



WNSC Draft Board Meeting Minutes

Date: Wednesday February 22, 2023 @ 7:00pm
Location: Zoom
Regrets: Ken Atamanchuk
Attendance: Michael, Amber, Matt, Lori, Theresa, Christine + Dallal (staff)

1.0 MEETING OPENING

- 1.1 **WELCOME** (Michael): Called to order 7:02pm. Quorum confirmed (half of Board + 1 = 5 required)
- 1.2 **APPROVAL OF AGENDA** (Michael): With additions 1.4.6, 1.4.7 and 3.6. Approval moved by Theresa; seconded by Matt
- 1.3 **APPROVAL OF MINUTES** (Michael): Moved by Theresa; seconded by Matt.

1.4 OLD BUSINESS

1.4.1 **LEASE RENEWAL** (Matt): Public Lands Manager helping by working with the survey company but should make for smoother sailing for it to process through. Christine has reviewed and provided input. Management plan 90% complete – just needs final edits, building photos etc. *ACTION: Michael to review and Matt to bring Management Plan back to Board for approval*

1.4.3 **ALBERTA WINTER GAMES** (Michael): Games Committee and AB Sport Reps met with local Sport Chairs last week to outline the process and roles plus connect with Provincial sport organizations. Working to prepare technical packages and any requirements to host the event at local venues. Michael already has a good working relationship with Biathlon rep; Liz not the same experience so Michael and Randy going to mentor. Next schedule meeting is April 4th – Randy to attend in place of Michael. Christine shared the County's recent financial commitment to AWG. WNSC facility improvement asks might be: new display clock and a starting clock. For equipment – two Alpines are aging, parts hard to acquire, and might be good requests to make from AWG – working on quotes. Lori spoke to aging buildings – rental rooms, no greeter space upstairs, reconfiguring the space – might be a better fit for other grant applications?. Need to know what club is seeking by the April meeting. Should look at upgrading the wax benches in wax room sometime ... Michael to investigate. We could also consider replacing the main entrance signs with this opportunity? *ACTION: Lori and Matt to connect on possible building renovations for future grant opportunities. ACTION: Michael to coordinate possible facility enhancement requests as mentioned above including timing equipment, Alpine(s) replacement and wax bench upgrades.*



1.4.4 **POLICY/BYLAW WRITING UPDATE** (Michael): Dallal has set it up on Google Workspace platform so everyone reviewing and editing the same document. This will be valuable going forward. Christine reviewed and provided comment; Lori working through it + Michael to review.

1.4.5 **ADVISORY COMMITTEE FOR WAPITI RECREATION** (Lori/Gordon): No new information / committee has not met since last meeting.

1.4.6 **BANFF MOUNTAIN FILM FESTIVAL OUTCOMES** (Christine): Reported that attendance was close to pre-COVID years and Net proceeds estimated at \$14,963 – both healthy results now that shows are back at NWP. Funds go to Club's general operations / bottom line. By comparison, the April 2022 shows generated \$4,224 Net due to smaller venue and coming out of pandemic. Plan for January 2024 shows is to run a Sunday matinee instead of evening to boost Sunday attendance and work with Sport Connection to host an outdoor activity group expo on the Saturday night.

1.4.7 **TRAILS MASTER PLAN** (Matt): This idea was raised at the Fall 2022 General Meeting and is referenced in the Management Plan that will be submitted as part of the Lease Renewal. Two quotes to date: Cabin Works (\$22,500 – more prescriptive) and J Hoots quotes (\$5 - \$35,000 including demo trails). Both included open house input sessions with club members and wayfinding signage. Timeline – would be good to decide in Q2 2023 – as they book one year out. Board to investigate further and share at Spring GM. *ACTION: Matt to share quotes with other Board members for review (Done)*

2.0 COORDINATOR REPORT

2.1 **MONTHLY REPORT** – From Dallal - Accepted as presented – see attached. Her verbal update included:

