

**Wasi Cross Country Ski Club Annual General Meeting
April 5, 2016**

Present: Jennifer Brown, Terry Shakell, Stephen Hart, Kerry Somerville, Donna Burton, Joan Clark, Gordon Valliant, Emerson Hunt, Peter Taylor

Regrets: John Roberts, Bob Graham, Elaine Oshell, Brenda Holbein

1. Call to Order

- Kerry welcomed everyone and called the meeting to order at 7:02 p.m.

2. Approval of the Agenda

- *Steve moved to approve the agenda. Peter seconded the motion. The members present voted in favour.*

3. Approval of the Minutes from 2015 Annual General Meeting, April 14, 2015

- The minutes from the April 14, 2015 AGM were acknowledged
- *Steve moved to approve the minutes. Peter seconded the motion. The members present voted in favour.*

4. Business Arising from the Minutes – None

- 5. President's Report** – Kerry read the President's annual report, thanking Board members for their hard work and recognizing the efforts of volunteers Patti Graham and Gerry Dyer who are not on the Board but who put in many hours to coordinate the Chalet Hosts (Patti) and oversee the snowshoe trails (Gerry). The report notes that the incoming Board of Directors has been acclaimed and will serve another two years and Past-President, Brenda Holbein has now completed her 2-year term on the Board of Directors. (see attached President's Report)

Projects Tackled

- Extensive trail work completed during the summer
- Two successful trail brushing days
- Painting of the warm-up hut
- Purchase of new double tracksetter
- Launch of new website
- Grant application submitted to MEC for purchase of new equipment
- Implementation of Zone 4 online registration
- Successful advertising initiatives resulting in increase in day users

Events

- Successful Free Ski Day
- Moonlight Ski and Snowshoe events in January and February – also very successful
- Family Day Weekend Free Hotdog lunch – may move to Monday of the long weekend
- Guided Ski and Snowshoe Days - not well attended. Will not repeat for 2017

6. Treasurer's Report

In John's absence Kerry summarized the Y-T-D Income/Expenses and March

Monthly Income/Expenses reports submitted by John via email. (See attached documents) Despite the late start to the season John reported that revenues were comparable to previous years and that investments in trail work and new equipment improved the skiing experience. He stated that the Club is financially healthy with funds available to address long range plans and unexpected expenditures. In summary:

- Our net worth at the start of the year on June 1, 2015 was \$54,369 and as of March 31, 2016 was \$48,723
- Major expenditures totaled \$23,193 (recovery of \$2,250 through sale of old equipment)
- Revenues were \$14,134 for annual memberships and \$6,072 for day passes which, in both cases, is comparable to the previous two years.

7. Web Masters Report

Emerson elaborated on the Website Project Summary which was emailed by John (see attached document). He acknowledged that most of the work done to build the new website was done by John. All present agreed that he did an excellent job and that the cost to develop the site was great value.

- Emerson and John will meet to discuss the sharing of responsibilities associated with maintaining the website.
- The GoDaddy WordPress Hosting Service fee is paid up to November 2020
- The Domain Name Registration is paid up to October 2023
- An attempt will be made to find free sources for “plug-ins”
- Over the summer Emerson and John will investigate adding a “subscribe” function to the website so that non-members would be able to access updated information currently available only to members.
- Kerry stated that it would be good if a couple of other Board members have access to the “events” page in order to update information.
- Emerson raised the possibility of using Twitter to update trail conditions. After some discussion, the Board agreed that it was not in favour of using Twitter.
- Kerry is in the process of updating the “Contact” information on the website. Emerson’s name and phone number will be replaced by Steve’s.

8. Registrar’s Report

- Donna reported that 266 membership tags were issued for 2015/2016 which is close to last year’s total
- She stated that the Zone 4 online registration worked well and that it is now shut down until next Fall.
- Steve suggested that members be allowed to register online using Zone 4 and pay by cheque directly to the Club.
- Joan suggested offering a discount to those registering online.
- Both of the above suggestions will be re-visited in September.

9. Trails Report – see attached document

- Steve presented a recap of the trail work completed last summer.
- He hopes to hear by May 24 if the latest MEC grant application has been successful. If yes, a new snow machine will be purchased and the old Alpine machine will be sold for \$2,000 to \$3,000.

- Steve commented that the warm-up hut installation and tear down is quite challenging and labour intensive. He suggested replacing the current hut with a lighter, more portable structure. This requires further investigation.

