WNSC Board Meeting Agenda

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| Date | | | Wednesday, May 17th @ 7:00 pm | |
| Location | | | In person, Steve Cooper Lodge | |
| Attendance Michael, Matt, Ken A, Ken P, Franco, Lori, Eric, Cam, Geo, Randy,  Christine  Regrets Serge, Gordon | | | | |
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| **1.0 MEETING OPENING** | | | | |
|  | **Item** | | **Responsibility** | |
|  | * 1. Welcome * *Call to Order at 7:02pm* * *Reminder that we are all volunteer members that believe in the Nordic Club. We need to work in a way that is constructive and please respect the work that others do. Example: the new trail portfolio organizational chart proposal was circulated to everyone on the Board with a request for feedback. The expectation is that everyone will take time to read it, speak to the proponent directly if needed and ask specific questions. Going forward – please follow this process for input. Thank you.* | | Michael | |
|  | * 1. Approval of Agenda * *Approved by consensus* | | Michael | |
|  | * 1. Approval of April 2023 Minutes * *Moved by Randy; seconded by Matt* | | Michael | |
|  | 1.4 Old Business / Business Arising | |  | |
|  | 1.4.1 Lease Renewal  > *Helix Engineering wrapping up the process w AEP – ready to submit – estimated $20,000 total cost for the renewal which will be for 25 years. Stakeholder engagement has occurred with the Church group and we are comfortable with that arrangement + have an understanding with the Boy Scout camp. WNSC controls the access to Church Camp; Boy Scouts control their own access route. Matt to reach out to Boy Scout group to confirm who is their key contact. We will be posting signs to advise trail users no summer access to camp + will be re-routing the snowshoe trail in Fall 2023 to circle their camp instead.*  1.4.2 Alberta Winter Games  1.4.2.1 Preparations Update  1.4.2.2 Venue Enhancements  1.4.2.3 Facility Rental Submission  > *No news from them; Michael will reach out to follow up.*  1.4.3 Policy / Bylaw Update  > *Lori to provide edits to Michael*  1.4.4 Advisory Committee for Wapiti Recreation  > *No meeting since last report. Engagement on hold during Provincial election*  1.4.5 Steel Arch rework  > *No collection bowl – following up with Kurt. Discussed heat tape (340) solution plus the possibility that if we need a light under the arch – could be added to existing. Ken suggested investigating French drain.* | | Matt  Michael  Michael  Lori/Gordon  Michael | |
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| **2.0 PROGRAM COORDINATOR: UPDATE** | | | | |
| **Item** | | | **Responsibility** | |
| 2.1 Summer Programming  > *Michael shared summer memberships sold to date =*  *\_\_\_\_\_\_\_\_\_. Learn to Run & Hiking group programs and*  *Theresa is helping organize since Dallal left. Youth biking*  *program is dependent on Air Quality decision – may have to*  *cancel or re-schedule. Have 21 registered for rec*  *development program; 13 for racing program + \_\_\_\_ Gals &*  *Gears. Meet up bike program = Doris and Gerald leading –*  *drop in format. Discussed importance of having a good*  *description re: skill level required so not too technical for*  *beginners* | | | Michael/Lori | |
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| **3.0 NEW BUSINESS: OPERATIONS** | | | | |
| **Item** | | | **Responsibility** | |
| 3.1 Operation while under Alert and Evacuation  > *Shared action taken when moved from evac order to alert*  *status during Dunes West wildfire = posted signs along*  *RR63. Some learnings + we could post at entrance in the*  *future* | | | Michael/Christine | |
| 3.2 Upcoming May Events  3.1.1 May 6th, Talk To Me Colour Fun Run  *> Likely reschedule in the Fall; Randy to check w organizer*  3.1.2 May 27th, Meet In The Middle  > *Christine to be the rep on site* | | | Christine | |
| 3.3 Calforex in the 2023/2024 Season?  > *Could be a better fundraiser based on timing of our event*  *in the calendar – possibly 13,14 Jan or20,21st* | | | Michael | |
| 3.4 Trail Homologation Certificates  > This is a p*rocess to certify ski race courses – was done*  *when Canada Winter Games – our certification is expiring.*  *Only required for a Tier 1 – Westerns / Nationals etc. They*  *are Moving to a new digital system. Good for 10 years –*  *cost to recertify is $500. It is a “nice to have” – the only*  *other Alberta courses that have it are: Canmore, Red Deer*  *and WNSC. If it expires – we can renew anytime and will*  *have to map new trails anyway. Recommended we don’t*  *renew the certificate - consensus agreed.* | | | Michael | |
| 3.5 Fence-line Work  > *Going to mobilize Doris’ trail group to do some fence line*  *work up by biathlon to claw back some parking space.*  *Discussion about wood chipping. Conversation about north*  *trails / snow / once a year a cat would be hired to push*  *snow back further = tabled for another time. Need to be*  *cognizant of road right of ways*. | | | Michael | |
