WNSC Fall General Meeting Agenda

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| Date | | | Sunday December 3rd, 2023 @ 2 pm | |
| Location | | | Steve Cooper Lodge | |
| Attending | | | (see attached sign up sheet) | |
| Regrets | | | Serge Martin | |
| **1.0 MEETING OPENING** | | | | |
|  | * 1. Welcome * *Called to Order at 2:01pm* * *Land Acknowledgement* | | Michael | |
|  | * 1. Approval of Agenda * *Moved by Cori; seconded by Randy - APPROVED* | | Michael | |
|  | * 1. Approval of Minutes from the Spring GM 2023 * *Moved by Cam; seconded by Geo - APPROVED* | | Michael | |
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| **2.0 BUSINESS ARISING** | | | | |
|  | 2.1 Lease Renewal  > *Application is complete and has been submitted to the Province for another 25-year renewal term; includes all lands we ski on + 15% more; includes Meadow Trail and west corner to the Range Road to include the snowshoe trails.* | | Matt | |
|  | 2.2 County Road Bridge Replacement  > *Completed last Fall 2022. Some issues cropped up Winter 2022-2023. County has fulfilled their commitment to create more of a catchment basin, shored up the bank and installed an additional culvert to manage spring run off. Have marked the entrance and exit to the adjoining culvert to better monitor it this coming winter and built up the banks for the year-round flow to better prepare us. Heat tape effectiveness is questionable so not actioning that for now. Really appreciate the help from County’s Transportation and Utilities department for their help in resolving this.* | | Michael | |
|  | 2.3 Bylaws/Policies Renewal  > *Chipping away at them - has been challenging to prioritize it relative to other Club responsibilities. Plan is to finalize by them by end of 2023.* | | Michael | |
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| **3.0 NEW BUSINESS** | | | | |
|  | 3.1 Trails Management Changes  > *Lots of work has happened since end of last ski season. Listened to feedback at the Spring meeting and have implemented some changes. Have been working on light replacements – hoping to capitalize on a grant to help with a larger scale project. Had great support from Big Stick rentals (lift at no charge + transportation both ways) and Rentco gave 50% off. Fosters (Beaverlodge) provided 100lbs seed at no charge.*  > *To date, the challenge as the sole Trail Director was volunteer capacity relative to the responsibilities of this role so has created 3 x coordinator roles within the Trail portfolio: Geo (winter grooming), Cam (summer), Franco (multi use trails for summer and winter). The goal is to have happy members and high calibre trails and grooming. Club will be learning and evolving with this new model as we move forward and will report back to membership.* | | Matt, Cam, Franco, Geo | |
|  | 3.2 Off Season Work  > *(Cam): Two full days with Alder Bros on site in Fall 2023 and corrected 30 x spots on the trails as identified by trail coordinators and feedback from membership. Wherever was graded has been seeded. Some tidying up around culverts where “jumps” had been happening. Have been prioritizing the trail work with public safety being the driver. Looking at a trail brushing project for next summer (2024) and beyond on skate trails as encroachment has been happening.*  *> (Franco): The church camp relationship has been formalized and they requested that an alternate access be created so public are not walking through their camp when programs are in progress. A new trail has been cut to go around the church camp and has been well flagged. If you notice anything on the multi use, please report via the trail page on the website. The change has been captured and will be included in an updated version of the GPS referenced map.* | | Michael, Cam, Franco | |
|  | 3.3 Treasurer Transition  > *Lori Brough (long term Club Treasurer) resigned at the end of September 2023 – was challenging so close to year end (October 31, 2023) and budget creation time. Serge Martin stepped up to take on the Treasure role (Thank You). Serge has been working with Michael to source some new options to round out the Club’s financial processes. Should see an improved level of service and financial reporting frequency going forward. Lori will still be involved w the biking program and Don’t Get Lost in the Woods event.* | | Michael, Serge | |
