



WNSC Board Meeting Minutes

Date Wednesday, August 6th, 2025 @ 7:00 pm

Location Steve Cooper Lodge

Attending Michael, Cori, Randy, Cam, Matt, Ken, Eric

Regrets Serge

1.0 MEETING OPENING

Item	Responsibility
1.1 Welcome ➔ Call to order at 7:02	Michael
1.2 Approval of Agenda	Michael
1.3 Approval of Minutes ➔ Moved by Randy, seconded Matt	Michael
1.4 Old Business / Business Arising	
1.4.1 North multi-use trail update • The Multi-use Trail team is making good progress, they are presently developing the section near Boot Loop.	Matt
1.4.2 Acknowledgements/Thankyou • Thanks to Doris & Christine for doing the Operations Coordinator interviews. Thanks to Matt & the Multi-use Trail team.	Michael

2.0 STAFFING

Item	Responsibility
2.1 Trail and Facilities Attendant Check In • Patrick is working ~1/2 time during the summer, roughly 80 hours per month.	Michael
2.2 Operations Coordinator Hiring Update • Sarah Sorcinelli has been hired into the position. She brings lots of experience to the role. Onboarding will commence in the fall.	Michael

3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
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<p>3.1 Summer Program & Event Check In</p> <ul style="list-style-type: none"> • Don't Get Lost In The Woods ➔ Date: 7 Sept 2025. Matt will follow-up with Lori to clarify certain logistics of the event (eg. flagging, mowing). • NWP Running Events ➔ Michael will be the contact person for these October events. More details to follow. 	Matt
<p>3.2 Nordic Trail Summer Work Plan Update</p> <ul style="list-style-type: none"> ➔ Discussion. Minimal summer work. Planning for mid-September to commence work on identified trails. 	Cam/Michael
<p>3.3 Building Maintenance Work</p> <ul style="list-style-type: none"> ➔ Four focus areas. 1) Eavestrough. 2) Outdoor lights. 3) Deck & rail replacement. 4) Wood burning stove - door repair. 	Michael
<p>3.4 Fire Smart Update</p> <ul style="list-style-type: none"> ➔ County assistance; surveyed property & wrote report. Two options for burning on the property. 1) Create a wood pile in a designated safe area, organize an inspection & obtain fire permit. 2) Apply for an industrial burning permit. Requires an Air Curtain Burner. This option allows more frequent and targeted burning. 	Michael
<p>3.5 Internet Installation</p> <ul style="list-style-type: none"> ➔ The installation of the Hub from Telus is upcoming. 	Michael
<p>3.6 Membership Rates and Classes</p> <ul style="list-style-type: none"> ➔ See 4.3 	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Signing Authority</p> <ul style="list-style-type: none"> ➔ Traditional signing authority: President, Treasurer, Secretary. <p>MOTION #2025.08.06.01: To approve Cori Janes as the WNSC Secretary. Moved by Randy, seconded by Eric. Carried (7-0)</p> <p>MOTION #2025.08.06.02: To approve the Secretary for signing authority for the WNSC. Moved by Randy, seconded by Ken. Carried (7-0)</p>	Michael
<p>4.2 Board Member Recruitment</p> <ul style="list-style-type: none"> ➔ Plan: To identify club members with the skill sets to benefit the club & board. Michael & Serge will approach members as names are put forward. 	Michael



<p>4.3 Insurance Update and Risk Management</p> <ul style="list-style-type: none"> ➔ Michael has been reviewing 1) the building replacement insurance through the county. Concerns identified re: Reasonable replacement value & getting premiums to match this. ➔ And 2) Liability insurance with Nordic Alberta/Canada. Supporting documentation requested. ➔ Further information gathering ongoing. ➔ WNSC Membership fee adjustment being reviewed to reflect the needs of the membership. Simplify annual base membership? Nordic Alberta fees? 	Michael
<p>4.4 Contract Work Process</p> <ul style="list-style-type: none"> ➔ Christine Rawlins has resigned from the board. She is willing to continue to support the club in both a volunteer roll (marketing, social media) & a contracted roll (Policies & Procedures, Governance items). <p>MOTION #2025.08.06.03: The club proceeds to engage Christine Rawlins to perform contract work to accomplish governance functions. Moved by Cam, seconded by Matt. Carried (7-0)</p>	Michael

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Budget Process and Timeline</p> <ul style="list-style-type: none"> ➔ Michael & Serge have met to review budget processes. A request for budgets will be forthcoming. The next board meeting is September 17. By that time, all budgets will have been submitted & reviewed, and be ready for board approval. ➔ Also, budget categories will be updated & revised, as an example, membership fees will be separated from program fees. 	Serge
<p>5.2 Designation of Reserve Funds</p> <ul style="list-style-type: none"> ➔ In processing. Separate 1) Building reserve fund & 2) Equipment reserve fund. 	Serge
<p>5.3 Reimbursement Form</p> <ul style="list-style-type: none"> ➔ not discussed 	Serge/Amanda
<p>5.4 Investment Policy Creation</p> <ul style="list-style-type: none"> ➔ Work is progressing, more information to be shared at upcoming meetings. 	Serge/Ken
<p>5.5 Accountant Support, Year End Filings</p> <ul style="list-style-type: none"> ➔ Nothing to report 	Serge



5.6 Grant Reporting ➔ CIP grant - Serge will follow-up	Serge
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6.0 SUB-COMMITTEES

Item	Responsibility
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7.0 DIRECTOR & COORDINATOR REPORTS

Item	Responsibility
7.1 Treasurer • N/A	Serge
7.2 Trails Nordic Trails Coordinator Nordic Grooming Coordinator Multi-use Trails Coordinator ➔ Tractor quote is valid until October, more details on this & trail updates next meeting.	Cam Matt
7.3 XC development • N/A	Amanda
7.4 Biathlon development ➔ This is Randy's last meeting for the upcoming year.	Randy
7.5 Programs	vacant
7.6 Events ➔ Concern re: The club is missing out on event opportunities. Request for suggestions. Will also add to the newsletter. ➔ Repairs on the Chalet: Steps & Windows.	Eric
7.7 Marketing/Communications • N/A	Christine remotely
7.8 Funding	vacant
7.9 Director At Large ➔ Request made to address culvert concerns after recent heavy rains.	Ken
7.10 Secretary ➔ Nothing additional	Cori
7.11 Vice President ➔ Nothing additional	Cam
7.12 President ➔ Nothing additional	Michael



8.0 IN CAMERA	
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Adjournment @ 8:40 pm

Next Meeting: Wednesday September 17th at 7:00 pm