



## WNSC Board Meeting Minutes

Date                    Wednesday, October 18th @ 7:00 pm

Location                In person, Steve Cooper Lodge

Attending                Michael, Franco, Eric, Geo, North, Cam, Randy, Christine

Regrets                  Matt, Ken P, Ken A, Serge

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Called to order @ 7:01pm</i> ➤ <i>Quorum established</i>	Michael
1.2 Approval of Agenda ➤ <i>By consensus</i>	Michael
1.3 Approval of Minutes, September Meeting and October 5 <sup>th</sup> Special Meeting ➤ <i>Sept 20, 2023 Minutes: Geo moved; Randy seconded</i> ➤ <i>Oct 5 2023 Special Meeting Mins: Cam moved; Franco seconded</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>No update</i> 1.4.2 Alberta Winter Games 1.4.2.1 Preparations Update 1.4.2.2 Venue Enhancements 1.4.2.3 Facility Rental Submission > <i>Things are ramping up; had a meeting onsite on Mon 16<sup>th</sup> w Liz &amp; Michael re: site logistics. Meeting w medical &amp; comms people Oct 19<sup>th</sup>. Have given Games the incidental expenses. Need to advise of sign requirements by early Nov. Still no direction from Games/City on what Club can proceed and purchase. Clinic this weekend for official for Games – got a grant from Pursuit of Excellence. Some items on premises that need to be repurposed / taken to dump.</i>	Matt  Michael Michael Michael Michael
1.4.3 Policy / Bylaw Update > <i>No update</i> 1.4.4 Advisory Committee for Wapiti Recreation > <i>No update or meetings</i> 1.4.5 Steel Arch rework > <i>County has committed to performing more work including a culvert</i>	Michael  Lori/Gordon Michael
<b>2.0 OPERATIONS COORDINATOR</b>	



Item	Responsibility
<p>2.1 Hiring Progress            &gt; North Alton is the new Operations Coordinator – onboarding planned and priorities identified for next quarter. North has signed up for online Zone4 clinic. Going forward, North will submit a Coordinator report to Board with actions required from Board and Michael will circle back.</p>	Christine/Michael

<b>3.0 NEW BUSINESS: OPERATIONS</b>	
Item	Responsibility
<p>3.1 Trail Work            &gt; Trail Work: Doris has been out with crews doing brushing along sides; going to place some woodchips along Penny Lane and firing line at biathlon. Suggestion that power poles at parking lot be placed perpendicular to highway so they don't impede snow removal. Suggestion that coniferous trees are not snipped as they become a snagging hazard – can they be taken back to the trunk? Cam shared the longer term plan is to mulch back some of the edges of skate lanes but caution to not see grooming creep. Grooming team will discuss this. Some seeding planned for this week where skid steer work happened. Places where work happened in last few months have held up well during Fall rains. Cam has heard a request to trim branches where they are touching lights &amp; repair eavestroughs when the man lift comes onsite = maybe end of week Oct 26-27? Maybe rent a 4 wheel drive lift? Franco: Matt has finished the church camp bypass trail &amp; warning signs installed.</p>	Cam, Franco, Michael
<p>3.2 Board Training Focus Group, Grande Prairie Regional Association of Volunteer Organizations            &gt; Michael might be interested; Christine to forward the information - DONE</p>	Christine
<p>3.3 Wapiti Nordic Winter Try-it Day, December Dates            &gt; Try It – Sat, Dec 16<sup>th</sup> afternoon. Christine to work with North and Heather to set it up.</p>	Michael
<p>3.4 Chipping Proposal            &gt; Chainsaw training course – are we willing to partner with the vendor as the location and at the same perform some FireSmart work + encourage key volunteers to take the course. All in favour with details to be arranged in the Spring.</p>	Michael

<b>4.0 NEW BUSINESS: GOVERNANCE</b>	
Item	Responsibility
4.1 Board Position Vacancies	Michael



