



**Annual General Meeting
Thursday April 27th, 2017 at 7 p.m.**

The Railway Orientation Centre

**Heritage Park Historical Village
1900 Heritage Drive S.W.**

Agenda

- 1. Welcome**
- 2. Apologies for Absences of Board Members**
- 3. Changes or Additions to the Agenda**
- 4. Review and Adoption of 2015 AGM Minutes as posted on**
- 5. Review changes to CSC points system – Lynn Bowers**
Please refer to separate page of Agenda for details of the proposal
- 6. Review changes to CSC Bylaws – Lynn Bowers**
Please refer to separate page of Agenda for detail of the changes
- 7. Directors' Reports**
 - 7.1. Activities
 - 7.1.1. Extended and day bus trips – Sandra Nesbitt
 - 7.1.2. Cross-country trip- Bob Wilson
 - 7.1.3. Snowshoeing, Hiking and Biking – Lynn Bowers
 - 7.2. Adult Cross-Country Skiing Lessons – Abraham George
 - 7.3. Jackrabbits Cross-Country Skiing Lessons – Abraham George



- 7.4. Video presentation on Snowmaking at Shaganappi & Loppet– Alasdair Fergusson
 - 7.4.1. Snowmaking update with current financial information – Lynn Bowers
- 7.5. Marketing and Communications – Ruth Terri
- 7.6. Social Report – Sandra Nesbitt / Maryann Fitzpatrick/ Nicole Acheson
- 7.7. Treasurer – to include acceptance of 2015-2016 Annual Accounts – Maryann Fitzpatrick / Katie Shea

REFRESHMENT BREAK

8:15 TO 8:30

8. Other Items

- 8.1. Calgary New and Used Ski Sale – Kevin Jones (Richard Graham)
- 8.2. Casino – Lynn Bowers

9. Motions Proposed by Members

10. President's Year-end Report and Comments

11. Elections for 2017/2018 Council

Positions available – Communications (Marketing) Director – please see attached pages for a job description. Nominations forms are available [here](#).

12. Election of Official Examiners for 2016-17 accounts

13. Post-election Presidential Comments

14. Any Other Business



Proposed implementation of CSC Points guidelines

We previously advised the membership we discovered we were not monitoring the CSC points system according to its mandate – that is, points may only be bank for 2 years.

These parameters for the CSC points were not included in the Bylaws; instead, they were put in place by the originators of the points reward system to ensure the Club did not incur too large a liability in the way of Points Owed to Members. Currently, that liability stands at \$21,950.00 – an amount we need to reduce.

This may have a substantial impact on some of our members; that is why it is an item for discussion on this Agenda for the Annual General Meeting.

We would hope to obtain agreement to go forward with this plan.

We plan to begin implementation of this ruling after April 30th 2017.

All points earned in the past two years – May 1 2015 to April 30 2017 – will be retained.

Any points used will be deducted from “old” points – that is, points earned before May 1 2015.

Any balances to points earned prior to May 1 2015 will be deducted.

All those adversely impacted by this will be advised individually as to their existing totals – and what their totals will look like should this change occur.

This will, of course, have to be decided by majority vote at this AGM to be acted upon.

Should the Membership agree to follow the guidelines provided by those who set the reward system in motion, action will be taken to reduce the large liability we are currently carrying on our books after April 30th 2017.

Should the Membership decide this is not a directive they wish to follow, this particular guideline will be removed from the website and we will continue to accumulate Points Owed to Members as a liability.



Proposed changes to the Calgary Ski Club Bylaws and the rationale for those changes.

1.15 Expiry of CSC Points

Any member, who does not hold a current membership on November 30th, 2015, will forfeit any CSC Points in their account on that date.

This was left from the past set of bylaws to cover last year's CSC points removal. It is no longer relevant as we do not have a set membership year and should be removed from our current bylaws

Any member who does not renew their membership within 2 months of the expiry date on their rolling membership will forfeit any CSC points in their account on that date.

