WNSC Draft Board Meeting Minutes

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| Date | Wednesday September 28, 2022 @ 6:00 pm |
| Location | In person at Steve Cooper Lodge |
| Regrets: | Randy, Amber |
| Attendance: | Michael, Lori, Dallal, Ken P, Gordon, Theresa, Christine, Ken A (for Amber), Matt | |

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| **1.0 - MEETING OPENING** | |
| **Agenda item: Welcome + Social** | **Presented by: Michael** |
| Called to order 6:20pm.  Business Plan Review:   * Shared history and edits to bring it up to date today * Purpose is to guide us and assist with decision making * Reviewed key sections in detail and rest at a higher level with some minor tweaks and suggestions * Vision and Mission in this plan will supersede any previous versions as the Club has evolved * Plan is a working document with the ability to edit in the future as the Club evolves * ACTION: Rank priorities electronically and bring back to next October meeting (Christine & Dallal) | |

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| **Agenda item: Approval of Agenda** | | **Presented by: Michael** | |
| - Michael presented the agenda APPROVED by Matt Seconded by Theresa | | | |
| **Agenda item: Approval of Minutes** | | **Presented by: Michael** | |
| **-MOTION to accept August 17, 2022 Minutes as presented** | Approved by Matt | | Seconded by Theresa |
| **1.5 - OLD BUSINESS** | | | |
| **Agenda Item: HWY 40 Update Presented By: Michael** | | | |
| * HIGHWAY 40 UPDATE: Work should be completed next summer with more erosion work and will be cleaned up during Summer 2023. Paved service road is a good thing. Need to fence the gaps to prevent OHVs accessing our trails. Will likely put snow fence across temporarily this Winter and something more permanent next summer. * COUNTY BRIDGE REPLACEMENT: Progressing and hopefully they will meet timeline goal of end of October 2022. Still some challenges with people thinking there is no access to the club – notice has been posted on website and Facebook. * LEASE RENEWAL: Have met with AB Public Lands and Church will honor the agreement that was signed. Need to engage with an engineer to initiate survey. Received County grant funds for $14,500 tonight. Need to complete a Compliance report within one month of project being completed (renewal submitted).   **2.0 - COORDINATOR REPORT**  **Monthly Report Presented By: Dallal**   * See attached dated “September 2022” * ACTION: Need to check on level of certification required for Jackrabbit leaders (Michael) * Decided to participate in “Meet me in the Mall” booth for a half day – Dallal to coordinate * Need more information on JADEFit proposals   Approved as presented by consensus | | | |
| **3.0 - NEW BUSINESS: OPERATIONS** | | | |

**Agenda Item: 3.1 Celtic Contract Presented by: Dallal**

* Fee is still under discussion
* Discussion on bundling in firepit use, add 5% escalator for 2022-2023 only. Need to re-calculate it for the 2023-2024 season before it commences and bring it into alignment with current fee matrix and so it can be consistent with other school groups.

**Agenda Item: 3.2 BBQ Use Presented by: Dallal**

* Some discussion on how it used to function for special events
* Will recirculate for review again and opportunity for revision

**Agenda Item: 3.3 Fire Pit Guidelines Presented by: Dallal**

* Will recirculate for review again and opportunity for revision

**Agenda Item: 3.4 Lodge Rental Agreement Presented by: Dallal**

**Agenda Item: 3.5 Budget Preparation Presented by: Lori**

**-** Submit expenses if you have them.

ACTION: Need budget for your area to Lori by Oct 15th to be reviewed at October WNSC Board meeting

**Agenda Item: 3.6 Membership Launch Presented by: Lori**

- Reviewed proposed Membership pricing; decided to remove the “child/youth without adult”

- Motion to approve as presented – Christine / second by Gordon

- Early Bird pricing to run October 1, 2022 until November 30, 2022 then flip to regular rates

**Agenda Item: 3.7 Alberta Winter Games Presented by: Michael**

- Call for staff for Venue Manager + Sport Chair for each sport

- Family weekend 2024

**NEW BUSINESS: GOVERNANCE**

**Agenda Item: 4.1 Policy Contract Status Presented by: Michael**

* Michael and Dallal have met with resource for Policy development – need to check back

**Agenda Item: 4.2 Recruitment of Board Secretary Presented by: Christine**

* Three applicants have come forward – discussion on the process to be nominated by membership.
* Christine to check with applicants to see if they are willing to let their names stand at the Fall General meeting.
* Christine to work on volunteer Position Description for this role using basic info in Bylaws.

