



WNSC Board Meeting Minutes

Date Wednesday, April 19th @ 7:00 pm

Location Zoom

Attending: Michael, Lori, Ken P, Theresa, Gordon, Randy, Christine,

Regrets Amber, Matt

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome	Michael
1.2 Approval of Agenda > <i>Moved by consensus</i>	Michael
1.3 Approval of Minutes > <i>Moved by Randy; seconded by Theresa</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>Progressing well.</i> 1.4.2 Alberta Winter Games 1.4.2.1 Preparations Update 1.4.2.2 Venue Enhancements 1.4.2.3 Facility Rental Submission > <i>Had a venue meeting – organizers will be reaching out to us. No word back yet on equipment request or venue rental fees.</i> 1.4.3 Policy / Bylaw Update > <i>Lori has reviewed and will give feedback to Michael.</i> 1.4.4 Advisory Committee for Wapiti Recreation > <i>No meeting to report on. Related to this - Matt and Christine attended Wapiti Trail Association AGM and WNSC trails were referenced by question from the audience.</i> 1.4.5 Steel Arch rework > <i>Michael has been in contact with County, and they will be doing some remediation work to improve drainage.</i>	Matt Michael Michael Lori/Gordon Michael

2.0 PROGRAM COORDINATOR: UPDATE	
Item	Responsibility
2.1 Monthly Report 2.1.1 Summer Programming > <i>Have Learn to Run group ready to go & will have to make changes to Zone 4 to tweak dates based on leader availability. It will be Monday and Saturday and will be a registered program. Hiking volunteer wants to lead his hiking group on Wed at WNSC if they can access with just a day pass – Theresa is going to check with</i>	Theresa



<p><i>Richard. Registered group is best geared for Beginners on Mondays. Meet up and ride group social mtn biking – must have day pass and not conflict with official program. Conversation around Bear Paw / WNSC / Nitehawk mountain bike programming – Michael said it would be good opportunity to engage with Nitehawk as a stakeholder when we do the Trail Management plan. Mondays – ladies (meet at Biathlon).</i></p>	
<p>2.2 Interim Program Coordinator plans > No action until after the Spring meeting but Michael, Lori and Christine will circle back on this, and goal is to have someone in place by September</p>	Michael/Christine
3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p>3.1 Upcoming May Events 3.1.1 May 6th, Talk To Me Colour Fun Run > Randy will be the liaison; have received insurance; same format as 2022 – expecting 200 participants. 3.1.2 May 27th, Meet In The Middle > Christine will be the liaison; have received insurance; similar format to 2022 except staging in front of main lodge instead of at biathlon.</p>	Christine
<p>3.2 Spring Try It Day > Received an invitation to participate from GP Regional Sport Connection. We don't have rental equipment & don't want to send kids out on the trails on equipment that might not provide the best experience. Lori not available to host that date. Christine to advise and decline but ask to be kept informed and still plan for a dedicated WNSC Try It Day in December 2023.</p>	Christine
<p>3.3 Church Camp Activity > Have a very good relationship & Matt has done a lot of work. Michael has talked to Carolyn. Planning to do some work around grading the road, tree planting etc. Have a camped booked for June 9-11; fully booked in July. Planning to have a camp clean up end of May and we will put signs up to say that section of trail closed on key dates. Michael will work with Matt on this plus realigning the trail through their property for the future. It is good for us to be cognizant of their needs and maintain good relationships.</p>	Michael
<p>3.4 Calforex in the 2023/2024 Season? > Volunteer coordinators for this event are feeling we can host both events (AB Winter Games + Calforex) with Calforex being a fundraiser for the Club.</p>	Michael



4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Spring General Meeting Preparation > Reviewed the draft agenda. Lori will have financial update report ready by Friday prior to go on website. Reviewed agenda and assigned roles who is presenting what. Board members stepping down: Theresa & Amber; undecided = Ken P; Michael as Past President; President as existing Board Member – preference is to onboard new Directors and hopefully some new hires willing to step up. Need horsepower to keep things moving along and Michael will continue in President role if needs be. We can assign roles within the Exec after the election. Current Board members standing for re-election: Ken A, Randy, Gordon, Matt, Christine. New names for the slate: Cam Harris, Serge Martin, Eric Chislett, Franco S, Geo Rawlins. If all elected this would make it 9 Directors. Bylaws say: Exec (5) + 3-10 Directors. Voting Mechanism: Christine to prepare a chit. Onboarding / Organizational Meeting – book it 2 weeks after the Spring GM + post meeting notes from sub committees on website going forward. Christine to arrange snacks for after the meeting – social time. Provide copies of where we landed with the Business Plan</p>	Christine / Michael

