



WNSC Draft Board Meeting Minutes

Date Wednesday January 18, 2023, 2022 @ 7:00pm
Location [zoom](#)
Regrets:
Attendance: Michael, Amber, Randy, Matt, Theresa, Christine + Ken A (non vote), Dallal (staff)

1.0 MEETING OPENING

- 1.1 **WELCOME** (Michael): Called to order 7:01pm. Quorum confirmed (half of Board + 1 = 5 required)
- 1.2 **APPROVAL OF AGENDA** (Michael): With addition of 3.3 and 3.4 and move 3.1 to Sub Committees as 6.5. Approval moved by Theresa; seconded by Matt
- 1.3 **APPROVAL OF MINUTES** (Michael): Moved by Theresa; seconded by Matt. Discussion that new Draft Minutes circulation timelines worked well last month.

1.4 OLD BUSINESS

- 1.4.1 **LEASE RENEWAL** (Matt): Management Plan is almost complete. First Nations (FN) Consultation has been initiated – could be short or long – cost TBC – using 3rd party to facilitate it – hoping it will be straightforward because the Club has occupied the land for some time. Suggestion that we offer the FN some programming at WNSC, if appropriate, as part of the process. Field work is done / office work is completed. Should have something ready before leases are up for renewal in Q2 2023. *ACTION: Matt to share document with Michael and Christine to review draft version.*
- 1.4.2 **BUSINESS PLAN UPDATE** (Christine): Shared version that included feedback from the December 2022 Board Meeting. Edited to include suggestions around specifying equipment replacement and evaluation in 1B. Moved to accept as presented – Theresa; seconded by Matt. *ACTION: Christine to include final version as approved with the January meeting Minutes.*
- 1.4.3 **ALBERTA WINTER GAMES** (Michael): Getting messages from the organizing committee. Have reached out to Liz Tinworth to be the Sport Chair (agreed) + Michael will act as Venue Manager for now. Christine will support and / or Randy too as needed.
- 1.4.4 **POLICY/BYLAW WRITING UPDATE** (Dallal): Contractor was working on our Policies and has sent a draft document via Dallal. Can make changes and comment if we want a different format and send back to her. They will edit and finish and then begin work on the Procedures. *ACTION: Michael + _____ to review draft Policies and provide feedback.*



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

1.4.6 **ALBERTA TRANSPORTATION PAYMENT PRIORITIES** (Michael): Some work has been performed on existing trails. As a Board we should have a plan for these funds. Matt shared some ideas for future consideration:

- Build the fence on the new boundary along the service road using the bush where in place so only fence the gaps (already approved)
- Purchase a piece of equipment with a cab for snow removal and mowing e.g. a skid steer + it could take care of erosion issues > refer to Equipment committee as per Business Plan Focus Areas
- Address retaining walls around lodge – could a club member / volunteer help with this?
- Put some funds into a Trails Master Plan (including multi use) and execute
- Are these reasonable priorities?

ACTION: Assign project lead, get quotes and then timeline to action to report back to Board for approval of each item separately.

2.0 COORDINATOR REPORT

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

- Super busy with rentals & holiday times; covering half of lodge shifts with volunteers and other half with staff
- Drop in rentals are skyrocketing and pre-booked rentals are dropping.
- Lessons: lot of requests for semi and private lessons. Some requests for private family lessons. Seems to be shifting with 1-3 custom requests per week.
- Andre did a family lesson last year > the family has signed their kids up in Jackrabbits this year = good news!
- Try-It-Day this Sat Jan 21 – snowshoeing at WNSC cancelled as registrations low. Will focus instead on Dec 2023 dedicated WNSC Try It Day
- Kids program launched Sat, Jan 14th w 7 new leaders + 3 returning from previous years.
- Hearing that people want single item rentals. Discussion on including this as part of the Rental Room sub committee – *ACTION: Reactivate via web store – DONE Jan 21, 2023*
- Could we offer multiple day rentals? *ACTION: Refer to Rental Room subcommittee*
- Phone needs to be replaced along with vacuum + shop vac in wax room too. Christine moved to approve the purchase out of operating funds; seconded by Theresa.
- Discussion on possibility of making day pass purchasers more accountable. *ACTION: Christine to check on webstore if they can add licence plate to e-store to encourage more accountability with purchase.*

