events revenue over last year due to stellar job by Lily.
    - Surplus forecast - $2-$3K
    - Capital purchases - $3200
      * Trailhead + fencing & V-boards

**c) Membership Summary (Kam)**

* 20 fewer members than last year.
  + ORCC – 26 vs. 63 last year
  + Bunny Rabbits, Jack Rabbits & Dyna Rabbits – 109 vs. 99 last year
  + Track Attack – 13 vs. 26 last year
    - Not a true reflection as 10-13 year olds shifted to Racing Rabbits this year.
  + Racers – 36 vs. 32 last year
    - Includes Racing Rabbits, Junior & Senior Racers
  + Adult programs full
* Conversion to Zone4 & Online successful.

**d) Jackrabbit Program Report (Elizabeth)**

* Budget
  + $3500 budgeted; $1000 left over.
* Registration
  + 31 Bunny Rabbits, 64 Jack Rabbits, 14 Dyna Rabbits
    - Entry level programs (Bunny Rabbits & Jack Rabbits 1) require 3 leaders/program.
    - Difficulty finding leaders to provide higher ski level instruction.
* Next Seasons Goals
  + 10 kids/program
  + 3 extra events
* Special Jack Rabbit Events
  + 1 canceled due to rain
  + Family Night Ski - successful
  + Cookie Hunt
    - * 4-5 families participated
* Club Events
  + Pretzel Race
    - * Over all huge success but mixed response from some of the JRs. Suggest spending time pre-event to better prepare skiers (e.g. running spring nights for Jack Rabbits 1x/week).
  + Fun Day
    - * Enjoyed by all participants.
      * What went well
        + Assistance of racers & TA in manning stations enabled leaders to stay with their kids throughout the event.
      * Proposed changes for next year
        + Run all games close to the field - distant stations difficult for some to get to.
        + Better communicate schedule with leaders.
* Skills Training for Leaders
  + 2 outside training events planned but cancelled due to weather and illness.
* Ski Lessons
  + Ran 9 of 10 – 1 canceled due to rain.
* Miscellaneous Plans
  + Refresh First Aid in Nov.
  + Rent Browns Cabin in Gatineau Park over Christmas.
  + Plan 1 extra activity/month to get more snow time.
  + Run additional leader skill training sessions.

**e) Trails Report (Gene)**

* Activities
  + Grooming
    - * Many thanks extended to groomers - Gene, Mike, & Harris as well as Pat Kirkham, Kate Boyd, and Steve Tuttle.
  + Equipment maintenance
  + Trail maintenance – clearing fallen trees, building trails, etc.
  + Parking assistance
  + EAP assistance
  + Fall Trails Day – secured much help from club membership
  + Pretzel Race preparation
  + Spring Clean-Up Day
* Special thanks to Y staff who provide ongoing support & accommodation
  + Peter (maintenance person) there in a pinch when needed.
  + Shop always open – Y leave a key with us
  + Support club events (Pretzel Race, Fun Day) including use of BBQ
  + Allow equipment staging in front of house
  + Store trailer over winter.
* Grooming Highlights
  + Excellent snow year. Conditions excellent - good for all lessons.
  + Groomed 3x/week. Also cleared trails of fallen trees/debris following big snow fall at beginning of season.
* Notable Achievements
  + Construction of very professional looking trailhead, fencing and v-board.
    - Special thanks extended to Harris, Doug Taylor, and John Egli for the big undertaking.
  + Development of new trail map & numbering signs. High school volunteers posted the signs.
* Future Goals
  + Further trail system development – plan adjustments this summer
  + Pretzel Sprint course up & running at beginning of season so skiers can train on it throughout the season.
    - Note: The S segment made it more technical and fun at The Pretzel Race.
  + Continued collaboration with the Y and city. City plans to provide fill for course contouring & leveling, and permanent parking signage.

**f) Promotions Report (Marlene)**

* Budget
  + Surplus of $150. Spent $3200 of $3350 budgeted.
* Communications
  + Co-edited 2 newsletters with Kaleigh Maclaren. Supplemented with email articles in regular & business-oriented emails.
* Clothing
  + Due to prohibitively high minimum order quantities and quality concerns, switched provider from Apogee to Louis Garneau. Club covered set-up costs to keep member purchase costs low.
* Online Initiatives
  + Started Twitter Account with intent to hook teenage members. While uptake small (~15), acquired 60 followers including Cross Country Canada.
  + Free hosting of photo archive site (Shutterfly). Ken Knight & Tom Wasiak have been taking great photos throughout the year.
  + Website in need of backend overhaul – is many versions behind. Plan to update over the summer.
* Promotional Items
  + The $650 budgeted to provide members with a club branded trinket was used to subsidize the clothing setup fee.
* Sponsors
  + Retail discounts and donations provided by Bushtukah, EmbroidMe, Fresh Air Experience, Kunstadt & Louis Garneau.
* Advertizing
  + Avoided paid ads. Registration promoted through distribution of club brochures at skier patroned venues, setting up A-frame signs throughout west end, leveraging free listings – both locally and online, and placement of posters in local area high schools.
* Media Coverage
  + Kanata Kourier/EMC provided good coverage of KN news & events. Rogers plans to cover the Pretzel Race next year – trucks already booked when contacted them this year.
  + Placed 2 articles in Minor Hockey News. Included a 2-page colour spread in winter edition (Nov.) and article in spring edition (Feb/Mar).
* Plans for next year
  + Stepping down as Promotions Coordinator. Thanks extended to both past and present Executive & members for their support. Will stay on to update the website and assist with transition.
    - Required skills of replacement – writing.
  + Will continue coaching youth program and collaborating on the Wesley Clover investigation.

