



WNSC Board Meeting Agenda

Date Wednesday, January 17th, 2024 @ 7:00 pm

Location In person, Steve Cooper Lodge

Attending: Michael, Matt, Randy, Cori, Cam, Serge, Christine

Regrets: Eric, Ken A, Ken P, Franco, Geo

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ Call to order @ 7:08pm ➤ Quorum confirmed ➤ Request from President that if you cannot attend the meeting Board members please advise well in advance so that the meeting can be re-booked and everyone's time is respected if quorum is not going to be met (was just achieved this meeting).	Michael
1.2 Approval of Agenda ➤ Moved by Serge; seconded by Cori	Michael
1.3 Approval of Minutes, ➤ Moved by Cam; seconded by Matt	Michael
1.4 Old Business / Business Arising	
1.4.1 Alberta Winter Games 1.4.1.1 Preparations Update 1.4.1.2 Venue Enhancements 1.4.1.3 Facility Rental Submission > Things are moving quickly now. Volunteer registration had some duplication with main volunteer list – working it out now. XC has lots of volunteers, biathlon has some openings (see Michael). General volunteer registration site is: Alberta Games (rampinteractive.com)	Michael Matt Michael Michael
1.4.2 Lease Renewal > No update	
1.4.3 Policy / Bylaw Update > No update	
1.4.4 Acknowledgements/Thankyou > Serge recognized Geo & Christine for hosting the Banff Mountain Film Festival and dealing with the potential power outage on Saturday night.	

2.0 OPERATIONS COORDINATOR	
Item	Responsibility
2.1 Operations Coordinator Report	Michael



<p>> See attached / agenda circulated > Discussion on Google Workspace for file sharing and email accounts – what do we need / what is the cost: ACTION: Serge, Christine and North to work on this in next 30 days > North is willing to host a Friday pm social group / drop in. Discussion on would there be enough people participating to put lights on? Lights must be either all lights on or all off. Discussion on pent up demand due to lack of snow. Consensus to start it and try x 4 weeks = agreed. ACTION: North to organize and promote as part of his hours. > Conversation on re-considering converting our lights to LED and the need to make this a priority with escalating power costs and looking to the future. ACTION: Matt to refresh quote he had from before; Cam to get second quote; Serge to work on green grants that would help cover this expense.</p> <p>2.1.1 Membership issues with Nordiq Alberta/Canada membership > Can finally confirm now that WNSC members will get refunded. Information share on Nordiq AB handles their memberships.</p> <p>2.1.2 Error in 10% Off Window > Continuing to work to refund those impacted. ACTION: Christine to include a reference to both refunds in next newsletter + apologies from Club.</p>	
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3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p>3.1 Dec 30th Social Event Debrief > Thanks to all involved & showed up to help deliver this event; approximately 35-40 attendees mostly families; lots of positive feedback on social media; less than \$100 spent on smore kits & hot chocolate with leftovers donated to Jackrabbit. Consensus that the event was good value for Members and consider hosting next holiday season + more frequently (once a month in winter season?).</p>	Christine
<p>3.2 Multi-use Trail Master Plan > More parts coming = estimated completion time + costing. Can use doc as a template and can expand appendixes if needed. Next step = engagement session with Members and day pass users. Planning to do an Open House in person session first then follow up with social media. Possible dates: thinking April (before snow goes). After that,</p>	Matt



<p>next activity is focusing on summer trails – but will need to map them separately to differentiate from ski trails. Discussion on what are we seeking from engagement sessions? What do members value? What do you like? Plus open to input from others. Board needs some form of control (so no random trail creation or development) and a vision for a trail network with proper signage (biggest expense will be this).</p>	
<p>3.3 Lodge Opening/Closing Plan, Lights & Return to Programming > Lights on Monday 22nd forward x 5 weekdays (see 2.1 Friday Social Ski). Chicks and others good with 8:30pm lodge close. Open this weekend (Jan 27 & 28) with normal hours.</p>	Michael
<p>3.4 Banff Mountain Film Festival Debrief > Event went well overall despite extreme cold (some bought tickets but might not have attended) & anticipating normal fundraising outcomes. Theatre capacity is 500, had 400 Friday, sold out Saturday and 300 Sunday approx. (good feedback on matinee time). Concern about possible rolling power outage on Saturday night so skipped intermission – everyone OK with that. ATB worked with NWP to host a corporate event Friday & Saturday – thanks to Serge for the added support through ticket purchase. Financial report to follow at February Board meeting. Serge shared that we may be able to apply for a City of GP Art & Culture grant for this event. ACTION: Christine to look into</p>	Christine/Geo
<p>3.5 Mulcho-Man Effort > Work completed at \$1,800 for full day – should schedule this type of trail maintenance every year for existing trails and only applies to Nordic trails, not multi use. Will spend some time in Spring 2024 to plan for Fall 2024.</p>	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Treasurer Transition > Serge shared a new expense form and asked for feedback on reimbursement. Do we have a policy on redeemable expenses and the process? = no. ACTION: Serge to draft a policy and share for input + refine expense form based on feedback > Draft Grant writers = have some names / and list from GP Regional Sport Connection > Signing authorities at RBC = done = Michael, Serge & Christine (any two) > Bank fees for e-transfers etc; ACTION: Serge to look at options</p>	Serge/Michael



