



WNSC Board Meeting Minutes

Date Wednesday, March 19th, 2025 @ 7:00 pm

Location Steve Cooper Lodge

Attending Amanda, Randy, Cori, Matt, Eric, Michael, Ken, Cam, Geo, Christine

Regrets Serge

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Call to Order @ 7:05pm</i>	Michael
1.2 Approval of Agenda ➤ <i>By Consensus</i>	Michael
1.3 Approval of Minutes ➤ <i>Moved by Cori, seconded by Randy - CARRIED</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>Nothing new to report. Received regular renewal invoices for lease.</i>	Matt
1.4.2 Multi Use Trail Plan Development > <i>Special Meeting for the Board call on Thursday, March 27th @ 6:45pm to dedicate time to review in more detail. Plan has been split into Summer trail map + Winter trail map to make it more digestible. Noted that info will be shared at the GP community mountain bike forum on Sat, March 22nd @ 11am at Centre 2000 with Matt and Michael attending on behalf of WNSC.</i>	Matt/Michael
1.4.3 Acknowledgements/Thankyou > <i>WNSC received a Thank You from Whiskey Jack Nordic for those Club members who participated in their Loppet and for distributing info. Also - kudos to Cori and Cam for stepping up to organize the 2025 Loppet (that didn't happen!).</i>	Michael

2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Check In > <i>Appreciation that Patrick has been very flexible with onboarding e.g, gas card. Geo willing to cover as Board contact for Patrick while Michael is away. Will be doing a performance review and a plan for Spring, Summer and Fall. Working well for both parties.</i>	Michael
2.2 Operations Coordinator/Lodge Attendant Positions > <i>Have limped through this season in the absence of someone in this role but need to prioritize recruitment in Q2 2025 so that we have someone in place before September if we are to fully optimize club operations, event hosting and programming opportunities.</i>	Christine



3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p>3.1 Grooming Report & Equipment Status</p> <p>> Been challenging with freeze thaw cycles, some cracks on a Ginzu (one is parked), and issues with fiberglass rods. Will rebuild with steel (Dominic and Geo). Close to 200hrs on each machine. Have tested the Skandic and modified it with a weight and using 84 inch Ginzu.</p>	Geo
<p>3.2 Arch Water Management</p> <p>> Eric's solution has been successful as a Phase 1 approach for Winter 2024-2025. Water has flowed into the catchment pond and has been pumped out x 6 times approx. Michael has spoken with Tom and may look at Phase 2 correction to the culvert this Summer.</p>	Michael
<p>3.3 Lodge Opening/Closing for the Remainder of the Season</p> <p>> Discussion on when to close the lodge for the season based on warming trend. Agreed to keep open March 22-23 and close at 5pm the week of March 24th plus some storage wax windows.</p>	Michael
<p>3.4 Program Check In</p> <p>> Jackrabbits have wrapped up for the season; Cori stepping down as leader of this program – need to find someone for next season.</p> <p>> XC Race Team has one more event then wrapping up</p> <p>> Biathlon had entire team race at Hinton and have completed their wrap up activity and now planning for next season.</p> <p>> Lessons very challenging with the temperature and snow condition swings. Will provide a report for next meeting + Spring General Meeting.</p>	<p>Cori</p> <p>Amanda Randy</p> <p>Christine</p>
<p>3.5 Process to Create the Ski Trail Offseason Plan</p> <p>> Michael shared a document outlining an approach and will coordinate the process + gather additional input from the Membership at the Spring General Meeting.</p> <p>> Cam advised of the need to identify to the Membership what is ongoing maintenance items vs NEW enhancements and then triage those</p> <p>> Eric suggested considering creating a “mini” stadium behind the picnic shelter to create a gentler slope for beginner skiers to get up to start at the Forest Trails. There are pros and cons for different user groups. Plus to change Valley Loop to Intermediate by expanding the trail</p> <p>> Reviewed Trail Survey objective and agreed to launch in the next two weeks. <i>ACTION: Christing to draft on SurveyMonkey and share a preview with Michael, Matt, Cam and Geo before releasing to Membership and include in end of March e-newsletter.</i></p>	Cam, Michael



