



WNSC Board Meeting Minutes

Date Wednesday, May 21st, 2025 @ 7:00 pm
 Location Steve Cooper Lodge
 Attending Michael, Cam, Cori, Geo, Randy, Eric, Matt, Ken, Christine
 Regrets Serge

1.0 MEETING OPENING	
Item	Responsibility
1.1 Welcome ➤ Call to order at 7:04pm	Michael
1.2 Approval of Agenda ➤ Added 3.9 – Provincial Event Hosting 2025-2026 ➤ By consensus	Michael
1.3 Approval of Minutes ➤ Moved by Cam, seconded by Cori - Carried	Michael
1.4 Old Business / Business Arising	
1.4.1 Lease Renewal > Our Recreation Lease has been approved and now good until 2050 (25 year extension) includes 20% expansion (5 th loop on Forest trails + Meadow Loop) up to 1,000 acres! ACTION: Christine to add it to the website - DONE. Church camp and Scout camp are still exclusion though road remains status quo under the agreement we have with them. Now this gives us options and security.	Matt
1.4.2 Welcome to the Board > Thanks for letting names stand and agreeing to work together for the betterment of WNSC and ensure it is successful + that we are good stewards of the land and offer recreation opportunities within our framework and provide leadership.	Michael
1.4.3 Acknowledgements/Thankyou > Cam acknowledged for a great job Chairing the Spring General Meeting in Michael's absence.	Michael

2.0 STAFFING	
Item	Responsibility
2.1 Trail and Facilities Attendant Check In > Patrick is good for next Winter season and is game for summer duties = half time / can flex schedule. Could be an opportunity to do some FireSmart work on the property and / or pull smaller deadfall out of the bush.	Michael, Geo
2.2 Operations Coordinator Hiring Plan > Michael and Christine to meet ASAP and confirm responsibilities and refine the Job Description. ACTION: Post opportunity by June	Christine



15 ([DONE](#)) on [Indeed](#) and website/Facebook, run ad for 2 weeks, interview by mid July and some orientation last week of July.

3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
<p>Summer Program & Event Check In</p> <ul style="list-style-type: none"> • Mountain Biking • Able to get lots of coaches and double kids (40-50) most of which are recreational. Some coaches have certifications, others are leaders, only a few are parents. Approx \$6,500 in fees, half were WNSC members + half are new. • Colour Run • Low attendance @ 43 participants; was another event same weekend. Event went well and course was good afterwards / no impact to trail. • Meet in the Middle • This Saturday, May 24th with Christine as the contact. Insurance received and everything on track. • Dragon Mullet Duathlon • Have walked the course on North end with organizers and use the 11km DGLW. Cam is contact. Whole lease will be used. Not a closed course. ACTION: Christine to post to Facebook (DONE). • NWP Running Events ➤ One event at WNSC this Fall – other at Muskoseepi. ACTION: Christine to follow up and get group event form submitted with additional details (DONE). Discussion on driving equipment on trails when they are dry – are we going to far? Should we consider no vehicles April 1 – end of September? What about e-bikes? – we will need to monitor this and will revisit in the future. 	<p>Matt</p> <p>Randy</p> <p>Christine</p> <p>Cam</p>
<p>3.2 Nordic Trail Summer Work Plan Update</p> <ul style="list-style-type: none"> • Reminder of Process for Work Approval ➤ Note there is an official approval process in place for ALL trail work. Full summer work plan not ready yet but will be shared at a future meeting. Need to determine what we do with the wood debris. • Survey Response Summary ➤ See attached to Agenda. 60 x Survey respondents total = 8.5% of membership approximately. ACTION: Christine to pull comments per question and forward to Michael (DONE). Need to get the grooming crew together + discuss ideas for trail enhancement + bring recommendations back 	<p>Cam, Michael</p>



<p>to the Board. Trail width and grade / slope = will dictate the improvement plan. Where the grooming line is = a different conversation. Verbal suggestion to look at replacing existing trail maps on course + use an orange dot to say "You are Here".</p> <ul style="list-style-type: none"> • Forest Trail Stadium Proposal Staked <ul style="list-style-type: none"> ➤ The area has been staked with potentially 200m of new trails to get a gentle slope. Also to create a flat spot inside the gate where people could put on their skis and be off the track; could move some dirt to make the grade less and use the fill to create a flat spot, like a staging area. This could work with opening up the side of the lodge to get grooming equipment in. <i>ACTION: Michael to speak to Cori (kids program), Doris (schools), Vashti (lessons) = what do beginners really need this. Important to establish the need before time and energy is invested. If there is identified need then invest time to work on a plan.</i> 	Ken
<p>3.3 Multi-Use Trail Development Update</p> <ul style="list-style-type: none"> ➤ Received a Temporary Field Authorization (TFA) from Province to commence trail construction; have 3kms slashed so far with 14 x volunteer trail builders coordinated via a WhatsApp group; work must be by hand with no heavy equipment under the TFA until Aug 15, 2025. • Budget Request <ul style="list-style-type: none"> ➤ Seeking approval for purchase of sign posts and trail markers = \$2,000 + will name the trails. Discussion on keeping Operating and Capital/Project budgets separate. Hwy 40 funds should be for trail improvements / Projects / Capital. MOTION #2025.05.21.01: To approve \$2,000 for posts and markers for new multi use trails from the Capital account – Moved by Matt, seconded by Randy – CARRIED (9-0) • Consideration for Fat Bike Rentals <ul style="list-style-type: none"> ➤ Suggestion to consider having 3 x bikes for public rentals in Winter. Discussion on what is the need? Ski and snowshoe rental process and policy development is underway and could consider the request after that. 	Matt
<p>3.4 Wapiti Nordic Chalet Next Steps</p> <ul style="list-style-type: none"> ➤ Suggestion that for the next couple of years, run it as it has in the past with locks on doors. This summer planning to remove carpets and paint the floor; east/west windows – put shutters up so only open from the inside; take deck off the south side and keep these windows but no longer accessible with an iron grill on the inside. Fix up to the way it was with a little more security and discourage damage 	Eric



