



## WNSC Board Meeting Minutes

Date                Wednesday, September 20 @ 7:00 pm

Location           In person, Steve Cooper Lodge

Attendance        Michael, Matt, Ken P, Eric, Cam, Randy, Serge,  
Christine

Regrets            Franco, Geo, Gordon, Ken A, Lori

1.0 MEETING OPENING	
Item	Responsibility
<b>1.1 Welcome</b> ➤ <i>Call to Order at 7:03pm</i>	Michael
<b>1.2 Approval of Agenda</b> ➤ <i>Moved by Serge; seconded by Matt</i>	Michael
<b>1.3 Approval of June 21 2023 Minutes</b> ➤ <i>Moved by Cam; seconded by Randy</i> ➤ <i>Re: Special Meeting on August 28, 2023: Going forward:</i> <i>(1) When circulating a motion for Board votes and/or soliciting feedback it will be better documented and managed.</i>  <i>(2) If a motion is circulated and you have questions please direct conversation to the key person (originator) involved by phone preferably to keep things efficient and on track/</i>  <i>(3) When emails are recirculated via "Reply All" it makes determining the outcome of the vote difficult. If a special meeting is called and quorum is not achieved, it is a waste of volunteer time.</i>  <i>(4) Suggestion from Serge: In the future post meeting minutes on Google drive to notify Board members when sub committee notes are uploaded (see Item 2.1)</i>	Michael
<b>1.4 Old Business / Business Arising</b>	
<b>1.4.1 Lease Renewal</b> > <i>Government says it looks good; it is now a 200 page doc! Will store on Google drive when finalized. Helix performed the survey.</i>	Matt



<p><b>1.4.2 Alberta Winter Games</b>          &gt; Some conversations with Games Committee and County re: WNSC equipment requests. In October there is an officials clinic for XC events. Nordique AB is hosting a workshop to train on the Zone4 timing system – going to send some WNSC folks to get trained. Discussion on merits of purchasing a system collectively with other sports groups – no action at this time.</p>	<p>Michael</p>
<p><b>1.4.3 Policy / Bylaw Update</b>          &gt; Lori has provided feedback. Michael to review before October meeting</p>	<p>Michael</p>
<p><b>1.4.4 Advisory Committee for Wapiti Recreation and Trail Management Plan</b>          &gt; No meeting by Province since last report. May be a meeting mid-Fall.</p>	<p>Christine</p>
<p><b>1.4.5 Steel Arch rework</b>          &gt; Kurt from County going to work on a catchment berm; also going to work on east side solution. Heat tape is ordered.</p>	<p>Michael</p>
<p><b>1.4.6 Special Meeting Minutes:</b>          &gt; <b>Motion made “To add the August 28<sup>th</sup> Special Meeting Minutes to this meeting Agenda as item 1.4.6” = Moved by Serge; seconded by Cam. CARRIED</b>          &gt; Michael circulated 2 motions on Aug 20<sup>th</sup> and requested an email vote response:</p> <p>* Motion One- The following are the equipment priorities to be included in the upcoming round of grant applications ; Skandic LE SWT 900 Ace, , 84" Yellowstone Ginzugroomer, Snowdog with groomers and sled. The estimated cost of these items is \$42000.</p> <p>* Motion Two - approach Stojans regarding holding the Skandic for us (may require a deposit), once the grant submissions have been made use capital reserves to purchase the machine with delivery at the end of October. The current cost of this machine is \$18585. Fund all or 50% of the purchase with our successful grants or use our reserves if not.</p> <p>Email Vote Outcome: Moved by Matt; seconded by Cam. CARRIED.</p>	<p>Michael</p>



