



## WNSC Board Meeting Minutes

Date                    Wednesday, November 15th @ 7:00 pm

Location                In person, Steve Cooper Lodge

Attending                Michael, Cam, Ken A, Serge, Franco, Eric, Ken P, Randy, Christine (joined at 7:24pm), Matt (joined 7:50pm)

Regrets                 Geo,

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Called to order at 7:02pm</i>	Michael
1.2 Approval of Agenda ➤ <i>Approved by consensus</i>	Michael
1.3 Approval of Minutes ➤ <i>For October 18, 2023</i> ➤ <i>Moved by Randy; seconded by Cam</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>No update</i>	Matt
1.4.2 Alberta Winter Games 1.4.2.1 Preparations Update > <i>Chair walk through meeting on November 18<sup>th</sup> with Randy and Liz attending . Medical at Wapiti Nordic venue will be covered by Grande Prairie Technical Search and Rescue. There have been visits to the Nordic Centre by Games personnel and another one is pending.</i>	Michael
1.4.2.2 Venue Enhancements > <i>Have received grant money from the Games that has been designated to the Club by the County of Grande Prairie for purchasing equipment to host the event. Michael has placed the order for fencing and display clocks.</i>	
1.4.2.3 Facility Rental Submission > <i>No update</i>	
1.4.3 Policy / Bylaw Update > <i>Michael will be working on this in the coming weeks</i>	Michael
1.4.4 Advisory Committee for Wapiti Recreation > <i>No meeting / update</i>	Michael
1.4.5 Steel Arch rework > <i>Work has happened around the arch. Consulted with key people and concluded that running heat tape would not be a good option.</i>	Michael



<b>2.0 OPERATIONS COORDINATOR</b>	
<b>Item</b>	<b>Responsibility</b>
<p>2.1 Operations Coordinator Report</p> <p>&gt; <i>See attached</i></p> <p>2.1.1 Membership issue with Nordiq Alberta/Canada memberships</p> <p>&gt; <i>Discussed what went wrong – investigating with Zone 4 and Nordiq AB. Discussion whether it should be separated out / use other registration mechanism. May look at other registration options before next Winter. Tabled until next month for further discussion / based on the impact. ACTION: Michael following up with Zone 4 and North coordinating inquiry communications.</i></p> <p>2.1.2 Lodge rentals opportunity</p> <p>&gt; <i>Historically we have not rented out the lodge as we did not have a process for booking and invoicing, opening and closing the lodge. It could work as a source of revenue but needs the right boundaries and protocols in place. Weddings, Christmas parties etc. could present some risks and liabilities. ACTION: Christine to check with County ANI insurance provider to see what risks might involve and report back.</i></p> <p>2.1.3 Lodge attendants, compensation model</p> <p>&gt; <i>Discussion on what format we are going to use for the 2023-2024 season – have used paid and volunteers on the same shift in the past and this was not ideal. ACTION: Christine to check with Nitehawk and put together a simple proposal for Lodge Attendants and what Gift in Kind in lieu of compensation could look like and circulate it with the Minutes.</i></p>	Michael
<b>3.0 NEW BUSINESS: OPERATIONS</b>	
<b>Item</b>	<b>Responsibility</b>
<p>3.1 Fall Trail Work</p> <p>&gt; <i>Michael: Used Big Stick for lift rental – we want to acknowledge the GIK (FB post and website) – mostly worked well and Michael was able to do the lodge gutters. Noticed paint from the roof lodged with organic matter in the gutters – may need to paint roof in the future. Rentco gave 50% discount on rental. All lights done and bulbs replaced, and trees pruned back around lights as needed. Seeding - Fosters provided some seed for free and help in Spring 2024. Exploring options for “Jack’s Trail” behind biathlon range for AB Winter Games where mulching could happen to open up trails – consensus to bring vendor in for a day and do as much as possible including tidying up Burgess. ACTION: Christine and</i></p>	Michael, Matt, Cam, Franco



<p><i>North to acknowledge Big Stick and other GIK vendors on Facebook and the website.</i></p> <p><i>&gt; Matt: Snowshoe trail is re-routed over by the Church Camp and trail will get worn in. Have given this group permission to drive in to pick up garbage until snow flies more. Working on snowshoe Master Plan. Chatted w Geo about Winter grooming and the goal is to enhance Forest trails + has met with Crawford, Doris and Michael.</i></p> <p><i>&gt; Cam: Has met with Geo to discuss winter trail items. Happy that mulching could happen right away.</i></p> <p><i>&gt; Franco: Has been manually trimming trails; encountered horses on west end of lease. Ken and Eric laid some mulch in the Forest trails and did some brushing too.</i></p>	
<p><b>3.2 Forest Trails Valley Loop Change</b></p> <p><i>&gt; Ken P had reached out with a plan. Willingness to try the switch this year to test it out and put up signs. If it doesn't work they can switch it back. <b>ACTION: Ken P and Matt to work on signs and advise members in advance + post in lodge and on website.</b></i></p>	Ken
<p><b>3.3 Calendar of Events</b></p> <p><i>&gt; There is an external calendar on the website on the Upcoming Events page and also an internal events calendar that North manages to coordinate the school bookings, race team training etc and this will be in the Coordinators report each month for the Board to view. We are missing a Program person on the Board to be the Champion to pull event organizers together to create more events at WNSC. Suggestion to include a contact person's name beside future events so that people can inquire through them. Question: Why race team hasn't held any events here (just Biathlon/Calforex) = Answer: because they have never had the trained people onsite to host it. Coach Claire's focus is the Youth. No reason why there isn't a Masters team = purely lack of someone to step up to do it. Discussion that the Program Director seat on the Board could be a Co-Chair role = more palatable for volunteers?</i></p>	Ken
<p><b>3.4 Power, Trail Lights Schedule</b></p> <p><i>&gt; Michael has done some research on our power bills and summer consumption seems high (it is metered). We are still on a floating rate+ but has now been changed to a fixed rate plan. Could potentially save \$3,500 this coming year if consumption stays the same. ATCO is checking our old contract. We need to be fiscally</i></p>	Michael



