



WNSC Board Meeting Minutes

Date:	Wednesday, September 25, 2024
Location:	Steve Cooper Lodge
Attending:	Michael, Cam, Randy, Matt, Ken P, Amanda, Eric, Geo, Christine
Regrets:	Cori

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ Quorum confirmed ➤ Call to Order @ 7:17pm	Michael
1.2 Approval of Agenda ➤ Consensus	Michael
1.3 Approval of Minutes ➤ Moved by Cam; seconded by Randy	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > No specific news. Related - sent a request to Scouts group to come up with a formal agreement as we have trails on their lease (takes the liability off them re: our trail operations) and continuing to work on this.	Matt
1.4.2 Multi Use Trail Plan Development > Have amended the plan based on feedback to date and posted to Facebook. Have an Open House on Tues, Oct 1 st w group ride and discussion; hike Open House will be on Oct 6 th + will get a survey for each group to fill in after. ACTION: Matt to send summary to Christine to push to membership via an e-blast by Sept 29 th (DONE). ACTION: Christine to create surveys (DONE) and check web page has same info as Facebook.	Matt
1.4.3 Acknowledgements/Thankyou > To Doris Gordon for covering as project lead when Michael was away; also Andrea Plumbridge (member) for reporting trees down to Matt so they can be actioned quickly.	Michael

2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Position > 123 Applicants; \$390 spent on Indeed. This position is the priority. Michael, Matt & Doris on interview committee with Christine supporting. Goal is to complete interviews by Oct 16 th Board meeting and provide an update.	Michael/Christine
2.1 Operations Coordinator Position > 86 applicants; \$319 spent on Indeed. Secondary priority. Michael, Doris & Christine on interview committee. Interviews will happen second half of October.	Christine/Michael



<p>3.4 Grooming Operations & Grooming Plan > Lots of volunteers / building a list of driver abstracts / pending new hire for the position. This Winter the grooming approach is going to look different – we will need to communicate this to Members in advance. There will definitely be a plan and process.</p>	Geo
<p>3.5 Russ Bowen Shelter Area Utilization > Great job by Alder brothers. Discussion on should we use it this winter as a gathering place this winter (for jack rabbits) and pack it? Or should it stay with a fire pit as intended to help create social culture? Decision - will secure the fire pit and decide afterwards.</p>	Michael
<p>3.6 High School Provincials Hosting > Some set up Oct 7-8th with final event happening Oct 19th. Wants to leave trail markers up for 10 days = Board discussed and is OK with that. OK with bleachers in/out via the wax hill. Cam is going to mow as needed in advance. ACTION: Christine to advise members on impact to trail access via website and e-newsletter.</p>	Michael
<p>3.7 New Season Membership/Registration/Ski Swap > Doris had the registration for ski and biathlon teams live on Zone 4 by early September. Michael is going to ask Doris to do this for general membership – be the interim contact for Zone4 until Operations Coordinator is hired and trained. Have resolved the Nordiq AB issue from last season. ACTION: Michael to advise Christine when general membership info is live so it can be added to website and advertised to members. > Doris has offered to host the Ski Swap on Nov 8-9th and all approved. ACTION: Christine to work with Doris to communicate and promote it.</p>	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 SafeSport > All screening docs have been re-written with WNSC on it and docs are in motion with cross country and Biathlon groups = key step for all youth programs to be in compliance. Work is moving along, key docs will be ready, non essential items will be phased in later.</p>	Michael

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Financial Report > Not available</p>	Serge
5.2 Banking Review	Matt / Ken