<b>2.0 PROGRAM COORDINATOR: UPDATE</b>	
<b>Item</b>	<b>Responsibility</b>
<p><b>2.1 Hiring Process:</b>            &gt; Position offered to North Alton and has accepted. Brings great understanding of WNSC programs and has assisted with events and lodge operations before. Michael working on contract, Christine connecting him with Dallal to arrange transition &amp; onboarding. North has experience with Google Workspace which will assist Board too. Will introduce him to Board at October meeting. Discussion on involvement of Coordinator in Board meetings = report only in advance including questions (with pros and cons) that need a decision at Board meeting.</p>	Michael/ Christine
<b>3.0 NEW BUSINESS: OPERATIONS</b>	
<b>Item</b>	<b>Responsibility</b>
<p><b>3.1 Don't Get Lost in the Woods Event Report:</b>            &gt; Very successful – Lori will provide report next meeting. Discussion on the need to stick to club policies re: trail marking (pre and post event) unless exemption is granted.</p>	Lori (Michael)
<p><b>3.2 Garbage Bins</b>            &gt; In place – locations are good - saved on the shipping by partnering with the County. Would have been \$5,000 to ship from Lethbridge plus cost of bins!</p>	Michael / Christine
<p><b>3.3. Trail Work</b>            &gt; Have completed significant amount of earthworks in last couple of days under the new approval process using contractor (Alder Bros). Very happy with the results from skid steer and professional operator. <b>ACTION: Matt to post photos on Facebook to show Membership examples of work completed this summer (DONE).</b></p>	Michael / Matt
<p><b>3.4 Fire Pit / Picnic Area Renewal</b>            &gt; Challenges: needs to be safe, don't have water, needs oversight of bookings, who can use it. Is there another way to do this ...? Significant risk, clean up. Repurpose. Picnic shelter, and BBQ can stay. <b>ACTION: Christine to talk w Ken Atamanchuk about possible options including a propane portable fire pit and bring back to October meeting.</b></p>	Michael
<p><b>3.5 Starlink Internet Service</b>            Offer still on at \$199 for hardware. Discussion on how it could be used for a stadium cam (most Nordic clubs have these now), weather cam, alarm, land line, and for the Operations Coordinator to work from rather than hotspot off</p>	Michael



<p>wifi</p> <p>their phone. Subscription for enough bandwidth for public costs more – preference to stick to what serves the Club first and foremost as most people can get signal on their own devices at the lodge and on the trails. Could approach a corporate sponsor in the future to fund annual cost of service. <b>Motion made “To proceed with the purchase and installation of Starlink internet service” – Moved by Randy, seconded by Cam, all in favour – CARRIED.</b></p> <p><b>ACTION:</b> Christine to approach contacts at ControlTech and Spartan Controls to look into corporate sponsorship of the subscription and / or other supplemental equipment as discussed.</p> <p><b>3.6 WNSC Winter Try It</b> Confirmed if we want to proceed with planning an exclusive event with the GP Regional Sport Connection (yes) in December before kids rental equipment is handed out. <b>ACTION:</b> Christine to confirm with GPRSC, loop North in and report back with possible date and details at the next meeting.</p> <p><b>3.7 Nordic Alberta Zone 4 Training Clinic</b> See comments in 1.4.2</p>	<p>Christine</p> <p>Michael</p>
<p><b>4.0 NEW BUSINESS: GOVERNANCE</b></p>	
<p><b>Item</b></p>	<p><b>Responsibility</b></p>
<p><b>4.1 Organization Structure / Processes Progress</b> Matt has received a couple of requests. The “Report a Trail Problem” button is available at top of Trail web page that goes to Matt’s email.</p>	<p>Matt</p>
<p><b>4.2 Gordon Halliday Resignation</b> Moving to Nova Scotia – continuing to work with Club to prepare the County capital grant. Michael asked Serge if he would be interested in helping with grants – yes. Serge is also interested in corporate sponsorship.</p>	<p>Michael</p>
<p><b>4.3 Budget Preparation</b> Would like respective programs to submit their budgets in advance so that the Board can review prior to the Fall General meeting. Need to consider rate of inflation and how this impacts Club expenses – program pricing should take this into consideration. Agreement that Capital spending can be handled separately from operating Budget. A certain allotment from each program should go into general Club coffers to cover grooming etc. Ideally draft budget prepared by next Board meeting on October 18<sup>th</sup>.</p>	<p>Lori / Michael</p>



**4.4 Fall General Meeting Preparation**

Michael

*Will be November 26<sup>th</sup> @ 2:00pm. Ski Swop / Open House: Date TBC – should choose something different from Nitehawk (Nov3/4) to avoid confusion with the public. Could try to recruit volunteers for Calforex and AB Winter Games during Open House. ACTION > Christine to advise AB Winter Games Manager of this opportunity.*