3.0 NEW BUSINESS: OPERATIONS

3.2 **SCHEDULE FOR UPCOMING EVENTS – Loppet, Duathlon** (Theresa): No suggested or confirmed dates for 2023 yet. Previously, XC race team provided some resources to help set up and benefited from some of proceeds. In 2022 Michael wrangled some biathlon volunteers. Usually first week in March? Biathlon is in Hinton that weekend. XC ace team is good to help if Loppet is in the first two weeks in March. Teachers' convention is



March 9-10. Discussion that Loppet is the priority of the two events and Duathlon is a bonus event. Refer to the debrief report that Michael did after the 2022 event. *ACTION: Michael to check w Lori to see if she wants to be lead on this or not and confirm with Dallal placeholder date(s). Approach other groups within the Club if needed.*

3.3 **CALFOREX CUP** (Michael): Planning underway, race notice to be posted. Michael to share race package with Board, Camrose race had 150-165 racers, traditionally 70-80 at ours in GP + anticipating an increase for WNSC this year. Organizing committee working on things, Shelley working on volunteers.

3.4 **TRAIL CONDITIONS** (Michael): Every year we have risks with flowing water & pooling. New pooling on biathlon side of the silver arch and was running during construction. Need to revisit the catch basin with construction contractor. Could use north trails only if needs be for Calforex but prefer to use South trails too. *ACTION: Michael to contact the County to follow up*

3.5 **INJURY INCIDENT** (Michael): Person injured during a lesson – shoulder injury – instructor called EMS – County Fire w snow machines attended the scene. Incident form was completed. Would be good to have a formal incident reporting process, post it and keep blank hard copies at the lodge. *ACTION: Dallal to draft an incident reporting process and present to Board.*

4.0 NEW BUSINESS: GOVERNANCE

4.1 **SECRETARY POSITION** (Michael): As a FYI for Board, our Bylaws say we do not have to have Membership vote to nominate someone to fill the position – can be selected by the Board between General Meetings and then they be nominated to the Board. Would be good to approach the person and have them shadow for a while before expecting them to step into the role. *ACTION: Christine to follow up w other nominees.*

4.2 **COMING ELECTIONS** (Michael): Reminder this happens in the Spring. How do we set ourselves up for success? We should look at President and Vice President roles to get into succession planning and standard governance procedures. Christine offered to step down as VP next election to facilitate this process.

5.0 FUNDING / GRANTS

5.1 **RECENT AWARDS** (Michael): Gordon was successful in getting funding from Pembina for range mats for biathlon and funds have been deposited. City of GP grant compliance document is complete with funds to follow.

5.2 **CORPORATE SPONSORSHIP** (Christine): Local craft brewery Grain Bin Brewing Company approached our Club regarding cross promotional opportunities for both parties including the Banff Mountain Film Festival and a specific club event e.g. upcoming Loppet and offer members and day pass holders special beverage options (happy hour, cocktails, kombucha) at their location in GP. Discussion that the proposal sounds like a good, low risk cross promotional opportunity. Motion made ***“To undertake a cross promotional endeavours with Grain Bin Brewing Company for the 2023 calendar year”***. Moved by Christine; seconded by Randy. *ACTION: Christine to advise Grain Bin and be the liaison for cross promotional activities.*

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 JANUARY / FEBRUARY OFFERINGS: No new information.

