



WNSC Board Meeting Minutes

Date Wednesday, June 18th, 2025 @ 7:00 pm
 Location Steve Cooper Lodge
 Attending Michael, Cam, Matt, Cori, Ken, Serge (left at 7:40pm), Randy,
 Christine
 Regrets Geo, Amanda

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ <i>Call to order @ 7:03pm</i>	Michael
1.2 Approval of Agenda ➤ <i>By consensus; move Section #5 Financial up</i>	Michael
1.3 Approval of Minutes ➤ <i>Moved by Randy; seconded by Cori</i>	Michael
1.4 Old Business / Business Arising	
1.4.1 North multi-use trail update <ul style="list-style-type: none"> • <i>Have built past Antler junction – thanks to great volunteer effort. Toured Scouts group along it (they wanted all their camps & features connected with a single track + Shaw cabin), posts will be in by Fall. Winter trail – will flag and map and do grand openings.</i> 	Matt
1.4.2 Acknowledgements/Thankyou <ul style="list-style-type: none"> • <i>Thanks to Cam as Club contact + Grizzly Pine Race services – great event (Mullet Dragon Duathlon on June 14) + set up & take down.</i> 	Michael

2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Check In > <i>Patrick on vacation, tidying up, shop looks great, using brush saw.</i>	Michael/Geo
2.2 Operations Coordinator Hiring Update > <i>Approx 12 applicants to date. Posting is open until June 30th. Information is listed on website, encourage Borad to speak to people we know and have them apply via Indeed. Increased the posted rate of pay very slightly to stay competitive. Idea for Fall 2025 = proactively email last year's membership (pull list off Zone 4) and import into Constant Contact to remind them to purchase a membership for the upcoming Winter season.</i>	Christine



3.0 NEW BUSINESS: OPERATIONS	
Item	Responsibility
<p>3.1 Summer Program & Event Check In</p> <ul style="list-style-type: none"> • Mountain Biking <ul style="list-style-type: none"> ➤ Program is running really well with new leaders; rec program raps up last Thursday in June with competitive group continuing. • Dragon Mullet Duathlon <ul style="list-style-type: none"> ➤ Was wet, well attended, capped at 56 participants, lots of new people discovered our trails. Flagged course the night before / went well. Thinking of doing it again. • Don't Get Lost In The Woods <ul style="list-style-type: none"> ➤ Matt will be the Board contact for this – good to be proactive and share expectations (trail marking, air quality back up plan, financial reporting) with event organizer. Registration is open already and info is on WNSC website. • NWP Running Events <ul style="list-style-type: none"> ➤ Expecting around 500 school athletes Grades 1-12 over the course of the day (arrive in waves). Official form and insurance have been submitted already. 	<p>Matt</p> <p>Cam</p> <p>Matt</p> <p>Christine</p>
<p>3.2 Nordic Trail Summer Work Plan Update</p> <p>> Cam and Michael met, have reviewed info from survey and separated out info into Summer Work categories, will formalize a final report for Board, list of priorities, will come with quotes (two are for larger expenses). Biggest takeaways (1) need to get width of trails back – will fix 90% of issues. (2) Fix Antler Junction to allow for all tracks + Fix Camel back. Also fix some grooming turnarounds – more efficient and improves the flow. Will need to speak to Scout Camp before.</p>	<p>Cam/Michael</p>
<p>3.3 Building Maintenance Work</p> <p>> Overhead Door came and looked at doors of maintenance shop – gave a quote (budgeted). Lights on lodge + maintenance building + photo cell (Dominic). When Patrick is back – will get a lift and deal with lodge eavestrough issues.</p>	<p>Michael</p>
<p>3.4 Wapiti Nordic Chalet Update</p> <p>> Matt: Chalet has been secured and deck removed on one side.</p>	<p>Eric</p>
<p>3.5 Fire Smart Update</p> <p>> Had a meeting, conversation was around buildings is a priority to protect them (simpler than the rest of the lease). What do we do with the material, pile and burn? Cam will call Kurt (County Fire Marshall) to see what parameters are + use equipment to haul and piled for Winter burn.</p>	<p>Michael</p>
<p>3.6 Trail Condition Reporting Option Analysis</p> <p>> No update / want to decide before winter whether to go with Nordic Pulse or not</p>	<p>Michael</p>



