



**Board of Directors
Meeting
Thursday April 12,
2007**

**8:30 am – 10:00am
Sport Yukon
Minutes**

Present: Paul Choquette, Tammie Hennigar, Heather McIntyre, Stephanie Churchill, Trevor Twardochleb, Sandy Hachey, Jeanine Myhre (Advisor), Cathy Lonneberg (Advisor), Jenn Houtby (staff), Susanne Behrens (staff), Cheri Levy (staff)

Regrets: Darrick Monin, Meta Williams (Advisor), Valerie Anderson (Advisor), Tom Paterson (Advisor)

1. Call to Order – 8:35am, Paul

2. Adopt agenda

Motion: Adopt the agenda Moved by: Heather Seconded by: Tammie	Motion Carried – All in favour - passed
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3. Adopt minutes of March 15 2007

Motion: That the minutes of March 15, 2007 be accepted. Moved by: Tammie Seconded by: Heather	Motion Carried – All in favour - passed
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4. Adoption of Signing of SGM Minutes January 18, 2007

Motion: That the SGM minutes of January 18, 2007 be accepted. Moved by: Paul Seconded by: Sandy	Motion Carried – All in favour - passed
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Discussion: YCB needs to draft a policy for the Elections for the AGM and Jenn has requested a few NGO Election Policies to compare

ACTION: Jenn to forward before next board meeting for review

5. Financial Review and Signing of Financials

- In the package ;
 - 2004/2005 and 2005/2006 income statement balance sheet as well as the original budget that we started fiscal 2006-2007 with
 - 2006/2007 presented a projection of year-end financials
 - Trevor's notes of the financials from the AGM 2006 for reference
- Meg provided Sheets of
 - January-March 2007 totals

- Year To date Apr-March 2006-2007
- Currently net income position
- Approved for CDF
 - Some revenue dollars were pulled from this year and put into a differed revenue account fo next year
 - CDF will be reflected in the new fiscal year
 - Any revenue line items that we were over in our budget, excluding YTG contributions, have been moved into differed revenue for next year as the revenue for the CDF project
 - Can not leverage any YTG dollars which has to go 100% to marketing
 - This information will be in our budget notes at the AGM
 - End result is that we would be in a positive factual situation on those line items that were not YTG dollars which will enable us for our CDF funding
 - We need\$20,000.00 a big part of that is GIFT IN KIND and over and above that
- No dollars were moved around within line items to provide a more accurate financial picture
- Most of our net income comes from wages and benefits
 - Transferred \$10,000.00 from our TD holding account into a higher paying interest account
 - Short term investment dollars at the Bank of Montreal which is \$8,000.00
 - Pre paid expenses and deposits are just money that represents tradeshow that we have to pay for in advance
- GST is now completely up to date
 - We were 3 years behind
 - 2 payments back, \$1,900.00 & close to \$3,000.00
 - We were penalized for not being up to date
- Comparison Sheet
 - Jenn and Meg each year look at the sheet and compare the year
 - 2004/2005 we spent \$16,000.00 in travel and this year we spent \$45,000, what is the difference?
 - The difference is that in 2004 we didn't have the BUY IN PROGRAM
 - When you look at the Revenue in 2004 we were at \$317,000.00 and now we are currently at \$407,000.00
 - Last year income statement was \$407,000.00 this year we are at \$407,000.00!
 - Note cost for travel was up because of Air Canada lapse in agreement

ACTION: Trevor appointed Meg (as the book keeper) to present the financials at the AGM

Motion: That the draft financials from April 15th be accepted.
 Moved by: Heather
 Seconded by: Stephanie Motion Carried – All in favour - passed

- **ACTION:** Meg to do the last year comparison on a quarterly basis
- **ACTION:** Cheri to stamp the financials as draft
- **ACTION:** Jenn will revise budget and add the CDF project to the budget

6. Policies:

- **Maternity**
 - Jenn removed the break downs of coverage and exceptions, and put “Maternity leave will be granted in accordance with the Yukon Employment Standard Act

