



WNSC Board Meeting Minutes

Date Wednesday, November 19th, 2025 @ 7:00 pm
 Location Steve Cooper Lodge
 Attending Michael, Cori, Cam, Ken, Dan Martin
 Regrets Serge, Geo, Matt, Eric

1.0 MEETING OPENING

Item	Responsibility
1.1 Welcome <ul style="list-style-type: none"> ➔ Call to order at 7:09 pm ➔ The meeting lacks a quorum. Special meeting of the board planned for Nov 23, after the Fall General Meeting. 	Michael
1.2 Approval of Agenda	Michael
1.3 Approval of Minutes <ul style="list-style-type: none"> ➔ Pending quorum 	Michael
1.4 Old Business / Business Arising	
1.4.1 North multi-use trail update <ul style="list-style-type: none"> • tabled 	Matt
1.4.2 Acknowledgements/Thank you <ul style="list-style-type: none"> • Cooper Rentals provided a complementary Towable Personal Lift, primarily used to replace trail lights. 	Michael
1.4.3 North parking lot Porta-Potties update <ul style="list-style-type: none"> • Location - inside the north gate, accessible & not readily visible from the road. Cam has been working with Country Pump out to determine costs & logistics. Ken forwarding similar information from Prairie Disposal. Concern voiced re: maintenance requirements as per the County. 	Cam

2.0 STAFFING

Item	Responsibility
2.1 Trail and Facilities Attendant Check In <ul style="list-style-type: none"> • Patrick continues to work part-time. His hours will increase once we have snow. 	Michael
2.2 Operations Coordinator Introduction <ul style="list-style-type: none"> • Welcome to Ashleigh Gundersen, the new Operations Coordinator. She brings lots of nordic experience to the position, including being a ski instructor and working with Jackrabbit & School programs. 	Michael



3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
3.1 Nordic Trail Summer Work Plan Update <ul style="list-style-type: none"> Ongoing trail maintenance, cleaning-up after mulching & re-installing trail sign posts. 	Cam/Michael
3.2 Building Maintenance Work <ul style="list-style-type: none"> Many old style trail & lodge lights have been replaced with new style lights. The result is significantly increased illumination around the lodge and in the main stadium. The parking lot lights & maintenance shed lights have also been addressed. 	Michael
3.3 Grooming Preparation <ul style="list-style-type: none"> Cam & Patrick have met with all the groomers. Going forward, Patrick will take the lead on coordinating grooming needs with the volunteers. Cam will be his back-up. Cam will take the lead on grooming for races and other special events. The grooming team also addressed feedback regarding grooming the Camelback & Competition trails, and prepping trails after a snowfall. 	Cam
3.4 2025/26 Events <ul style="list-style-type: none"> Loppet. The Loppet will be held on February 8, with a back-up date of March 22. Cam is the Loppet Lead, with Cori assisting. Ken from Trekkers will time. Save the date. Potential interest from a Club Member. Michael will be forwarding, to Ashleigh & Eric, the contact info of the club member who is interested in running more events. 	Cam Michael Eric
3.5 Communications & Marketing Report <ul style="list-style-type: none"> Michael highlighted the recent report including the October newsletter, the online multi-use trail survey, the Logo refresh & merchandise purchases, working with Buff to increase available merchandise, and helping with Ashleigh's onboarding. The BMFF is on track for the weekend of Jan 10 & 11. 	Michael for Christine
3.6 25/26 Membership <ul style="list-style-type: none"> Present membership 251, very close to last year at the same time (292). 	Michael
3.7 Ski Swap Report <ul style="list-style-type: none"> Ski swap went well. Revenue ~ \$800.00 	Michael for Doris
3.8 Trail Maintenance Suggestion <ul style="list-style-type: none"> Several snowshoe & bike trails covered with debris & windfall. Discussion re: Large hand saws have been ordered & light tools (bow saw) are often effective. Process for clearing snowshoe & bike trails needs to be developed/confirmed. 	Ken



3.9 School Programs

Michael

- Celtic Academy planning 58 trips for the upcoming year. Anticipated revenue: ~ \$6500.00

3.10 Grooming Update Report

Cam

- Member survey feedback identified the need for getting updated & timely grooming details to the membership.
- Nordic Pulse quote, a grooming report platform & app, of \$600 - \$2,000+/year. This option to be explored further.

