



WNSC Board Meeting Minutes

Date Wednesday, June 21st @ 7:00 pm

Location In person, Steve Cooper Lodge

Attendance Michael, Matt, Ken A, Ken P, Franco, Lori, Eric, Cam, Geo, Randy, Christine

Regrets Serge, Gordon

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Call to Order at 7:04pm</i>	Michael
1.2 Approval of Agenda ➤ <i>Approved by consensus</i>	Michael
1.3 Approval of May 17 2023 Minutes ➤ <i>Moved by Matt; seconded by Franco</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>Submitted before the deadline; in process, will advise when process is complete.</i>	Matt
1.4.2 Alberta Winter Games > <i>Met with Games Manager + Games Chair. Discussed facility charges of \$4,400 but declined all Capital asks; Games have found equipment from other venues. Committee has asked for list again of what we need + we have requested that security onsite while events not in progress.</i>	Michael
1.4.3 Policy / Bylaw Update > <i>ACTION: Lori to provide edits to Michael</i>	Michael
1.4.4 Advisory Committee for Wapiti Recreation and Trail Management Plan > <i>No meeting by Province since last report.</i>	Lori/Gordon
1.4.5 Steel Arch rework > <i>Need to look at connection + some other drainage concerns. Still considering heat tape. ACTION: Michael to follow up with County.</i>	Michael



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2.0 PROGRAM COORDINATOR: UPDATE	
Item	Responsibility
<p>2.1 Summer Programming:</p> <p>> Summer memberships = 52 individual = \$2,700 plus 10 family at \$1,250. Flagging standard is – set up and take down 24 hours before and after as per event application form. Recent pink flags may be from bike club. Some orange flagging too. Some pink flag on north side from FireSmart @ 2 summers ago? Protocol for flagging for extended periods through the Board; or create a flagging package with reusable tape and clips. Consideration for those with color blindness. <i>ACTION: Matt to explore sustainable flagging alternatives</i></p>	Michael/Lori

3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p>3.1 Potential Upcoming Events:</p> <p>3.1.1 Run with the Wolves – Oct 4, 2023: > Request to organize an evening event from 5-8pm from Northwestern Polytechnic. 1,2,3,5 and 10km race with professional timing. No access to lodge required; pricing as per matrix. All in favour - APPROVED</p>	Christine
<p>3.2 Fall Upcoming May Events</p> <p>3.2.1 Don't Get Lost in the Woods: > Sunday, September 10 2023. Hosted by WNSC mountain bike program. New features this year. Registration is open on Zone 4 and on WNSC website – see: Don't Get Lost in the Woods - WAPITI NORDIC SKI CLUB</p> <p>3.2.2. XC Officials Training: > Scheduled for Oct 20-22 with Liz coordinating</p> <p>3.2.3 Artic Winter Games Development Camps: > No dates set yet; waiting to hear if grants have been approved in new Ministry. Calendar has been released and asking that teams be identified by 26th Jan; staging in GP Feb 13th; leaving March 9th returning 16/17th.</p>	Lori Michael Michael



<p>3.3 Calforex in the 2023/2024 Season</p> <p>> Schedule coming out early. Looking like Jan 13-14 2024. Gives 1 month before AB Winter Games. Should get better than average attendance.</p>	Michael
<p>3.4 Operations Coordinator Search:</p> <p>➤ Executive met – reviewed the Position Description and refined the role based on what transpired in the first year. Timeline is - Interviews in July and onboard in September. ACTION: Christine to share doc with Board and post job by June 25th – DONE.</p>	Michael
<p>3.5 Starlink:</p> <p>> Need a little more than the basic package. Have some volunteers that could run cable, posts and help with installs. Good to time it with the Genie lift and light check outs. Dave McC might have some information. Discussion on timing this closer to the Fall when Club would need it. ACTION: Michael to follow up on install help and communicate with Crawford on the use of the lift when we rent it for light replacement.</p>	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Organization Structure Proposal / Progress:</p> <p>Matt has documented a Trail Maintenance Work Order process (see attached). Need to define to membership what official trail maintenance activity is = larger work / levelling / erosion/ encroachment etc. Crawford will still handle day to day maintenance at an “upkeep” level. Could add a button on the website (DONE) and have information pushed to Trail Director who triages it and passes it on to Cam or Geo. In the future the validation will have three levels for volunteers e.g. Level 1 = hand tools; Level 2 = power tools + future chain saw course; Level 3 = volunteer leader who is competent in running groups of volunteers and do the hazard assessment etc – example: Doris. Important to clarify two distinct things = Trail Maintenance and Trail Enhancements. Will be good to have a list that people can work on if they have energy. Some things might be beyond the scope of volunteers – if so, Club should hire skilled operators within budget. Important to have the right equipment for the right job.</p> <p>Could there be a summer and winter multi use trails coordinator? – Franco is interested > Matt to discuss. Brush cutting in the summer on single track? Important to keep track</p>	Matt



