WNSC Board Meeting Minutes

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| Date | November 18, 2020 @ 7pm |
| Location | <https://us02web.zoom.us/j/85400822684?pwd=RTMwU21UN3didW5RRTdBQUNkc0tXdz09> |
| Regrets | Liz, Cori, Grant |
| Attendance | Michael, Lori, Randy, Theresa, Jasmin, Amber, Matt, Daniel, Christine |

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| **MEETING OPENING** | |
| **Agenda item: Welcome** | **Presented by: Michael** |
| Michael called the meeting to order on zoom at 7:07 pm and welcomed new board members Amber and Jasmin. | |

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| **Agenda item: Approval of Agenda** | | | | | | | | | | | | **Presented by: Michael** | | | | | | | | | | | |
| Michael presented the agenda for approval | | | | | | | | | | | | Approved by consent | | | | | | | | | | | |
| **Agenda item: Approval of Minutes** | | | | | | | | | | | | **Presented by: Michael** | | | | | | | | | | | |
| Michael presented the October 21st minutes for approval | | | | | | | | | | | | | | | | | | | | | | | |
| **MOTION** by Randy | | | To approve October 21st board minutes as presented | | | | | | | | | | Seconded by Christine. Passed. | | | | | | | | | | |
| **Agenda Item: Old Business**  **COVID Plan Update** | | | | |  | | | | | | | | **Presented By: Michael** | | | | | | | | | | |
| Michael plans to have user protocols and cleaning checklist completed by the end of the week. This will be a living document as things evolve.  Doris has contacted representative of AB Health to schedule lodge inspection, date pending.  Christine has updated the WNSC website to include COVID-safe user expectations. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Michael | | | Complete user protocols and cleaning checklist by Sunday, Nov. 22 | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Old Business**  **Highway 40 Update** | | | | |  | | | | | | | | **Presented By: Matt** | | | | | | | | | | |
| Matt had nothing new to report at this time.  Christine plans to draft a letter to the regional recreation committee to keep them up-to-date on this matter should their support be required down the road. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine | | | | Draft letter for information purposes to Regional Recreation Committee. | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Old Business**  **Secure the Land Update** | | | | | | | | | | | | | | **Presented by: Matt** | | | | | | | | | |
| The Church Group would like to finalize the draft user agreement; however, they want to involve lawyers in the process. Matt has declined, as neither party legally owns the land (Church Group is Lease Holder) and received validation and agreement from the board on this position. The WNSC is willing to pursue the agreement based on goodwill. | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Item: Old Business**  **Grant Opportunities Update** | | | | | | | | | | | **Presented by: Randy** | | | | | | | | | | | | |
| Randy plans to explore potential operating grants available and then draft a streamlined approach to applying for funding.  Lori mentioned she has found a grant to support female leaders in sport that may be useful for the club to purchase equipment.  Theresa has applied to the City of Grande Prairie (details in “Programs” report below). | | | | | | | | | | | | | | | | | | | | | | | |
| **MOTION** by Theresa | | | To form a sub-committee to create the club structure and seek out grant opportunities to advance its work. | | | | | | | | | | | **Seconded by Lori. Passed.** | | | | | | | | | |
| **Action Item: Old Business Home Schooling Program** | | | | | | | | | | **Presented by: Lori** | | | | | | | | | | | | | |
| Doris has created the neutral budget program with the intent that any potential proceeds go toward the purchase of rental equipment. Lori has verified that the pricing is consistent with current pricing in place for WNSC’s other programs. | | | | | | | | | | | | | | | | | | | | | | | |
| **MOTION** by Lori | | | To accept the Home Schooling Program as Presented (proposal attached to minutes) | | | | | | | | | | | **Seconded by Amber.**  **Passed.** | | | | | | | | | |
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| **NEW BUSINESS: GOVERNANCE** | | | | | | | | | | | | | | | | | | | | | | | |
| **Action Item: Plan for Business Plan Review** | | | | | | | | | | | **Presented by: Michael** | | | | | | | | | | | | |
| Document needs to be updated to reflect members input from last fall (2019) – any suggestions on how to do this? The finalized document will be used to guide the short and longer-term focus of the club. Christine volunteered to help. Lori would like to be involved with those areas of the plan that may have tax implications. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine & Michael | | | To finalize the updated business plan by December board meeting | | | | | | | | | | |  | | | | | | | | | |