10. Newsletter Report

- Joan reported that the newsletter has been replaced by announcements in a number of free media outlets. Upcoming events information is sent well in advance to these outlets and Kijiji and Facebook posts have been especially effective in promoting Club activities.
- She posts upcoming events at the beginning of the ski season and again part way through.
- Joan stated that she would like to use the Chisholm newsletter again next year to promote Club events.
- Posters on the chalet doors proved to be very effective in promoting activities.
- The free ski day was very popular and a great advertising tool.
- The Club will re-visit the advertising budget next year to see what kind of results we get with paid vs. free advertising.
- A suggestion was also made to advertise in other localities eg. Kijiji Sudbury or Barrie, etc.

11. Building Report

- Kerry reported that the chalet would be cleaned over the summer including the wood stove chimney.

12. New Business – None

13. Adjournment – meeting adjourned at 7:52 p.m.

As recorded by Jennifer Brown

Presidents Report AGM April 5, 2016

For the 2016 Election, all of the Board members are returning for a two year term and all are acclaimed this year.

Brenda Holbein has completed her two year term as Past President.

I would like to thank all the Board members for their hard work and dedication throughout the season. Make special mention of Patti Graham, our Chalet Host Co-coordinator and Gerry Dyer, Snowshoe Trail Captain. Both are volunteers who are not on the Board.

The season got off to a slow start but we had a successful season in spite of only 10 weeks of good skiing.

Some of the projects we tackled were:

- A one week trail improvement spearheaded by Stephen Hart with a dedicated group of volunteers.
- Two successful trail brushing days.
- Patti Graham and Kerry Somerville painted the Warm up hut.
- Purchase of a new double tracksetter.
- New website created by John Roberts and Emerson Hunt.
- Grant Applications to MEC for a new snowmobile and groomer and a new snowmobile.
- Implementation of Zone 4 online registration and day fee purchase.
- Membership advertising which saw an increase in day users.

Events

New for this season-Free ski and snowshoe day was very well received

3 moonlight ski & snowshoe-January and February were very successful

Family Day Weekend Hot Dog Lunch was very cold and few people showed up. We will try having it on Family Day next year.

Guided Pond Ski and Guided Snowshoe Day were not that well attended and will not be held next season

As far as a financial report for the AGM, I hopeful that the attached Y-T-D report and these comments will suffice.

It has been a successful year. Despite the late start revenues were comparable to previous years. A lot of work and money was invested in trail improvement work and in a new groomer, both of which have improved the skiing experience. We're still in a healthy financial position, with monies to put towards the long-range plan that is being finalized, and cash-on-hand to see us over any unexpected expenditures.

- We started the year on June 1, 2015 with \$15,138 in our bank account and \$39,231 in investments for a total net worth of \$54,369.
- As of March 31, 2016, with 2 more months in our fiscal year, we have \$14,21 in our bank account and \$34,522 in investments for a total net worth of \$48,723.
- The major expenditures were...
 - \$9,615 for trail work (equipment rental & gravel)
 - \$11,988 for a new groomer
 - recovery of \$2,250 through sale of old groomer and drag
 - \$707 in unexpected Skandic repair
 - \$499 in advertising
 - \$384 in website development
- Revenues were...
 - Annual Memberships, \$12,989 direct, \$1,145 via Zone4, for a total of \$14,134
 - Previous year's Annual Memberships were \$14,858 and \$14,569
 - Daily Passes, \$6,000 direct, \$72 via Zone4, for a total of \$6,072
 - Previous year's Daily Passes were \$5,582 and \$5,872

Thank you to all our members, day pass users, volunteers and board members for making this another successful year.

Happy trails,
John



Wasi Cross Country Ski Club
2015/16 Year-To-Date Income / Expenses Report
June 1, 2015 to March 31, 2016

