

**Approved Minutes**  
Executive Meeting  
April 24, 2014, 7:00 p.m.  
Residence of Renate Bishopp

**List of Attendees:** Dan Beveridge, Randy Chapman, Daryl Sexsmith, Eric Lamb, Dorothy Quayle, Sheryl Riis, Renate Bishopp (non-voting)  
**Regrets:** Ben Pickford, Dan Brisbin, Tim Haight, Bruce Simms

Meeting chaired by Dan Beveridge, minutes recorded by Daryl Sexsmith

**1. Correspondence Received Since Last Meeting:**

An email was received from Scott Fraser requesting to send an email to the club membership. Referred to New Business.

**2. Approval of Agenda:**

Dan Beveridge presented a proposed Agenda. All Agreed.

**3. Ratify Motions Made by email since last meeting:**

None.

**4. Review of Nov. 21, 2013 Meeting Minutes:**

Daryl circulated the corrected minutes of the February 13, 2014 executive meeting. All agreed to adopting the minutes after removing the top bullet on page 2 regarding the Kivilski advertising policy.

**5. Business Arising from Minutes:**

- **Anti-Harassment Policy:** Dan Brisbin is developing a draft policy. Tabled.
- **Safety Guidelines for Ski Tours and Hiking Program:** Randy and Sheryl are working on this. They reported that it needs to be determined what the responsibilities are of the Club, how to discharge these responsibilities and to communicate to people skiing at Ebs Trails as to what the Club is and isn't responsible for. This will be further discussed at the Ebs Trails committee in May.
- **Update on Fund Raising (facebook posts, website page, posters):** Dorothy reported that there is now a 'Donate Tab' on the Club's website with information on the Club's projects, a donation form and a link to the National Sport Trust Fund. Dorothy felt that we need to do work on specific expenses needed under the projects. For example: a storage container could be needed as part of the New Facility project and this would encourage people to support the project. In the fall specific items will be promoted as part of the projects.

**Fund Raising Committee:** It was moved by Dorothy that we have a fund raising committee. Agreed. Dorothy is willing to be on the committee. The fund raising will be added to the membership form as an area where volunteers are needed.

- **Google Drive/Email Update:** Eric reported that he contacted a company about setting up a business account with Google for managing Club files. The company hasn't got this set up. Eric suggested that Drop Box may be another alternative for storing Club files. Eric will follow up.  
Eric reported that an account has been set up with Mail Chimp and is working well for sending out Club newsletters (Kivilski).

**6. New Business:**

- **Treasurers Report:** In Ben's absence financial statements were circulated. The finances are in good shape and a small surplus is projected by year end due to membership income being up. Ben is following up to ensure all the reporting (paperwork) is complete for the grants. Copying and postage rates are going up for the Kivilski, however, this is not a big concern as there are only 37 copies now printed.
- **Authorization Procedure for Spending Funds Donated through NSTF:** It was agreed by the Executive that transparency and accountability to members and donors for the withdrawal of project funds donated through the NSTF (National Sport Trust Fund) is very important. It was proposed that anticipated purposes for the donated funds be included as line items in the budget and approved by the membership for the coming year at the Annual General Meeting (AGM). The Executive will be authorized to apply for funds from the NSTF for purposes described in the budget. Agreed.
- **Summer Equipment Storage:** Tabled. Tim not present to report.
- **Support Jan Sedgewick Nomination for Firth Award.** It was agreed to nominate Jan Sedgewick for the Firth Award. This award is named after the Firth Sisters (former Olympic skiers from NWT) and is awarded to a female who has made an outstanding contribution to Cross Country skiing. Agreed.
- **Equipment Policy:** Dan Beveridge explained the draft equipment policy that he had circulated prior to the meeting. After receiving some feedback, Dan decided to re-word the policy so that it will apply to any equipment valued at \$1,000 or more. It was agreed to adopt the policy.
- **Youth Working Group:** Jan Sedgewick is interested in forming and serving a youth working group. The purpose of this group is to better integrate the youth programs and help youth transition from the Jack Rabbit program to the racing programs. It was agreed to form an Ad Hoc committee with Jan Sedgewick as a member.
- **City Contact for Kinsmen Park:** The City of Saskatoon has requested that there be only one person contacting the City as a representative of the SNSC regarding Kinsmen Park. The Executive agreed that this is a good idea. No decision was made on who this representative should be.
- **Strategy to Promote Racing at Higher Ages:** Dan Brisbin was interested in speaking on this topic. It was agreed that the new Youth Working Group is the best place to address this topic. It was further agreed that Dan Brisbin would be a good member for this working group.
- **Scott Fraser Request:** Scott Fraser requested that a mass email be sent to the SNSC membership on his behalf. Scott is a competitive skier who is looking for sponsorship and financial support. It was agreed by the Executive that this would not be an appropriate use of the Club email list. It was rather agreed that space be made available to Scott and other High Performance athletes that are members of the SNSC to promote themselves in the Kivilski and on the Club's website. It was agreed to create athletes' pages.
- **Communications Policy:** Eric and Dan Beveridge have agreed to start drafting a communications policy for the SNSC.
- **Saskatchewan Marathon Booth to promote SNSC:** The Saskatchewan Marathon is happening in Saskatoon on May 25 and there is an opportunity for the SNSC to have a display booth at the reception before the race. Dorothy offered to check with Kneale Quayle and find out if he has photos from last year's booth that could be used again. If Kneale's photos are available then a plan will be made by e-mail to man the booth. Dorothy and Dan Beveridge are willing to take a shift manning the display but not to be the organizer.
- **Trails Groomed by the City to be added to Club's website:** It was agreed add a 5th section to our home page grooming updates to report the trails that the City groomed. Dan Jean, the City groomer, currently e-mails Kneale Quayle their grooming report, which was posted only on the SNSC Facebook page."
- **Next Meeting Dates:** It was agreed that the next Executive meeting will be Thursday September 18, 2014 at 7:00 pm. It was further agreed that the Annual General Meeting (AGM) will be Thursday October 23, 2014 at 7:00 pm. Renate was charged with booking the basement at Faith Lutheran Church, 2801 Preston Avenue for the AGM.

**Adjournment:** It was agreed to adjourn the meeting at 9:40 p.m.

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Dan Beveridge, President

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Daryl Sexsmith, Secretary