Present: Andy Anderson, Libby Schoedel, Susan Engel, Dave Yadon, Colin Quinn-Hurst, Diana Dupuis, Chris Coppin, Ben Mandel, Liz Addis

Meeting convened at 6:07pm

1. Chris Coppin introduced, prospective new board member
2. Approve last meetings minutes – Approved board retreat minutes via email
3. Review Financials – Liz
	1. Going positive into this year. A little over $60,000 in general account. $1,100 in Skijor account, plus $495 donation - $485 net. Adaptive at $4,800.
	2. Received $7,500 from Innovia designated for snow machine. Paid wifi bill, around $29 in offseason. Paid PO Box, $118 and some Wix web program fees. Received undesignated donation of $250 and a $100 donation.
	3. Starting to pay Race Team head coach, $2,571 for this month.
	4. Have not seen any Race Fees, T-Team fees or waivers arrive yet.
	5. Liz Addis prepping to come onboard for training as Treasurer.
	6. Committed to helping State Parks on excavator lease, donating back to State Parks the costs associated with that, not to exceed $4,000.
4. Partnership Updates – Andy
	1. State Parks –
		1. Would not be able to hold the JNQ in phase 2. JNQ organizers have not completely given up, but odds are not in our favor. Even at phase 3, would be limited to 50 participants, which creates some hurdles, but offers a little more leeway with staggered start, requiring meticulous planning. Still a lot of unknowns in phase 3, depending on Governor’s office and County rules.
		2. Regarding adult lessons, will follow the guidelines. Similar with T-Team, will have to work out details with helpers regarding ratios.
		3. COVID-19 effects on Lodge use – Right now, not going to be able to use it with any of our programs. George doesn’t see a problem not using the lodge with the Race Team program. Phase 2 and 3, wouldn’t use the lodge with any of our plans for Nordic Kids. State Parks thinking of opening it just for the restroom. Self-monitoring of how people are using the lodge.
		4. One of the groomers is down, looking to get the second groomer by December.
		5. Action Item: State Parks has requested an email for each group, in addition to group email. We will plan to provide:
			1. Lisa Sunderman – Adult Lessons
			2. George – Race Team
			3. Ted – T-Team
			4. Coordinators who may send out info to Nordic Kids participants
	2. Karma PR – Susan
		1. Matt and Susan met with Karma PR a couple weeks ago, and exchanged a lot of new and interesting ideas. In the short run, would want him to focus in the short-run on getting Lisa’s fundraising plan up and running, and learn about Wix program and Reg Fox and email situation. Getting familiarized with marketing and facebook, website and social media campaigns. Getting up to speed with board members for previous actions and approaches.
		2. Financial situation – do we want to do this hourly, or a flat rate? Agreement that hourly would be the best approach for this season. We need to reserve some budget for things like many registrations, events, Loppet, Souper Bowl, if we are able to run events. We will provide projects to Karma and re-evaluate budget as it goes during the course of the season.
		3. Action Item: Need to designate on the website the people responsible for each area, ie email on website for Nordic Kid coordinator, one for Adult Lessons. Etc. to push questions directly to volunteer coordinators and take out that pass-through role. Let Trevor keep an eye on emails and see what the volume and flow looks like, so he gets a sense of the scale, and we can figure out a fix with our website and website software.
		4. Karma is estimating 20-30 hours of work just to get up and running with our non-profit.
		5. One thing we don’t currently do is following up on the trail day efforts, creating the content that helps tell the story and reinforce what the board is already doing. Here’s what we’ve been doing, like supporting State Parks with the excavator funding. After that story is told, that affords us more flexibility with funding requests in the future. They highly recommended creating content for a blog that establishes your organization as an expert in a field and makes content show up and shows our value in an online format.
		6. Action Item: invite them to come up and get some footage of our volunteers doing work on the trails, and footage of the excavator, demonstrates the work that was done by volunteers and paid for by Spokane Nordic.
		7. Karma asked for a base budget to create video content, and additional video content that would support the Nordic Kids program. That’s a question for the board: what kind of budget would they have to create that content?
			1. Action Item: Susan to get detailed cost estimate for creating initial series of videos
		8. We’d like to get them on early and get some of those new ideas in the works. Even just written content, board and membership would need to help them create the content. Their expertise in the field of videography and editing, but more input from the Board as skiers will help create quality content.
		9. Is there a threshold of work we need to meet in order to keep them engaged? How do we help them create a predictable work plan?
		10. They are prepared for the seasonality in the nature of our organization.
		11. They are focusing on local non-profits and giving back to their community.
		12. Do we need a contract?
			1. Action Item: Ask them for a formal proposal for what they need from us, use that as a baseline for how they like to work. Look at initial work proposal and confirm that with Karma.
5. Grooming/Trail clearing – Dave
	1. New snow machine - $18,000
		1. $12,500 raised – If you add $5,000 donation from last season, allocated into general fund, plus $7,500 this season, that equals $12,500
