



## WNSC Board Meeting Agenda

Date                    Wednesday, December 20th @ 7:00 pm

Location              In person, Steve Cooper Lodge

Attending             Michael, Cori, Geo, Christine, Cam, Matt, Ken A, Eric, Serge, Franco

Regrets                Randy, Ken P.

<b>1.0 MEETING OPENING</b>	
Item	Responsibility
1.1 Welcome ➤ <i>Called to order at 7:01pm &amp; quorum confirmed</i>	Michael
1.2 Approval of Agenda ➤ <i>By consensus</i> ➤ <i>Added 1.4.0 "Acknowledgments and Thank You"</i>	Michael
1.3 Approval of November ____ 2023 Minutes ➤ <i>Moved by: Matt; seconded Ken A.</i>	Michael
1.4 Old Business / Business Arising	
1.4.0 Acknowledgements and Thank You": <ul style="list-style-type: none"> <li>• <i>Received by aluminum fencing via AB Winter Games grant from County of GP 30 x sections (coach box at biathlon) + 24 sections (for general crowd control &amp; course delineation). Thanks to Freedom Machine (Nikki &amp; Shawn Wallace) received the shipment and brought them out &amp; to Doris Gordon who organized a volunteer work bee to unload and place in storage locations</i></li> <li>• <i>Biathlon has been lighting a short section around the range and thanks to Swamp Dodgers water hauling who provided a temporary light plant to help assist visual due to lack of snow</i></li> <li>• <i>Doris &amp; Melissa have the Chicks program running despite lack of snow. Has ladies out hiking with headlamps – thanks for adapting to conditions!</i></li> <li>• <i>Dominic Michaud has been in contact with Ginzu to get set up the Skandic as a grooming machine.</i></li> <li>• <i>Helix Engineering did a great job on the lease survey and came in under quote.</i></li> <li>• <i>Land Solutions help with Management plan</i></li> </ul>	Michael
1.4.1 Lease Renewal > <i>No update</i>	Matt
1.4.2 Alberta Winter Games 1.4.2.1 Preparations Update	Michael



<p>1.4.2.2 Venue Enhancements 1.4.2.3 Facility Rental Submission</p> <p>&gt; (all) Participating in ongoing meetings to discuss logistics for warm up tents etc. Have received the clocks and fencing sections; left over County Games grant money will go towards new ski forms. Using new clocks for biathlon training as they were intended as a Games legacy item not just for during the event.</p> <p>1.4.3 Policy / Bylaw Update</p> <p>&gt; No update / work is ongoing – will circle back when Games over</p>	<p>Michael</p>
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<b>2.0 OPERATIONS COORDINATOR</b>	
<b>Item</b>	<b>Responsibility</b>
<p>2.1 Operations Coordinator Report</p> <p>&gt; Accepted as presented / attached. North is working at the Lodge on Fri/Sat/Sun/Mondays focusing on the highest priority items.</p>	<p>Michael</p>
<p>2.1.1 Membership issue with Nordiq Alberta/Canada membership</p> <p>&gt; Zone 4 has been slow to respond - we are providing updates to those that inquire and dealing with it on an “as needed” basis. Those who didn’t get the 10% discount on November 30<sup>th</sup> – we are working through those who missed out and cutting cheques as Club directly controls these funds.</p>	<p>Michael</p>

<b>3.0 NEW BUSINESS: OPERATIONS</b>	
<b>Item</b>	<b>Responsibility</b>
<p>3.1 Program Director, welcome Cori, position discussion</p> <p>&gt; Unanimous welcome to Cori Janes as Program Director effective immediately. Discussion to clarify the role of Program Director as the linkage between club programs and the Board and Ops Coordinator; or someone to help find a new “owner” for a program or club event, but Board will still help. Goal is to create and document a Position Description for this as it evolves = will be important to draft sooner than later to manage expectations.</p>	<p>Michael</p>
<p>3.1 “No Snow” plan</p> <p>3.1.1 Activities through the holiday period</p> <p>&gt; Going to organize a fun social event on Sat, Dec 30. <b>ACTION:</b> Christine to email Cori, North and others to outline a plan and coordinate efforts</p> <p>3.1.2 Program impacts and implications</p>	<p>Michael, Christine</p>



<ul style="list-style-type: none"> <li>➤ <i>Jackrabbits: Have given out skis. Will be activities Jan 6<sup>th</sup> onwards regardless; usually 9 weekends; plan is to shift it back into March.</i></li> <li>➤ <i>Biathlon and XC Ski Development Team: adapting as needed.</i></li> <li>➤ <i>Chicks: providing alternative activities</i></li> <li>➤ <i>Adult Lessons: Going to check with North on preparation for when snow comes so everything lined up.</i></li> <li>➤ <i>ACTION: Christine to connect Julie Duhov at College re: NCCP graduates who could help in future seasons.</i></li> </ul>	
<p>3.2 Multi-use Trail Master Plan draft</p> <ul style="list-style-type: none"> <li>➤ <i>What trails do we have / who are our audience / what do they want / need feedback</i></li> <li>➤ <i>Plan is built around what the end game looks like – needs to be sustainable + how do we manage / maintain it?</i></li> <li>➤ <i>Since we marked current multi use trails – volume of use has increased significantly (can see this with heat maps on Strava).</i></li> <li>➤ <i>When we enhanced the multi use trails we were very mindful on not impacting XC ski trails and our trails are user friendly.</i></li> <li>➤ <i>Acknowledgement that some trails are “random”</i></li> <li>➤ <i>This is the first draft and interaction with the Board – <b>ACTION FOR ALL: Please give feedback to Matt by Jan 1<sup>st</sup> and will bring V2 back to Jan Board meeting.</b> Can meet with Matt direct or email direct or as a group</i></li> </ul>	Matt
<p>3.5 Lodge Opening/Closing Plan through the Holidays          &gt; <i>ACTION: North (or Christine) to edit website and post sign on lodge door.</i></p>	Michael

