



## WNSC Board Meeting Minutes

Date                    Wednesday, May 15<sup>th</sup>, 2024 @ 7:00 pm

Location                Steve Cooper Lodge

Attending                Michael, Cam, Eric, Cori, Geo, Matt, Amanda, Ken P, Christine

Regrets                  Franco, Serge

1.0 MEETING OPENING	
Item	Responsibility
<b>1.1 Welcome</b> ➤ <i>Called to Order @ 7:00pm</i>	Michael
<b>1.2 Approval of Agenda</b> ➤ <i>Addition of Operations Coordinator (2.3)</i> ➤ <i>Addition of Cutter &amp; Lawn Mower Purchase Request (3.4)</i>	Michael
<b>1.3 Approval of Minutes</b> ➤ <i>For April 2024 Moved Cori; Geo second– CARRIED</i>	Michael
<b>1.4 Old Business / Business Arising</b>	
<b>1.4.1 Lease Renewal</b> > No updated information <b>1.4.2 Wapiti Recreation &amp; Trail Management Plan</b> > <i>Michael participated in the Leaseholder webinar on May 7<sup>th</sup> and will be providing written feedback about not just winter activities.</i> <b>1.4.3 Acknowledgements/Thankyou</b> > <i>No at this time</i>	Matt Michael Michael

2.0 OPERATIONS COORDINATOR	
Item	Responsibility
<b>2.1 Meet in the Middle</b> > <i>WNSC is the venue on Sat, May 25<sup>th</sup>, staging in the main stadium and using south single track and some Forest trails. Insurance certificate has been received. Christine will be the point of contact for this event.</i> <b>2.2 Summer Membership &amp; Biking Program</b> > <i>Quite a bit smaller scale this year = 13 in competitive program + 14 in the recreational program; same with summer biking memberships.</i> <b>2.3 Operations Coordinator</b> > <i>The 2023-2024 contract position was Oct-May this time; the first year it was for 12 months. ACTION: Christine and Michael to look at what this role should encompass and bring a proposal back to the Board for next meeting.</i>	Michael



3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p><b>3.1 Hosting Provincial Events 2024/2025</b>            &gt; Tentative date is last weekend in Jan 25-26, 2025, for AB Cup; second weekend in Feb 9-10, 2025, for Calforex (2 weeks in between).</p>	Michael
<p><b>3.2 Asset Disposal</b>            &gt; Met after the Spring GM to discuss pricing for Alpines &amp; with view to sell in summer Fall. Michael: going to move the old wax forms out onto the deck (request by XC club).</p>	Geo
<p><b>3.3 OHV Access/Use for Events</b>            &gt; Currently no guidelines within the group application form or in place for groups who use WNSC as an event venue and whether or not they can use OHVs so for set up / take down of their events. Discussion on impact to trail – differences of opinion on level of damage with recent Color Run. Should it be allowed? Should Club have a golf cart? If we are going to allow OHVs – need photos of tires in advance. Next event that needs set up = DGLW? We haven't been clear in advance / provide guidelines to groups / prudent that we do that / if wet could make a significant impact. Is there a bigger problem e.g. Valley loop – we have erosion problems on the dry dune – not just one group = all users. Areas we addressed and fixed are holding well. There is a need for a wholistic approach to erosion – have been lucky during dry years – need to be proactive prior to wet seasons. <b>ACTION: Michael and Matt to meet up and review on foot and engage with Alder Bros to discuss some erosion mitigation strategies.</b></p>	Christine
<p><b>3.4 Cutter &amp; Lawn Mower Purchase</b>            &gt; Cutter is 20+ years old &amp; not functional approximately \$3,600/\$4,000 for new 6ft. The current self propelled Honda lawn mower is used for around buildings and is blowing smoke – new one is \$500 approx. Discussion on should we take a bigger step and look at a new tractor / all wheel drive model that is more functional? Might want to hold off on cutter until we decide.  <b>MOTION# 2024.05.15.01: To proceed and purchase a new walk behind mower up to value \$1,000.00 – Moved by Cam; Seconded by Amanda - CARRIED</b>  <b>ACTION: Michael to speak to Crawford and look at other larger equipment options that could do more things</b></p>	
4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p><b>4.1 LOGO Survey</b>            &gt; Survey closed May 12<sup>th</sup> with 127 responses = better than expected. Could be some duplicates although survey set up @ one submission per IP address. Discussion on the need to consider Management Plan for lease + Business Plan +</p>	Christine