5.0 FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Recent awards:</p> <ul style="list-style-type: none"> • Working on City operating grant • In convo with ATB and Source Energy for their community grant • Needs a Wish List for applications – Michael to share some intel; would want rental equipment committee to meet • County Capital grant (matching) opens Aug 1 – Sept 15 • Got some contact with Kubota and Brandt re: equipment needs; Ken A has a relative who works at Bobcat 	Gordon
<p>5.2 Corporate Sponsorship > Christine to acknowledge sponsors in next e-news</p>	Gordon
<p>5.3 Crowdfunding Campaign > Will circle back on this in the Fall</p>	Michael
<p>5.4 May/June offerings > No specific ones identified</p>	Gordon



5.5 Grant Spending Protocols > <i>Some are not for operating (Pembina and Rotary have been designated)</i>	Michael
5.6 Casino Preparations/Chairperson ➤ <i>Have 11-12 positions filled w 20 still vacant. Sharon to check back on Zone 4; Christine to make a QR code poster for Spring GM. Grant has been Chairperson for casino & resigning after this one in July. Sharon doesn't see herself as leader for volunteers in another 2-3 years so is stepping back.</i>	Michael

6.0 SUB-COMMITTEES	
Item	Responsibility
6.1 Trail Enhancement Sub-Committee > <i>Planning to meet in the Spring to get a slate of activities approved for this summer</i>	Matt
6.2 Risk Management/Emergency Preparedness Sub-Committee > <i>Code of Conduct for mtn biking and XC skiing > Michael to action in May + closing loop on the key box</i>	Michael
6.3 Snow Clearing/Grooming Sub-Committee > <i>N/A</i>	Michael
6.4 Nomination Sub-Committee > <i>See Spring GM – thanks to Michael for help with nominees</i>	Christine / Lori
6.5 Rental Room Sub-Committee > <i>Have names & planning to meet soon</i>	Michael
6.6 Event Sub-Committees, Summer & Winter > <i>Seeking names</i>	Michael
6.7 School Program Fees Sub-Committee > <i>Meet in May / Lori + report on finances to date / Doris & Matthew V + Randy. Randy to Chair this SubCommittee</i>	Michael

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer ➤ <i>Inquiry about Mission staff for Arctic Winter Games / received and have x 3 applicants (Liz, Randy, Ken A)</i>	Lori
7.2 Trails ➤ <i>N/A</i>	Matt
7.3 XC development ➤ <i>Have 2 x roadside clean up fundraisers on May 6 & May 27 for Province and County</i>	Amber



<p>7.4 Biathlon development</p> <ul style="list-style-type: none"> ➤ 1 x planning session for youth > good for each significant program to ask for feedback = midst of this. Creating a signed Code of Conduct – good idea for other formal programs too. Have program members identifying their offseason goals. Plus for Youth – what is happening this coming year / who is eligible etc 	Randy
<p>7.5 Programs</p> <ul style="list-style-type: none"> ➤ Masters skiing – AB Masters XC Association wants to expand to more fitness and social for Masters. T has drafted a blurb using info from website etc. Christine to send copy of logo to T (done); Michael says similar thing for Biathlon 	Theresa
<p>7.6 Marketing/Communications</p> <ul style="list-style-type: none"> ➤ Will give sponsors a shout out in next e-news; and send an e=blast + on Facebook to remind of Spring GM 	Christine
<p>7.7 Directors At Large</p> <ul style="list-style-type: none"> ➤ Ken P sought clarification on the AB winter games ask (see above) + did we put a deposit down on the machine? Michael advised no = no consensus from Board on this item 	Ken
<p>7.8 Secretary</p> <ul style="list-style-type: none"> ➤ N/A 	Christine
<p>7.9 Vice President</p> <ul style="list-style-type: none"> ➤ N/A 	Christine
<p>7.10 President</p> <ul style="list-style-type: none"> ➤ Crawford switching to summer ops – maintaining fire lodge; taking care of fallen trees, even wet areas are low on water – we could be in for a dry season. 	Michael
<p>7.11 Past President</p> <ul style="list-style-type: none"> ➤ N/A 	vacant

<p>8.0 IN CAMERA > N/A</p>	
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Adjournment @ 8:45pm

Next Meeting: Wednesday May 17 @ 7:00pm at Lodge in person to meet new Board members