| **ACTION** by Jasmin | | | To incorporate the finalized WNSC Focus Areas into the Agenda | | | | | | | | | | |  | | | | | | | | | |
| **NEW BUSINESS: OPERATIONS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Timing for Opening & Lights On** | | | | | | | | | | | | | | **Presented By: Michael** | | | | | | | | | |
| Sharon has resigned in light of COVID concerns; position being posted and Michael feels confident that people with existing relationships with the club will apply. Both North and Donovan W are interested in helping out after Christmas.  In the interim, if we have good conditions and the trails are groomed the club can be opened without staff as long as it is clearly communicated to the membership that rentals will not be available. The cleaning schedule/checklist must also be in place (Liz). On the condition these factors are in place, lodge opening set for this weekend (Nov 20-22).  Closing schedule needs to be developed, Doris has been working on it. For the remainder of this week, closing responsibilities are as follows:   * M&W – Biathlon (lodge closed during Biathlon meetings) * T&Th – Ski-teams * F – Crawford * S&Sun - Michael   Until full programming is established, lodge will be open 9 am – 7:30pm (M-Th) & 9 am – 5 pm (F/Sat/Sun).  Lights are turned on loop-by-loop. Michael doesn’t feel the lower loops are safe to turn on yet (electric avenue specifically). We should communicate this to the membership. All other trails should be good to go tomorrow – Michael will talk to Crawford.  Matt informed the board that, as long as snow is hard packed to prevent users from sinking in, the North (dog) multi-use trails are open to walkers. Signs needed to educate walkers on multi-use trail etiquette. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine | | | To post lodge attendant job description on our social media and next newsletter with a Nov 30 closing date for applications. | | | | | | | | | | | | | | | | |  | | | |
| To communicate to membership that lower loop trails are unsafe for use at this time. | | | | | | | | | | | | | | | | | |  | | |
| To create a sign for temporary lodge hours and post it on the front door for Saturday Nov 21. | | | | | | | | | | | | | | | | | |  | | |
| To communicate to membership via social media that rentals are unavailable at this time. | | | | | | | | | | | | | | | | | | | |  |
| **ACTION** by Michael | | | To connect with Doris on status of cleaning schedule | | | | | | | | | | |  | | | | | | | | | |
| To coordinate ‘lights on’ with Crawford | | | | | | | | | | | |  | | |  | | | | | |
| **ACTION** by Matt | | | Decision to create signs outlining proper etiquette on the groomed trails and advertise that walking is permitted on the multi-use (north) trails to re-direct walkers from the other trails. | | | | | | | | | | | | | | | | | | |  | |
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| **Agenda Item: Opening of the Chalet** | | | | | | **Presented by: Michael** | | | | | | | | | | | | | | | | | |
| Covered in discussion above. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: “Trail Friends” Program** | | | | | | | | | | | | | | **Presented by: Christine** | | | | | | | | | | |
| Will be offered as a free, courtesy service (not a lesson) of the club to help recruit new members by better acquainting them with the trials through excursions lead by volunteer guides. Opportunity to incorporate this into all of the club’s year-round sport offerings (ex: skiing, fat biking, hiking, etc.). Volunteers still need to be recruited and volunteer shirts provided so leaders can be clearly identified. Board members expressed excitement for the potential of this initiative to raise the profile of the WNSC and create a more positive experience for new members. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine | | | To further refine the program proposal for board action | | | | | | | | | | |  | | | | | | | | | |
| **Agenda Item: Making Tracks Event** | | | | | | |  | | | | | | | **Presented by: Lori** | | | | | | | | | |
| Doris has presented this as a potential fundraiser for the club. Participants would register online and track their own kms. Club would provide custom completion metals with the individual’s total kms tracked engraved on them and provide some additional recognition for the winner of the event. Extremely low administration and Doris is willing to launch and oversee it. Ready to launch pending establishment of a registration program. Board in agreement to pursue. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine | | | | To set up a registration program for the event via Zone 4. | | | | | | | | | | | | |  | | | | | | |
|  | | | | Advertise the Making Tracks Event via the WNSC social media when the fundraiser is ready to launch. | | | | | | | | | | | | |  | | | | | | |
| **Agenda Item: Loppet** | | | | **Presented by: Lori** | | | | | | | | | | | | | | | | | | | |
