



WNSC Board Meeting Minutes

Date Wednesday, September 17th, 2025 @ 7:00 pm
 Location Steve Cooper Lodge
 Attending Michael, Cori, Cam, Eric, Ken, Matt
 Regrets Serge, Amanda

1.0 MEETING OPENING

Item	Responsibility
1.1 Welcome ➔ Call to order @ 7:05	Michael
1.2 Approval of Agenda ➔ Add 5.8 - Casino	Michael
1.3 Approval of Minutes ➔ Moved by Matt, seconded Cam	Michael
1.4 Old Business / Business Arising	
1.4.1 North multi-use trail update ➔ Entrance & exit completed, few more sections to complete. Sign posts coming, hopefully before winter. Spring 2026: Plan for Grand Opening. Work in progress: Maps & gates. ➔ Suggestion made: Collect feedback on the build of the current trails. ➔ Concern voiced: Traffic control of bikes on the trails.	Matt
1.4.2 Acknowledgements/Thankyou ➔ DGLW - Thanks to Lori Brough for coordinating this event.	Michael

2.0 STAFFING

Item	Responsibility
2.1 Trail and Facilities Attendant Check In ➔ Patrick has worked half-time hours throughout the summer, regular check-ins with Michael.	Michael
2.2 Operations Coordinator Hiring Update ➔ Sarah Sorcinelli's orientation began September 16. Orientation will continue with key people over the next few weeks.	Michael



3.0 NEW BUSINESS: OPERATIONS

Item	Responsibility
3.1 Summer Program & Event Check In <ul style="list-style-type: none"> • Don't Get Lost In The Woods ➔ Event went well. • NWP Running Events ➔ No updates. 	Matt
3.2 Nordic Trail Summer Work Plan Update <ul style="list-style-type: none"> ➔ Cam & Michael will survey trail areas in the upcoming week in preparation for flagging, mulching & dirt work. Planning to mobilize the volunteer group to help with trail work (tree removal, trail brush back). 	Cam/Michael
3.3 Building Maintenance Work <ul style="list-style-type: none"> ➔ Ongoing work (eg. light replacement) 	Michael
3.4 Internet Installation <ul style="list-style-type: none"> ➔ Patrick coordinating. The internet is installed, more information to come (password etc). 	Michael
3.5 Events Survey <ul style="list-style-type: none"> ➔ Few responses. Michael will ask Christine to include the survey in the next newsletter & link to social media platforms. 	Michael
3.6 Conversion to Bulk Fuel Storage <ul style="list-style-type: none"> ➔ Committee created to explore options (Cam & Patrick). 	Michael/Matt
3.7 Fat Bike Rental Proposal <ul style="list-style-type: none"> ➔ Benefits & drawbacks discussed. Matt will explore concerns of storage, rental fee & process to maintain/secure the bikes. 	Matt

4.0 NEW BUSINESS: GOVERNANCE

Item	Responsibility
4.1 Signing Authority <ul style="list-style-type: none"> ➔ In processing 	Michael
4.2 Board Member Recruitment <ul style="list-style-type: none"> ➔ Submit names of potential board members to Michael & Serge. 	Michael
4.3 Insurance Update and Risk Management <ul style="list-style-type: none"> ➔ Michael will seek quote from insurance provider. 	Michael
4.4 Contract Work Process <ul style="list-style-type: none"> ➔ Michael working with Christine to develop this further. 	Michael



5.0 FINANCIAL REPORT/FUNDING/GRANTS	
Item	Responsibility
<p>5.1 Membership Classes and 2025/26 Rates</p> <ul style="list-style-type: none"> ➔ Nordiq Alberta fee of \$22.00 to be incorporated into WNSC annual membership fee. ➔ Benefits of Nordiq Alberta membership discussed, both for individuals & the club, including insurance & grant availability. <p>Motion 2025 Sept 17 #1: To accept an increase to the WNSC annual membership fee by \$11 (\$11 to Nordiq Alberta) and to increase day passes, rental fees & other user group fees by 3%. Moved by Cam, seconded by Matt. Carried (6-0)</p> <p>Motion 2025 Sept 17 #3: To create another class of WNSC annual membership that is non-nordic skiing (walking, running, hiking, biking, snowshoeing) with a fee of approximately 50% of the annual membership. Moved by Matt, seconded by Cam. Carried (6-0)</p>	Michael
<p>5.2 Budget Process and Timeline</p> <ul style="list-style-type: none"> ➔ Financial year ends September 30. Draft budget in processing and will be emailed to board members when completed. <p>Motion 2025 Sept 17 #2: Allow spending on normal activities that support the operation of the club into October until the annual budget is approved. Moved by Michael, seconded Matt. Carried (6-0).</p>	Serge
<p>5.3 Designation of Reserve Funds</p> <ul style="list-style-type: none"> ➔ Documents in processing. 	Serge
<p>5.4 Reimbursement Form.</p> <ul style="list-style-type: none"> ➔ Document in processing. 	Serge/Amanda
<p>5.5 Investment Policy Creation</p> <ul style="list-style-type: none"> ➔ Michael has been in contact with the CRA. Waiting for annual submissions. 	Serge/Ken
<p>5.6 Accountant Support, Year End Filings</p> <ul style="list-style-type: none"> ➔ Serge has completed & submitted. 	Serge
<p>5.7 Grant Applications & Reporting</p> <ul style="list-style-type: none"> ➔ Grants calendar - Michael will ask the Operations Coordinator to create. ➔ Michael & Matt exploring grant opportunities. 	Serge
<p>5.8 Casino</p> <ul style="list-style-type: none"> ➔ Present dates: Sunday Jan 11 & Monday Jan 12. Same weekend as the Calforex race & BMFF. 	Michael



6.0 SUB-COMMITTEES	
Item	Responsibility

8.0 IN CAMERA	
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Adjournment @ 9:10 pm

Next Meeting: Wednesday October 15 at 7:00 pm