<p>3.6 Relook at Trail Condition Reporting</p> <ul style="list-style-type: none"> ➤ <i>What do we want next year to look like? Different ways to do it – each with pros and cons. ACTION: Matt to investigate the suitability of Nordic Pulse system for WNSC needs Spring/Summer 2025 prior to next season and budget.</i> 	Michael
<p>3.7 Summer Membership</p> <ul style="list-style-type: none"> ➤ <i>Discussion on keeping same fees as Summer 2024, similar to winter fees remaining static.</i> ➤ MOTION #2025.03.19.01 - To keep Summer 2025 membership and day pass rates the same as in 2024. Moved by Randy, seconded by Amanda - CARRIED (10-0) ➤ <i>Are we seeing more activity on winter multi use trails? Suggestion for future considered to look at a modified annual fee structure with an annual (non ski) membership option. Tabled for future consideration.</i> 	Michael
<p>3.8 Connection with Lori</p> <ul style="list-style-type: none"> ➤ <i>Randy, Cam and Matt and Michael had a productive meeting to discuss boundaries and mutual understanding for event and program parameters. Agreed that Matt would be the Board rep (for bike program and DGLW race). Program and event budgets will be submitted going forward (in time for Club budget preparation) and program and event reconciliation report completed at conclusion for Board.</i> ➤ <i>The Summer 2025 mountain bike program info will launch when summer membership does.</i> 	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Spring General Meeting</p> <ul style="list-style-type: none"> > <i>Scheduled for Sunday, April 27th @ 1:00pm; Michael away so Cam to Chair as Vice President with support from Christine as Secretary. ACTION: Christine to circulate Agenda and post of website by March 31, 2025.</i> > <i>Discussion on format and what key topics to include: (1) logo update, (2) multi use trails (3) survey hard copies / additional input. Plus voting for Board positions and recognition of local businesses that have helped WNSC out.</i> 	Michael
<p>4.2 Policy Development</p> <ul style="list-style-type: none"> > <i>No update</i> 	Michael
<p>4.3 Board/Club Positions Available</p> <ul style="list-style-type: none"> > <i>Have confirmed status of almost all Board incumbents. Franco will not be running again – Board appreciates the contribution</i> 	Michael



<p>he has made. Identified vacant roles e.g. grant writing, could separate out Programs and Events into two roles.</p>	
<p>4.4 Insurance Update and Risk Management</p> <ul style="list-style-type: none"> ➤ Biathlon (covered by Biathlon AB) and any mountain bike activities are excluded from our general insurance policy. Lori had people in competitive and rec program register with the Alberta Mountain Bike Association. But Club needs provision for recreational bike folks using our trails and needs a special rider. ACTION: Amanda to investigate additional insurance options. 	

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Financial Report</p> <ul style="list-style-type: none"> > Income Statement to Feb 28, 2025 reviewed and will be fully updated at the Spring GM. 	Michael
<p>5.2 Banking Transition Progress</p> <ul style="list-style-type: none"> > Continuing to work with new processes 	
<p>5.3 Reimbursement Form</p> <ul style="list-style-type: none"> > Pending – will be added to website when ready 	
<p>5.4 Investment Policy Creation</p> <ul style="list-style-type: none"> > Will subcommittee have something for the Spring GM? 	
<p>5.5 Accountant Support, Year End Filings</p> <ul style="list-style-type: none"> > See update at Spring GM 	

6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 LOGO Refresh Update</p> <ul style="list-style-type: none"> > Shared concepts to date and will circulate for additional feedback 	Christine
<p>6.2 Equipment Subcommittee Update</p> <ul style="list-style-type: none"> > Discussed challenges of immediate needs for Summer 2025 verses long term strategic equipment purchase needs. > MOTION #2025.03.19.02 - To replace Motion #2024.09.25.04 and approve up to \$6,500 from operating funds (equipment line) to purchase a flail mower for summer trail maintenance. Moved by Cori, seconded by Geo – CARRIED (10-0) 	Matt/Cam
<p>6.3 Rental Equipment Procedure & Policy</p> <ul style="list-style-type: none"> > No update / will work on this later in Q2 2025 	Michael

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
<p>7.1 Treasurer</p> <ul style="list-style-type: none"> > N/A 	Serge
<p>7.2 Trails</p>	Matt



<p>> <i>Fat bike social meet up at old chalet Sat March 22nd @ 2:00pm</i></p> <p>Summer Ski Trails Coordinator</p> <ul style="list-style-type: none"> > Nothing further <p>Winter Ski Trails Coordinator</p> <ul style="list-style-type: none"> > <i>Will maintain grooming operations as long as they can; last classic track set was not as good as had hoped.</i> <p>Multi-use Trails Coordinator</p> <ul style="list-style-type: none"> > N/A 	<p>Cam</p> <p>Geo</p> <p>Vacant</p>
<p>7.3 XC development</p> <p>> <i>Nothing further</i></p>	Amanda
<p>7.4 Biathlon development</p> <p>> <i>Nothing further</i></p>	Randy
<p>7.5 Programs</p> <p>> <i>Nothing further</i></p>	Cori
<p>7.6 Marketing/Communications</p> <p>> <i>Will be sending a late March e-newsletter out and will include mountain bike info + summer memberships. Watch for email seeking content.</i></p>	Christine
<p>7.7 Funding</p> <p>> <i>County operating grant deadline is April 1, 2025. Anyone able to help with this application?</i></p>	vacant
<p>7.8 Directors At Large</p> <p>> <i>Ken: Gave kudos to Patrick for grooming on Claw Ridge</i></p>	Eric, Ken P, Franco
<p>7.9 Secretary</p> <p>> <i>Nothing further</i></p>	Christine
<p>7.10 Vice President</p> <p>> <i>Nothing further</i></p>	Cam
<p>7.11 President</p> <p>> <i>Anticipating some off season expenses (seals on overhead doors), trail and building light replacements, need to look at eaves and downspouts – all within current operating budget.</i></p>	Michael
<p>7.12 Past President</p> <p>> N/A</p>	vacant

8.0 IN CAMERA - None	
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Adjournment @ 9:03pm

Next Meeting – Wednesday, April 16th @ 7:00pm