



WNSC Board Meeting Minutes

Date Wednesday, April 16th, 2025 @ 7:00 pm

Location Steve Cooper Lodge

Attending Cam, Eric, Serge, Cori, Randy, Christine, Geo (arrived 7:20pm)

Regrets Michael, Matt

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Call to Order @ 7:02pm</i>	Cam
1.2 Approval of Agenda ➤ <i>By consensus</i>	Cam
1.3 Approval of Minutes (March 2025) ➤ <i>Moved by Randy; seconded by Cori - CARRIED</i>	Cam
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > <i>Still in progress / waiting to hear back from Province</i>	Matt (via email)
1.4.2 Multi Use Trail Plan Development > <i>Special meeting was held on March 27, 2025 to review the plan in detail with the Board and answer any specific questions. MOTION #2025.04.16.01 - That the Minutes of the Multi Use Trail Plan Development Special Meeting on March 27, 2025 be incorporated as part of the April 16 Board Minutes including applicable Motions. Moved by Serge; seconded by Randy – CARRIED (7-0)</i> > <i>Matt is going to coordinate two sub groups – one to plan which lines exactly the new trails will follow, and once the Temporary Field Authorization (TFA) has been granted by the Province, a second group will be formed to help with the trail construction. Both groups will be coordinated via a WhatsApp group chat. He is taking names for interested persons now,</i>	Matt (via email)
1.4.3 Acknowledgements/Thankyou > <i>Shout out from Serge to the Grooming committee for this past season – it was a trial process, and outcomes were fantastic considering it was a transitional year.</i>	Cam

2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Check In > <i>Hours have idled back for Spring as usual. Attendant will be chatting with Michael and Cam daily and is willing to be onsite for earthworks, work bees, trail maintenance etc. Has cleaned up the</i>	Geo



<p>big tree that came down. Discussion on working alone process / bear spray / BearSmart training.</p>	
<p>2.2 Operations Coordinator/Lodge Attendant Positions > Planning a season end wrap up with Lodge Attendants by mid May. Discussion on after hours answer service for year round at the lodge – could there be a voice to text / AI platform that could handle this more efficiently than manually accessing the answer machine at the lodge? ACTION: Serge to investigate options</p>	Christine
<p>3.0 NEW BUSINESS: OPERATIONS</p>	
<p style="text-align: center;">Item</p>	<p style="text-align: center;">Responsibility</p>
<p>3.1 Grooming Report & Equipment Status > Weekend of March 30/31st was officially the end of the ski season due to bare spots and trails closed / open to hikers April 1st. Went out with Cam on the Kubota – see Cams comments 2.1. Trails have narrowed in lots of places and need to widen out for next winter so sufficient width for grooming and the classic track not washed over. Some maintenance of grooming equipment completed. Recorded 457 hours of volunteer grooming time this past Winter 2024-2025 between 12 volunteers (doesn't include time spent on machine maintenance or parking lot). Was disappointed didn't get on Meadow Loop better (too narrow); secondly Camelbacks – not wide enough in the pre-season and dirt work. Kudos given for putting maintenance logs and sign in sheets to record hours on equipment. Ginzus being used as a primary groomer but usually a finishing groomer. Equipment is holding up well. Have an equipment maintenance plan for the summer. John Deere/Kubota – could send them out for service but best to do it in house.</p>	Geo
<p>3.2 Arch Water Management > Fall 2024 solution seems to have worked well, did a little bit of pumping > will discuss further when Michael is back.</p>	Cam / Eric
<p>3.3 Lodge Closed for the Remainder of the Season > Some additional keys still in circulation with former Board members – need to revisit when new door system is implemented.</p>	Christine
<p>3.4 Winter Program Check In – Any? > All officially wrapped up</p>	Cori, Randy, Christine
<p>3.5 Process to Create the Ski Trail Offseason Plan > Post season survey of North trails and discussed areas that received feedback from users re: realignment, clearing and widening. Some easy, whereas some will take extensive work to fix. Geo and Cam met 2 weeks ago to view these spots.</p>	Cam
<p>3.6 <u>XC Trail & Grooming Survey</u> > 35 surveys completed to date. Will promote at the Spring General Meeting. Closing date is April 30. Will share outcomes at May Board meeting.</p>	Christine



