



## WNSC December Board Meeting Minutes

Date                    Thursday, December 11th, 2025 @ 7:30 pm  
 Location                Steve Cooper Lodge  
 Attending                Michael, Cori, Matt, Ken, Eric, Cam, Serge, Geo, Dan  
 Regrets

### 1.0 MEETING OPENING

Item	Responsibility
1.1 Welcome ➔ Call to order at 7:35 pm	Michael
1.2 Approval of Agenda	Michael
1.3 Approval of Minutes ➔ October 15 Minutes: Correction to item 1.3, Subcommittee members consist of Matt, Cori, Cam & Davis Alton. Eric's name removed. Moved by Cam, seconded by Matt, carried (9-0) ➔ November 19 Minutes, no quorum, for information only. ➔ November 23 Special Meeting Minutes: Moved by Matt, seconded by Geo, carried (9-0)	Michael
1.4 Old Business / Business Arising	
1.4.1 Acknowledgements/Thankyou ➔ Thanks extended to the grooming team for prompt attention to the trails after the recent snowfall.	Michael

### 2.0 STAFFING

Item	Responsibility
2.1 Trail and Facilities Attendant Check In ➔ Patrick's been busy with the recent snowfall, including taking the lead to coordinate the volunteer groomers.	Michael



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2.2 Operations Coordinator Check In Michael

- ➔ Michael shared the recent report submitted by Ashleigh. Overview of the many tasks completed & ongoing including: Conducting interviews for lodge attendants & scheduling their training, planning for rental room hours, assisting with Jackrabbit skis distribution, booking & coordinating the cleaning of the lodge, attending to outdated lodge needs (eg. fire extinguisher, first aid kit), organizing waxing clinics, admin for upcoming Snowshoe session, exploring sponsorship possibilities, implementing Square Tile for the club.

### 3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
3.1 Grooming Update Reporting – Nordic Pulse? ➔ Nordic Pulse is used by many facilities in the province with positive reception from both groomers & membership. Initial installation fee: \$1300 (includes annual fee for this year). Annual fee: \$1,000. ➔ <b>Motion 2025 Dec 11 #1: To enter into a supply agreement with Nordic Pulse of \$1300 to establish and \$1,000 annually to maintain. Moved by Cam, seconded by Serge. Carried (9-0)</b>	Cam/Michael
3.2 2025/2026 Events <ul style="list-style-type: none"> <li>• Loppet. Planning for the Loppet, on February 8, ongoing. Free Technique, longest distance 34 km. Race Notice &amp; Zone4 registration close to completion.</li> <li>• Other. Nothing more to report at this time.</li> </ul>	Michael  Cam
3.3 Communications & Marketing Report ➔ December Newsletter to be sent out next week, creating & monitoring social posts, current survey scheduled to conclude December 15, updated grooming format & report on the website, auditing the website, onboarding Ashleigh, banners x 2 for the club have been ordered, new Buff design coming, BMFF on track with both Geo & Christine present for this event, arriving soon - Square Tile for point of sale transactions.	Michael for Christine



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4.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>4.1 Budget Review and Approval</p> <ul style="list-style-type: none"> <li>➔ Reviewed current budget, noting the annual membership is a three year average, currently showing a net loss.</li> <li>➔ Template created showing clear breakdown &amp; transparency for each and every program. There will be one page per program every month as part of the budget reporting package.</li> <li>➔ Of note, the budget requires review &amp; approval by the membership. Suggestions: Post on website &amp; send to members who were present at the Fall General Meeting, note in the upcoming newsletter. Comments from the membership, by a designated date, will dictate the next action for the board.</li> <li>➔ <b>Motion 2025 Dec 11 #2: To accepted the amended budget as presented. Moved by Cam, seconded by Dan. Carried (9-0).</b></li> </ul>	Serge
<p>4.2 Designation of Reserve Funds</p> <ul style="list-style-type: none"> <li>➔ Presently have funds in a savings account &amp; GIC. Important to demonstrate management of these funds, especially for Grant applications.</li> <li>➔ Plan: Reclassify these funds as Capitol Reserve Building &amp; Capitol Reserve Equipment. Both will remain on the financial balance sheet and be visible to all. Then, annually designate funds to both reserve funds.</li> </ul>	Serge
<p>4.3 Questions for the Accountant</p> <ul style="list-style-type: none"> <li>➔ Serge will follow-up with the club's CPA regarding CRA concerns voiced by board member (Ken) about agenda item 4.2.</li> </ul>	Serge
<p>4.4 Grant Applications</p> <ul style="list-style-type: none"> <li>➔ Ongoing monitoring of Grant opportunities. Unique &amp; time consuming task which, optimally, would be taken on by someone in the club membership.</li> </ul>	Serge