6.0 SUB-COMMITTEES

6.1 TRAIL ENHANCEMENT SUB COMMITTEE (Matt): Terms of Reference were created when the sub committee was formed. Questions were raised at the Fall 2022 General Meeting around multi use trails and establishment of a master plan? By end of this ski season, goal is to have a plan of activities for action during the non ski season for small-moderately significant trail improvements. Would like a couple of members from the Board to sit and look at it the process so it is solid for a couple of years. Need a process to evaluate changes requested by individuals. Need some structure on trail maintenance and development or else it is wide open and in conflict with club as a steward of the land. Could designate a leader for multiuse / and other trail decisions. Might be good to have a quarterly update from this group to the Board to show what has been done (small items) and seek Board approval (mid to larger items). There are merits to keeping the trails challenging with some irregularities (for training athletes + diversity for rec skiers) – cannot make it all level and without some degree of risk. Thinking there should be an approval process relative to the scale and scope of trail improvement. Next step for April/May 2023: (1) Designate 2 leaders, (2) create a list of items on two (small items + moderate to large scale) spreadsheets and bring to Board for pre-approval. If an emergent priority pops up it could go direct to the Board. *ACTION: Michael to share the TOR and review with Christine to ensure processes align with the Club mandate.*

6.2 RISK MANAGEMENT & EMERGENCY PREPAREDNESS SUB COMMITTEE (Michael): They did some work with the trail orientation session – good feedback – still more action items. Dallal planning another session in February and will coordinate with leaders from last time. Michael to follow up with Ken A on some items.

6.3 SNOW CLEARING & GROOMING SUB COMMITTEE (Michael): County is helping out with the North trails parking lot and biathlon parking. Overall, has been successful to date this season. Non groomers doing the work so not distracting from regular grooming efforts. Have reached out to some new groomer folks for onboarding but no new snow since. Crawford is happy with the folks that came forward to date.

6.4 NOMINATION SUB COMMITTEE (Christine): No action to report. See 4.2 – need to be mindful that time will pass quickly until Spring GM! *ACTION: All Board members to keep eyes and ears open for suitable candidates*

6.5 RENTAL ROOM SUB COMMITTEE: *ACTION: Michael to share names and work with Christine to get this sub committee going.*

7.0 DIRECTOR & COORDINATOR REPORTS

7.1 TREASURER (Lori): N/A

7.2 TRAILS (Matt): Hearing lots of positive comments on grooming of trails. Our multi use trails are being very well used compared to some of the unstructured ones in the area. North end is particularly busy.

7.3 XC Development (Amber): Off to race in Edm this weekend. AB Cup in Red Deer on Family Day weekend. Arctics coming up. Busy season!

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7.4 BIATHLON DEVELOPMENT (Randy): Busy too like XC race team – first competition in Camrose with 5 athletes/coaches was successful. Busy prepping for Artic Winer Games in Ft. McMurray w 5 biathlon athletes and 3 snowshoe biathlon athletes. Also, for Calforex cup – keep funnelling volunteers this way!

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

7.6 MARKETING/COMMUNICATIONS (Christine): Banff Mountain Film Festival was very well attended with 85% occupancy on Friday night, 95% on Saturday and 65% on Sunday. Best attendance at the NWP theatre since COVID! Hoping that proceeds will reflect this – should have a report by Feb Board meeting. January e-Newsletter was sent out Wed, Jan 11th with a call for volunteers for Calforex etc. Will send out Feb edition by middle of month. Did not get a chance to work on Google Work during the holidays due to teaching XC lessons and working on BMFF! But is the next most important task to tackle!

7.7 DIRECTORS AT LARGE (Ken P): N/A – Was noted that the idea brought forward at December meeting re: adjusting Valley Loop or reverse direction was not unanimously supported by the Trail subcommittee so no further action at this time.

7.8 SECRETARY: N/A - Vacant

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

7.10 PRESIDENT (Michael): Nothing extra to add.

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 @ 8:55pm

10.0 NEXT MEETING

Next Board Meeting: Wednesday, February 22, 2023 @ 7:00pm > ZOOM

Items to include next meeting:

- Insurance Appraisal (Lori)
- Other?