<p>3.7 Starlink / Wireless Internet at Lodge > Provided a Cost-Benefit Analysis report that concluded that the Telus Business Hub was the best option with Custom Communications donating the hardware (no upfront cost) and a two year monthly fee of \$60/ month for higher speed option, compared to a Starlink system. The objective is primarily to support operational (business) functions at the lodge but could be used to support a stadium web cam, weather station, security system etc. in the future. MOTION# 2025.06.18.01: That Wapiti Nordic Ski Club proceed and add a Telus Business HUB wireless internet solution to enhance operational functionality at an anticipated annual expense of \$720 per year with the service to be installed by July 25, 2025 - Moved by Christine, seconded by Randy – CARRIED (7-0)</p>	Christine
<p>3.8 School Programs > Doris is getting requests for next year and has sought verification from the Board that school program should continue. Club gets ski rental and day pass revenues, honorariums for instructors as an expense and positive net to the Club. Plus positive net from Celtics school group (own leaders).</p>	Michael
<p>3.9 Grooming Plan Development > Everyone in the Grooming team met and are game for next season – planning to meet in September to discuss the approach etc. ACTION: Christine to share Consolidated Comments with all Board (DONE)</p>	Michael
<p>3.10 Provincial Event Hosting > XC group does not want to host 2025-2026 – would prefer to take a year off. Biathlon on the fence about hosting a Calforex. Michael to follow up on their schedule as being up North is a challenge. It (2026) is also an Arctics and AB Games year...</p>	Michael

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
<p>4.1 Board/Club Position Openings > Cori is considering Secretary role; once hired the Operations Coordinator should be able to pick up some of the Communications and Marketing activities. Christine willing to support remotely through the transition.</p>	Michael
<p>4.2 Insurance Update and Risk Management > Per last meeting, NordiqAB and their policy comes with more liability coverage and some other benefits with NordiqCanada (has a grant program and other member discounts). Michael is attending the AGM next week. There are some merits to being part of a larger entity. Need to look at the whole picture and review our current policy and premium paid – amount TBC.</p>	Michael



5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Financial Report > Cash holdings are healthy, everything is good - \$5,000 ahead of YTD. Wages and salaries are still well below budget due to Coordinator vacancy. Membership revenues good. Northern Metallic – donated a cheque to offset the brush saw. Discussion on financial report and expense tracking – still some learning and lines need to be reviewed before year end. Data is there – we just need to get further into the detail over time – but cognisant of how much staff time it takes to do this.</p>	Serge
<p>5.2 Banking Transition Progress > Banking transition has been a win for the Club. Waiting for GICs to mature and then all banking products will be under one roof.</p>	Serge
<p>5.3 Reimbursement Form > <i>ACTION: Serge to follow up with Amanda for final fillable PDF version then forward to Christine to add to website.</i></p>	Serge/Amanda
<p>5.4 Investment Policy Creation > Ken is coordinating this group and will reach out to all.</p>	Serge/Ken
<p>5.5 Accountant Support, Year End Filings > <i>ACTION: Serge following up with Lori to follow up to get CRA access</i></p>	Serge
<p>5.6 Grant Reporting > Michael reporting back on CIP grant received last year. <i>ACTION: Christine to follow up with MJ to see if she is interested in helping with grant writing. If not, Christine might.</i></p>	Michael
6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 LOGO Refresh Update > Had hope to share something at this meeting but Storyboard not quite ready; will bring to July meeting for sure.</p>	Christine
<p>6.2 Equipment Subcommittee Update -Mower Purchase Update > Tow behind mower is in transit. Still planning to apply for County Capital grant for unit that will do more year round.</p>	Matt/Cam
<p>6.3 Rental Equipment Procedure & Policy > Met June 12th. Discussed priorities / why do we do it = for school groups, public rentals, lessons; also Chicks and Jackrabbits. Still support offering seasonal rentals for registered JR kids but might bump rates, and limit how many years. Encourage families to buy/sell equipment. Consider separating rentals from Zone 4 program registration so it is a separate entity (less taxing on JR Leader). Consider having a Rental Room champion, staff up rental room, treat it like a pro shop</p>	Michael



<i>and offer more consistent hours, wax sessions or paid service, advice etc.</i>	
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7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer > <i>Nothing additional</i>	Serge
7.2 Trails <ul style="list-style-type: none"> Nordic Trails Coordinator ➤ <i>Nothing additional</i> Nordic Grooming Coordinator ➤ <i>N/A</i> Multi-use Trails Coordinator ➤ <i>Nothing additional</i> 	Cam Geo Matt
7.3 XC development > <i>N/A</i>	Amanda
7.4 Biathlon development > <i>Program is up and running with Saturday pre-season practices</i>	Randy
7.5 Programs	vacant
7.6 Events > <i>N/A</i>	Eric
7.7 Marketing/Communications > <i>Will try to get a June e-newsletter out with job posting etc.</i>	Christine
7.8 Funding > <i>N/A</i>	vacant
7.9 Director At Large > <i>Nothing additional</i>	Ken
7.10 Secretary > <i>Nothing additional</i>	Christine
7.11 Vice President > <i>Nothing additional</i>	Cam
7.12 President > <i>Nothing additional</i>	Michael

8.0 IN CAMERA	
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Adjournment @ 8:50pm

Next Meeting: Wednesday, July 9th with modified (short / essential items) Agenda.