WNSC Draft Board Meeting Minutes

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| Date | Oct 27th, 2021 @ 7pm |
| Location | [https://us02web.zoom.us/j/84037737752?pwd=WEhYbGRFMk5USzJWWTI3d0FBZzVsdz09](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 | Randy, Ken, Matt |
| Attendance | Michael, Theresa, Lori, Jasmin, Gordon, Amber, Christine | |

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| **MEETING OPENING** | |
| **Agenda item: Welcome** | **Presented by: Michael** |
| Called to order 7:05 pm. | |

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| **Agenda item: Approval of Agenda** | | **Presented by: Michael** | |
| Michael presented the agenda | | Approved by consensus as presented | |
| **Agenda item: Approval of Minutes** | | **Presented by: Michael** | |
| Michael presented the Sept minutes for approval. | | | |
| **MOTION** by Theresa | To approve as presented | | **Seconded by Christine. Passed.** |
| **OLD BUSINESS** | | | |
| **Agenda Item: HWY 40 Update Presented By: Michael** | | | |
| Updated the group on the interaction with the contractor for the culvert replacement and dirt work. Awaiting an inspection from an Environmental consultant on the water way impacts. Still anticipating the work to be completed prior to ski season  **Agenda Item: Canadian Fibre Optics**  No update  **Agenda Item: Trail Enhancement Sub-Committee TOR**  General alignment to the Terms of Reference as presented | | | |
| **NEW BUSINESS: GOVERNANCE** | | | |

**Agenda Item: Biathlon AB’s Proof of Vaccination Policy Presented by: Michael**

Presented the work by the Biathlon Alberta Board as reference. At this time we do not see the necessity to implement the requirements of the Restrictions Exemption Program for either the Lodge or our programs. Christine is doing work for the County on boundaries around opening recreational facility buildings and she will share that with us.

**Agenda Item: Staff Position Description Presented by: Lori**

General alignment to the Position Description as presented. Discussion regarding assessing the initial responsibilities based on the skills of the successful applicant and growing into others as familiarity with our operation and facility are acquired.

**Agenda Item: Asset Assessment Presented by: Lori**

Quotes presented from Plantt Associates and Balance Valuations for consideration and discussion.

**MOTION by Lori to accept the quote presented by Seconded by Theresa. Passed.**

**Plantt Associates to complete the Jasmin abstained.**

**reserve fund study for WNSC.**

**Agenda Item: Operational Year-End Summary Presented by: Lori**

Presented for information and discussion.

**Agenda Item: Draft Budget 2021-22 Presented by: Lori**

Presented for information and discussion.

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| **NEW BUSINESS - OPERATIONS** | | | | | |
| **Agenda Item: Ski Swap** | | | | | **Presented by Theresa** |
| Discussion regarding participation in Nitehawk ski swap at Evergreen Centre versus intake and sales at WNSC. Decision to run independent swap at the lodge given limited cross-country gear expected and volunteer hours required.  **Agenda Item: Parking Passes – traditional versus Zone 4 Presented by: Lori**  Discussion regarding option to offer self-print WNSC membership passes. Decision to continue to offer the traditional WNSC membership cards. | | | | | |
| **FUNDING/GRANTS**  **Agenda Item: Updates Presented by: Michael**  Michael will submit grant request to Pembina. | | | | | |
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| **SUB-COMMITTEES** | | | | | |
| **Agenda Item: COVID Recommendation Presented by: Michael** | | | | | |
| Nothing to report. | | | | | |
| **Agenda Item: Bylaws** | | | | **Presented by: -** | |
| Nothing to report | | | | | |
| **Agenda Item: Program Fees** | | **Presented by: Christine** | | | |
| Nothing to report. | | | | | |
| **WNSC Fundraising Presented by: Randy** | | | | | |
| Nothing to report. | | | | | |
| **Trails Volunteer Recruitment Presented by: Michael** | | | | | |
| Nothing to report.  **Special Events Presented by: Lori** | | | | | |
| Nothing to report.  **Mountain Biking Program Presented by: Lori**  Nothing to report. | | | | | |
| **DIRECTOR & COORDINATOR REPORTS** | | | | | |
| **Agenda Item: Treasurer** | | | **Presented by: -** | | |
| Nothing to report. See draft budget 2021-22 discussion above. | | | | | |
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| **Agenda Item: Trails** | | | **Presented by: -** | | |
| Nothing to report | | | | | |
| **Agenda Item: Facilities** | | | **Presented by: Michael** | | |
| Bridge replacement drawing received. 50% of lights have been changed to date | | | | | |
| **Agenda Item: Biathlon** | | | **Presented by: Michael** | | |
| Biathlon sessions continue. Beginning to discuss potential competition opportunities. | | | | | |
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| **Agenda Item: Jackrabbits** | | | **Presented by: Theresa** | | |
| Dan may continue in leadership role as replacement coordinator concerned with workload involved. New WNSC Coordinator may help to alleviate this stress. | | | | | |
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| **Agenda Item: Race Team Parent Representative Presented by: Amber** | | | | | |
| First race is mid-December in Canmore. | | | | | |
| **Agenda Item: Marketing/Communications** | | | **Presented by: Christine** | | |
| Potential conflict of date for BFF and venue booked. Alternatives being explored as a backup. Discussed tri-partnership with City & Nitehawk for luge day. | | | | | |
| **Agenda Item: Programs** | | | **Presented by: Theresa** | | |
| Interest coming in for upcoming coach development training courses. | | | | | |
| **Agenda Item: Member at Large** | | | **Presented by: -** | | |
| Nothing to report. | | | | | |
| **Agenda Item: Secretary** | **Presented by: Jasmin** | | | | |
| Nothing to report. | | | | | |
| **Agenda Item: Vice President Presented by: Christine** | | | | | |
| Nothing new to report. | | | | | |
| **Agenda Item: President** | **Presented by: Michael** | | | | |
| Nothing to report. | | | | | |
| **Agenda Item: Past President Presented by: -** | | | | | |
| Not in attendance. | | | | | |

**Motion to adjourn by Michael. Seconded by Theresa. Passed.**

Meeting adjourned at 8:37 pm.

Next Meeting Nov 17 @ 7pm via zoom

AGM Nov 27th (time TBD)