Prepared by: John Roberts
 Prepared on: April 1, 2016

	Jun-Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr/May	Y-T-D	Outlook	Budget	2014/15
Income												
Club Memberships			\$120.00	\$9,855.40	\$2,897.00	\$1,197.00	\$65.00		\$14,134	\$14,134	\$15,000	\$14,858
Daily Passes					\$2,152.15	\$2,518.50	\$1,401.15		\$6,072	\$6,072	\$5,500	\$5,590
Donations												\$629
Grants												
Interest	\$64.53		\$180.91			\$45.28			\$291	\$571	\$571	\$643
Misc.							\$5.00		\$5	\$5	\$150	\$150
Total Income	\$64.53		\$300.91	\$9,855.40	\$5,049.15	\$3,760.78	\$1,471.15		\$20,502	\$20,782	\$21,221	\$21,871
Expenses												
Equipment & Maintenance			\$278.51	\$712.66	\$239.67	\$13.42			\$1,244	\$2,000	\$3,000	\$2,606
Fuel			\$28.03		\$67.17	\$342.55			\$438	\$800	\$1,000	\$831
Permits/Tax				\$367.25	\$201.62				\$569	\$569	\$600	\$527
Mail/Membership		\$205.77		\$186.45	\$8.00	\$59.81	\$176.28		\$636	\$636	\$800	\$747
Advertising	\$173.83		\$40.00	\$217.75	\$67.80				\$499	\$499		
Insurance				\$945.00					\$945	\$5,000	\$5,000	\$4,622
Bank				\$23.10	\$4.95	\$5.00			\$33	\$33	\$100	\$23
Capital	\$9,019.85	\$595.24		\$9,665.06	\$269.90				\$19,550	\$21,353	\$20,000	\$5,456
Donations				\$100.00					\$100	\$100		
Chalet			\$176.26	\$99.39	\$74.76	\$226.55			\$577	\$577	\$500	\$390
Misc.	\$67.79		\$47.79	\$734.18	\$48.10	\$528.11	\$130.64		\$1,557	\$1,500	\$1,500	\$1,230
Total Expenses	\$9,261.47	\$801.01	\$570.59	\$13,050.84	\$981.97	\$1,175.24	\$306.92		\$26,148	\$33,068	\$32,500	\$16,432
Net Worth												
Opening												
Book	\$15,138	\$10,877	\$10,076	\$9,625	\$6,429	\$10,497	\$13,037	\$14,201	\$14,201	\$14,201	-\$4,719	-\$3,641
GIC +/-		-\$4,935		\$181			\$45		-\$4,709	\$7,571	\$7,500	\$15,138
GICs	\$39,231	\$34,296	\$34,296	\$34,477	\$34,477	\$34,477	\$34,522	\$34,522	\$34,522	\$46,802	\$46,731	\$39,231
Total Net Worth	\$45,172	\$44,371	\$44,102	\$40,906	\$44,973	\$47,559	\$48,723	\$48,723	\$48,723	\$42,084	\$43,090	\$54,369
Y-T-D Surplus/Deficit	-\$9,197	-\$9,698	-\$10,288	-\$13,483	-\$9,398	-\$6,810	-\$5,646	-\$5,646	-\$5,646	-\$12,286	-\$11,276	
Note 1: GICs												
Amount	Rate	Term	Matures	Interest	Redeem?							
\$12,286.00	1.5%	15 months	2017/05/07	\$226.10	no							
\$22,235.07	1.3%	1 year	2016/07/06	\$280.16	no							
Note 2: Capital Projects												
	Budget	Approved	Spent	Outlook								
trail work	\$15,000	\$15,000	\$9,615	\$9,615								
no detail plan	\$5,000		\$1,803	\$1,803								
radios for groomers		\$750	\$197	\$197								
new groomer (including parts to outfit it)		\$13,000	\$11,988	\$11,988								
sale of old groomer		-\$2,000	-\$2,000	-\$2,000								
sale of old drag		-\$250	-\$250	-\$250								
Totals	\$20,000	\$26,500	\$19,550	\$21,353								
Note 3: Advertising												
	Budget	Approved	Spent	Outlook								
Advertising	\$0	\$500										
ad (North Bay's Sport & Culture Guide)			\$174	\$174								
ad (Township of Chatham newsletter)			\$00	\$00								
North Bay Nugget's Community Voices			\$198	\$198								
Chamber of Commerce			\$08	\$08								
Totals	\$0	\$500	\$498	\$498								
Note 4: Equipment & Maintenance												
Budget	Approved	Spent	Outlook									
\$3,000			\$1,756									
Budget (no detail plan)												
clutch cable on walk-behind string-trimmer			\$127	\$127								
belt for string trimmer			\$31	\$31								
oil & blade for brush saw, string for trimmers			\$120	\$120								
oil (multiple purchases)			\$26	\$26								
Skandic repair			\$707	\$707								
parts for toboggan			\$11	\$11								
tuses			\$13	\$13								
waxing table repair			\$2	\$2								
wood for warmup hut (Home Depot)			\$80	\$80								
grain scoop, nuts & bolts (Home Depot)			\$82	\$82								
gas can (CTC)			\$34	\$34								
screws			\$11	\$11								
Totals	\$3,000		\$1,244	\$3,000								
Note 5: Y-T-D Income												
Wasi	Zone4	Total	14/15	13/14								
\$12,989	\$1,145	\$14,134	\$14,858	\$14,500								
Memberships			\$14,858	\$14,500								
Daily Passes	\$5,000	\$72	\$5,072	\$5,872								