<p>responsible to our membership – may bring a change in lighting hours and or future green grant application for a project like this.</p>	
<p>3.5 Lodge Closing Plan          &gt; By early December we need a plan for evenings – times and whom? Has to be fair to groups or people who would be in these closing rolls. We pulled it back to 8:30pm last year and no real issues. Lighting was 5:00-9:00pm Monday-Thursday last year; discussion on merits of having lights on Friday PM = to be confirmed. <b>ACTION: Michael to connect with established volunteers to see if they are available as per previous years.</b></p>	Michael

<b>4.0 NEW BUSINESS: GOVERNANCE</b>	
<b>Item</b>	<b>Responsibility</b>
<p>4.1 Treasurer Transition          &gt; Has presented some opportunities (1) to revisit the bookkeeping arrangement (2) more efficient payroll for Groomer. Serge has a lead on someone who might be able to take over both of these and so we are transferring over to this. Will mean some processes will change e.g. expense reimbursement but should make things more efficient and streamlined with the changes. Sharon willing to stay on to help with Membership passes, mail etc. Board appreciates the long term contribution of both Sharon and Lori to date.</p>	Michael/Serge
<p>4.2 Budget Preparation          &gt; We have a commitment to wrap up last year end by Friday 17<sup>th</sup> November. Serge spoke to where the V2 Budget is to date (still pending Actuals) and refinement. 2023-2024 Budget needs to be circulated for Board to review prior to the General Meeting. Michael would like to draw up a budget process going forward so that financial reporting is more up to date and we can review Year To Dates / Profit &amp; Loss statement at each monthly Board meeting. <b>ACTION: All Board members to review Serge's email with V2 Budget and provide feedback by Sunday 19<sup>th</sup> evening.</b></p>	Serge
<p>4.3 Fall General Meeting, Dates, Ski Swap, Open House          &gt; Discussed plans for this meeting. <b>ACTION: Michael to circulate agenda for input.</b></p>	Michael

<b>5.0 FUNDING/GRANTS</b>	
<b>Item</b>	<b>Responsibility</b>
<p>5.1 Latest Applications          &gt; County Capital grant presentation is Tues Dec 5<sup>th</sup> – Serge or Matt may attend with Michael. Have applied for</p>	Michael



<i>Weyerhaeuser grant – declined. CIP is still pending notification in March 2024? – idea is to use matching funds from this on County. Opportunity on Corporate funding still out there too – still need someone to manage this portfolio.</i>	
5.2 Upcoming	Michael

<b>6.0 SUB-COMMITTEES</b>	
<b>Item</b>	<b>Responsibility</b>
6.1 Sub-Committee status review 6.1.1 Compensation/Recognition Sub-Committee > <i>Christine has not had a chance to meet with this group yet but will action as per 2.1.3</i> 6.1.2 Rental Equipment Sub-Committee ➤ <i>Doris led this and has made recommendations – Ernies can fulfil the order to value of \$4,500</i> 6.1.3 Others Miscellaneous Items: ➤ <i>Starlink – is in the budget but we need to see 2022-2023 Actuals before we pull the trigger on this</i> ➤ <i>Stadium cameras – need to seed 2022-2023 financials and have the Starlink in place before actioning.</i>	Michael

<b>7.0 DIRECTOR &amp; COORDINATOR REPORTS = RAN OUT OF TIME!</b>	
<b>Item</b>	<b>Responsibility</b>
7.1 Treasurer	Serge
7.2 Trails	Matt
Summer Ski Trails Coordinator	Cam
Winter Ski Trails Coordinator	Geo
Multi-use Trails Coordinator	Franco
7.3 XC development	Ken A
7.4 Biathlon development	Randy
7.5 Programs	vacant
7.6 Marketing/Communications	Christine
7.7 Funding	vacant
7.8 Directors At Large	Eric, Ken P
7.9 Secretary	vacant, Christine
7.10 Vice President	Christine
7.11 President	Michael
7.12 Past President	vacant

<b>8.0 IN CAMERA = N/A</b>	
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Adjournment: **At 9:26pm**