



WNSC Board Meeting Minutes

Date Wednesday, June 19th, 2024 @ 7:00 pm

Location Steve Cooper Lodge

Attending Michael, Cam, Geo, Cori, Ken P, Amanda, Matt, Christine, Randy, Eric (7:24)

Regrets Serge

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome	Michael
1.2 Approval of Agenda - with three additions: > 3.6 Events > 3.7 Meet in the Middle Update > 4.3 Wapiti Trail Association	Michael
1.3 Approval of Minutes > Moved by Cori; seconded by Matt	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > Coming up to 1 x year since application was submitted so the local Land Manager will follow up with the Edmonton office to see what status is.	Matt
1.4.2 Wapiti Recreation & Trail Management Plan > No meeting or update since the May 2024 webinars	Michael
1.4.3 Acknowledgements/Thankyou > N/A	Michael
2.0 OPERATIONS COORDINATOR	
Item	Responsibility
2.1 Operations Coordinator Position / Contract > Michael and Christine to continue to work on list of deliverables from this position over the summer.	Michael
3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
3.1 Hosting Provincial Events 2024/2025 > Have applied for Calforex (Feb 8-9) and AB Cup (Jan 25-26) and are tentatively on the calendars for both	Michael
3.2 Asset Disposal > Geo wants to set a meeting with the group working on this project to look at summer equipment	Geo



<p>3.3 Trail Survey > Did a complete survey of all south trails to boundary; identified locations that requires grader work + erosion issues. Looked at all the culverts too. Noticed 2 x spots on Aspen C where the culvert was replaced and is very narrow + on Stairway (at base of Grizzly) the trail grade needs to be widened to mitigate hazard, especially if they will be used for the AB Cup. Fencing along Hwy 40 needs some tweaks. Need some form of deterrent at the bottom of the lease = hot spot for motocross bikes to access. Also by Forest trails.</p> <p>3.4 Culvert & Retaining Wall Work > Contractor was out and looked at the arch + 3 x areas for retaining wall = fire pit, XC tower and main stadium walls. Sounds like concrete "lego blocks" will work best – consensus to do all areas at once. Michael to get a quote and circulate via email. Discussion that we need to look at spring water issues too.</p> <p>3.5 Arch Water Management Update > Had a meeting with several people and have multiple ideas and they are going to write up potential plans/options. Old culverts have shifted and pushing the water to the arch. Many are obstructed – need to document where they are located and introduce annual preventative maintenance.</p> <p>3.6 Event Requests > Received a request for from Northwest Polytechnic to hold the ACAC Grande Prix (40-50 collegiate runners from across the Province) on Sept 14th + Run with the Wolves on Sept 25th (200-300 athletes). Discussion and consensus that Board is OK with both events.</p> <p>MOTION # 2024.06.19.01: To approve Northwestern Polytechnic to hold the ACAC Grande Prix and Run with the Wolves events at Wapiti Nordic as per their application form. host 2 x events on X and Y under Group Use. – Moved by Christine; seconded by Cam - CARRIED</p> <p>3.7 Meet in the Middle Update > Club received a donation of \$1,300 from this event (in addition to event user fees) and organizers do not mind how the funds are used. Discussed some possible ideas such as lightweight V boards, reusable trail markers for events, a new BBQ. ACTION: Christine to solicit ideas from Board members and bring back to the August Board meeting to review together and decide.</p>	<p>Cam & Michael</p> <p>Michael</p> <p>Michael</p> <p>Christine</p> <p>Christine</p>
<p>4.0 NEW BUSINESS: GOVERNANCE</p>	
<p>Item</p>	<p>Responsibility</p>
<p>4.1 Safe Sport > Two documents were circulated with eight policies listed. Were hoping there would be a condensed one pager version</p>	<p>Michael</p>



