WNSC Draft Board Meeting Minutes

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| Date | Wednesday November 23, 2022 @ 7:00 pm |
| Location | [zoom](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F84037737752%3Fpwd%3DWEhYbGRFMk5USzJWWTI3d0FBZzVsdz09&data=04%7C01%7CJasmin.Greavett%40gov.ab.ca%7C87dfe96fc23e49ce20c208d8e7ca04ad%7C2bb51c06af9b42c58bf53c3b7b10850b%7C0%7C0%7C637514202134216276%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GX7cLbn3Y1p7y4mnsYlvxQ6zidj56UReofcksuS3jSk%3D&reserved=0) |
| Regrets:  | N/A |
| Attendance: | Michael, Randy, Lori, Dallal, Matt, Gordon, Amber, Ken P, Carrie, Christine |

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| **1.0 MEETING OPENING** |
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| * 1. **WELCOME** (Michael): Called to order 7:04pm with Quorum and Welcome to Carrie as new Secretary.
	2. **APPROVAL OF AGENDA** (Michael): Accept as presented - Moved by Amber; Seconded by Theresa
	3. **APPROVAL OF MINUTES** (Michael): For October 26, 2022 as presented (Christine apologized for short circulation window) – Moved by Amber; Seconded by Dallal.
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|  **1.4 OLD BUSINESS** |
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| 1.4.1 **HIGHWAY 40 UPDATE** (Matt): Nothing new > move this item to Trail subcommittee as of Dec meeting.1.4.2 **COUNTY BRIDGE REPLACEMENT** (Michael): Nothing new. Christine suggested markers at each end – not a concern from a grooming perspective. Lights – do not anticipate needing any unless for fun!1.4.3 **LEASE RENEWAL** (Matt): Survey underway + working on document draft. *ACTION: Christine to send copies of templates to Matt.*1.4.4 **BUSINESS PLAN UPDATE** (Michael & Christine): Final call for comments by **November 29, 2022**. It is a living document. Need to get a current version included in Management Plan and also on website ASAP. *ACTION: Christine to send a copy of Focus Area document to everyone with way to acknowledge priorities.*1.4.5 **ALBERTA WINTER GAMES** (Michael): Michael reached out to a member with previous experience as Sport Chair but he is not available. Amber following up with parents for a Job Description and meeting commitment etc. Dallal suggested we post it and have people apply with Board approval. 1.4.6 **CROWDFUNDING LAB** (Michael & Gordon): Have attended 3 x meetings and got feedback on presentations & got some good ideas. Might be hard to pull on heart strings with our ask for rental equipment so might be an idea to create name plates on posts to acknowledge levels of sponsorship and could ask them to renew and donate again or send them their medallion back. Discussed a slideshow and voice over to support the ask – aim to launch by mid December and run for 8 weeks. *ACTION: Send photos to Gordon and Michael ASAP if you have any to reflect club experiences. Christine to check with Geo to see if he can help with audio & visual production.* 1.4.7 **POLICY/BYLAW WRITING UPDATE** (Michael): Nothing new > *ACTION: Michael to check on timeline with contractor who is working on these*1.4.8 **ADVISORY COMMITTEE FOR WAPITI RECREATION** (Lori/Gordon): Next meeting is December 15th. **2.0 COORDINATOR REPORT*** 1. **MONTHLY REPORT** - Accepted as presented by Dallal. Working on a Welcome sign for the lodge with editable section. Had three people come forward for the Lodge Attendants – performed interviews, looking into youth wages, working alone, etc. Volunteers likely there too. Will need training in general + how to wax rental skis. Dallal seeking access to websites so she can order Club supplies if needed.
		1. **LODGE CLOSING TIME:** Discussed - is it fair to ask volunteers to stick around after their programs to close up at 9pm? Is 8:30pm a more reasonable time? Lights stay on until 9:00pm anyway for those that want to ski later but they might have to be self sufficient ..? Consensus was in favour of a consistent 8:30pm close time Mon-Thursdays; 5pm on Friday, Saturday and Sunday. If a closing volunteer is there later on a weeknight, they can close later but it will not be official / expected. There is a possibility of a Friday PM co-ed program and extending the lights on Friday evenings. Get feedback via survey if people want to see Friday evening activities.
		2. **LODGE VOLUNTEERS INCENTIVE & COMPLIMENTARY OPPORTUNITIES** > Discussed possibility of offering a waxing lesson and / or ski lesson (to jump in where there are vacancies) for lodge attendants = a good investment so they understand Club operations more. We can build rest of the volunteer / staff incentive program around this. All in favour = Yes; carried.
		3. **SKI LESSON PACKAGE PRICING:** Fee of $135 was proposed for a package of three semi private lessons – moved by Christine; second by Randy; all in favour – Approved. Working on the descriptions to make it clearer for new skiers including “Never Ever” skiers verses Beginners.
		4. **FAMILY TRY-IT SKI SESSION PRICING**: Tried this last year as a pilot it was priced as $50 for a family of four, day passes and rentals and mini lesson / orientation. Are there enough kids skis to do this throughout the season or just in December before Jackrabbit & Bunny skis go out? If it is a one time / intro option for a family then the price is OK, but it would not be an ongoing option for same family. Is it admin heavy for what we can sustain & get volunteer instructors to accommodate this? Or we could offer it as a snowshoe experience? Consensus that we are OK with it for this season as Instructor capacity dictates.
		5. **KIDS SKI EQUIPMENT RENTAL FEE:** See proposed pricing already in Budget on a per day basis.
		6. **JACKRABBIT SKI MANAGEMENT:** What is the process for signing out skis and ensuring they are returned? We need to be consistent for everyone – should we be asking for a cheque deposit? We should be tracking them in and out as a minimum > try it this year with tracking only and consider deposit next season if getting equipment back is an issue.
		7. **WAXING CLINIC:** Didn’t have supplies – rental room needs some to accommodate the clinics that we offer to public. Michael has since picked supplies up for this. Ernie’s has good supplies on hand. Pricing for wax clinic is $20 = is this a member price or same for everyone? Consensus was OK with charging more for non members (+$10?) and / or educate and encourage them to consider a membership. *ACTION: Dallal to work with Lori on wording to reflect a discount for Members and finalize pricing.*
		8. **LEARN TO LOPPET PROGRAM PROPOSAL**: Proposed as weekdays, skill building, 90 minute session goal to ski 10km at a Loppet. Likely 10 weeks +/- It would be a program so it needs a fee structure. Consensus was $95 to try it out this year. Approved.
		9. **SPORTS CONNECTION TRY-IT DAY:** Could do a custom Try-It day in Winter 2023-2024 (too short notice for this year) and demo all our activities – likely December 2023. This year we could offer two youth snow shoe sessions on Jan 21st 2023 as part of regular Sport Connection Try It Day format.
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| **3.0 NEW BUSINESS: OPERATIONS** |