3.7 Summer Membership > Active on all platforms = website / Zone 4. Summer day passes too	Christine
3.8 2025 WNSC Mountain Bike Program > Posted on website and social media. ACTION: Christine to follow with Amanda re: insurance	Matt
3.9 NCCP Coaching Workshop > Scheduled for May 10 th ; Matt is Board contact and Lori coordinating the workshop	Matt
3.10 Spring 2025 Upcoming Events > Randy to connect with Brenda re: application form + insurance + photo of tires to Cam prior to Color Run on May 4th. Christine is Board contact for Meet in the Middle; Mullet Duathlon contact is Cam.	Christine

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
4.1 Spring General Meeting – confirm content > Reviewed the draft Agenda that Michael prepared. ACTION: Christine to check in with all Board members and program leaders to double check they have reports prepared.	Cam / Christine
4.2 Policy Development > No action	Cam / Christine
4.3 Board/Club Positions Available > Discussion on Bylaws and number of Directors required = not less than three and no more than ten. ACTION: Christine to put Bylaws on website - DONE	Cam
4.4 Election Process at Spring General Meeting > Reviewed the process (chits) and requirement for 50% + 1 of meeting attendees support required to be elected. No new nominees by the April 20 th deadline.	Cam / Christine

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
5.1 Financial Report > YTD very close within \$4,000. > Comparative Income Statement – expense management good from a sustainability standpoint. > Question on Donations = \$ amount w Serge to follow up. > Question on Coaching Expense = flow through WNSC > Question on who is now the contact for casinos? ACTION: Serge to contact AGLC. MOTION #2025.04.16.02 To accept March 2025 financial reports as presented. Moved by Cori, seconded by Randy – CARRIED (7-0).	Serge
5.2 Banking Transition Progress	Serge



> GICs are still locked in but otherwise the banking transition is considered complete. Using online platform for expenses with two person verification and this is working well.	
5.3 Reimbursement Form > Amanda PDF'd the first version of form. Now tweaking the form but very close to complete	Serge / Amanda
5.4 Investment Policy Creation > Serge will reference at the Spring General Meeting	Serge
5.5 Accountant Support, Year End Filings > Reaching out to a CPA in town. Currently tracking down last report filed w CRA. Will be an ongoing agenda item.	Serge

6.0 SUB-COMMITTEES	
Item	Responsibility
6.1 LOGO Refresh Update > Progressing steadily since the "re-set" meeting. Will bring something to the Spring General Meeting to get membership feedback and as promised.	Christine
6.2 Equipment Subcommittee Update > Cam is currently mower shopping based on previous Board motion. Will be applying to the County 2026 Capital grant program for 50% matching funds for this purchase.	Matt/Cam
6.3 Rental Equipment Procedure & Policy > Will schedule a meeting for when Michael is back and prioritize this policy in Top 5 once time to develop these.	Michael / Christine

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer > Nothing further	Serge
7.2 Trails <ul style="list-style-type: none"> Summer Ski Trails Coordinator ➤ Going to pick up the brush saw at Northern Metallic as previously approved. Winter Ski Trails Coordinator ➤ Will be working with the equipment committee and approach Board to ask for a roller for packing snow and a levelling drag that is more robust Multi-use Trails Coordinator ➤ N/A 	Matt Cam Geo vacant
7.3 XC development > Nothing further	Amanda
7.4 Biathlon development > Attended Biathlon Leaders / Officials training Biathlon AB in Canmore	Randy
7.5 Programs	Cori



> <i>Nothing further</i>	
7.6 Marketing/Communications > <i>Will send out the April e-newsletter out over the Easter weekend with Spring General Meeting reminder and link to Agenda</i>	Christine
7.7 Funding > <i>N/A</i>	vacant
7.8 Directors At Large > <i>Nothing further</i>	Eric, Ken P
7.9 Secretary > <i>Nothing further</i>	Christine
7.10 Vice President > <i>Nothing further</i>	Cam
7.11 President > <i>N/A</i>	Michael
7.12 Past President	vacant

8.0 IN CAMERA	
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Adjournment @ 8:39pm

Next Meeting – Wednesday, May 21st @ 7:00pm