**Agenda Item: 4.3 Fall General Meeting Presented by: Michael**

* Fall General Meeting with social component will be later in Sunday 20th November @ 1:00pm – details to follow

**Agenda Item: 4.4. Wapiti Recreation & Trail Management Plan Presented by: Michael**

* First scheduled meeting is October 14th; Lori & Gordon to represent

**FUNDING / GRANTS**

**Agenda Item: 5.0 Upcoming Grants Presented by: Gordon**

* November grants – Gordon to check them out and advise

**SUB-COMMITTEES**

**Agenda Item: 6.1 Bylaws Presented by: Lori**

* Lori and Jasmin reviewing

**Agenda Item: 6.2 Trail Enhancement Sub Committee Presented by: Matt**

- Alternative entrances to improve access to north trails for pulks

- Alternative entrance through trees – trail will be formalized this Fall

- Still working on lighting up at biathlon + the north parking lot

- Will bring back formal recommendations / requests to Board for a decision

**Agenda Item: 6.3 Risk Management/Emergency Preparedness Sub-Committee Presented by Michael**

- See list of recommendation distributed = start of the process

- More info at the start of the season + do monthly trail info sessions for members

- ACTION: Please review attachment and send any questions to Michael (All)

**Agenda Item: 6.4 Snow Clearing / Grooming Sub-Committee Presented by: Michael**

* Michael has spoken with Groomer and he is open to new approaches for Winter 2022/2023.
* Working on a list of potential volunteers to help with this. More information to follow

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| **DIRECTOR & COORDINATOR REPORTS** | |
| **Agenda Item: Updates** | **Presented by: All** |
| 7.1 Treasurer (Lori): See above re: budget preparation deadline + DGLW had 150 athletes, great turnout, great weather – comfortable volume of people  7.2 Trails (Matt): Doris has been busy with Crawford this summer. Fall clean up for ski trails is planned. Matt refurbishing a trail that could be used for snowshoeing this winter.  7.3 Facilities (Michael) – N/A  7.4 Biathlon (Michael) – Doing 2 x introductory sessions; trying to recruit for team for Artic Winter Games; 3 coaches from here have put their name forward. Helping Ft. McMurray for their AWG and help with officials  7.5 Jackrabbits – See Coordinators report  7.6 Race Team Parent Representative (Ken A): Race team is back in full swing; have a fundraiser coming up (ski ties), doing internal ski swap Oct 1st. Will coordinate swap with Biathlon group next year.  7.7 Marketing / Communications (Christine) Next e-newsletter planned for mid Oct; BMFF in Jan 13-15 confirmed  7.8 Programs (Theresa): Doris is talking with school groups + women’s beginner ski group + Wapiti self monitored challenge + Full Moon ski evenings + youth ski evenings (12-18) on Fri/Sat nights with rentals?  7.9 Fundraising – (Gordon): Fundraising ideas – working on a sponsorship package to present to corporations  7.10 Member at Large (Ken P): 54 x concrete blocks in bush – could be repurposed for retaining walls to replace wooden ones? Ken to check with contact at County of GP  7.11 Secretary = N/A as vacant  7.12 Vice President – See Marketing  7.13 President – Michael Bouree will be bringing forward a sponsorship request from WNSC for the NWP Presidents Ball . Rental gear – getting classic and skate sets.  7.14 Past President – N/A | |
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| **IN CAMERA** |

Into IN CAMERA @ N/A Out of IN CAMERA @ N/A

Meeting adjourned at 9:29pm by Lori

Next Board Meeting: October 19th @ 7p.m = format TBA

Fall General Meeting: November 20th @ 1:00pm Steve Cooper Lodge