WNSC Draft Board Meeting Minutes

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| Date | Wednesday March 15, 2023 @ 7:00pm |
| Location | Zoom |
| Regrets:  | Matt, Amber, Dallal |
| Attendance: | Michaell, Gordon, Ken A, Ken P, Lori, Christine |

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| **1.0 MEETING OPENING** |
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| * 1. **WELCOME** (Michael): Called to order 7:04pm. Quorum confirmed (half of Board + 1 = 5 required)
	2. **APPROVAL OF AGENDA** (Michael): Approval moved by Gordon; seconded by Theresa
	3. **APPROVAL OF MINUTES** (Michael): Approval moved by Gordon; seconded by Theresa
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|  **1.4 OLD BUSINESS** |
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| **1.4.1** **LEASE RENEWAL**: No update / Michael to check with Matt that we are on track. *ACTION PENDING: Matt to bring Management Plan back to Board for approval***1.4.2** **ALBERTA WINTER GAMES** (Michael): > 1.4.2.1 **Preparations Update:** Sport Chairs Liz and Michael have connected with Provincial Chairs and have gone through check list and circling back. > 1.4.2.2 **Venue Enhancements**: Michael has prepared an equipment upgrade wish list with priorities identified as: 1 x Skandic snowmobile, 24 x aluminum security gate sections, 30 x aluminum maze gate sections, 2 x ALGE display clocks, 2nd x Skandic snowmobile, 15 x ski wax forms and will submit to the Games committee (DONE). *ACTION: Christine to follow up with Games Manager.***1.4.3** **POLICY/BYLAW UPDATE:** Michael will review when he catches up on Games business. Theresa has submitted her input to Dallal to incorporate it. *ACTION: Review and input pending from Lori and Christine***1.4.4** **ADVISORY COMMITTEE FOR WAPITI RECREATION** (Lori/Gordon): No new information / committee has not met since last meeting. Christine advised that Wapiti Nordic trails within existing footprint will not be impacted though Wapiti Nordic reps will continue to participate in the consultation process. The focus of the initiative is more so on the unidentified trails on unoccupied Crown land.**1.4.5 INSURANCE APPRAISAL (Lori):** Nothing new to report* **COORDINATOR REPORT**

**2.1 MONTHLY REPORT** – From Dallal - Accepted as presented – see attached. Her verbal update included:* 2.1.1. Meet Up and Ride Mountain Bike (MTB) planned for Spring/Summer 2023. No fees required; make sure it is framed properly and not conflicting with dates and format of paid programs
* 2.1.2 Decision on 2023 Summer Pricing = as per 2023 Budget = $6.50 day pass; $24.50 family pass; $52 Summer Membership; Family summer= $125
* 2.1.3 2023/2024 Childrens Lessons Fee Increase: Good feedback and info from group leaders during their season end debrief. Board will consider as part of the overall price review prior to Sept 2023 when other feedback has been returned and we look at Budget as a whole. Same with School program fees before this school season ends and advise schools.
* 2.1.4 Trail running and Hiker Programs are good to go as presented once leaders confirmed.

**2.2 INTERIM COORDINATOR PLANS:** With Dallal’s last day as Operations Coordinator being Sunday, <arch 19th, some of her responsibilities will be split out as follows until a new candidate is in place.* Lodge volunteers: Contact will be Theresa; anticipating that lodge will close for season on Sunday, April 2nd.
* Admin@wapitinordic.com email, website edits and Facebook posts = Christine
* Lodge close on March 26 = Michael
* Instructor loop closed already
* Zone 4 back end = Lori
* Coordinator Recruitment = Michael, Lori and Christine to meet and discuss with goal to onboard prior to Fall 2023
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| **3.0 NEW BUSINESS: OPERATIONS** |
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**3.1 LOPPET REPORT** (From Amber): Great information and good practice for future events. Good and valid points on better advance notice for organizing events. Question on funds process to date = day pass to go to Club; registrations minus expenses to go to the group organizing it.

**3.2 SCHOOL PROGRAM REPORT** (From Doris via Michael): Board agreed that it is great to see kids out skiing and that we have members who can be instructors for this program. From Leader >> I would like to thank the board of WNSC for supporting the school program operating this season. It provides a great introduction to skiing for so many students. I wish everyone could see the smiles on the faces of the new skiers! For those students that have skied in circles in the back field of their schools using groomed trails and navigating hills makes them realize cross country skiing can actually be fun! This year the majority of the students were from the Grande Prairie Public School District Sports Academy Program. Students in the Grade 4,5 and 6 program attended in December. Students in Grade 7, 8 and 9 attended in January. The students from the Charles Spencer program attended in March. These students attended 4-5 times. Students from the Outdoor Education programs at Peace Wapiti Academy came throughout the winter. One of the PWA classes was able to try out the Ecoaims. Both Teepee Creek and Elmworth Schools came for a 1/2 day activity. New this year was a 4 week session for children who were in Home Schooling programs. There were over 600 student days of skiing throughout the season. The two main instructors this year were Rebecca Li and North Alton. They brought their expertise and enthusiasm to the program. We had other staff fill in when we had larger classes or two classes at once. The majority of students received classic ski instruction but several classes had one day of skate ski instruction. The club rental skis were used for most of the schools. Some schools do have their own equipment. We had shortages in equipment on some days. I would recommend that the board use the rental income from this year to purchase more equipment for the program next year. 2022-23 Fee Summary: Day Pass/ Instructional Fees : $5,531; Rental Income: $2,616; Honorariums: $2,652.50; Volunteer Hours: 80 hrs. This does not include costs of the bookkeeper managing invoices and honorariums.