<p>and access. <i>MOTION #2025.05.21.02 - To approve up to \$2,000 for work needed to be done to chalet from Operating budget. Moved by Randy, seconded by Cam – CARRIED (9-0).</i></p>	
<p>3.5 Deer Run Estates Fire Debrief</p> <ul style="list-style-type: none"> ➤ <i>Christine and Cam initially responded, put up No Access to North Lease, unlocked gates, Facebook post, Randy removed ammunition, Cam removed fuel from maintenance shop. Patrick relocked gates and fuel returned the next day and took trail signs down. Based on our location, will need to consider formal FireSmart contracted work to create defensible space in the near future – would need a formal quote.</i> 	<p>Cam, Christine</p>
<p>3.6 Trail Condition Reporting Option Analysis</p> <ul style="list-style-type: none"> ➤ <i>Matt looking into Nordic Pulse. Use an app / uploads automatically – but it is not fool proof. Grooming team could report what did we do / what was the finished. Need to come back to this before next season.</i> 	<p>Michael</p>
<p>3.7 Starlink</p> <ul style="list-style-type: none"> ➤ <i>Re-opened the conversation about getting internet at the lodge for operational purposes – could be funded from operating revenues. Discussion on the merits / how would it bring value? ACTION: Christine to bring a Cost-Benefit Analysis to next Board meeting.</i> 	<p>Christine</p>
<p>3.8 Lodge Propane Tank Potential Relocation</p> <ul style="list-style-type: none"> ➤ <i>Tank is end of life and needs to be replaced. Could it be moved and allow the parking lot to be expanded to the east? Or move it to the north and re-orientate it? Are there additional costs / how does it need to be situated? Plus may need a new line? Currently under contract from tank provider. If replacing / good to look at several vendors.</i> 	<p>Ken</p>
<p>3.9 Provincial Event Hosting 2025-2026 Season</p> <ul style="list-style-type: none"> ➤ <i>Last year we successfully hosted the AB Cup and were pretty close to capacity. Michael has reached out to Claire + Liz about their thoughts re: selection events. Would Board support having 2 x weekends tied up with competitions? Consensus was that it was good for the club to be able to showcase our facility. If we host XC and Biathlon – should they be alternating years? We could hold a lit event on a Friday evening to enhance it further to make it unique.</i> 	<p>Michael</p>



4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
4.1 Spring General Meeting Debrief > <i>Skipped for timeliness</i>	Cam, Christine
4.2 Board Changes > <i>Geo and Christine relocating to Comox effective July 28th. Geo will commute and still work out of GP; Christine wishes to continue to support the Club remotely where possible. Board asked to consider who might fit the Secretary role.</i>	Christine, Geo
4.3 Insurance Update and Risk Management > <i>Nordiq AB / Nordiq Canada is requiring all members must be paying fees + includes their insurance policy (Board liability, grooming, day use etc. all covered = same as current policy) if Wapiti Nordic is to be a member and host events. Previously we built their fees into the membership charged. Amanda checking into policy (\$7,500 for one quote = Matt) / might be able to do a combo OR if we do not go this route - is the race team its own Club affiliated with NordiqAB/Nordiq Canada?</i>	Michael
4.4 Policy Development > <i>Pending; possibly something Christine can help with remotely</i>	Michael, Christine

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
5.1 Financial Report > <i>Circulated; skipped for timeliness</i>	Michael
5.2 Banking Transition Progress > <i>Skipped for timeliness</i>	
5.3 Reimbursement Form > <i>Skipped for timeliness</i>	
5.4 Investment Policy Creation > <i>Need the subcommittee to meet: Matt, Serge, Leonard, Ken</i>	Ken
5.5 Accountant Support, Year End Filings > <i>Skipped for timeliness</i>	

6.0 SUB-COMMITTEES	
Item	Responsibility
6.1 LOGO Refresh Update > <i>Shared final draft (black & white). Will bring full color and storyboard to next meeting</i>	Christine
6.2 Equipment Subcommittee Update ➤ <i>-Mower Purchase Update: Mower shopping complete pending provision of financial info. Will be shipped to Cam's workplace and will fit a larger tractor in the future.</i>	Matt/Cam
6.3 Rental Equipment Procedure & Policy: > <i>Skipped for timeliness</i>	Michael



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 ➤ (All) – <i>Nothing additional</i>	Cam Geo Matt
7.3 XC development > N/A	Amanda
7.4 Biathlon development > <i>Nothing additional</i>	Randy
7.5 Programs > N/A	vacant
7.6 Events > <i>Nothing additional</i>	Eric
7.7 Marketing/Communications > <i>Nothing additional</i>	Christine
7.8 Funding > N/A	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 @ 9:17pm

Next Meeting: Wednesday, June 18th @ 7:00pm