<b>4.0 NEW BUSINESS: GOVERNANCE</b>	
<b>Item</b>	<b>Responsibility</b>
<p>4.1 Treasurer Transition            &gt; <i>Thank you for approving Budget. Still some adjustments to make. Have met with bookkeeper and she will have report for the Friday prior to Wed Board meeting. Serge is going to build a Treasurer Transition document for the future. BMO account is a grandfathered rate than cannot be matched today so will keep it indefinitely. Trying to get away from manual financial transactions and move into electronic payroll and expense reimbursement (simplify &amp; unify).</i></p>	Michael/Serge



<p>Working on an official expense form template (if required) should live on the website where everyone can access it.</p> <p><b>Motion Made:</b> To direct the Treasurer, Serge Martin to close the WNSC RBC account conditional on BMO provide the services currently does.</p> <p><b>Moved by: Cam; seconded by Cori - CARRIED</b></p>	
<p>4.2 Budget Preparation</p> <p>&gt; Will be changing some of the categories, making it clearer. Breaking out grants into a project budget and not include it in that year's operating expenses = best practice. Discussed example of multi year-rental purchases and grant revenue offset.</p> <ul style="list-style-type: none"> <li>• Reserve Executive Summary: In next budget will show amounts to be transferred to Building and Equipment Reserve. Will come up with something more readable.</li> </ul>	Serge
<p>4.3 Rebranding</p> <p>&gt; Discussion and consensus that signs that are old and should be replaced – question is now or wait for new logo. If later, consider temporary new coroplast cover at north and main parking lots. Discussion around logos and what re-branding means practically – replacing logo everywhere it is currently used.</p> <p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>• Gather all outstanding logos and evaluate &amp; bring back to Board for further discussion (Christine)</li> <li>• Test and vet logo for uses (Christine)</li> <li>• Work on sign quotes (Matt) + Geo to help on sign mock ups</li> </ul>	Matt

<b>5.0 FUNDING/GRANTS</b>	
<b>Item</b>	<b>Responsibility</b>
<p>5.1 Latest Applications</p> <p>&gt; Successful at County of GP for Skandic, ginzu groomer and snow dog for 50% cost at \$20,000 approx. Waiting to hear back from CIP for the other 50%. Important that all grant applications use the official Nordic Club P.O. box mailing address (see website) and not personal mailing addresses. Still need someone to help with this portfolio since Gordon left – doesn't have to be a Board member.</p> <p><b>ACTION:</b> Serge to look into grant writer people who work on commission</p>	Michael
<p>5.2 Upcoming</p> <p>&gt; No update</p>	Michael



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6.0 SUB-COMMITTEES	
Item	Responsibility
6.1 Sub-Committee status review 6.1.1 Compensation/Recognition Sub-Committee > Christine shared a starting draft concept. Discussion that North's weekend availability is sufficient to offset the need to hire Lodge Attendants for this 2023-2024 season + concerns about low snow year and lower membership revenues so unsure about whether this is the year to launch it. <b>ACTION:</b> Christine to meet with others and continue to chip away at it with goal of having in place for 2024-2025 season and any costs approved in that year's budget.  6.1.2 Rental Equipment Sub-Committee > Doris and North going to track what we don't have when groups come in so it helps guide us when we are ready to purchase.  6.1.3 Others > No update	Michael

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer > See 4.1 and 4.2	Serge
7.2 Trails > For new SnowDog groomer - would Stojan's bring it in or GP PowerSports or Honda? For trail maintenance – Wapiti Nordic sanctioned trails on Avenza or Trail Forks. Any maintenance outside of these area = need approval before maintenance happens on them. Old cutlines and routes – collect GPS where possible – these are not official trails.  Summer Ski Trails Coordinator > N/A Winter Ski Trails Coordinator > Met with Crawford and Doris to discuss new plan Multi-use Trails Coordinator > Questions about mulching at Penny Lane	Matt     Cam Geo Franco
7.3 XC development > Skiing on Flyingshot Lake + other locations as needed	Ken A



7.4 Biathlon development ➤ <i>Run &amp; shoot selection for Games; and tried 5km loop at Flyingshot Lake; Bears x 7 sessions</i>	Randy
7.5 Programs ➤ <i>See 3.1</i>	Cori
7.6 Marketing/Communications ➤ <i>Will be sending out a call for content for December e-newsletter</i> ➤ <i>Banff Mountain Film Festival ticket sales slow due to lack of snow? Asking all Board members to help promote it verbally in the community</i>	Christine
7.7 Funding ➤ <i>N/A</i>	vacant
7.8 Directors At Large ➤ <i>No updates</i>	Eric, Ken P
7.9 Secretary ➤ <i>No update</i>	vacant, Christine
7.10 Vice President ➤ <i>See other portfolio updates</i>	Christine
7.11 President ➤ <i>Calforex: May look at having to re-book Calforex based on snow</i>	Michael
7.12 Past President ➤ <i>N/A</i>	vacant

<b>8.0 IN CAMERA</b>	
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**Adjournment @ 9:08pm**

**Next Meeting:** Wednesday, Jan 17<sup>th</sup> @ 7:00pm at the Lodge