<p>Trails Master Plan + future of Club = keep it broad (rather than have skis / bikes / etc.).</p> <p><b>MOTION# 2024.05.15.02: To proceed and explore a new logo for Wapiti Nordic Ski Club within the parameters of the survey feedback via a sub committee and report back to the June Board meeting with next steps. Moved by Cori; Seconded by Geo - CARRIED</b></p> <p><i>ACTION: Christine to reach out to Davis and Amanda and lead the Logo subcommittee and post the survey Summary with the May Board meeting Minutes on website.</i></p>	
<p><b>4.2 SafeSport</b></p> <p>&gt; Discussed at the Spring GM (see Minutes). <i>ACTION: Cori, Doris and Michael are going to action this and bring to the Board for a Policy and Procedure / approval and post.</i></p>	Michael
<p><b>4.3 Program Director Thoughts</b></p> <p>&gt; Cori shared a proposal. Discussion on the importance of all recognized WNSC programs falling under this portfolio. Expectations of how budgeting fits in – still sits with the program leaders. Same with handling RCMP clearance docs. Discussion on the planning process. Operations calendar would fall to the Club Ops Calendar. <i>ACTION: Cori to refine document and track activities to during the upcoming year then formalize findings as the Position Description</i></p>	Cori

<b>5.0 FINANCIAL REPORT/FUNDING/GRANTS</b>	
<b>Item</b>	<b>Responsibility</b>
<p><b>5.1 Financial Report</b></p> <p>&gt; Currently showing a YTD surplus but still some <i>big expenses still to come – may be \$10-\$20k range. Question: is the new process for expense submission ready? ACTION: Serge to document the process on how to submit and share with Board + Christine to add to the website for all Program Leaders etc.</i></p>	Michael
<p><b>5.2 Banking Review</b></p> <p>&gt; <i>Still in motion. Discussion on merits of three financial institutions options – have narrowed to two. Some questions on investment options with top two choices. ACTION: Matt and Ken P to meet and report back to June Board meeting.</i></p>	Michael
<p><b>5.3 Latest Grant Applications/Awards</b></p> <p>5.3.1 Active Communities Initiative</p> <p>&gt; <i>Michael Has reviewed outcomes, eligible and illegible projects. Is a two-step process (new &amp; good) with Expression of Interest and then if approved, an Invitation to apply. Discussed merits + other items on Board's plate and agreed to pass this time and focus on local grant opportunities for now.</i></p>	(Michael for) Serge



<p>&gt; Update on previous 2024 County Capital Grant – have now received the new Ginzu thanks to support from local company Freedom Machines who received it on the Club’s behalf and delivered it to our shop + they helped with the AB Winter Games fencing too.</p>	
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6.0 SUB-COMMITTEES	
Item	Responsibility
<p><b>6.1 Sub-Committee status review</b>            &gt; Not actioned yet - see 4.1 Logo Survey</p>	Christine

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<p><b>7.1 Treasurer</b>            &gt; N/A</p>	Serge
<p><b>7.2 Trails</b>            &gt; Ready to proceed with the SnowDog order for Winter 2024-2025 season.</p> <p><b>Summer Ski Trails Coordinator</b></p> <ul style="list-style-type: none"> <li>➤ Planning to meet with Michael and walk trails</li> </ul> <p><b>Winter Ski Trails Coordinator</b></p> <ul style="list-style-type: none"> <li>➤ Nothing to report</li> </ul> <p><b>Multi-use Trails Coordinator</b></p> <ul style="list-style-type: none"> <li>➤ N/A</li> </ul>	<p>Matt</p> <p>Cam</p> <p>Geo</p> <p>Franco</p>
<p><b>7.3 XC development</b>            &gt; In off season; did a County highway clean up first week of May to fundraise.</p>	Amanda
<p><b>7.4 Biathlon development</b>            &gt; Have to submit end of year reports on Arctics. Have reached out to other youth to see if they are coming back in the upcoming season. Have been advised that skiwax.ca will offer a 25% discount to WNSC members. <b>ACTION: Christine to advise Membership in next newsletter and add to website.</b></p>	(Michael for) Randy
<p><b>7.5 Programs</b>            &gt; 3 x Bears and 1 x Jackrabbit came to a Biathlon Try-It. As per Nordiq Alberta, Leaders for Jackrabbit program need a minimum coaching qualification. They can now do it online as a 4hr course (Introduction to Community Coaching) &amp; Cori will be sharing info with parents Spring &amp; Fall 2024.</p>	Cori
<p><b>7.6 Marketing/Communications</b>            &gt; May e-newsletter went out and helped bump the Logo survey by 56 responses within 48 hours.</p>	Christine
<p><b>7.7 Funding</b>            &gt; N/A</p>	vacant
<p><b>7.8 Directors At Large</b>            &gt; Eric asked about the timing on the FireSmart project by the County – advised there might be a slight delay?</p>	Eric, Ken P



<p>&gt; Ken advised that Crawford is assessing equipment, what needs repairs etc. and will email to Geo. Compression test needed for some. Spoke to Tom about the water issue and early June is good.</p>	
<p><b>7.9 Secretary</b> &gt; Nothing to report</p>	Christine
<p><b>7.10 Vice President</b> &gt; Nothing further to report</p>	Cam
<p><b>7.11 President</b> &gt; Nothing further to report</p>	Michael
<p><b>7.12 Past President</b></p>	vacant

<b>8.0 IN CAMERA</b>	
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Adjournment @ 8:46pm

Next Meeting: Wednesday, June 19<sup>th</sup> @ 7:00pm

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