**5.0 FUNDING/GRANTS**

Item	Responsibility
<p><b>5.1 Casino Update</b>  <i>All shifts were covered for the July 4/5 event. Serge said the “Thank You” cards from Doris were a nice touch. We should find out Q4 2023 how much the Club receives.</i></p>	Michael
<p><b>5.2 Gordon’s Update</b>  <i>Submitted the CFIP grant – similar to County Capital grant. Applying for both at 50%.</i></p>	Gordon (via email)

**6.0 SUB-COMMITTEES**

Item	Responsibility
<p><b>6.1 Sub-Committee Status Review</b></p> <ul style="list-style-type: none"> <li>➤ <i>Equipment Recommendation: Did meet + Minutes; next steps = a long term plan for the Sherpas; review of Kubota; retirement and disposal process / anticipated values + where do funds go &gt; Capital Reserve?</i></li> <li>➤ <i>Trail Enhancement: Ongoing committee, keep it simple. Ken going to submit Valley Loop change proposal to Matt (planning), Geo (how it would be groomed) and Cam (if dirt work would happen in the summer).</i></li> <li>➤ <i>Compensation/Recognition: Need to have a framework to acknowledge volunteers and also aligned with how we compensate Program and Ski Instructors. Christine has reached to 6 other clubs in AB to see what they do. Bring next steps back to Oct board meeting.</i></li> <li>➤ <i>School Program: Executive discussed some scenarios and made recommendations for random school groups relative to what we charge for Celtics. We have moved to a per hour (@2 hours at \$55/hour for WNSC) cost structure like how their other facility use works. Anticipating less sessions due to bussing costs. 60 ski sessions; 15 snowshoe; 15</i></li> </ul>	Michael / Others



<p>mountain bike sessions. This rate will be captured in an agreement w Celtics; school rates captured in Fee matrix when brought forward with the new Budget.</p> <ul style="list-style-type: none"> <li>➤ WINTER Multi Use Trail Sub Committee: Seeking committee members for Trail Master Plan to gather information; summer multi use trails are very complex. Coordinator could solicit feedback from winter users. The preferred Contractor is too busy to work on Master Plan now. Matt is considering using an Artificial Intelligence (AI) platform to create the Master Plan as a trial for the winter trails. Cost is minimal to use AI. Will likely use a contractor for the more detailed summer trail plan. Might add questions to membership registration. <b>Motion “To proceed and use an Artificial Intelligence platform to draft a winter trails plan” Serge moved, Cam seconded, all in favour - CARRIED. ACTION: Michael to share TOR template with Matt for this subcommittee.</b></li> <li>➤ ACTION: Christine to revisit other committees that still need to be activated e.g. Capital Plan</li> </ul>	
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7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<b>7.1 Treasurer</b> No report	Lori
<b>7.2 Trails</b> Have received approval from Church camp to build a bypass trail to route it around the north and west side of camp by end of October (part of our agreement). They have asked to put a sign up to respect security of children’s camp – signs been taken down by someone (trail user?) = disappointing as Church camp are a lease partner. Need to communicate this to general membership. Has reached out to Scouts to formalize processes. <ul style="list-style-type: none"> <li>- Summer (Cam); Would like to explore some mulching this Fall. See above re: earth work</li> <li>- Winter (Geo)</li> <li>- Multi Use (Franco)</li> </ul>	Matt
<b>7.3 XC development</b> No report	Ken A
<b>7.4 Biathlon development</b>	Randy



<p><i>Similar size group to previous year. Bears using eco aims. Big year w Arctics</i></p>	
<p><b>7.5 Programs</b> <i>No report</i></p>	Vacant
<p><b>7.6 Marketing/Communications</b> <i>Newsletter out early October with details on key upcoming "Save the Dates". Please watch for the call for content email before the end of September.</i></p>	Christine
<p><b>7.7 Directors At Large</b> <i>Nothing additional to report</i></p>	Eric, Franco, Ken P, Serge
<p><b>7.8 Secretary</b> <i>Nothing additional to report</i></p>	Vacant (Christine)
<p><b>7.9 Vice President</b> <i>Nothing additional to report</i></p>	Christine
<p><b>7.10 President</b> <i>Has called RCMP to advise about a suspicious truck at the north parking lot.</i></p>	Michael
<p><b>7.11 Past President</b> &gt; N/A</p>	vacant
<p><b>8.0 IN CAMERA</b> &gt; N/A</p>	

Adjournment @ 9:10pm

Next Meeting – October 18 2023 @ 7:00pm at Lodge