

# Minutes of Annual General Meeting of Calgary Ski Club November 23<sup>rd</sup>, 2017

## Railway Orientation Centre, Heritage Park, Calgary

President Lynn Bowers opened the meeting at 7:01 pm. The meeting achieved quorum, with 64 members present.

**The Council members** were introduced: Richard Graham - Vice President, Katie Shea – Secretary/Treasurer, Maryann Fitzpatrick – Member at Large – Extended Trips and Social, Nicole Hudson – Member Liaison, Brendan Sawatsky – Member at Large -Legal, Kelsey Amin – Member at Large- Legal and John Walton – Member at Large.

Lynn welcomed all attending members and asked for the review and adoption of April AGM Minutes as posted on the website. John Preston **moved the minutes be adopted as presented** and **David Jensen seconded** that motion. All were in agreement so the motion was **passed**.

Brendan Sawatsky addressed **Bylaw section 2:13** – as there appeared to be some conflict in the wording about points for Council members.

The original section 2:13 read:

*No member of Council shall receive any remuneration for his/her services on Council, (or for any other services to the Club) other than a nominal amount of not more than one (\$1.00) dollar per year as may be required to comply with insurance contracts.*

*Each Council member, upon successful completion of a full term in office, shall be granted an allotment of two hundred and fifty (250) CSC points for use in subsequent years, in accordance with the CSC Rewards Program procedures as set out by Council from time to time.*

After discussion and clarification, Brendan made the **motion the second paragraph of this section will now read:**

**Notwithstanding the foregoing language of this Section 2.13, each Council member, upon successful completion of a full term in office, shall be granted an allotment of two hundred and fifty (250) CSC points for use in subsequent years, and shall be permitted to be awarded CSC points for other volunteer activities with the CSC in accordance with the CSC Rewards Program procedures as set out by Council from time to time.**

Katie, the Treasurer, asked the membership if they felt the amount of 250 points for a year's service was fair; member Bob Wilson felt it was not out of line compared to allocations for other events and member Lindsay Rawding pointed out it was not actually cash so was appropriate recognition for service rendered.

**Seconded by Richard**

**Passed**

A request was made by Council for the **approval of wages for a part-time head coach.**

Member Shirley Weyland asked how many hours this would involve and was advised this was unknown.

Vice President Richard advised using the current discretionary amount of fifteen thousand dollars (\$15,000) allowed for Council spending without member approval would make the wage less than fifteen dollars (\$15) per hour – which will be below minimum wage in January. He believed the idea behind this request was to up the discretionary amount to give the Council more bargaining power in cases like this.

Member Alasdair Fergusson asked if we had contacted Cross Country Alberta for a guideline for wages paid for this kind of position and was advised this had not been done.

Member John Preston asked if it could be a thousand (1000) hours over the season but this was not confirmed.

Member Alasdair Fergusson pointed out this type of hire is usually done well in advance to the snow season, and that hiring this late in the season puts pressure on the person to put a program into place in time.

Member at Large Kelsey Amin asked what the season term was in the job description and was advised it was October to March. She believed if we procured a coach now, they would be expected to be in place by this time next year.

Member Jim Pulleshy advised he has a son working with another Club as a head coach full time and advised even the kids helping make more than \$15 per hour. He advised the membership needed more information before they could vote on this – whether it was for this year or for next.

President Lynn advised the prospective coach does not live in Calgary so will be working remotely for this year, so this is no longer an issue for this year and the item should be tabled until more information was available.

Member Marsha Staples advised it could not be tabled and needed action.

Member Larry Tibbitts made the **motion to increase the discretionary spending limit of the Council from \$15,000 to \$25,000 for hiring a head coach only – not to be used for other expenditures.**

This motion was **seconded by Richard Graham** and was **carried with one opposed.**

Member Janet Vivian talked to her request to have the office administrators hours extended to enable that person to manage all the extended and day bus trips. She proposed the **motion to increase the office administrator's hours from 5/10ths to 7/10ths with associated wage compensation to manage extended trips.** This motion was **seconded by Member Lori Davidson**

Member David Jensen felt the extended trips went smoothly last year even though the office administrator was not a skier, all plans were in place and she attended most downhill trips. He explained he needed lots of lead time to be able to schedule these trips and having that information early last year was beneficial to him

Maryann pointed out if the extra time being asked of the office administrator was to be dedicated to extended trips – and all the expenses associate with the trips are paid by the participants- and asked if

the additional cost for the office administrator's involvement should be included in the price of each trip.