**g) Racing Report (James)**

* Programs
  + 4 racing programs – Racing Rabbits (RR), Junior Racers (JR), Senior Racers (SR), and Para-Nordic. (PN) Coaching shared with Marlene (Racing Rabbits), Mike & Harris (Junior, Senior & Para- Nordic), and Steve Tuttle (all).
  + New program launched for high school students new to cross-country skiing. Coached by Amy Mark. 1 skied at the Pretzel Race.
* Training
  + Dry land training (2-3x/wk) started in Oct. Roller skiing particularly helpful in giving RRs a head start to the ski season.
  + Ski season Dec – April.
  + Dry land training (1x/week) to commence again in May and continue through to Sept.
  + 2013/2014 season to start Sept.
* Races
  + Coupe Skinouk – 3 entrants
  + Forest Lee – 26 entrants. KN dominated all categories.
  + Easterns (at Nakkertok) jointly run by all local area clubs. Provided 8 volunteers and 6 entrants.
    - * Margarita Gourbonova placed 1st in Para Nordic.
      * Kate Brennan placed 2nd under KN (although trains in Calgary)
  + Gatineau Loppet
  + Nakkerok Cookie Race
    - * RRs in recreational category, Anna Vigneron in competitive category.
  + Pretzel Race
  + O Cup (Hardwood Hills in Barrie) – 3 entrants
* Other Activities
  + Biathlon – good time had by all.

**h) Track Attack Report (Dev)**

* Training
  + Dry land training - included hiking, jogging, sprinting and body weight exercises – offered 1x/wk Oct. – Dec.
  + Ski season Dec. – April. Focused on skill development & fitness.
    - 3 skiers joined Amy Mark as part of the High School Learn to Ski group with 2 rejoining Track Attack later in the season.
* Races
  + NCSSA High School Event – have beginner, recreational, competitive and elite skiers
    - Almost all raced with their schools. Most notable achievement was a new skier who finished in top 2/3rds of category.
  + Gatineau Loppet
    - Most kids improved their personal best, a real achievement given that the conditions were slow.
    - A few kids placed in the top 30 overall.
  + Pretzel Race
    - A big hit for the socialization aspect.
    - Was the season highlight for an exchange student (Kento Yoshida) from Japan – was the first XC race of his life.
  + Other
    - Forest Lee
      * Aiden Kirkham won his event.
    - Winterlude Triathlon (8km speed skate + 5 km run + 8-9 km XC ski)
      * Matthew Pollex finished 3rd in his event and 16th overall. A few others interested in trying event next year.
* Km Club Challenge
  + Intent is to get kids in habit of exercising on their own. Many kids surpassed 1000 km with the group aggregate >10,000 km.
* Other Activities
  + JR Fun Day
    - Kids enjoyed manning the stations.
  + Personal Season Highlight
    - 25 km ski outing in Gatineau Park. Skied from P8-Penguin–Western & back.
* Plans for Next year
  + Rename program Teen Ski Fit to reflect focus on teens and fitness. Track Attack a legacy program from XC Canada that is no longer reflective of the program offered.

**i) Adult Programs Report (Ian)**

* Programs
  + Adult – introduces skier to XC skiing. Offered novice, intermediate and touring programs.
    - * Richard and Kate Boyd instructed novice, Ian intermediate, and Dena Schanzer touring.
* Registration
  + 40 skiers - 14 (novice), 14 (intermediate), 12 (touring)
* Special thanks extended to
  + Dena & Richard
  + Neil Thomson and Anatoly (skiers with touring group) – provided encouragement in Gatineau
  + Kaleigh – helped with Intermediate coaching
  + Tina – registration
  + Kate Boyd – shared the Novice coaching & pitched in where needed
  + Kathryn Adeney – stood in for 1 day of training
  + Ardeth Kirkham – helped where needed
* Observations/Suggestions
  + Program demand far exceeds clubs resources & facilities to deliver. Waiting list started in Nov. with enquiries continuing well into Jan. Potential solutions
    - * Increase fee + bring in an additional instructor.
  + Some are athletic and competent skiers but just want to improve their skills. Additional instructor (paid or volunteer) could satisfy this need.
  + Program alignment with Jack Rabbits program effective.
    - * 1/3 of participants have kids in Jack Rabbit program.
  + Some not understand equipment needs or waxing procedures. Suggest making information available prior to the beginning of the season – Richard’s live session should be earlier in the Fall, also consider website posting(s),
* Plans for Next Year
  + Ian stepping down as Adult Programs Coordinator. Looking forward to continuing to contribute to the club.

**j) Acceptance of Coordinators Annual Reports**

* Harris moved to accept all Coordinator Reports. Money Mike 2nd the motion. Carried.

**Election of 2013 -14 Executive**

No one nominated for open positions. All other positions passed by acclamation.

* Ian moved to accept the executive slate as put forward (below). Dev 2nd the motion. Carried.

President: Richard Batty

Vice President: open

Treasurer: Mike Downey

Secretary: Sheryl Gabel

Membership/Registration: Kam Leung

Trails Coordinator: Gene Vigneron

Social Events Coordinator: Lily Yip

Promotions: open

Track Attack: Dev Paul

Racing Coordinator: James McAvoy

Adult Coordinator: Rory McCormick

Jack Rabbit Coordinator: Elizabeth Brown

Past President: Mike Duivenvoorden

**New Business**

Nothing put forward

**Adjournment**

* Marlene moved to adjourn the meeting. Harris 2nd the motion. Carried.