WNSC Board Meeting Minutes

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| Date | | | Wednesday, March 27th, 2024 @ 7:00 pm | |
| Location | | | Via Zoom | |
| Regrets Randy | | | | |
| Attending | | | Michael, Serge, Eric, Matt, Cori, Franco, Serge, Ken P, Geo, Christine, Cam | |
| **1.0 MEETING OPENING** | | | | |
|  | **Item** | | **Responsibility** | |
|  | * 1. Welcome   *Called to Order @ 7:03pm* | | Michael | |
|  | * 1. Approval of Agenda   *Moved by Serge; seconded by Franco* | | Michael | |
|  | * 1. Approval of Minutes   *Moved by Cam; seconded by Geo* | | Michael | |
|  | 1.4 Old Business / Business Arising | |  | |
|  | 1.4.1 Lease Renewal  > *No recent news*  1.4.2 Policy / Bylaw Update  > *Still in progress*  1.4.3 Acknowledgements/Thank Yous  > Will Armstrong scored top points in AB Cup in his age category + WNSC was acknowledged by Nordiq Alberta as the Race Organizer of the Year for hosting the 2024 Alberta Winter Games! | | Matt  Michael  Michael | |
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| **2.0 OPERATIONS COORDINATOR** | | | | |
| **Item** | | | **Responsibility** | |
| 2.1 Operations Coordinator Report   * *As provided by North + verbal updates:* * *Kudos to Cori and North for executing the Winter 2023/24 Jackrabbit program in extremely challenging conditions.* * *Hosted 2 x Friday PM ski sessions – reasonable attendance and would consider this again for next year.* * *Rental equipment – Chicks & JR skis storage wax in progress or completed* * *Schools – lots of snowshoeing verses skiing this season due to conditions* * *Summer membership page up and running on website with day passes - will get Zone 4 going.* * *Question - What happened to Forestry group who used to come to the trails? They moved to Evergreen Park – disappointing we lost them / had own reasons* * *Lodge is now closed / transitioning over to the trails. Lodge will be open to* * *Trails OK to walk on now – Christine to edit the trail page (DONE)*   2.1.1 May events:  > Colour Run *(Randy as Club rep)*  *>* Meet in the Middle *(Christine as Club rep)*  *>* Hike for Hospice *(declined re: date)* | | | Michael | |
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| **3.0 NEW BUSINESS: OPERATIONS** | | | | |
| **Item** | | | **Responsibility** | |
| 3.1 Silver Arch Water Management  > *Still seeking ideas and expertise to mitigate for next*  *winter season – will investigate further once thaw is*  *complete. Recent truck incident did not hit the arch / just*  *went down the embankment. Crawford working to further*  *clean debris up. There are other places where water is*  *overflowing the trails = look at them all together.* | | | Michael | |
| 3.2 Ginzu order  > *Yellowstone is working on it. Confirmed 84 inch version is the one we ordered using County 2024 Capital grant* | | | Michael | |
| 3.3 Asset Disposal  3.3.1 Alpine snow machine(s)  > *Ken P shared some pointers on the proposed steps for*  *the process. Discussion that the sub committee would*  *meet in the coming weeks and make recommendations to*  *the Board and submit a week plus in advance for review.*  *Decision on process to be reviewed and made by Board in*  *Q2 2024.* | | | Michael | |
| 3.4 Banff Mountain Film Festival Outcomes  > 2024 Net income for WNSC = $14,241.78 – see PDF report on website with these Minutes  > 2023 Net income for WNSC = $14,444.00  > 2025 & 2026 dates for NWP + Banff Centre are confirmed | | | Christine | |
| 3.5 Summer 2024 Fees  > *Discussion on 2024 Summer fees (April 1 – Oct 31) and*  *consensus to apply similar inflationary increment (6+/-%*  *rounded off) as used for Winter 2023/2024 fees. Single day*  *pass (all ages) = $7.00; Family $26.00. Single Summer*  *Membership (all ages) = $55.00; Family = $132.00.*  *ACTION: Christine to post on website (DONE) and North to*  *activate on Zone 4 and cross post on website. Moved by*  *Christine; seconded by Cam. Summer program fees to be*  *confirmed after conversation with respective program*  *leaders.* | | | Christine | |
| 3.6 Hosting Provincial Events 2024/2025  > *Keeping it on our radar – as per Feb meetings – seeking*  *someone available to be the contact with Nordiq AB.*  *ACTION: Michael/ Cori to reach out to Liz to see if anyone*  *Is willing to be the Lead.* | | | Michael | |
| 3.7 Summer Programs  > *Have reached out to Lori – she is still planning to lead*  *the mountain bike program as per previous years.*  *Registration to open early April as per her email with*  *details. Need more mountain bike leaders. Need to check*  *pricing verses 2023 program rates and what the*  *anticipated net impact is for this program. Consensus that*  *there should be a minimum dollar value per participant to*  *cover wear and tear on trails and maintenance. ACTION:*  *Michael and Christine to follow up with Lori to confirm price*  *points for 2024.* | | | Michael | |
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| **4.0 NEW BUSINESS: GOVERNANCE** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 4.1 Spring General Meeting  > *Confirmed for Sunday April 21st at 1:00pm. Will Include general program reviews, election of Board members. Update on trail management plans (Matt) and input on Logo (Matt & Christine) + summer trail improvement activities. Financial report + confirm status on refunds. Need to make sure that we address the Silver Arch tactfully at this meeting. ACTION: Please forward images to Christine if you want to add some photos to the Trail Works web page in advance of the meeting so we can refer Club Members to this page. ACTION: Michael to draft Agenda when back in town (DONE).* | | Michael | |