3.**1 BUDGET DISCUSSION FOLLOW UP** (Michael / Lori): Did a follow up meeting with Chicks leaders and discussed creating more consistency across the Club re: day passes and rentals. Proposing that it is OK to discount rentals and day passes if someone is paying a reasonable fee for a program. Need to define what is a program – designated leader, goals and objectives, offer more than a meet up, and representative of the Club and its values because Club name is attached to it, and charge a reasonable fee. If it is just a social meet up – it is not a program and should not be treated the same. We also need to do a better job when preparing the annual budget in terms of communicating with program leaders to share expectations in advance and getting better alignment. Did ask Chicks leaders to conduct a survey at the end of the season to benchmark value of the program and tolerance for nominal price progressions to get it up to a reasonable amount. Discussion on pricing if with a program. For adult lessons it was $15 for rental (discount of $3) and day pass was included. Snowshoe discounted rate with program is $10. For senior rentals at Chicks they would pay the normal senior rate of $11. Chicks day pass for adult = $10; Chicks day pass for senior is $9. Discussion to school pricing too / we need to work during the off season and have pricing conversations in the summer so expectations are set and communicated in advance and worked into the upcoming budget. Discussion on Chicks Ski Clinic – how long is it – all day? Does pricing include all day rentals? Need to bring back a specific proposal on this if Chicks want to pursue it. *ACTION: All pricing to be updated on the current Matrix and double checked on website for consistency*

3.2 **COACHING COURSE**: Theresa got some info on NCCP possible for December, Dallal has tried to drum up interest – maybe 4 people? We have enough people certified at the minute so should we put energies into existing people with an in house orientation for parent leaders instead this winter? Consensus agreed to skip this year.

3.3 **NORDIQ ALBERTA / NORDIQ CANADA MEMBERSHIPS**: Question was asked: Does WNSC membership include these? – no. If needed to coach or participate in a competitive program, individuals need to go to their website to purchase. Originally CCA memberships were tied to insurance but not anymore. It shows on Zone 4 (though drops off before check out) but we cannot edit this.

3.4 **ROOM RENTAL EQUIPMENT RENEWAL**: Have been working on this for a couple of years … adding to it where we can. Have received 12 x pairs of skate skis in upper youth / adult sizes – still waiting for range of boots to match with NNN bindings. Classic are pending. Would be good to record what sizes we are missing when it comes to rental equipment and track this. Have applied for different grants etc. plus upcoming crowd funding initiative. Thinking we could use some of the Alberta Transportation (AT) funds to backstop if other sources don’t come. If we want to order for next winter we need to order in January. Do we need a reference document for how AT funds are spent? > refer to trail committee. Invoices are coming in now from previous orders – do we want to commit to ordering more? JumpStart has a new funding stream for groups – could we access this?