**WAPITI NORDIC**

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<p>4.5 Casino Preparations (January 10 &amp; 11)</p> <ul style="list-style-type: none"><li>➔ Casino volunteers, most spots filled.</li><li>➔ Casino revenue spending designated 1/3 annually.</li></ul>	<p>Serge</p>
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<b>5.0 GOVERNANCE</b>	
<b>Item</b>	<b>Responsibility</b>
5.1 Board Member Recruitment ➔ Board elections take place at the spring AGM. Board asked to seek out club members with an interest & skill set to be on the board. And to maintain the needed quorum.	Michael
5.2 Insurance Path Forward ➔ Subcommittee formed to address insurance concerns of incomplete coverage for the activities that take place on all the trail systems. Members: Cam, Matt, Cori	Michael
5.3 Membership Class Update ➔ Once the insurance coverage for all the club activities is addressed (as per agenda item 5.2), then the corresponding membership classes can be proposed to the board & membership. ➔ <b>Motion 2025 Dec 11 #3: The current Membership subcommittee (Cam, Matt, Cori) will also address insurance coverage, liability &amp; other relevant concerns. Moved by Cam, seconded by Serge. Carried (9-0).</b>	Matt
5.4 Contract Work Process ➔ As per agenda item 3.3, Christine continues to work remotely, the board will be updated regularly.	Michael

<b>6.0 SUB-COMMITTEES</b>	
<b>Item</b>	<b>Responsibility</b>
6.1 Equipment Sub-Committee <ul style="list-style-type: none"> <li>• Tractor Progress. The John Deere dealership is currently working on locating a tractor to meet the club's needs. No delivery date at present.</li> <li>• Tabled: Selling the old tractor.</li> <li>• Packing Roller Progress. Ordered with an expected delivery date of this February.</li> <li>• Levelling Drag Progress. Waiting to hear back from the Swan City Snowmobile Club.</li> </ul>	Cam
6.2 Multi-use Membership Sub-Committee ➔ Covered with agenda item 5.3.	Matt



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<b>7.0 DIRECTOR &amp; COORDINATOR REPORTS</b>	
<b>Item</b>	<b>Responsibility</b>
7.1 Treasurer ➔ Nothing more to report.	Serge
7.2 Trails Nordic Trails Coordinator - Nothing more to report. Nordic Grooming Coordinator - Nothing more to report. Multi-use Trails Coordinator: • Focus has been on the north trails, lots of foot traffic packing down the trails, directional gates have been installed. • Matt leading a group snowshoe on Sunday Dec 21. • The concept of the South Trails multi-use system briefly discussed, including the need for a TFA (temporary field authorization) & addressing trails outside of the Wapiti Nordic area. • Windfall on the multi-use trails? Contact <a href="mailto:admin@wapitinordic.com">admin@wapitinordic.com</a>	Cam Cam/Patrick Matt
7.3 XC development ➔ Dec 20 & 21, Alberta Cup races & Arctic Winter Games qualifier, in Canmore. ➔ Alberta Winter Games qualifier races this weekend at our club.	Dan
7.4 Biathlon development ➔ Calforex #1 in Canmore on Nov 29 & 30 with over 300 athletes competing in several different categories. ➔ Wapiti Nordic hosting Calforex #2 on Jan 10 & 11. ➔ Biathlon Bears/Ecoaims, continued growth in the program with two more children interested in joining.	Michael/Cori
7.5 Programs	vacant
7.6 Events ➔ Nothing to report.	Eric
7.7 Marketing/Communications	Christine remotely
7.8 Funding	vacant



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<p>7.9 Director At Large</p> <ul style="list-style-type: none"> <li>➔ Request made, during the discussion of agenda item 4.1, to include the following in the minutes: Ken objects to the motions made at the Special Board Meeting on 23 Nov 2025 (motion #2, #3 &amp; #4) regarding the purchase of equipment.</li> </ul>	Ken
<p>7.10 Secretary</p> <ul style="list-style-type: none"> <li>➔ Nothing to report.</li> </ul>	Cori
<p>7.11 Vice President</p> <ul style="list-style-type: none"> <li>➔ Nothing to report.</li> </ul>	Cam
<p>7.12 President</p> <ul style="list-style-type: none"> <li>➔ Pine Ridge Adventure Camp got in touch regarding the renewal of the User Access &amp; working cohesively together.</li> <li>➔ Brian Reid with Infinity Forestry would like to proceed, possibly as soon as next month, with Fire Smart work at the west end of the Wapiti Nordic lease. Matt agreed to follow-up.</li> <li>➔ Membership presently at 475. Canine &amp; general membership donations are up, Jackrabbits has 32 registered skiers and Chicks on Sticks has 47 registered skiers.</li> </ul>	Michael
<p><b>8.0 IN CAMERA</b></p>	

Adjournment at 9:40 pm.

Next meeting: Wednesday January 21 at 7:00 pm