- This applies to Parental Leave as well
- **Vacation**
 - Instead of indicating the number of weeks of vacation when a person starts with YCB, we can negotiate vacation time
 - Added 3 years less than 5 years 1 additional week to allow for negotiation
 - More than 5 years One additional week at five year intervals
- **Salaries and Classifications**
 - 5.09 - REMOVE “to the next highest level of the wage schedule”
 - 5.05 – Every salaried employee shall, before any remuneration is paid to him, take and subscribe the oath of secrecy set out in Appendix “A” and the Acceptance Letter set out in Appendix “B”

SHOULD READ

- Every salaried employee shall, before any remuneration is paid to him, sign a letter of confidentiality and letter of offer.
- **Maternity Leave**
 - 9.02 (a) REMOVE and Start with B
 - 9.03 (a) REMOVE and start (b) and just add in accordance with the Yukon Employment Standards Act
 - (ii) Remove
- **Coming into Force**
 - Add 17.02 - “The Current Yukon Employee Standards Act shall supersede the current YCB Policies”

Motion: To accept the changes to the Policy Act be accepted as noted above
 Moved by: Stephanie
 Seconded by: Tammie Motion Carried – All in favour - passed

- **ACTION:** Jenn to change the policies
- **ACTION:** Jenn to look into benefits before June 30th
- **ACTION:** Jenn to send the new Election policy by email for discussion before the next board meeting

7. Marketing Plan

- One detailed comment - we should state up front right at the beginning of the plan where we talk about our over goals are; we should also indicate our strategic priorities - Jenn will update that. We identify every December what our goals will be but we need to make it very clear.
- We got the CDF funding we will be using it for
 - the formal Virtual Tour RFP closing date April 20, 2007
 - YCB will work with the City of Whitehorse – Canada Games Centre on the development on their virtual tour because we will dove-tail on what YCB is doing and there can be cost savings re: travel
 - It will take almost a full year to complete - completion end of March 2008
 - Part of the RFP had included photo shoots but we will be doing a secondary call once we know what our cost will be and the shoot list from the Virtual Tour side then we will issue an RFP for the Yukon images that are missing
- Meetings Easy
 - The annual cost is approx \$4,000 per year
 - The hosting \$250.00 per month however, Ottawa Tourism suspects that will go down
 - More formal documentation and breakdown to come

- Jenn's concerned is that we need to be careful we don't get locked into multiple years if we don't like it
- **ACTION:** Jenn to circulate the marketing plan once all marketing information is correct
- **ACTION:** Jenn/Cathy to get draft through Tourism regarding photography policy

8. Strategic Planning Report

- Sport Strategy update
 - Pierre Germain brought the Sport tourism strategy Report to the 3 DM's and there were some flags raised and want us to go back and do some more work
 - Concerns regarding YTG Hosting Policy (Not complete) as well with the City – changes are required
 - Jenn mentioned that she has met with Linda and she has gone through the City of Whitehorse existing Sport Subsidization Policy
 - Changes and recommendation re: sport subsidization policy is going to go to Council once the strategy is complete
- Susanne is going to the AYC and making the presentation on May 10 – 12 in Dawson City
- Media Solution - Jenn needs to talk to Paul
- Cheri sent the AGM Notice out to the membership
- Paul wants to make everything clear as far as the voting goes and would like it be really smooth
- Jenn has indicated the constitution was re-worked and approved, and the elections policy will be clear before the AGM.

9. Staff/Marketing Report

- Open House went very well – we had 20 people
- Ottawa Client Event – went very well and had great feed back
- CSTA went better than Jenn thought it would
 - Denny, Linda and Jenn sat down and discussed how they can move things forward as to who would tackle what related to sport
 - There was nothing negative
- Skills Canada was very pleased and went very well – comments from Stephanie as President of Skills Canada (Volunteer)

Meeting Adjourned – 9:50am

Next Meeting: May 17, 2007 8:30am at Sport Yukon