**3.3 CHURCH CAMP PROPOSAL** (Michael): Church group is planning to get an arborist to plant trees around their property – would the Board be OK with putting a call out to WNSC members to help with planting? Board agreed everyone OK with that. *ACTION: Michael to advise church group; Christine to share in e-newsletter when more details available.*

**3.4 CALFOREX IN THE 2023/2024 SEASON?** (Michael): If we are hosting AB Winter Games do we want to put our name forward for Calforex or not? Discussion around the merits of this and everyone comfortable with letting the volunteer organizing committee decide. If they want to do both Calforex could be booked later than usual. *ACTION: Michael to approach local organizing committee and check with them on capacity for two events.*

**3.5** **2023 WRAP UP & 2024 ARCTIC WINTER GAMES** (Michael): Claire is the Sport Coordinator for Cross Country and Michael is for Biathlon. Reporting back on 2023 Wood Buffalo experience and how grant money was spent on getting teams to 2023 Arctics. Both now working on submitting grant applications for the 2024 games. Lots of admin work involved (Board expressed thanks Michael and Claire!) and Wapiti Nordic benefits too financially as Games charged for meetings at the lodge etc.

**4.0 NEW BUSINESS: GOVERNANCE**

**4.1** **SPRING GENERAL MEETING PREPARATION** (Michael/Christine): Date is April, Sunday 23rd @ 1:00pm Michael to circulate a draft agenda including policy and bylaw review; Christine to ensure it is circulated on time and posted online as per Bylaws. Lodge will be advertised as open prior to the meeting as the last day to storage wax. *ACTION: Michael, Lori and Christine to meet and discuss who to approach for Executive and Board positions.*

**5.0** **FUNDING / GRANTS**

**5.1 RECENT AWARDS** (Gordon): Request from Rotary to a presentation lunch – Friday, 24th between 12-1pm – Michael to attend along with Gordon and Theresa. County operating grants close April 1st – Gordon has archive from 2022 and will submit it. Weyerhaeuser Giving Fund came up – Michael to share with Gordon.

**5.2 CROWDFUNDING CAMPAIGN** (Michael):Need to circle back in the off season – if someone could help out? And programs like MTB and ski race could apply separately also…..

**5.3 MARCH / APRIL OFFERINGS:** No new information. Liz Tinworth is planning a fundraiser for Liam at The Den – Board is supportive of helping to promote this event.

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

**6.0 SUB-COMMITTEES**

**6.1 TRAIL ENHANCEMENT SUB COMMITTEE** (Matt): No new information. *ACTION PENDING: Matt to investigate further and share format and cost with Board.*

**6.2** **RISK MANAGEMENT & EMERGENCY PREPARDNESS SUB COMMITTEE** (Michael): Upon further consideration, the XC skiing and mountain biking codes of conduct should be posted at key entrances + post on website. *ACTION: Michael to forward to Christine for website. Matt to assist with signage?*

**6.3** **SNOW CLEARING & GROOMING SUB COMMITTEE** (Michael): Called on volunteers in March as needed. Everything working well.

**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 to book time early April. Doris has gone through the rental rooms inventory. *ACTION PENDING: Lori to share the financials for the rental room.*

**6.6 EVENT SUB COMMITTEE – SUMMER & WINTER:** Still seeking volunteers for this + posted in newsletter

**6.7 SCHOOL PROGRAM FEES SUB COMMITTEE:**Need to strike this committee a broader perspective for Celtics etc and decide before the close of school in June. Doris is a key player for this topic. Matthew Vavrek might be good to invite to this. Get financial history from Lori for past three years.

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| **7.0 DIRECTOR & COORDINATOR REPORTS** |
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| **7.1** **TREASURER** (Lori): Prepared a season end report for Amber for the race team. **7.2** **TRAILS** (Matt): No report. **7.3** **XC Development (Ken A):** Season went well, lots of podiums. Training camp x 24 students and loved it and was a big hit. Wind up is March 24th. Have applied for roadside clean up (County and Provincial) to fundraise.**7.4 BIATHLON** **DEVELOPMENT** (Michael): Finished season in Prince George and Hinton and really good personal results. Wrap up is March 26th. Recruited 3 x cadets to be part of snowshoe/biathlon team and planning to come back next year to participate in the teams. Kudos to Randy and Davis Alton to complete their Introduction to Competition Coaching. For us to participate in Arctics had to get a group who had traditional snowshoe kits and two local women who made them.* 1. **PROGRAMS** (Theresa): Nothing new. Theresa not standing again (thanks from Board to Theresa for her contribution). Lori working on info for MTB.
	2. **MARKETING/COMMUNICATIONS** (Christine): Will put an e-newsletter out before end of month to advise of end of ski season / promote mtn biking activities
	3. **DIRECTORS AT LARGE**: (Ken P) Asked - do we need to pre-order LED lights? Michael advised that Crawford surveys bulbs out at the end of the year and Michael will pre-order – likely around 6 and money already in the 2023 operating budget.
	4. **SECRETARY**: N/A - Vacant
	5. **VICE PRESIDENT** (Christine): Nothing extra to add.
	6. **PRESIDENT** (Michael)
	7. **PAST PRESIDENT**: N/A - Vacant
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| **8.0 IN CAMERA SESSION** |

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**9.0 ADJOURMENT**

Adjourned at @ 8:25pm

**10.0 NEXT MEETING**

Next Board Meeting: Wednesday, April 19, 2023 @ 7:00pm > ZOOM