| 3.6 Starlink Internet Service  > *Discussion on special price for hardware for rural*  *locations – should we take advantage of this?* ***Motion***  ***made to explore further with Michael and Christine to***  ***circulate information for a vote*** *– Moved by Geo,*  *seconded by Cam. All in favour – PASSED.* | | |  | |
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| **4.0 NEW BUSINESS: GOVERNANCE** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 4.1 Organization Structure Proposal – see attached  > *It is specific to trails, subject to modifications as we go, there would be a soft roll out and transition as we go because we don’t want to make abrupt change. Pros: lightens the load for the Board & especially President as currently it is a very heavy load. Key piece is transparency – before and after. Could Facebook be used to communicate work planned and being performed? Key Trail personnel could be added as a FB administrator. And would be a good forum for Members reporting in trail issues. Discussion on the concept at this level*  *- does it make sense? It is important to respect the commitment of long term employees. Discussion on would Board or Trail Director decide who fills these roles = the latter. Clarification on role names. Trail related sub committees would fall under these roles. Next step would be a budget for these roles – there are some funds within current operating budget for this. Many things like access to equipment need to be explored further / how the work gets done. Discussion and recognition that the Club has evolved and the scope and operations are too broad now for just one Trails Director.* ***Motion made to pursue the Trail Organizational Structure with refinements as discussed -*** *Moved by Randy, seconded by Geo - all in favour = PASSED.* | | Matt | |
|  | 4.2 Interest in Program Director Portfolio  > *The position is available / need to flesh out what this role is responsible for. If interested get back to Michael.* | | Michael | |
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| **5.0 FUNDING/GRANTS** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 5.1 Casino Preparations/Chairperson  > *Casino still has lots of gaps and positions vacant. Sharon is reaching out to Membership who offered to volunteer in some capacity + Sharon will stay involved for the 2023 casino but will opt out after that. Christine to send a specific e-blast calling for volunteers. Board members can sign up direct here:* [*https://www.signupgenius.com/go/10c0945adae2ea0fec52-casino?fbclid=IwAR2cSqlU0aUOQbDFyzf5yiASVjjJacWOt4Z6evUyawKTK6yzg6FQTYxk89g#/*](https://www.signupgenius.com/go/10c0945adae2ea0fec52-casino?fbclid=IwAR2cSqlU0aUOQbDFyzf5yiASVjjJacWOt4Z6evUyawKTK6yzg6FQTYxk89g#/) | | Michael | |
|  | 5.2 Corporate Sponsorship  *> No update* | | Gordon | |
|  | 5.3 Crowdfunding Campaign  *> No update* | | Michael | |
|  | 5.4 May/June offerings  *> No update* | | Gordon | |
|  | 5.5 Recent Awards  *> No update* | | Gordon | |
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| **6.0 SUB-COMMITTEES** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 6.1 Sub-Committee status review  > *Michael shared the sub committee spreadsheet with Board members and asked them to review and consider participating in at least one subcommittee. To be reviewed again at next Board meeting.* | | Michael | |
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| **7.0 DIRECTOR & COORDINATOR REPORTS** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 7.1 Treasurer | | Lori | |
|  | 7.2 Trails  > *Master Plan for Trails = 2 x quotes from J Hootes and Cabinworks. Michael to work on a Terms of Reference for the Highway 40 funds to provide oversight for future use.* ***Motion made to set-up interviews with trail master plan consultant vendors to evaluate all trails and discuss scope –*** *Moved by Matt moved, seconded by Cam – all in favour = PASSED.* | | Matt | |
|  | 7.3 XC development  > *Ken A said he would follow up on the lock box* | | Ken A | |
|  | 7.4 Biathlon development  > *Program paused* | | Randy | |
|  | 7.5 Programs | | vacant | |
|  | 7.6 Marketing/Communications  > *Will work on a newsletter to profile sponsors and casino info / recruit volunteers* | | Christine | |
|  | 7.7 Directors At Large  > *Cam suggested getting an outhouse installed / sponsored for the north trails*  *> Ken P noted that open garbage can on the north end is a risk – should be a bear proof one* | | Cam, Eric, Franco, Geo, Ken P, Serge | |
|  | 7.8 Secretary | | Christine | |
|  | 7.9 Vice President | | Christine | |
|  | 7.10 President | | Michael | |
|  | 7.11 Past President | | vacant | |

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| **8.0 IN CAMERA** |  |

Adjournment @ 8:45pm

Next Meeting – June 21, 2023 @ 7:00pm = In person or Zoom = to be determined