Wasi Cross Country Ski Club
Monthly Income / Expenses Report
 March, 2016

Prepared by:
 John Roberts

Prepared on:
 Apr 1, 2016

Income

Club Memberships	\$85.00
Daily Passes	\$1,401.15
Donations	\$0.00
Grants	\$0.00
Interest	\$0.00
Misc.	\$5.00
Total	\$1,471.15

Expenses

Equipment & Maintenance	\$0.00
Fuel	\$0.00
Permits/Tax	\$0.00
Mail/Membership	\$176.28
Insurance	\$0.00
Bank	\$0.00
Capital	\$0.00
Donations	\$0.00
Chalet	\$0.00
Misc.	\$130.64
Total	\$306.92

Net Worth	Opening	Income	Disburs.	GIC +/-	Total
Bank	\$13,036.92	\$1,471.15	-\$306.92	\$0.00	\$14,201.15
GICs	\$34,521.97			\$0.00	\$34,521.97
Total	\$47,558.89	\$1,471.15	-\$306.92	\$0.00	\$48,723.12

Balance to Bank Statement

Bank Statement, March 31, 2016		\$14,204.13
photo contest posters (Staples)	-\$2.98	
	\$0.00	-\$2.98
		\$14,201.15

Notes:

- I'm away this month so don't have access to the receipts so some of the expenditures are under Misc/unknown. I'll correct this next month when I'm back in North Bay.
- All Zone4 revenues have been deposited to our bank account.
- Mail Expenses: \$176 post office box rental.
- Misc. Expenses: \$44 unknown, \$34 unknown, \$53 freshmart.

WEBSITE PROJECT SUMMARY

Now that our new website is in production I can summarize the project and its costs.

I initially paid GoDaddy for 1 year of their WordPress hosting services. I selected GoDaddy because Emerson used them for our current site. There was a deal for new sites but I only purchased their shortest term (1 year) since I wasn't sure we'd proceed with the new site. After the site went live I was able to get GoDaddy to extend that to 5 years, taking advantage of the same original discount. I have been pleased with GoDaddy.

As I built the website I purchased 3 plugins. Two of these had auto renewal fees every 6 months and the third every year but I've cancelled all of them. My plan is to try to get by without renewing. If that proves problematic I'll look for free alternatives, and then renew as a last resort. Renewing all 3 plugins would cost us \$200 per year.

The actual build of the site was very easy. Most of the work building websites is in the design - understanding what the client wants, designing the website structure, writing the content, and collecting material. Emerson had done a great job with our previous website so I was able to simply copy the results of his years of work. Kerry was really clear as to what our new website ought to look like, and found several examples of other clubs' sites that interested her. With all that hard stuff already done it was just a matter of using the very powerful WordPress tools to give our website a new look and feel.

Emerson and I will be sharing the work involved in maintaining and enhancing the site. If any of you see something on another site that you like – please mention it to us. No matter what it is there's likely a free or inexpensive plugin to do it so it'd be easy to implement on our site.

Costs	Item	Cost (US\$)	Cost (Cdn\$)	Term	This table shows the costs of the project as well as prepaid future costs.
	GoDaddy WordPress Hosting Service	71.88	96.13	1 year	
	Custom Facebook Feed Plugin	49.00	66.15	1 year updates & support	
	Photo Gallery Personal Plugin	30.00	40.50	6 months updates & support	
	GeneratePress Premium Pack	30.00	40.50	Unlimited	
	File Manager Plugin	20.00	27.00	6 months updates & support	
	Total Project	200.88	270.28		
GoDaddy WordPress Hosting Service	279.05	383.78	+4 years		

There is one other cost-related item. A few years ago Emerson had purchased 5 years of the GoDaddy hosting service our previous web-site used, along with 5 years of domain name registration. When we switched to WordPress hosting services we cancelled the previous. GoDaddy allows you to cancel just about anything and get a credit or refund. We applied the credit to the Domain Name Registration, which gives us about 8 years.

This table shows the expiry dates of the various license and services related to our wasiski.com website.

Expiry Dates	Item	Expiry Date	"Owner"
	Photo Gallery Personal Plugin	April 16, 2016	John
	File Manager Plugin	April 26, 2016	John
	Custom Facebook Feed Plugin	November 16, 2016	John
	GoDaddy WordPress Hosting Service	November 11, 2020	John
	Domain Name Registration	October 24, 2023	Emerson