<p><i>of what has been done – to close the loop and coordinate who is doing what = why we want to have one main contact for Trails.</i></p> <p><i>New role in the winter will involve input on grooming and winter operations. Overall this will be an ongoing integration process open to adaption / check and adjust as we go. Some discussion on dip/should culvert be widened on Aspen? – consensus that it not seen as a hazard for skilled trail users.</i></p> <p><i>ACTION: For trail enhancement – Matt to gather subcommittee together again and use it as a kick off point to identify projects. Would be good to communicate to membership what enhancement priorities are for summer/fall 2023 so they know what our plans are to work on.</i></p> <p><i>ACTION: Provide Matt with admin access to Facebook to post and report this trail activities and share with Membership (+ can cross reference in e-newsletter and website photo gallery if needed).</i></p> <p><i>ACTION: Christine to check if a Google form could help with users reporting trail problems.</i></p>	
<p>4.2 Proposal for Use of Alberta Transportation Award:</p> <p><i>> See proposal from Michael (attached). Intent is to provide some structure to how these funds are allocated. Priorities are (a) Invest some in trail improvements annually (b) Allocate a portion to (i) asset capital reserve fund (ii) and equipment reserve. Discussion and feedback with consensus approving the intent of the proposal. Randy move to accept with changes as discussed; Seconded by Geo – all in favour> Approved.</i></p> <p><i>ACTION: Michael will take feedback and lock it in as our guiding document and share with Board and post on website for Membership to reference.</i></p> <p><i>Related discussion - Some concerns about fence line to the north that has been eroded and dirt bikes getting in. Matt shared it is a big undertaking to fence the entire lease so it might be better to use signage instead. ATV access on north leases – not a big issue but to the south along Hwy 40 there is still some potential for concerns.</i></p>	Michael

5.0 FUNDING/GRANTS	
Item	Responsibility



<p>5.1 Casino Preparations/Chairperson > In pretty good shape / need some more spares / please sign up via email Christine sent out or this link: https://www.signupgenius.com/go/10c0945adae2ea0fec52-casino?fbclid=IwAR2cSqlU0aUOQbDFyzf5yiASVjiJacWOt4Z6evUyawKTK6yza6FQTYxk89g#/</p>	Michael
<p>5.2 Sponsorship / Grants:</p> <ul style="list-style-type: none"> - \$5,000 awarded from the County of Grande Prairie Operating Fund Grant - Application submitted to City for Operating Funds - Met with GP Regional Tourism regarding potential \$ support for CALFOREX Cup and other future races. GPRT has offered discounted hotels for our out-of-town athletes through their partner hotel group and has requested that a funding application be submitted for the 2024 race ask. 	Gordon (via email)

6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 Sub-Committee status review</p> <ul style="list-style-type: none"> > Celtics contract needs Executive to meet and figure out ASAP > Trail enhancement meeting – see above 4.1 Action Item > Equipment replacement committee – needs to meet. > Risk management committee to sit down before Winter to check on loose ends 	Michael

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<p>7.1 Treasurer > No anomalies to report</p>	Lori
<p>7.2 Trails > Matt going to schedule an interview with persons who have expressed an interest in the Master Plan. Vendor will build the plan based on feedback from the committee members. Then construction piece is separate. Should Master Plan reference the lodge? <i>ACTION: Matt to share questions forwarded to date to spur interest within the Board. Zoom call within the next 2 weeks.</i></p>	Matt
<p>7.3 XC development</p>	Ken A



<p>> Group did the <i>Flyingshot</i> roadside clean up. Highway clean up at Grovedale was canceled completely. Dryland training program in place.</p>	
<p>7.4 Biathlon development > Gearing up to plan for practices</p>	Randy
<p>7.5 Programs > 2023 hiking groups are well underway. There are three people signed up in the beginner group and on average 10 to 15 people attend the member's drop-in session. Both sessions have been moved to Wednesday at 7 pm for ease of dealing with the group. Richard Martyn has been leading the member's group on distances of 6-10km, and my Gordon + his wife Lindsey have been breaking off with the beginner group and those unable to do bigger distances and completing between 4-8kms. Gordon is out for the next month, so Lindsey has committed to continuing to lead the beginner group (thank you!) with help from Richard and a few other experienced members (thank you!!) > Don't Get Lost in the Woods: New for 2023 is a 42km distance which will be the 21km fwd course then backwards 21km = 42km + some other fun additions. Date is Sunday, Sept 10th. Details and registration link live on Club website. > Mountain Biking: 4 athletes attending AB Summer Games; Program has 15 competitive athletes / adventure athletes. Training session in January in Jasper. Rec program wrapping up this Thursday. ACTION: Christine to ask Nitehawk to put super pass proposal on paper and bring back to a future Board meeting (DONE).</p>	<p>Vacant Gordon</p> <p>Lori</p> <p>Lori</p>
<p>7.6 Marketing/Communications > Banff Mountain Film Festival dates secured at NWP and Banff Centre for 2024 and 2025. Lori to share info for DGLW and Christine will put a call out to Board members for other e-newsletter content = goals is edition pushed out early July to members.</p>	Christine
<p>7.7 Directors At Large > Eric submitted a trail improvement request to Matt – will be good to use it to test the new process > Ken P Talked with Doris and checked with Ken A then put some repurposed lockers in the furnace room and moved snowshoes over there.</p>	Eric, Franco, Ken P, Serge
<p>7.8 Secretary > Nothing additional to report</p>	Christine
<p>7.9 Vice President > Nothing additional to report</p>	Christine



7.10 President > <i>Proposed cancelling July Board meeting and re-convene in August if warranted (will touch base via email) – all agreed.</i>	Michael
7.11 Past President > N/A	vacant

8.0 IN CAMERA > N/A	
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Adjournment @ 8:47pm

Next Meeting – August 2023 / to be confirmed via email

DRAFT