**4.0 NEW BUSINESS: OPERATIONS**

4.1 **WELCOME CARRIE AS BOARD SECRETARY**: Thank you for putting your name forward!

4.2 **FALL MEETING FOLLOW UP**: Couple of things came up: Master Plan for mountain bike trails – or are we referring to Multi Use trails? Noting that this includes more than on our Multi Use maps, but yes, we will call them Multi Use going forward. Trail familiarization sessions are important and opportunity for more markings on trails – first one is Dec 3rd at 1pm. Action: Christine to get Draft Minutes and Financials from Fall GM up on website ASAP

4.3 **NOMINATION COMMITTEE FORMATION:** Lori and Christine to start working on this to seek out candidates and post this opportunity for other board Members. Michael has provided lots of advance notice that he will not be standing for re-election in Spring 2023. He is willing to serve as Past President.

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

* 1. **RECENT AWARD** $2,500 from Pembina on range mats. Rotary in process of making a decision
	2. **CORPORATE SPONSORSHIP:** Final touches on corporate package with tiers and will share with Board
	3. **NOVEMBER/ DECEMBER:** Putting in for Calforex Cup with City of Grande. Investigating some others e.g. Reaching Everyone

**6.0 SUB-COMMITTEES**

6.1 **BYLAWS** (Lori): Disband going forward until future need arises.

* 1. **TRAIL ENHANCEMENT SUB COMMITTEE** (Michael): Should this committee be a volunteer group who also does the work? Might need to revisit Terms of Reference and identify scope, priority, time of year to perform work and price points if need to access AT funds.

6.3 **RISK MANAGEMENT & EMERGENCY PREPARDNESS SUB COMMITTEE** (Michael): On back side of 2022-2023 parking pass have added some key skier responsibilities as a “memory jog” about what they need to be aware of going out on the trails. Plus see Trail clinics coming this season.

6.4 **SNOW CLEARING & GROOMING SUB COMMITTEE** (Michael): For snow clearing > wanted volunteers who are not groomers and have trained x 4 people on this, three of which are available during the day. Expectation is not to have it cleared within 24 hours – realistically it could take longer. Connected with previous volunteer but their equipment has changed. ACTION: Lori reaching out to community Facebook page to help find a new operator. For grooming – Michael has a list of people once we get more snow. Soliciting feedback for a grooming policy and will share with the Board. Will both of these we need someone to do the coordination part & someone involved in it.

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| **7.0 DIRECTOR & COORDINATOR REPORTS** |
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| 7.1 **TREASURER** (Lori): Nothing else to report7.2 **TRAILS** (Matt): N/A – Had left the meeting7.3 **FACILITIES** (Michael): Nothing to report7.4 **BIATHLON** (Randy): Nothing new to report* 1. **JACKRABBITS** (Theresa): See 3.2 and 2.1.6

7.6 **RACE TEAM** (Amber): Nothing new to report. Michael shared that a parent had asked what the Board’s involvement is with this program? What are the boundaries and expectations for this program? Might be a good opportunity to review the contract next time around so Board has a good understanding of the parameters. We are working towards formalizing programs and creating parameters for all. * 1. **MARKETING/COMMUNICATIONS** (Christine): E-Newsletter out first week of December; Wapiti Nordic email address and Google Workspace is finally up and running! Please change all communications to Dallal from her personal Yahoo email and use the new Club one: admin@wapitinordic.com
	2. **PROGRAMS** (Theresa): New program ideas should come in via an application that Dallal has developed to capture all necessary details so that the Board can make an informed decision. Dallal can help find volunteers for the program and support administratively. It is not up to persons leading the program to come up with the fees for the program – just advise of anticipated expenses and the Board will come up with fee structure based on bigger mandate of generating revenue for the Club. ACTION: Dallal to forward Theresa the template
	3. **FUNDRAISING** (Gordon): See 5.0; nothing else to report

7.10 **MEMBER AT LARGE** (Ken P): N/A – Had left the meeting * 1. **SECRETARY** (Carrie): First meeting!
	2. **VICE PRESIDENT** (Christine): Parking pass timing – can we get them out in small batches more frequently? – there have been many inquiries via website and social media.Currently posted on website as a two week wait time – is this fair / realistic. Some willing to do a work bee to catch up. Same with timing for staff cheques – need to establish a standard. ACTION: Michael and Lori to check with Sharon on what is reasonable and to establish an expectation from Board.

 * 1. **PRESIDENT** (Michael): High level discussion on contract renewal. Motion to continue contract for another year Moved Christine / Seconded Gordon; all approved.
	2. **PAST PRESIDENT**: N/A - Vacant
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| **8.0 IN CAMERA SESSION** |

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**9.0 ADJOURMENT**

Motion to adjourn at @ 10:31pm by Christine

**10.0 NEXT MEETING**

Next Board Meeting: Wednesday, December 21st @ 7:00pm > ZOOM