|  | 3.4 Operations Coordinator Hiring  > *The Club’s Business Plan (2019) had a goal of adding a paid position to help with coordinating the Club’s operations as it is very challenging to rely solely on volunteers and provide quality programs for members and programs, yet meet members, schools and the public’s expectations. Dallal resigned March 2023 – as per Spring GM – we had four applicants and interviewed two and North Alton was successful. The Executive are working with North to identify priorities over a contract period from October 2023 to Spring 2024.* | | Christine | |
|  | 3.5 Summer Program / Event Report:  > *Not many programs this summer 2023 as we were transitioning Coordinators. Participants in the September 2023 DGLW said it was a lot of fun!* | | Michael | |
|  | 3.6 Winter Program / Event Update   * *Trail changes: (Geo) going to pilot reversing the Valley loop this year and try it out. Partly for safety and better classic skiing experience.* * *Trail Familiarization (Michael): Sessions worked well last year and planning to offer this again. Intent is to hold this again once snow arrives.* * *Events (MM): Calforex Jan = provincial biathlon race – Cori Janes is volunteer coordinator for this event, helps raise funds for the club. Anticipating 100+ racers from across the Province.* * *Chicks Program (Melissa): Will be running this winter (68 ladies so far) + 3 session program = “So You Want to be a Chick”. Has been a very successful and long running program (started 2003-04) = 18th year.* * *School Programs (Doris): Had to cancel some already and re-scheduling. One school per day Mon-Thursday booked for most of winter season. Have new skis and poles to meet school numbers c/o a grant from the Rotary Club. Have achieved clarity on the ethos of our rental program – ensuring funds are reinvested back into equipment. Home schooling coming 1 x day a week x 6 weeks.* * *Biathlon (Randy): Busy year coming up, practicing since July x 3 days week. Also, an Artic Winter Games year (2nd year in a row), about 20 x on development team, 5 x Biathlon Bears, scheduled for Artic trials weekend of Dec 9-10. Acknowledged Randy and Davis as newly certified coaches Intro to Competition = great to see coaching development happening and taking advantage of grants to fund this.* * *XC Development Team: Practising since end of Aug, 27 athletes on the team, 3 x days / week, some athletes in Hinton and Silver Star. Trials coming w AB Winter Games, coaches getting certified + in the New Year* * *Jackrabbits/ Bunny Rabbits: Taking registrations and enlisting volunteers to lead the program. Goal start date is Jan 6th. Can have 80+ kids enrolled. Youth introduction to skiing is a big focus of the club.* | | Michael, Ken A., Randy, Doris | |
|  | 3.7 Alberta Winter Games   * *Alberta Winter Games (February 2024 Family Day weekend) hosted by City of GP and co-sponsored by County and MD. WNSC is host for XC and Biathlon. Planning is well underway. County has supported grant legacy (approx. $30,000) for sections of fencing (like at a downhill ski area lift line and other XC venues) + 2 x new digital display clocks + new forms for wax rooms = all can be used for other club events* | | Michael | |
|  | 3.8 Banff Mountain Film Festival   * *Planned for Jan 12-14, 2024 at NWP. Hoping for usual good response. New Sunday matinee show this year.* | | Christine | |
|  | 3.9 Open Board Positions / Elections   * *Elections are usually in the Spring but we do have openings and willing to bring someone onboard for Director for Fundraising (Gordon Halliday was in this role but relocated / resigned this Fall / moved); also Program Director role – doesn’t have to execute programs per se – they are the main contact on the Board and that communication is happening two ways with that. Please chat it up with friends and family to bring new blood and energy to the group.* | | Michael, Christine | |
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| **4.0 FINANCIALS** | | | **Responsibility** | |
|  | 4.1 Financial Report and 2022-2023 Budget  > *Change has brought new opportunities to revisit processes and make tweaks as needed.*  *> Cash: Did a Reserve Study – need to designate some portion of this to this fund. Study said we should put $30K away each year. Board will designate an amount x ?? years retroactively. Has been a while since any intermediate maintenance activities have happened on the lodge and timing towers (buildings and structures). Same with Equipment Replacement Reserve – to date we have been relying on grants but could get caught out. Need good quality equipment to maintain our trails to levels expected. These adjustments will show in the next statement. Funds originally came from AT for Hwy 40 and worked performed to date to manage have come under budget. Some of the cash funds have been moved into GIC accounts to earn interest.