



**Board of Directors Meeting
Thursday November 9, 2006
8:30 am – 10:00am
Sport Yukon
Minutes**

Present: Paul Choquette, Darrick Monin, Stephanie Churchill, Heather McIntyre, Tom Paterson (Advisor), Jeanine Myhre (Advisor), Jenn Houtby (staff), Shannon Kmyta(staff), Susanne Behrens (staff), Valerie Anderson (Advisor) via conference call

Regrets: Tammie Cox, Sue Edelman, Trevor Twardochleb, Pat Nicol (Advisor)

Welcome to Jeanine Myhre our newly appointed advisor from the City of Whitehorse

- 1. Call to Order – 8:43am, Paul**
- 2. Adopt agenda**

Motion: Adopt the agenda Moved by: Paul Seconded by: Heather	Motion Carried – All in favour - passed
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- 3. Adopt minutes of October 5, 2006**

Motion: That the minutes of October 5, 2006 be accepted. Moved by: Stephanie Seconded by: Heather	Motion Carried – All in favour - passed
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- 4. Financial Review and Signing of Financials**

- ∞ The Semi Annual Report was circulated to the board and to our funding partners
- ∞ Jenn reported that we are in very good shape
- ∞ Jenn reported that there are a few lines that look as though they have been exhausted or nearly exhausted – this is normal for YCB due to tradeshow and events happening primarily in the fall.
- ∞ There is still quite a bit of revenues to hit – in October and November – Jenn is confident we will hit our revenue targets.
- ∞ Meg asked that we initial final income statements as she closes off each month

- ∞ When the income statement and balance sheet are presented monthly – they will be marked draft and should be initialed – a motion will be required to accept the final income statements as Meg closes off each month.
- ∞ **ACTION:** Jenn to clarify with Meg how she wants to reconcile and close out each month – whether monthly or quarterly

Motion: To accept the Final income statements April to July 2006
 Moved by: Darrick
 Seconded by: Heather Motion Carried – All in favour - passed

5. Strategic Planning Report

- ∞ Please refer to attached report
- ∞ Jenn reported that we should have a Draft Sport Development by calendar year end
- ∞ Sport forum was rescheduled for January

6. Bylaws Review and Discussion

- ∞ Tom made a few suggestions
 - Article 3 – should read “The operations of the Society are to be chiefly carried on in the Yukon Territory” as apposed to “The operations of the Society are to be chiefly carried on the in the City of Whitehorse, Yukon
 - Article 4 – board of directors change seems to not give the directors voting privileges
 - End of Article 5 – You should take out the proposed words “New officers and directors shall be installed at the first Board of Directs meeting following the Annual General Meeting at which they were elected.” Because you have said in 13.a/ “The directors shall cease to hold office when their successors are elected at the Annual General Meeting of the Society

Motion: To accept the proposed changes and send out to our membership for approval along with invitation to Special General Meeting
 Moved by: Stephanie
 Seconded by: Heather Motion Carried – All in favour - passed

- ∞ Special General Meeting slated for January 11, 2007
- ∞ Jenn would like to bring up a guest speaker that talks about the balance of life and home and motivating your staff
- ∞ **ACTION:** Jenn to call Sandy Hachey to ask her to facilitate the Special General Meeting

7. TIA’s Proposed Structure Changes Discussion

- ∞ The concept of the change is good
- ∞ Changing the look of the Board to something that will serve the membership better is a good thing
- ∞ Concerns about the lack of information the membership has been given and there are no other meetings before we are asked back to vote on the changes
- ∞ Discussion re having the Yukon Quest in the list of associations singled out, because it is an event so there looks to be favoritism
- ∞ Discussion re: the concern about the singling out of some associations – everyone should be equal

8. Tourism Training Trust Fund Discussion:

- ∞ YCB is taking a stand and saying that it is VERY valuable for the industry and it is not right that the senior staff courses are not covered, they need to broaden the parameters
- ∞ Heather agrees completely by having the incentives for the senior staff it is going to make it easier to keep them, and by improving themselves it will improve the rest of the staff as well
- ∞ Stephanie says that it is for all of the categories of the Trust fund not just the Tourism side, the parameters all over are way to narrow
- ∞ Tom says that the Community Trust Fund AYC administers accepts more of the higher level courses but it could be better
- ∞ Jenn wants to write a letter to the managers and the Department of Education asking for an expansion of the parameters and to invite our membership to do the same in our next newsletter
- ∞ Everyone is in agreement
- ∞ **ACTION:** Jenn to write a letter requesting expansion on parameters for the Tourism Training Trust Fund (For Paul to sign) and a blurb to be included in the next newsletter

9. Action Item Updates:

- ∞ **General Liability - Co-operators**
 - Vern said there is no danger in us being sued if some one injures themselves stepping out of a vehicle or walking down the street if there is no negligence on YCB's behalf
 - YCB Staff are concerned about having people sign a wager for FAMs or Site Visits, it might give the wrong message,
 - Many YCB operators have their own agreement the people would have to sign. An example being if we go on a helicopter tour with Trans North -each client is required to sign a waiver
- ∞ **Stats for Web-Site - Circulated**
 - Susanne reported that she is actively working with Trevor Mead - Robbins with Media Solutions on reporting and web seeding and optimization of our web-site
 - Susanne is also working on Google "paid ads" and will report on this at the January board meeting

10. Staff / Marketing Report

- ∞ See report attached
- ∞ Paul mentioned that he completed an exit interview with Douma

Meeting Adjourned - 10:10am

Next Meeting: December 7, 2006 8:30am at Sport Yukon