CSC points may only be banked for two (2) years; any points not used within those two years will be removed from the members account after two (2) years plus two (2) months has passed.

The elimination of points after 2 years is an item on the Agenda for the AGM to be discussed by the membership.

This is a policy that was instigated by the originators of the CSC points system to help keep the Club's liability within manageable limits. All unused points are 'owed to members', so are a liability in our accounting system. If the decision is to uphold this procedure, this change will need to be added to the new bylaws. If the decision is defeated, this statement will be removed

2.5 Vice-President

The Vice-President shall:

- (ii) Have knowledge of the location of the cups, trophies and awards of the Club during the Vice-President's term of office.

Currently, our cups, trophies and awards are held with a long standing member of the Club – the wording has been changed to acknowledge those items are in safe keeping – and our Vice President is aware of their location. Moving them every time the Vice Presidency changes in impractical.

2.6 Treasurer/Secretary

The Treasurer/Secretary shall:

- (i) Review the receipts and deposits of all Club monies.
- (ii) Review the correct recording of all monies received and disbursed.
- (iii) Ensure adequate arrangements are made for insurance needs.



These functions are actually carried out by the Office Administrator, under the guidance and jurisdiction of the Treasurer/Secretary. The Treasurer/Secretary maintains control through review of bank statements and all cheques issued from all Club Bank Accounts. As part of the Council, this person is part of any decision made regarding distribution of funds; and is also part of an annual review of insurance needs. Clarification of this role will assist the Club in recruiting a new Treasurer/Secretary should the need arise.

(iv) Have knowledge of the location of the Seal, books and other records of the Club.

Previously, all files were stored in the unit at Sentinel Storage with the Jackrabbit equipment. When the office moved to its present location (in the home of the Office Administrator) all files and records were relocated to that location – both for ease of access and for security reasons.

Logistically, it is impractical to have the Seal, books and other records of the Club held with the Treasurer/Secretary. The Office Administrator is the primary user of these files for reconciliation and review purposes so having them on hand is practical.



JOB DESCRIPTION FOR COMMUNICATIONS (MARKETING) DIRECTOR

Outline

An outgoing, communicative outdoor enthusiast is needed to promote the Calgary Ski Club to prospective members and to keep current members informed of the activities and news related to the Club.

As the Lead of a dynamic team of volunteers, you will possess these skills:

- Excellent verbal and written communication skills, with fluency in English.
- Experience in using social media (Facebook, Twitter, YouTube and others) to promote club activities, and to moderate postings as necessary.
- People skills to encourage volunteering at promotional events and to develop a promotional volunteer team from within the Club membership.
- Team building skills to contribute to the further development of the Ski Club Council.

You will accept the responsibility of:

- Developing a Marketing budget for the coming season and operate within a currently approved budget.
- Participating in the running of the Calgary Ski Club as an active member of Council.
- Participation in a monthly Council meeting on the second Tuesday evening each month, with pre-reading needed the week before the meeting.
- Report to Membership on Marketing Activities at the Annual General Meeting in late April/early May.

And you will guide your team to achieve the major tasks of the Marketing Group, which include:

- Raising the profile of Calgary Ski Club in the Calgary outdoor community.
- Communicate with members and prospective members through regular input into the newsletter, social media, the Club website, and broadcast media opportunities.
- Plan and organise promotional and PR events such as street festivals; co-ordinate volunteer engagement in these events
- Promotion at the Calgary New and Used Ski Sale
- Negotiate, and reconfirm annually, member discounts with local retailers and businesses.
- Guide the team members in the production of a newsletter at least monthly throughout the year and more frequently during winter months.
- Help organise, and participate, in 2-3 promotional events throughout the year.
- Do ad hoc work on Facebook/Twitter and broadcast media opportunities
- Access to a car would be greatly beneficial, as our meetings and most promotional venues are located outside the downtown core.