<p>at the local level. The working group will summarize to make it more digestible for our membership. Working with GP Regional Sport Connection to navigate this. Need to have a Safe Sport Officer on the Board to work with key personnel – vet existing leaders and be more rigorous with new people in key roles. Notification of Club members (general); athletes / coaches / Board all have implementation actions. Sub committee is Michael, Cori and Doris. Work will be done by September. ACTION: Christine to create a Safe Sport web page and post basic information as submitted for the June e-newsletter - DONE</p>	
<p>4.2 Nordiq AB AGM > Is next Monday (Claire is on the Board), Michael participates as President of the Club and can vote.</p>	Michael
<p>4.3 Wapiti Trail Association June 2024 AGM > Their focus is a non-motorized collective of user groups. Conversation about how could WNSC, Nitehawk, County work together in the Wapiti Valley to increase trail linkage. Cam is willing to be the liaison.</p>	Cam

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Financial Report > All Action Items outstanding. See next meeting for update.</p>	Serge
<p>5.2 Banking Review > See 5.1</p>	Serge
<p>5.3 Latest Grant Applications/Awards 5.3.1 County of GP Operating Assistance Grant > Successfully achieved the maximum \$5,000 again</p>	Serge

6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 Sub-Committee status review</p>	Christine
<p>6.1.1. Logo Refresh Subcommittee > Have met several times and goal is to have new approved logo in place by October 1, 2024. General discussion and feedback. > Motion # 2024.06.19.02: Terms of Reference for Logo Refresh Subcommittee approved as presented. Moved by Michael; seconded by Geo – CARRIED (10-0) > Motion #2024.06.19.03: Name Change: Option A: That “Wapiti Nordic Centre” be used as the new operating</p>	Christine



<p>name effective November 1, 2024 – Moved by Geo; seconded by Cam – CARRIED (8-2)</p> <p>> Motion #2024.06.19.04: Budget for Logo Refresh - Seeking a maximum budget of \$2,500 for professional logo and basic branding package with funds coming from Highway 40 Reserve - Moved by Michael; seconded by Geo – CARRIED (8-2)</p> <p>> Motion #2024.06.19.05: Logo Submission Contest – To solicit conceptual ideas from Membership with a swag prize up to \$100 and Board having approval at all stages of the process - Moved by Michael; seconded by Cam – CARRIED (8-2)</p>	
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7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<p>7.1 Treasurer > <i>No report</i></p>	Serge
<p>7.2 Trails > <i>Been posting about Trails Master Plan on Facebook and getting good feedback. Working with Christine on a survey for more detailed feedback. Will be available via Facebook and Club website. In person feedback sessions planned for Fall 2024.</i></p> <p>Summer Ski Trails Coordinator > N/A Winter Ski Trails Coordinator > <i>Nothing to report</i> Multi-use Trails Coordinator > N/A</p>	<p>Matt</p> <p>Cam Geo Franco</p>
<p>7.3 XC development > <i>Open roller ski camp coming up and some athletes going</i></p>	Amanda U
<p>7.4 Biathlon development > <i>(Matt): Thurs PM and Sat Ams practices; youth camp coming up in July and Red Deer in August. Have 4 x athletes moving up</i></p>	Randy
<p>7.5 Programs > <i>Biking program has been good; competitive athletes down south. Participant numbers are down as low on coaches this season = a limiting factor</i></p>	Cori
<p>7.6 Marketing/Communications > <i>Newsletter going out in June to promote Logo Concept competition</i></p>	Christine
<p>7.7 Funding > N/A</p>	vacant
<p>7.8 Directors At Large > <i>Eric: Requested that Crawford remove barb wire around some trees on Forest trails (DONE). Requested permission to get a quote for re-insulating the floor of the old Wapiti</i></p>	Eric, Ken P



<p><i>Nordic Chalet = yes OK to proceed and get quotes and bring back to Board.</i></p> <p><i>> Ken P: Going to fix some fencing = OK to go ahead within scope explained.</i></p>	
<p>7.9 Secretary</p> <p><i>> Sharing Motion Tracker and Action Tracker monthly with Minutes</i></p>	Christine
<p>7.10 Vice President</p> <p><i>> Nothing to report</i></p>	Cam
<p>7.11 President</p> <p><i>> Alder Bros are going to make recommendations re: possible equipment needs for Club. Will be away two weeks in July; consensus to skip July Board meeting but meet in August. Any emergent items can be sent via email.</i></p>	Michael
<p>7.12 Past President > N/A</p>	vacant

8.0 IN CAMERA	
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Adjournment @ 8:35pm;

Next Meeting – Wednesday, Aug 21st @ 7:00pm at Lodge.