Member Janet Vivian suggested another option to save costs was to not allow non-members to attend these trips but was advised by Vice President Richard this was no longer an issue.

There was much discussion from the floor with member Shan Thomas stating monies should go to administration rather than to volunteers who should not be paid ( in reference to the head coach ).

It was agreed the compensation should be a discussion held at the Council level but the membership should vote at extending the hours of the office administrator.

The motion was **passed with 2 abstentions** – Sandra Nesbitt (the office administrator) and Vice President Richard Graham.

**Director's reports** were presented with a basic power point presentation. Text was provided by the individual Directors.

**Extended and Bused Day Trips** were presented by Member at Large on Council Maryann Fitzpatrick and Member Liaison Nicole Hudson with information on the 4 trips planned for this season.

Member Guylaine Lemaire asked if there would be a day trip planned in March and Vice President Richard asked what had happened to a 5th trip to Kicking Horse that had been discussed.

Maryann queried whether the Club needed 5 trips in a season or was 4 sufficient. There was no further comment on this topic.

Member Lindsay Rawding asked if there was to be a cross-country or snowshoe contingent with these downhill trips.

Maryann suggested those interested in cross-country skiing or snowshoeing should check the venue sites to see if suitable terrain was accessible. If there appeared to be an opportunity, the cross-country/snowshoe people were welcome on the bus.

Member Alasdair Fergusson advised there were great opportunities at Kimberley.

Member Jocelyn Martin asked if kids would be allowed on these trips and Maryann advise yes but with reservations as parents needed to be aware there would be alcohol consumption on the bus.

Vice President Richard pointed out the liquor license required for these bus trips allowed for children on the bus as long as they only made up 10% of the total group.

Member John Preston asked for reconfirmation of the cut-off dates for registering for the posted trips and was advised Kimberley was December 10<sup>th</sup>, Schweitzer was December 19<sup>th</sup>, Big White was January 17<sup>th</sup> and Jasper was February 16<sup>th</sup>.

There was some discussion as to how to view this information on the Meet Up site.

**Cross-country day trips** were presented by Member Bob Wilson, who advised there were currently 24 trips planned for the upcoming season. There have been quite a few new people interested in being trip leaders so this number could increase.

**Snowshoeing, hiking and biking events** were presented by President Lynn Bowers: This is his report.

- 3 trip leaders met over supper at Sunterra Market to work out a schedule for this winter. 10 trips are planned, with at least 2 - 1 for novices & 1 more challenging - for each month from December to April. There is hope a snowshoe/XC ski weekend or 2 can be organized, as has been done for some years in the past. The organizers are considering booking a bus for a couple of daytrips; transport that would be shared with snowshoers, downhill and cross-country skiers.
- 3 road bike trips were offered this past fall as President Lynn was also leading those trips for EVCC. Novel features such as a visit to the Gopher Hole Museum in Torrington & foodie sites SW of the City (Black Diamond Bakery, Chinook Honey, Millarville Farmers' Mkt. & the new Granary Road Mkt.) weren't sufficient draw for current CSC members, but the 60 km Wine & Dine ride out of Langdon was well received. The latter ride featured a wine tasting & dinner in a little Italian restaurant in Langdon.
- 24 hikes were offered last season, with almost 250 signed up for the outings. Someone calling herself Tigger led quite a few of the hikes but there were a number of hike trip leaders for CSC so lots of hike options from May to Oct.

The **adult cross-country ski lessons and the jackrabbit program** were presented by Coach Laura MacIver.