		2. In the spring, we said we were willing to reallocate money from last year toward the snow machine. Dave Yadon spoke with donor of $5,000, donor was leaving it up to the board on how the money would best be spent, happy to have it spent on a snow machine if that is the highest priority
		3. The $4,000 for the excavator will come out of the trail clearing budget.
		4. George Momany has checked with Grooming Committee on ATV versus snow machine
		5. Six people signed up for next trail day
		6. Regarding brush hog, unfortunately didn’t get out any time on the Nordic trails. Three to four days were spent by Mt. Spokane State Parks staff getting the machine in operating condition, but didn’t have enough brush hog time to get out on the trails.
			1. Action Item: In the future, schedule additional time with the brush hog to account for maintenance time
		7. Lisa Sunderman/Lara at State Parks/Alison at WA RCO office are coordinating on RCO grant, due Nov. 1, for possible grooming time and support. Action Item: Will update and submit grant documents once needs are identified for 2021, ‘22, ‘23.
6. Race / Transition / Cross team – Ben
	1. Head coach – Agreed to 90% of salary from last year. Between the number of race team members and maintaining current sponsorships toward the Race Team rather than the JNQ, and also surplus from T-Team, we should be able to approach, if not match the targeted salary of 90% of last year. And if we are a little under, would look at supplementing from general budget for this year, as George will be putting in nearly the same amount of time with the team as previous years.
	2. Assistant coach – currently working on revising Assistant Coach contract at 90% to be consistent with Head Coach contract. Reaching out to Corrine to see if she is interested again.
	3. T-Team Coaches – Ted is on board, happy with similar contract, reaching out to people to find an assistant T-Team coach, otherwise continue with volunteer format similar to last year. Run essentially similar to last year.
	4. Cross Team – Chris Sharman not feeling comfortable with running Cross Team in phase 2, will hold off on program.
	5. COVID waivers – Looking at whether we want to have a COVID-specific waiver. Soccer had a separate COVID waiver. School of Cross had the same waiver as last year, but put their protocol online.
	6. Action item: Adapt the Spokane Youth Symphony language for COVID as add-on language to waiver.
	7. Head Coach Search – Transition the Ski School Committee to focusing on searching for a new head coach.
7. Nordic Kids/Rangers – Matt
	1. Have some questions on the technology side to look into how we combine Reg. Fox and Wix
	2. Set this year on Rangers, similar to format as previous
		1. Action item: Would want to cap Rangers with basketball, etc. being cancelled, will need to limit the in-person numbers.
	3. With Nordic Kids, would like to have videos available, estimating 7 videos at 5-10 minutes each, approximately $100 to $300 each. Action Item: Susan to follow up with Karma to get specific pricing details and bring that back to the board
	4. Nordic Kids may possibly fall under week-long camp protocols previously conducted in the summer. As Nordic Kids is a single day of the week, it is unclear whether it falls under the youth camp parameters.
8. Adaptive / Skijor – Susan
	1. Based on feedback from Robin Redmond, no any updates at this point to share with the group. After discussions this week, will reconvene with Robin.
	2. Email from Kate about Skijor – they have a good plan, offering some lessons. Based on current guidance, they aren’t going to hold a Barkebeiner this year.
	3. A Skijoring a gift of approximately $10,000 was left by Diana Roberts last Spring. That amount should be showing up in accounts soon.
9. Winterfest
	1. At this point, don’t know how we can put on a Winterfest with as many people as would be expected. At the point when Winterfest is coming up, if we are still in Phase 2, would opt not to hold the event.
10. Master Ski Team and Adult Programs
	1. Meetup – One option, but didn’t get a lot of engagement necessarily.
	2. Strava – Another potential avenue, a possibility for coordinating and sharing information
	3. Determined to let this program continue as a more informal approach for this year.
11. Banff Bake Sale
	1. This year the Banff film festival will be entirely virtual
12. Gary Silver
	1. This time of year we start putting out recommendations on that, start working with Karma PR to put out a call for nominations.
13. Champions Event
	1. Champions Event came up with meeting with Karma. Having a virtual event might not be successful or enjoyable
	2. Some kind of online or outdoors raffle event might be worth considering, or a virtual presentation/video of the Gary Silver award.
	3. Action Item: Susan to coordinate with Karma on putting out a call for nominations for the Gary Silver award
14. Emails / Messages to membership
	1. Action Item – Messages to get out to membership
		1. Get sno park passes before arriving at the mountain
		2. One customer in trailer at a time for Fitness Fanatics
			1. It won’t work if there’s a line of 20 people waiting to get their passes
			2. Let people know as much as possible to get their passes ahead of time
		3. Lodge and warming hut – rules
			1. Lodge and warming huts to stay open just for emergencies/bathroom
		4. No more snowline
			1. Need to push out messages and where to get information, replace any references to the snowline on the website and replace it with the accurate place to get the information online
			2. Diana to share written reports and GPS mapping and images with Andy and Matt
15. Executive session

---

**Amendment to Minutes - October 8, 2020**

Motion to elect Chris Coppin to the board was approved by remote voting.