<p>&gt; There are currently 3 x vacancies = Secretary, Director for Grants &amp; Corporate Sponsorships. For Treasurer, Serge has agreed to pickup some part of this role. Looking for some accounting help – audit booking, year end etc. Michael has heard back from someone willing to help with a portion. Sharon does some bookkeeping and admin – need someone to do some payroll too and Michael has a lead. We might see some increase here in the next budget. Michael will send an email with a motion request if it is best solution.</p>	
<p>4.2 Budget Preparation          &gt; Some info collected; Michael &amp; Serge working this when Lori hands off budgeting process and 2022-2023 year end Actuals. Will circulate prior to November Board meeting with a view to approve at the Fall General Meeting in December. Suggestion to hire an accountant to perform an audit as part of the transition – Michael to check with new volunteer if this is an option. Michael wants to work with Serge step up our budgeting process to fully understand key expenses before we try to determine revenues required.</p>	Michael
<p>4.3 Registration, Membership Fees          &gt; Discussion on inflationary increases to 2022-2023 rates and rounded up-down as applicable.          &gt; Day Passes: Cam moved; Franco seconded          &gt; Annual Passes: Randy moved; Cam seconded          &gt; Rental Pricing: Randy moved; Franco seconded          &gt; Michael will work to get Memberships up on Zone 4 ASAP with discount from Nov 1 to Nov 30 w 10% discount. Please forward membership form questions for Zone 4 to Michael ASAP.</p> <p>&gt; Rental Equipment: Discussion about the philosophy behind it. There was consensus that a rental, is a rental, is a rental regardless of in a program or not. We need to say why we offer a particular price point e.g. Jackrabbits because it encourages kids to get into the sport.  <b><u>Motion: That rental fees will not be reduced for other WNSC programs and are fixed as posted except for Jackrabbits, Bunnyrabbits and Biathlon Bears programs.</u></b> Moved by Franco; Cam seconded; all in favor - PASSED</p>	Michael, Christine
<p>4.4 Fall General Meeting, Dates, Ski Swap, Open House          &gt; General Meeting to Sunday, Dec 3<sup>rd</sup> + Film Fest tickets on sale + AB Winter Games volunteer drive; Christine to work with North to set up the ski swap.</p>	Michael, Christine



<b>5.0 FUNDING/GRANTS</b>	
<b>Item</b>	<b>Responsibility</b>
5.1 Latest Applications > CFEP and County Capital grant applications are in. County presentations are Dec 4-6 <sup>th</sup> . Some reserve funds have been moved into GICs leaving one operating year expenses in chequing account. Seeking funding from Weyhauser too.	Michael
5.2 Upcoming ➤ No report	Michael

<b>6.0 SUB-COMMITTEES</b>	
<b>Item</b>	<b>Responsibility</b>
6.1 Sub-Committee status review 6.1.1 Equipment Recommendation Sub-Committee > No report 6.1.2 Compensation/Recognition Sub-Committee > No report 6.1.3 Rental Equipment Sub-Committee > Has prepared a report (Dan, Doris, Melissa) – the Club did get a grant from Rotary to help with rentals. Grant (revenues and expenses) should show on books as a separate amount and not in Operating revenue.	Michael

<b>7.0 DIRECTOR &amp; COORDINATOR REPORTS</b>	
<b>Item</b>	<b>Responsibility</b>
7.1 Treasurer > No report	Serge
7.2 Trails Summer Ski Trails Coordinator ➤ Nothing to report Winter Ski Trails Coordinator ➤ Focus will be on classic track for improvements this coming season; look at all classic track and weekly renovation, moving to some night grooming and teams of 2 – quicker and safety. Will be meeting w Crawford, Michael, and key volunteers to create a plan in advance for this winter and provide basic training. Crawford is central to the new plan. Could improve how we are communicating to trail users about how to report a trail problem (button on website sends email to Matt) – could post a few signs around property. Multi-use Trails Coordinator	Matt Cam Geo Franco



➤ Nothing to report	
7.3 XC development > No report	Ken A
7.4 Biathlon development > Program is moving along and ramping up	Randy
7.5 Programs > No report / vacant	vacant
7.6 Marketing/Communications > Will be working on a newsletter to go out early November; watch for email seeking content	Christine
7.7 Funding > No report / vacant	vacant
7.8 Directors At Large > <i>Directors – Discussion around reversing the trail on Valley Loop? Ken P to speak to Matt about this. Shown as black on the map. It is being used by a range of skiers – some places where beginners wash out the trail. If reversed – some steep downhill and a long classic uphill. Discussions to continue.</i>	Eric, Ken P, Serge
7.9 Secretary > No report	vacant, Christine
7.10 Vice President > Nothing additional	Christine
7.11 President > <i>Have been doing some maintenance; sump pumps needed some TLC so replaced. One of the frames on snow plough on Kubota has cracked so will be replacing it.</i>	Michael
7.12 Past President > N/A	vacant

<b>8.0 IN CAMERA</b>	
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Adjournment @ 9:00pm

Next meeting: Wednesday, November 15 @ 7:00pm. Objective will be to plan for the Fall General Meeting and review the 2023-2024 budget prior to the GM.