The cross-country program is comprised of the jackrabbits program for children and youth from 4 to 12 years of age, and an adult cross-country ski lessons program. This year, at the time of this report, there are 16 people confirmed to coach the jackrabbit program. This includes coaches, assistant coaches and junior coaches. Junior Coaches were new to the program last year; these are kids who have completed the program and now want to help with the younger children – and this is proving a success. The number of coaches is down somewhat, as many coaches are also parents – and conflicting family schedules prevented some of them from returning this year. Coach Laura MacIver is arranging for certification training for some of the coaches. There is also a new equipment manager for the jackrabbit equipment that is loaned each year to the children – Jim Chiang – who is also a new assistant coach. Several of the parents have taken on administrative tasks – both to help with the program and to help fulfil their volunteer requirements for this group. Again, at the time of this report, there were over 60 children and youths registered – and possibly room for more.

The adult cross-country ski lessons program has been well received, with about 100 people expressing interest. Currently, there is only one coach certified to instruct adults but there are 2 jackrabbit coaches seeking certification to help with the work load. Lessons are to commence in January.

Laura invited any questions or information be directed to her after the meeting.

The results of the **Annual Loppet**, sponsored by the Calgary Ski Club, was presented by President Lynn.

There was another successful Loppet for the Club in March of last year. For 2 years now we've been able to take advantage of chip technology to time the racers who wear the chips on their ankles. There were 283 participants in 2017, ranging from little kids to seniors. This number was down slightly from 2016 due to very poor road conditions and slow traffic preventing many from accessing the event on the day. As always, a profit from all the race registration fees was recognized even after we paid for all the Laggan's cookies, the hot chocolate and the orange sections.

**Snowmaking at Shaganappi** was also presented by President Lynn.

All the equipment is here or on its way, although we are still looking for snowmaking expertise to guide volunteers on Shaganappi. Calgary Nordic Alliance, a newly registered Alberta society, will be pooling volunteers to assist with snowmaking at both Shaganappi & Confederation Park here in the City. Recently, a donations page was added to the CNA website so the public can donate to one or the other site - or both - equally. Alasdair, our technical lead on the Shaganappi pilot project ever since 1999, is always looking for new sources of money to fund the project.

President Lynn also spoke to the **Marketing and Communications** problems currently being experienced on Council – with a possible solution.

- We've been looking for a Marketing Team lead for months now. Just recently, with a contact made by Jackrabbit Coach Laura MacIver, we've been in touch with a marketing agency, Reality Engine, who is interested in supporting our marketing needs. Kierra Leimert is in attendance to night. The manager, Ezra Santos, was unable to attend. There may be an opportunity for them to help with the New & Used Ski Sale as well. We do need to enliven our social media presence.
- Lori Davidson and myself cooperate to produce the twice-a-month newsletter. We've raised our open rate such that it's now approaching 60%, a rate we're told is quite good. We try to keep content snappy - although the articles are larger than tweets – with content for a wide variety of members. The photos demonstrate we have good times on our events.

Member at Large Maryann and Membership Liaison Nicole are also the instigators of the **Club's social events** and provided the membership with information on the Trolley 5 Brewery Tour that was so successful they may repeat it! There is also a Bowling, Beer and Pizza night posted for December 16<sup>th</sup> and after Christmas, there will be a repeat of the social evening at Sonoma on 9<sup>th</sup> for drinks and hors d'oeuvres. Axe Throwing is in the works as well.

The members were provided copies of the **2016/17 financials** for review at the tables – Katie asked for questions regarding those statements and none were forthcoming. Katie then presented the **budget for 2018/19** for members to review. There was some discussion in light of motions passed at this meeting that, with a surplus of only \$16,700 in the proposed budget, this number would become a deficit with the increased costs associated with the extended hours of the office administration and the hiring of a head coach. It was explained the revenue reported for the Casino was actually only 'revenue recognized' – in other words, spent, and was based on the amount of those funds used last year. There is actually more Casino revenue available. Katie advised she had been quite conservative in her estimations of revenue for the budget.