|  | 4.2 Logo Rebranding Update  > *Will do an interactive (and online) exercise at the Spring GM to gauge Member appetite to move forward with this topic and bring ideas to the table. Also a call out to see if any WNSC Members are graphic designers or have experience in this field. ACTION: Christine and Matt to coordinate.* | | Christine | |
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| **5.0 FINANCIAL REPORT/FUNDING/GRANTS** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 5.1 Financial Report  > *See report that Serge distributed. Questions / discussion on (a) Casino number needs to be split over 3 years; (b) Lump sum revenues for Fundraising showing at $34K ($28K) of it is BMFF – Board’s choice if you want this showing as a separate schedule; (c) Lodge maintenance at $25K? - needs to be investigated; (d) Term of GICs – to be shared at future meeting; (e) Variance – how is it calculated = 100% is break even / trending 100% to plan; (f) Do we need an external audit – depends on bylaws – but there is an expense ($7k?). Discussion on now we have a new Treasurer and Bookkeeper + we could ask Membership to look at books – could be a standing Finance committee. No motion to approve financial reports at this time as they still need work. ACTION: Michael to follow up with Celtics as not all school revenue showing to date.* | | Serge | |
|  | 5.2 Banking Proposals  > Currently u*sing BMO (main WNSC accounts) + RBC (payroll services). Serge has researched options: (a) BMO (no discount / $20 month + $4 per payment), (b)RBC and (c) ATB (almost identical – both service bank accounts / $100 month but waived if $75-$70K per month). Can flip RBC into an Ultimate Business Account. Consensus was that we need to move forward and get onto a digital platform – but also need to consider customer service – before deciding on shift. ACTION: Michael to follow up with Serge on some other factors and present to Board to make a decision.* | | Serge | |
|  | 5.3 Expense Claim Follow-up  > *Any questions on the new proposed expense claim form distributed at previous meeting? Any other comments? Consensus that we need to develop a Terms of Reference (TOR) for reimbursement process including parameters for frequency of submission (if too long it skews financial reporting) ACTION: Serge to refine and bring to April GM. Michael: Thanks to Serge to persevering during the transitions.* | | Serge | |
|  | 5.4 Latest Grant Applications/Awards  > *Outcome of CIP grant application still pending at this time* | | Michael | |
|  | 5.5 Upcoming Grant Application Windows  5.5.1 County Operating Grant  > *ACTION: Serge to draft and share with Executive for review before submitting by April 1, 2024 deadline.* | | Michael | |
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| **6.0 SUB-COMMITTEES** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 6.1 Sub-Committee status review  > *No formal updates* | | Michael | |
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| **7.0 DIRECTOR & COORDINATOR REPORTS** | | | | |
|  | **Item** | | **Responsibility** | |
|  | 7.1 Treasurer  > *No additional information* | | Serge | |
|  | 7.2 Trails  Summer Ski Trails Coordinator: *No update*  Winter Ski Trails Coordinator: *No update*  Multi-use Trails Coordinator: *Asked that during transition from snow to “summer” conditions that Members consider trails / avoid activities that cause damage to trails. And a reminder to stick to marked trails. ACTION: Christine to update Trail conditions page with this information (DONE).*  *Questions from Board members:*  *(1) Why was valley loop and section from biathlon down to the arch never tracked this winter? (Geo: Due to a lack of consistent snow depth).*  *(2) North Blue – no XC track at all this winter – was it due to ruts? (Cam: Yes + willing to take a look with anyone interested; will probably need Mulcho Man in there to resolve it this summer. Not sure how ruts came to be).*  *(3) Any comments from members about the risks of skiing along the Hwy 40 fence line (Geo: Yes, need to take a look at it during summer with Ken P and Cam).* | | Matt  Cam  Geo  Franco | |
|  | 7.3 XC development  > *Michael has asked Doris to see if someone else is available to represent? Ken’s work schedule doesn’t jive.* | | Ken A | |
|  | 7.4 Biathlon development  > *All programs officially finished and wind up activities completed. Biathlon Nationals happening this week with representation from WNSC coaches and athletes* | | Randy (Michael) | |
|  | 7.5 Programs  > *No additional information* | | Cori | |
|  | 7.6 Marketing/Communications  > *Planning to get an April e-newsletter out early in month + links to Spring GM agenda as heads up to Membership per Bylaws* | | Christine | |
|  | 7.7 Funding  > N/A | | vacant | |
|  | 7.8 Directors At Large  > *No additional information* | | Eric, Ken P | |
|  | 7.9 Secretary  > *No additional information* | | Vacant (Christine Acting) | |
|  | 7.10 Vice President  > *No additional information* | | Christine | |
|  | 7.11 President  > *No additional information* | | Michael | |
|  | 7.12 Past President  > N/A | | vacant | |

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| **8.0 IN CAMERA = N/A** |  |

Adjournment @ 8:50pm

Next Meeting: Wednesday, April 17th @ 7:00pm (in person at Lodge)