- Shared concerns about people navigating the multi use trails. We could add fence posts and laminated signs – similar to ski trails. Matt agreed and said goal is to have them in place for next Fall.
- Awesome feedback on our trails and grooming from people visiting from Revelstoke and Boston! Dallal to pass on this positive feedback to Crawford plus additional from social media

3.0 NEW BUSINESS: OPERATIONS

3.1 **CALFOREX DECISION** (Michael): Had 80+ athletes registered, followed by a week of thaw and wind, then forecasted snow didn't arrive. Made the decision that conditions weren't sufficient for 400 laps/athletes to participate safely. Had a great response from volunteers and met goal that way – thanks to Shelley West and Cori Janes! Want to recognize businesses and sponsors and will recognize them in the upcoming e-newsletter. plus had Rob McLaughlin helped out with parking lots. No real financial net impact to cancelling event. *ACTION: Christine to include Thank You to key Calforex volunteers and sponsors for their efforts in February e-newsletter (Done)*



3.2 **SCHEDULE FOR UPCOMING EVENTS:** Loppet (Amber) > Wants to look at planning ahead earlier next year so shared expectations on who is organizing what and a less of a scramble. Lori suggested breaking it out into quarters (or semi annually) for planning. Is it program specific responsibility for organizing events like this? Club could definitely benefit from more advance planning and even a sub committee that looks after events etc. And review where funds are channelled for events – not necessarily to a specific program. Race team is committed to coordinating this year’s Loppet event. Could use Spring GM to fill this committee and capitalize on vacancies? *ACTION: Christine to include call for volunteers to Event Sub Committee in February e-newsletter (Done)*

3.3 **RECENT COMPETITION RECAP** (Michael): Shared some highlights: Canada Winter Games (Liam Tinworth); Calforex Cups (sent team to 1 x event – great performances); Arctic Winter Games (2 x individual medals + relay medal); XC team in AB Cups well attended / performance with 1+ WNSC athletes on podium at every event + U14 Arctic (Aiden Armstrong a Bronze). Parents are shadowing race officiating to prepare for 2024 AB Winter Games in GP. Well done everyone! *ACTION: Christine to include in February e-newsletter (Done)*

3.4 **NORTHERN REGIONAL CAMP** (Amber): Initiated by Spirit North – w 24 students coming down from High Level and other locations. Some have never skied on groomed trails. Have opened it up to other clubs + our Jackrabbits program = x 3. *ACTION: Christine to check Claire on media opportunities (Done).*

3.5 **2024 ARCTIC WINTER GAMES** (Michael): Preparations are underway re: mission staff + applications for grant funding for Sport Coordinators for Team ABNorth. Event is in March in Alaska

3.6 **CASINO FUNDRAISER OPPORTUNITY** (Michael): Scheduled for July 4 & 5 2023. Sharon has traditionally organized volunteers for this. Dallal suggested the Sign Up Genius app – very sharable, free and we could use it to solicit volunteers for other events this way. *ACTION: Michael to check with Sharon if she wants us to set this up. ACTION: Christine to include in the March e-newsletter if volunteers still required.*

4.0 NEW BUSINESS: GOVERNANCE

4.1 **SECRETARY POSITION** (Michael): Christine to reach to those before who were interested before or they could maybe serve as a Director first. This would ensure they get proper mentoring and shadowing. Could also consider contracting Minutes out as some not for profits do. *ACTION: Christine to connect with former applicants*

4.2 **SPRING GENERAL MEETING DATE** (Michael): Selected as April, Sunday 23rd @ 1:00pm. Need to circulate agenda 21 days in advance as per Bylaws. *ACTION: Christine to reference in February (Done) and March e-newsletters and work with Michael on the Agenda.*