Treasurer Katie called for a **motion to approve the 2016/17 financial accounts and the 2018/19 budget as reviewed and presented.**

Member **Erika Harrison made that motion**; it was **seconded by Phil Piltch** and **carried** unanimously. Copies of those financials can be found on our website

Vice President Richard Graham provided information on the **Calgary New and Used Ski Sale** of which the Calgary Ski Club is a 40% shareholder. He advised the CSC rate of participation is recovering – having slipped below acceptable levels last year. Although our volunteers were up 6% and the shifts and hours were up 7% and 4% respectively our contribution is still only 22% for our 40% share. The partners are happy with the Club's efforts but would like to see us continue to increase our contribution.

Member Marsha Staples – our **Casino** Coordinator – spoke to the members about the importance of supporting this fundraising effort. In her report she gave a big thank-you to all the volunteers that make the Calgary Ski Club work! With the thousands of annual hours required to run programs, host events, day trips, out of town trips, the Board and track setting we still need cash – money to operate some of our services. There are a few ways that the club raises funds to operate but, it is the casino that is the **quickest and easiest** way to raise over 68K. Forty-two shifts over two days seems so easy. If you break it down each one of those volunteers is raising over 1,600 dollars for the club and that can be in as little as a four-hour commitment. This is easy money for the club.

Last year most of the casino funds went towards track setting equipment and this year a smaller portion will purchase new Jack Rabbit equipment that is coming to the end of its useful life.

It is expected the club to be awarded a casino this year in the third quarter which is July, August or September – we do not have a choice of the month or date. It is hoped that when the notices go out in the CSC Newsletter requesting volunteers to sign-up that all of you (volunteers) can count on, yet again, to sign up for a shift that will support all the club's wonderful initiatives.

Marsh again thanked all previous and future volunteer for their help and advised she appreciates the opportunities the club offers herself and all members.

Although there were no motions proposed by members, Member Alasdair Fergusson wanted to register a criticism of the current Council. He advised he needs to know he has the confidence of the Council but cannot access most of them on the email addresses assigned to each position that are posted on the website, as most Council members have chosen not to use those assigned email address and use their personal email addresses. He does not have access to those personal email addresses for sharing information and/or obtaining permissions and opinions on critical topics.

### **President's year-end report and comments**

We've been tightening up on governance. That's included getting police checks, not just for coaches but also members of Council (in case you had concerns about the scurvy bunch introduced earlier this evening). We've been looking for agreement on handling of financial resources – we have a Values Clarification workshop coming up in Jan. to help with this as well as refining our business plan for the Club – refining Council meetings to ensure efficiency in our monthly 2-hour time slots. We've grown Council to gain further input on decisions and engage coach and parent representatives for the Nordic ski programs. With program participation increasing for a few years now I'd say the Club is becoming revitalized with increased numbers of activity options & event leaders. Time will tell how successful our actions have been in increasing and maintaining membership. Consider too, how successful we've become recently in getting members attending AGMs & SGMs. As we go we learn new ways to use Club financial resources to benefit members & the community, so it can be very satisfying to help lead this Club.

All positions on Council automatically become vacant with an AGM, so there was opportunity to any member to put forth a nomination for any of those positions. No nominations were received by the nominations committee prior to the meeting and none were presented from the floor on the night. All incumbents were willing to stand for another year in office so the Council will remain the same:

President: Lynn Bowers; Vice President: Richard Graham; Treasurer/Secretary: Katie Shea;  
Member Liaison: Nicole Hudson; Member at Large: Maryann Fitzpatrick; Member at Large: Brendan  
Sawatsky; Member at Large: Kelsey Amin; Member at Large: John Walton

Volunteers to **review the 2017/18 financials** were called from the floor with Magaly Pereira offering to take this project on. A second volunteer is still being sought.

There was no Post election Presidential Comments.

Members Alasdair Fergusson reminded all that the photo shoot scheduled for Shaganappi was still tentative but would be dependent on there being snow on the ground.