<p>> Going to stay status quo for payroll for now as lots of moving parts during the transition, and OK to use cheques for now for expense reimbursement.</p> <p>> Discussed cash on hand relative to financial reports</p> <p>ACTION: Serge and Michael to meet to discuss tweaking further</p>	
<p>4.2 Logo Rebranding Update</p> <p>> Checked with others and could only access the original logo + the one with Wapiti antlers (c/o Parsons Printing). ACTION: Matt to check and try drafting a logo using ChatGPT</p> <p>> Advised that rebranding it is more than ad hoc new logo on signs – needs to be rolled out across the board to be effective and consistent</p> <p>> Discussion and consensus that Club will use existing vinyl banners for AB Winter Games and string up strategically so no need to put a coroplast veneer on existing parking lot signs – they look OK as is.</p> <p>> Keep working this and bring back ideas.</p>	Christine

5.0 FUNDING/GRANTS

Item	Responsibility
<p>5.1 Latest Applications</p> <p>> No news or recent applications;</p> <p>> CIP grant status for 50% equipment still pending</p>	Michael
<p>5.2 Upcoming</p> <p>> Nothing reported</p>	Michael

6.0 SUB-COMMITTEES

Item	Responsibility
<p>6.1 Sub-Committee status review</p> <p>> No updates / focus is on AB Winter Games</p>	Michael

7.0 DIRECTOR & COORDINATOR REPORTS

Item	Responsibility
<p>7.1 Treasurer</p> <p>> See Financial Report attachment for Balance Sheet and Income Statement from new bookkeeper</p> <p>> Discussion on detail and consensus that this is a big step forward and the type of financial governance the Board should be reviewing each month</p>	Serge
<p>7.2 Trails</p> <p>> Nothing additional from Matt or Cam; Geo and Franco absent</p> <p>Summer Ski Trails Coordinator</p> <p>Winter Ski Trails Coordinator</p> <p>Multi-use Trails Coordinator</p>	Matt Cam Geo Franco



7.3 XC development > <i>No report - absent</i>	Ken A
7.4 Biathlon development ➤ <i>Calforex was cancelled / no snow and too cold anyway. Getting ready for AB Winter Games and Artic Games</i>	Randy
7.5 Programs ➤ <i>Jackrabbits ongoing; Sat 27th will be week #3</i>	Cori
7.6 Marketing/Communications ➤ <i>Will share post on Facebook from Sport Connection seeking nominations for Awards of Excellence – have had WNSC athletes, coaches and volunteers nominated in the past</i> ➤ <i>Will get an e-newsletter out at end of January – watch for call for content</i>	Christine
7.7 Funding ➤ <i>Serge shared that Karna from GP Regional Sport Connection is willing to meet and review grants that we might be eligible for.</i>	vacant
7.8 Directors At Large ➤ <i>No report - absent</i>	Eric, Ken P
7.9 Secretary ➤ <i>Apologies for late December meeting – lots of other Club volunteer items happening with social + film festival; will be more timely going forward.</i>	vacant, Christine
7.10 Vice President ➤ <i>Nothing further</i>	Christine
7.11 President ➤ <i>Looking for some additional volunteers to help with snow removal in the parking lots</i> ➤ <i>Unforeseen significant problem (following summer installation of new road culver) with ice overflow on side of Silver Arch; culvert needs steamed – do we have contacts for steamer companies? Michael going to check with Kurt at County. Pond not working / building up and overflowing. Need to evaluate culvert and ponds in spring.</i>	Michael
7.12 Past President ➤ <i>N/A</i>	vacant
8.0 IN CAMERA = N/A	

Adjournment @ 8:44pm

Next meeting time: Wed 21st @ 7:00pm