5.0 FUNDING / GRANTS



5.1 RECENT AWARDS (Michael): Received and deposited two grants that we had applied for - \$2,500 deposited from Pembina (for range mats) + \$5,000 from City of GP for operating funds. No other news. Will have to circle back on the Crowdfunding again to launch maybe Fall 2023. We received a reminder to apply for Weyerhaeuser Giving Award. Plus County operating grants are open Feb 1. *ACTION: Christine to forward info on County grants to Gordon*

5.2 CORPORATE SPONSORSHIP (Christine): Opportunity for Grain Bin Brewing Company to promote via upcoming Loppet. *ACTION: Christine to connect with them.*

5.3 CROWDFUNDING CAMPAIGN (Michael): Have to revisit and pick up from where left off. Anyone else interested in getting involved? May not launch it until later in the year ...

5.4 MARCH / APRIL OFFERINGS: No new information.

6.0 SUB-COMMITTEES

6.1 TRAIL ENHANCEMENT SUB COMMITTEE (Matt): May be an opportunity to host an IMBA course coming to town – International Mountain Bike Association = best practices for mtn bike trails. *ACTION: Matt to investigate further and share format and cost with Board.*

6.2 RISK MANAGEMENT & EMERGENCY PREPAREDNESS SUB COMMITTEE (Michael): Hsted another session in early February – thanks to volunteers. That's all now for Winter season.

6.3 SNOW CLEARING & GROOMING SUB COMMITTEE (Michael): Everything working well and parking lots look great. North side parking lot is working well with County doing extra work after conversation with grader operator.

6.4 NOMINATION SUB COMMITTEE (Christine): Christine and Lori to connect offline and follow up. *ACTION: All Board members to keep eyes and ears open for suitable candidates*

6.5 RENTAL ROOM SUB COMMITTEE: Michael has completed the Terms of Reference and will share with all; Lori to share the financials for the rental room. Agreed to approach Doris or Melissa to chair this sub committee. At end of season Doris is willing to go through old rental gear and identify items that could be sold off. Discussion and decision that it is best practice to sell these items at the ski swap in Fall 2023.

7.0 DIRECTOR & COORDINATOR REPORTS

7.1 TREASURER (Lori): Shared the Year To Date Actuals verses Budget. Lori also updated on other items she is involved with (a) has some gear coming through Playfair vendor (b) seeking mountain bike instructors and leaders (c) Don't Get Lost in the Woods 2023 date is Sept 10th with registration opening June 10th. *ACTION: Christine to reference (b) and (c) in February e-newsletter (Done)*



7.2 **TRAILS** (Matt): See 6.1 plus referenced upcoming FireSmart activities by the County – dates to be confirmed.

7.3 **XC Development (Amber)**: March 24th is their wrap up event.

7.4 **BIATHLON DEVELOPMENT** (Michael): Also wrapping up end of March. Facilitated youth learn to ski (Jackrabbits) to try out Eco-Aims one weekend when snow was poor.

7.5 **PROGRAMS** (Theresa): See 3.2 – nothing additional.

7.6 **MARKETING/COMMUNICATIONS** (Christine): *ACTION: February e-newsletter to go out by weekend of Feb 25-26th (Done)*

7.7 **DIRECTORS AT LARGE**: N/A

7.8 **SECRETARY**: N/A - Vacant

7.9 **VICE PRESIDENT** (Christine): Nothing extra to add.

7.10 **PRESIDENT** (Michael): Shared that our Operations Coordinator Dallal had tendered her resignation to pursue another career opportunity. Last day will be Sunday, March 19th. Executive members to meet and discuss Next Steps.

7.11 **PAST PRESIDENT**: N/A - Vacant

8.0 IN CAMERA SESSION

Into IN CAMERA @ _____ = N/A Out of IN CAMERA @ = _____ N/A

9.0 ADJOURMENT

Adjourned at @ 8:48pm

10.0 NEXT MEETING

Next Board Meeting: Wednesday, March 15, 2023 @ 7:00pm > ZOOM

Items to include next meeting:

- Insurance Appraisal (Lori) – carried over from Feb
- Other?