The meeting was adjourned at 9:15 pm

**Calgary Ski Club  
FY18/19 Budget**

	<u><b>FY18/19 Budget</b></u>
Memberships	11,000
Snow making grants	-
Ski Sale	75,000
Casino Revenue	50,000
Investment Income	5,000
<b>Non program revenue</b>	<u><b>141,000</b></u>
Downhill: Total Revenue	25,000
XC: Total Revenue	14,000
Program (Jack Rabbits & Adults): Total Revenue	12,000
<b>Program revenue</b>	<u><b>51,000</b></u>
<b>Total revenue</b>	<u><b>192,000</b></u>
Downhill: Total Expenses	35,000
XC: Total Expenses	19,600
Program (Jack Rabbits & Adults): Total Expenses	16,800
<b>Program expenses</b>	<u><b>71,400</b></u>
Snowmaking expenses	20,000
Social expenses	18,000
Website and Internet Expense	2,000
Salaries	25,500
Employment Expense	700
PR/Promotions Expense/Donations	10,000
Misc Council Expense	2,500
Club Memberships/Affiliations	1,500
Office Supplies Expense	1,500
Insurance Expense	10,500
Telephone Expense	2,000
Bank Charges	500
Paypal Fees	2,000
Credit Card Charges	700
Office Equipment/Software Rentals	500
Office & Storage Rent	5,000
Miscellaneous Expense	1,000
<b>Administrative Expenses</b>	<u><b>103,900</b></u>
<b>Total expenses</b>	<u><b>175,300</b></u>
<b>Surplus (Deficit)</b>	<u><b>16,700</b></u>



# CALGARY SKI CLUB

## Financial Statements

**For the Year Ended April 30, 2017**

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This document comprises the officially examined Financial Statements for the year ended April 30, 2017.

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### Official **Examiners' Report**

We have examined the attached Financial Statements of the Calgary Ski Club as at April 30, 2017 which comprise a Summary Income Statement for the year then ended and a Balance Sheet at that date.

### ***Management's Responsibility***

Management is responsible for the preparation and fair presentation of these Financial Statements in accordance with good accounting practices, and for such internal controls as Management determines necessary to enable the preparation of Financial Statements that are free from material misstatement, whether due to fraud or error.

### Official Examiners' **Responsibility**

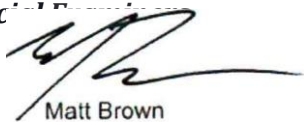
Our responsibility is to express an opinion of these Financial Statements based on our review of the Statements and of the underlying books and other accounting records of the Calgary Ski Club.

### Official **examiners' Opinion**

In our opinion these Financial Statements present fairly, in all material aspects, the financial position of the Calgary Ski Club at April 30, 2017, and the results of its operations for the year then ended.

The comparative numbers stated at April 30, 2016 and for the year then ended were not subject to review by us, and accordingly we express no opinion on them.

Official Examiner



Matt Brown

Official Examiner  
Member, Calgary Ski Club



Cameron McMillan  
Official Examiner  
Member, Calgary Ski Club




***Management***



Lynn Bowers  
President, Calgary Ski Club



Katie Shea  
Treasurer, Calgary Ski Club

  
  
  
  
  
Richard Graham  
Vice President, Calgary Ski Club

## Calgary Ski Club

### Income Statement

Period Ending April 30, 2017

	<b>2017</b>	<b>2016</b>
R-ogram Revenue	62,093	47,806
Non-R-ogram Revenue	<u>204,859</u>	<u>119,371</u>
Total Revenue	266,952	167,178
R-ogram Expenses	127,165	87,346
Non-R-ogram Expenses	<u>63,899</u>	<u>63,639</u>
Total Expense	<u>198,546</u>	<u>161,550</u>
<b>Net Income</b>	<b><u>68,406</u></b>	<b><u>5,628</u></b>