4.0 NEW BUSINESS: GOVERNANCE	
Item	Responsibility
4.1 Board Member Recruitment • Dan Martin has volunteered to represent XC Development.	Michael
4.2 Insurance Update and Risk Management • Nordiq Alberta has accepted our club. • Insurance through the County renewed on November 1. • For further consideration: Mountain Bike Insurance.	Michael
4.3 Contract Work Process • Christine is willing to do Governance work for the club.	Michael
4.4 Fall General Meeting, November 23 at 1:00 pm. • Agenda item 3.8 to be discussed with the membership.	Michael

5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
5.1 Budget Process and Timeline • Michael will present the budget at the fall AGM. • Clarification ongoing of previous budget process and new budget process. Seeking streamlined budget reporting.	Michael for Serge
5.2 Designation of Reserve Funds • Identified the need to establish reserve funds & the importance of having the budget reflect this.	Michael for Serge
5.3 Reimbursement Form • Tabled	Serge
5.4 Investment Policy Creation • Ongoing, nothing new to report.	Michael for Serge/Ken
5.5 Accountant Support, Year End Filings • Tabled	Serge
5.6 Grant Applications & Reporting • Ongoing work to submit Grant applications.	Michael for Serge



6.0 SUB-COMMITTEES	
Item	Responsibility
<p>6.1 Equipment Sub-Committee</p> <ul style="list-style-type: none"> Tractor Purchase, County Capital decision. Grant received from the County Capital fund towards the purchase of a tractor. Of note, the original John Deere tractor is no longer available. The tractor will have to be ordered with an estimated delivery date of spring 2026. Packing Roller Purchase recommendation. The grooming team have identified our trail grooming specifics & recommend the purchase of this snow packing implement which would allow for wider packing to the edge of the trails. Levelling Drag Purchase recommendation. Cam will contact the Swan City snowmobile club to discuss acquiring this piece of equipment. As per the grooming team, this implement will help break-up ice on the trails and to manage freeze thaw cycles. 	Cam

7.0 DIRECTOR & COORDINATOR REPORTS	
Item	Responsibility
7.1 Treasurer	Serge
<p>7.2 Trails</p> <p>Nordic Trails Coordinator Nordic Grooming Coordinator</p> <ul style="list-style-type: none"> The area outside the west doors & nearby trails have been cleared to allow snow machine grooming access. <p>Multi-use Trails Coordinator</p>	Cam Cam/Patrick Matt
7.3 XC development	vacant
<p>7.4 Biathlon development</p> <ul style="list-style-type: none"> The Biathlon Bears & Ecoaims program now has 20 participants spread across three sessions on Saturdays. 	vacant Cori
7.5 Programs	vacant
7.6 Events	Eric
7.7 Marketing/Communications	Christine remotely
7.8 Funding	vacant
<p>7.9 Director At Large</p> <ul style="list-style-type: none"> Expressed concern regarding the Bylaws as presents on the website. Discrepancy? No further details t present. Suggested annual review of the Business plan. 	Ken



7.10 Secretary	Cori
7.11 Vice President	Cam
7.12 President Working on Arctic Winter Games preparation with the WNSC Biathlon team & Ptarmigan Nordic Biathlon. Upcoming development camp, Nov 22, in Edmonton with both Biathlon teams.	Michael

8.0 IN CAMERA	
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Adjournment: 9:14 pm

Special Board Meeting: Sunday Nov 23 after the Fall General Meeting.

Next Meeting: Tentatively, Wednesday December 10 at 7:00 pm