*  *> Statement of Operations: Have an opportunity of breaking these out better into special project buckets and expenses should show against the specific funds that they were awarded for. Verses ongoing operational expenses: going forward this will be shown differently. And the project may not be completed within one fiscal year.*   * + *Membership funds: funds were down from previous year (COVID high). Will have to monitor this; have 500+ people who have purchased annual memberships by Nov 30 to date.*   + *Insurance: Always a higher expense*   + *Rent on Land: Number is skewed (as above)*   + *Maintenance and Repairs: Necessary equipment items.* * *Financial Statement: Randy moved to accept; Matt seconded – APPROVED.*   *2023-2024 Budget: It’s not complete due to short transition period to prepare it. Of note:*   * *$31K is the County in/out funds for the Winter Games* * *No report for Budget vs Actuals for previous year so bit of a scramble* * *Electricity – some issues around power consumption especially summer, have reached out to ATCO, contact is old, have moved from a floating rate plan to a fixed plan – should save over $3,000 in coming year. Is it also worth revisiting how long we run the trail lights in the winter? – Board is evaluating this.* * *Internet – Board did approve installing Starlink this winter season but hasn’t been actioned yet – how will this impact bottom line?* * *Employee Cost of Living Allowance (COLA) increase included at 3.5%* * *Programs are break even or small positive net. Or if a deficit they draw from their reserve (from fundraising activities)* * *Question from the Floor: For the Lease renewal, have costs have been expended? >> Yes. Land use planning after the renewal? >> Yes, a trail development plan will happen to guide enhancement and development in the future for Nordic trails and multi-use trails.* * *Question from the Floor: Has the Club ever looked at water provision for snow making? = Prohibitively expensive and no source – if we were closer to the river – maybe … but also the land mass area of our trails – it would be very hard to distribute it.* * *Moving to a contract bookkeeping / we will have monthly updates + shared on the website.* * *Net Impact – Board recognizes it is showing a deficit.* * ***Motion: To approve the Budget as presented with the understanding that the Board will continue to work on the budget to accurately reflect anticipated revenues and expenses for 2023-2024.*** *Moved by**Leonard S. / seconded by Greg P. / all in favour = CARRIED.* | | Serge | |
|  | 4.2 Fund Raising   * *Weyerhaeuser – not successful* * *Have one into County 2024 Capital Assistance program (matching grant) for Ginzu (replaces oldest), Skandic (to replace 2 x Alpines), and SnowDog trail machine.* * *CIP grant pending – for other 50% of County request* * *AB Winter Games $$ = in/out for legacy equipment purchase as noted previously.* * *Operating from City and County of Grande Prairie No.1 = $5,000 each in 2023.* * *Rotary grant applications = TBC* * *Energy Reduction grants for trail lights* * *Question from the Floor: With the grooming equipment we have – is it going to last us? >> A subcommittee has met and created an inventory of what we have / how old / lifespan / and made recommendations. Two oldest only have 3,000 hours on them and more cost effective to do proactive maintenance, rather than purchase a new $70,000 Sherpa unit.* | | Michael | |
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| **5.0 DIRECTOR & COORDINATOR REPORTS** | | | **Responsibility** | |
|  | 5.1 Marketing / Communications   * *Club E-newsletter being sent out monthly + sign up if you don’t get it + or via website and social media.* * *July 2024 Casino funds – amount allocated to WNSC is still pending and will be distributed over 3 years in our upcoming operating budgets. Thanks for Doris to help coordinate this important fundraiser.* * *Ideas for engaging members during the non snow times = open to all ideas!* | | Christine | |
|  | 5.2 Vice President  > *Nothing additional.* | | Christine | |
|  | 5.3 President  > Had some *Zone 4 hiccups this Fall – working to resolve them. Default was for funds to go to Nordiq Alberta - not sure if that amount will be refunded to the Club. Once full picture known we will be asking Members impacted what they want to do. Also, 10% discount off Annual Membership ended at 12 noon not 12:00am as it was supposed. Club will reimburse people impacted by this too.* | | Michael | |

Adjournment @ 3:43pm: *Moved by Franco - APPROVED*

Next Spring GM Meeting Date: April 2024 – details TBD.