**Calgary Ski Club  
Balance Sheet  
As at April 30, 2017**

	<b>2017</b>	<b>2016</b>
Cash	282,095	321,966
Receivables	3,941	2,051
Short term investments	170,965	159,306
Other current assets	28,229	32,565
<b>Total Current Assets</b>	<b>485,230</b>	<b>515,887</b>
Long term investments	394,755	328,315
<b>Total Assets</b>	<b>879,986</b>	<b>844,202</b>
Accounts Payable	736	3,259
Net GST		363
Other Liabilities	23,254	23,765
<b>Total Current Liabilities</b>	<b>23,990</b>	<b>27,025</b>
Long term liabilities		
<b>Total Liabilities</b>	<b>23,990</b>	<b>27,025</b>
Building Fund:		
Opening Balance	441,163	448,759
Investment Income	124,558	38,862
Transfer to Operations	(48,620)	(46,458)
<b>Net Building Funds Available</b>	<b>517,101</b>	<b>441,163</b>
Casino Fund:		
Opening Balance	46,941	137,393
Casino Receipts		
Casino Withdrawals	(29,075)	(90,453)
<b>Net Casino Funds Available</b>	<b>17,865</b>	<b>46,941</b>
Snow making Fund:		
Opening Balance	142,620	
Snow making Grant Receipts	20,000	157,033
Snow making Grant Withdrawals	(35,281)	(14,413)
<b>Snowmaking Grant Funds Available</b>	<b>127,340</b>	<b>142,620</b>
Operating Fund:		
Opening Balance	186,454	162,869
Current Earnings	68,406	5,628
Transfers from Other Funds	48,620	46,458
Operating Withdrawals	(109,789)	(28,501)
<b>Operating Funds Available</b>	<b>193,691</b>	<b>186,454</b>
<b>Total Equity</b>	<b>855,996</b>	<b>817,178</b>
<b>Total Equity and Liabilities</b>	<b>879,986</b>	<b>844,202</b>

## Calgary Ski Club Program

### Results

	2017	2016
<b>Extended Trips &amp; Day Trips</b>		
Revenue	35,883	17,720
Expenses	<u>59,489</u>	<u>28,101</u>
Net surplus (deficit)	(23,606)	(10,382)
<b>Events*</b>		
Revenue	14,468	15,215
Expenses	17,019	<u>12,176</u>
Net surplus (deficit)	(2,552)	3,038
<b>Jackrabbits Program</b>		
Revenue	7,640	7,699
Expenses	19,889	<u>14,517</u>
Net surplus (deficit)	(12,249)	(6,817)
<b>Adult XC Lessons</b>		
Revenue	2,633	6,152
Expenses	<u>1,818</u>	<u>3,064</u>
Net surplus (deficit)	815	3,088
<b>Socials</b>		
Revenue	1,470	1,021
Expenses	<u>9,368</u>	<u>9,399</u>
Net surplus (deficit)	(7,898)	(8,378)
<b>Operations**</b>		
Revenue		
Expenses	<u>19,582</u>	<u>20,089</u>
Net surplus (deficit)	(19,582)	(20,089)
<b>Overall Program Deficit</b>	<b><u>(65,072)</u></b>	<b><u>(39,539)</u></b>

\* Events includes the Lake Louise Lappet and Winterstart

\*\* Operations includes tracksetting, snow making, training, and other direct expenses

**Revenues**

New & Used Ski Sale Revenue	88,000		60,000	
Miscellaneous Revenue	855		1,923	
Grants / Donations	605		143	
Casino Revenue Recognised	25,252	<b>2017</b>	54,385	<b>2016</b>
Marketing Merchandise Revenue			2,022	
Merrbership Revenue	11,109		13,686	
Change in the fair value of investments	79,038		(12,787)	
Total Revenues	204,859		119,371	

**Expenses**

Marketing Merchandise Expense			5,178	
CSC Points Earned	7,482		5,387	
Website and Internet Expense	3,040		3,318	
Newsletter Expense	615		1,122	
Salaries	25,000		27,739	
Employment Expense	629		870	
FR/Promotions Expense/Donations	8,868		8,509	
Miscellaneous Council Expense	3,055		1,026	
Our Memberships /Affiliations	1,474		1,364	
Office Supplies Expense	1,240		1,282	
Insurance Expense	10,201		6,830	
Telephone Expense	1,429		829	
Bank Charges	423		286	
PayPal Fees	1,799		1,794	
Credit Card Commission Fees	1		260	
Credit Card Charges	787		283	
Office Equipment/Software Rentals	348		504	
Office & Storage Rent	4,992		7,624	
Total Expenses	71,381		74,204	
<b>Net surplus (deficit)</b>	<b>133,477</b>		<b>45,167</b>	