



WAPITI NORDIC

WNSC Board Meeting Minutes - DRAFT

Date Wednesday, January 21st, 2026 @ 7:00 pm
Location Steve Cooper Lodge
Attending Cori, Michael, Cam, Serge, Ken, Eric, Matt
Regrets Geo, Dan

1.0 MEETING OPENING

Item	Responsibility
1.1 Welcome ➔ Call to order at 7:00 pm	Michael
1.2 Approval of Agenda	Michael
1.3 Approval of Minutes ➔ Moved by Matt, seconded by Cam	Michael
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1.4 Old Business / Business Arising	
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1.4.1 Acknowledgements/Thankyou ➔ Many acknowledgements & thank yous to the Calforex Volunteers, the Organizing Committee, Greg Poirier, Liz Tinworth, the set-up crew, and the grooming team. ➔ Recognition extended to Doris for organizing the volunteers for the casino, and being a volunteer for two shifts as well. ➔ Lots of positive feedback has been received for the grooming team, both Patrick & the volunteers, highlighting the awesome quality of the trails.	Michael



2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Check In ➔ Patrick has been working many hours to prep & groom the trails. Example given: The North Blue trails required 12 passes with the shredder.	Michael
2.2 Operations Coordinator Check In ➔ Ashleigh worked many hours over Christmas, interviewing & onboarding the lodge attendants, running the rentals, arranging the deep cleaning of the lodge, re-certifying the fire extinguishers, updating the first aid kit, assisting with the Jackrabbit program, organizing waxing clinics & related services, organizing volunteers to teach ski lessons, exploring sponsorship possibilities, and much more. Inquiry re: Fat Bike event at the club, tentatively planned for March 7, is on hold for now.	Michael



3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
<p>3.1 Grooming Update Report</p> <ul style="list-style-type: none"> ➔ Nordic Pulse (<i>app based cross country ski trail grooming report system</i>), already have a map of the trails. ➔ Between Dec 5 - Jan 21, there has been just over 226 volunteer grooming hours. ➔ Grooming operations. Clarity & explanation provided. <ol style="list-style-type: none"> 1. The club follows the standard grooming procedures followed by most nordic centres. Pack - Comb - Set Track. 2. Skate lanes require twice as much grooming attention as classic tracks. Classic tracks typically hold-up much longer than the skate lanes. 3. Ice management is extremely difficult & time consuming. Grooming an icy trail properly, using specific equipment to shred the surface, is needed both to prep the trail and to protect other grooming implements. There are many important steps to follow, and repeat, long before a classic track can be set. 4. Much of the grooming is done by volunteers. As such, the club relies on their availability. 5. Deciding on grooming priorities. <ul style="list-style-type: none"> • Many grooming tasks are labour intensive and require more time than a volunteer can give. In such instances, quick grooming tasks, like combing the skate lanes, are often chosen. • Not all volunteers can perform all the grooming tasks. And, the grooming volunteers often volunteer elsewhere. • Grooming is generally organized in a manner to accommodate the user groups (School, Jackrabbits, Chicks on Sticks, Race Team, Biathlon) and to maintain the high traffic areas (North trails). <ul style="list-style-type: none"> ➔ The board was reminded to send all constructive feedback via the link on the website under <i>Submit Grooming Feedback Here</i> (https://www.wapitinordic.com/trail-conditions--maps.html) ➔ Additionally, the board was encouraged to trust the grooming teams and their efforts as outlined above. ➔ Grooming specifics to address voiced concerns: <ul style="list-style-type: none"> • Forest Trail Hill. To address safety concerns, until near the end of February when the school group program is completed, classic tracks on the hill will commence and end at the picnic shelter. • Back of Big Dipper & Big Dipper downhill sections. Moving the classic tracks to the left hand side will be considered. • Biathlon downhill towards the arch. Classic track will be set on the right hand side and scrubbed before reaching the arch. An attempt will be made to run a classic track under the arch in an upwards direction, linking with the uphill section towards the Biathlon Stadium. • Antler Junction. The grooming team will work on improving the corner for a better skiing experience. 	<p>Cam/Michael</p>