<p>> Subcommittee (Matt, Ken, Serge) met to talk about day-to-day banking. Have concluded that for the Club to actively invest large funds is a stretch. Will need an investment policy in the future to show Membership how large funds are managed. ACTION: Michael to approach Leonard to join the subcommittee to provide expertise. In the meantime, for the sake of operational banking and based on multiple previous discussions: MOTION #2024.09.25.02: To move operational banking to ATB Bank immediately. Moved by Cam; seconded by Amanda – CARRIED (9-0).</p>	
<p>5.3 Budget Creation > Have pushed information out to some key groups already. Michael and Serge to meet and work on it and present prior to the October Board meeting for review. ACTION: Those in charge of Club programs to submit information ASAP for 2024-2025 Budget</p>	Michael
<p>5.4 Potential Casino Dates > Received an email that Christmas / December 2025 is available = earlier than Q1 2026 that Club is booked for. Discussion that it might be hard to fill and not in imminent need for cash so will wait for Q1 2026 as planned.</p>	Michael
<p>5.5 Rental Ski Equipment Replacement > Got a grant from Rotary for ski replacement – spent half last season. Proposing to spend rest on this project = all in agreement / no motion required as approved when grant application was made. In future – ski rental fees should help sustain the rental inventory. Same w snowshoes.</p>	Michael
<p>5.6 Meet In the Middle Donation Utilization > Christine circulated a survey with options to vote in advance. Option to purchase 30 x V Boards + 1 x picnic table received 56% votes; next was 4 x picnic benches at 22%. MOTION #2024.09.25.03 To proceed and purchase 30 x V Boards + 1 picnic table using Meet in the Middle Donation Funds – Moved by Randy; seconded by Geo – CARRIED (9-0) ACTION: Cori to order V boards; Eric to purchase picnic bench</p>	Christine
<p>5.7 Security/Door Automation Proposal > Matt investigated and shared a quote = \$1,500; plus \$50 per month per building (towers should be close enough) – app and fob; has security system integrated. Doesn't need its own internet. Suggestion that people get together to have a further discussion about all options regarding automation of locks. Matt to investigate it further and report back.</p>	Matt



<p>5.8 Tractor Replacement Proposal > Discussion that it <i>should be kicked back to the equipment sub committee for further evaluation – apply next year for County capital grants? 2 x tractors + 2 x skid steers from two different companies and hashed out. Need motion in June from Board if want to do County grant application in Aug/Sept 2025. Discussion about concerns with mower not making it through Fall season. MOTION #2024.09.25.04 To approve up to \$4,000 to purchase a new mower if it breaks down before end of season – Moved by Ken; seconded Cam – CARRIED (9-0).</i></p>	<p>Matt</p>
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6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 LOGO Refresh > Apologies for it stalling out in Aug/September; will work to bring something to the Fall General Meeting.</p>	<p>Christine</p>
<p>6.2 Asset Disposal > Has sent an email out to subcommittee email sent out / old Alpines pricing – will call a meeting of group / close bids. Could use a Facebook post and email to website with a set viewing window & include with next newsletter. > Discussion on new Skandic add on cooler + modifications - can we purchase out of operating? Or hold off / check with other clubs? Subcommittee can discuss and make a recommendation. Good to proceed with the scratchers/springs. Hold off on radiator for now.</p>	<p>Geo</p>

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<p>7.1 Treasurer > N/A</p>	<p>Serge</p>
<p>7.2 Trails</p> <ul style="list-style-type: none"> ➤ Summer Ski Trails Coordinator Cheque for chainsaw – in motion; it is waiting at Keddies + safety equipment ➤ Winter Ski Trails Coordinator See 3.4 ➤ Multi-use Trails Coordinator Mathew Vavrek has joined the Master Plan group to provide input. Grooming team for multi use snow dog. Do we need to consider the Celtics use of trails? – best to have a conversation. Celtics usage is anticipated to be down for 2024-2025 Winter season at x 66 visits. All mountain biking now at Nitehawk. 	<p>Matt Cam Geo Vacant</p>



7.3 XC development > Race team in training season @ 3 x week w 20 skiers	Amanda
7.4 Biathlon development > Training 2 x days a week; lots of new young kids – some Bears moving up. Have updated info w Sport Connection so more names coming in pre-snow. Have 4-5 athletes heading to Hinton Nordic for a joint camp.	Randy
7.5 Programs > N/A	Cori
7.6 Marketing/Communications > Will send out an e-newsletter early October	Christine
7.7 Funding > N/A	vacant
7.8 Directors At Large > Eric Has an idea for the picnic space – will share at another meeting	Eric, Ken P, Franco
7.9 Secretary > Nothing further	Christine
7.10 Vice President > Nothing further	Cam
7.11 President > Nothing further	Michael
7.12 Past President > N/A	vacant

8.0 IN CAMERA	
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Adjournment @ 9:04pm

Next Meeting: October 16th @ 7:00pm. Focus areas: Budget and SafeSport + Fall General Meeting prep and recruitment.