<p>3.2 2025/2026 Events</p> <ul style="list-style-type: none"> Loppet. Medals for the event have been received, and everything is on track for Feb 8. Race entry fee structure reviewed, decision made to charge children & youth \$0 plus the \$3 Nordiq Canada fee, Adults \$25 (plus the \$3 Nordiq Canada fee). Zone4 registration Jan 22 - Feb 5. 	<p>Cori, Cam</p>
<p>3.3 Communications & Marketing Report.</p> <ul style="list-style-type: none"> Excellent January newsletter with a 75% opening rate. Facebook is regularly updated, banners with the new logo made & were on display at the Calforex races & the BMFF. 	<p>Michael for Christine</p>
<p>3.4 Custom Buff Order.</p> <ul style="list-style-type: none"> The Buff design has been finalized. The club will order 100 buffs at \$17.90 each & sell for \$28. ➔ Motion 2026 Jan 22 #1: To proceed with the purchase of 100 Buffs. Moved by Serge, seconded by Matt. Carried (7-0). 	<p>Michael for Christine</p>
<p>3.5 Group Lesson Series Proposal. Ashleigh is working on this.</p>	<p>Michael for Asheigh</p>
<p>3.6 North Stadium Porta Potty Proposal</p> <ul style="list-style-type: none"> Country Pump Out will provide a Porta Potty to be situated just inside the gate at the north parking lot, out of view from the main highway. Conditional on, at minimum, regular monthly cleaning, for \$65/month. More frequent cleaning can be arranged as needed. ➔ Motion 2026 Jan 22 #2: To proceed with Country Pump Out Porta Potty at \$65/month. Moved by Serge, seconded by Matt. Carried (7-0). 	<p>Cam</p>
<p>3.7 Calforex Cup Debrief</p> <ul style="list-style-type: none"> Low turn-out (44 registrants), with the exception of two athletes, Foothills & Canmore opting not to participate. Biathlon Alberta reduced their fee, waiting for a grant to come through. Estimated revenue ~\$2,000. 	<p>Michael</p>
<p>3.8 Operations Management Options</p> <ul style="list-style-type: none"> The work of the board needs to be diversified. Michael is working on a formal structure for board approval to be presented at a future board meeting. 	<p>Michael</p>



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4.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
4.1 Budget Approval and Financial Report <ul style="list-style-type: none">Budget & Balance sheet reviewed. Of note, the club is behind in the forecasted membership, reflected in the budget.Square Reader (Square Tile) wireless payment system has been working well and was used extensively throughout the Christmas season for ski rentals & day passes.	Serge
4.2 Designation of Reserve Funds. Nothing to add at this time.	Serge
4.3 Questions for the Accountant. Nothing to add at this time.	Serge
4.4 Grant Applications. <ul style="list-style-type: none">Two grants have been received for the purchase of two Ecoaim rifles and Jackrabbitt rental equipment.	Serge
4.5 Casino Wrap-up. <ul style="list-style-type: none">Recent Casino on Jan 11 & 12, now must wait until first quarter of the year has passed to learn how much the club made.Banff Mountain Film Festival. Attendance up from last year by 10%. Average attendance per night 85.4%.	Serge



5.0 GOVERNANCE	
Item	Responsibility
5.1 Spring General Meeting, Board Member Recruitment and April Board Elections. Reminder given to the board.	Michael
5.2 Insurance Path Forward. <ul style="list-style-type: none"> • Cori will be meeting with an insurance expert in the next week. 	Michael
5.3 Membership Class Update. Nothing to add at this time.	Matt
5.4 Contract Work Process. <ul style="list-style-type: none"> • Work with Christine ongoing, nothing new to report at present. 	Michael

6.0 SUB-COMMITTEES	
Item	Responsibility
6.1 Equipment Sub-Committee <ul style="list-style-type: none"> • Tractor Progress. Invoice is coming. • Packing Roller Progress. Planning for a mid-Feb arrival. • Leveling Drag Progress. No update at present. 	Cam
6.2 Multi-use Membership Sub-Committee. <ul style="list-style-type: none"> • By the end of the next month, Brian from the County Forestry will be coordinating & commencing the Fire Smart work on the west end of the lease (far end of the Forest Trails). 	Matt

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer. Nothing new to report.	Serge
7.2 Trails <p>Nordic Trails Coordinator. As per earlier report. Nordic Grooming Coordinator. As per earlier report. Multi-use Trails Coordinator.</p> <ul style="list-style-type: none"> • Concept of Trails. An email has been sent to the board for consideration and future discussion. • Survey results. 78% positive feedback, 25% felt unheard. • Sunday afternoon Snowshoe group is going well. 	Cam Cam/Patrick Matt
7.3 XC development - <i>deferred</i>	Dan
7.4 Biathlon development - <i>as per earlier Calforex report</i>	Michael/Cori



7.5 Programs	vacant
7.6 Events. Nothing new to report.	Eric
7.7 Marketing/Communications - <i>deferred</i>	Christine remotely
7.8 Funding	vacant
7.9 Director At Large. Nothing new to report.	Ken
7.10 Secretary. Nothing new to report.	Cori
7.11 Vice President. Nothing new to report.	Cam
7.12 President. <ul style="list-style-type: none"> • Acknowledged 3S Contracting for the complementary spreading of gravel in the parking lots. • Recent flooding from the holding tank underneath the Timing Tower. Country Pump Out arrived within one hour. It took two and one-half loads to fully empty the holding tank. The closing procedure for the lodge has been updated to include checking for running toilets. 	Michael

8.0 IN CAMERA	
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Adjournment at 9:15 pm.

Next meeting Wednesday February 25 @7 pm.