| Doris is working out details; will seek support from the ski-team when it is organized. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: School Programs** | | | | | | | | | | | **Presented by: Lori** | | | | | | | | | | | | |
| Doris is working out details; contacting schools to invite out to ski/snow-shoe the trails. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Get Your Ski Legs Back Program** | | | | | | | | | | | | | | **Presented by Lori** | | | | | | | | | |
| Doris is working out details. This year’s program will not include rentals. Intended to get people excited about the season pre-Christmas bills & extreme cold and get them doing some activities around the stadium. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Sub-Committee Member Composition** | | | | | | | | | | | **Presented by: Jasmin** | | | | | | | | | | | | |
| Jasmin sought clarification if the committee composition was position based or based on individual interest. Michael verified that Jasmin and Amber are not expected to replace Doris and JoAnn, respectively, on the various committees. Doris has expressed interest in remaining on the committees. Michael will verify with JoAnn if she’d like to stay on the COVID Recommendation committee. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Michael | | | To ask JoAnn if she’d like to remain on the COVID Recommendation Committee. | | | | | | | | | | | | | | | | | | |  | |
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| **SUB-COMMITTEES** | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: COVID Recommendation** | | | | | | | | | | | | | | **Presented by: Michael** | | | | | | | | | |
| Work in progress | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Bylaws** | | | | | | | | | **Presented by: Lori** | | | | | | | | | | | | | | |
| Will bring revisions forward for informal board approval in Feb/March so it is ready for formal membership approval during the spring AGM. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by committee | | | To continue to revise bylaws for board review by Feb/March board meeting | | | | | | | | | | | | |  | | | | | | | |
| **Agenda Item: Program Fees** | | |  | | | | | | | | | | | **Presented by: Lori** | | | | | | | | | |
| Nothing to report. | | | | | | | | | | | | | | | | | | | | | | | |
| **DIRECTOR & COORDINATOR REPORTS** | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Treasurer** | | | | | | | | **Presented by: Lori** | | | | | | | | | | | | | | | |
| Nothing to report. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Agenda Item: Trails** | | | | | | | | **Presented by Matt** | | | | | | | | | | | | | | | |
| Nothing to report. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Facilities** | | | | | | | | **Presented by: Michael on behalf of Crawford** | | | | | | | | | | | | | | | |
| Nothing to report. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Biathlon** | | | | | | | | **Presented by: Randy** | | | | | | | | | | | | | | | |
| Upcoming meeting to review if the race is a go for this year and what it might look like.  Theresa updated the board that all Canmore races have been cancelled due to COVID. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Agenda Item: Jackrabbits** | | | | | | | | **Presented by: Dan** | | | | | | | | | | | | | | | |
| 18 registrants currently and expecting more in mid-December. A few leaders & several parent helpers already in place. Hope to get them to attend the training on Dec 12 & 13.  Will be offering opportunities for leaders & helpers to come out and do some skiing with Dan & Doris. Finalizing details.  Currently offering ski-pickup for registrants. | | | | | | | | | | | | | | | | | | | | | | | |
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| **Agenda Item: Race Team Parent Representative** | | | | | | | | **Presented by: Amber** | | | | | | | | | | | | | | | |
| Have been out on the trails for a couple weeks and looking forward to getting out more once they’re groomed. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Marketing/Communications** | | | | | | | | **Presented by: Christine** | | | | | | | | | | | | | | | |
| Newsletter coming out this weekend.  Banff Mountain Film Festival ticket sales go live Nov 26th on the WNSC website. FAQ will be added to the website explaining the process:   * 2 programs (6-8 films in each) available for viewing until next October. * $3.61 WNSC profit / program sold   Christine will contact local media to advertise and asked the Board to please share & promote sales.  Has purchased 6 buffs to use as prizes & give-aways through the WNSC FB page. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Christine | | Finalize Banff Mountain Film Festival fundraiser details (details on social media, website FAQ & info to local media advertisers) | | | | | | | | | | | | | | | | | | |  | | |
| **Agenda Item: Programs** | | | | | | | | **Presented by: Theresa** | | | | | | | | | | | | | | | |
| Training courses still scheduled to come Dec 12 &13th:  NCCP Course – 6 interested registrants. Course teaches skiing to children and is specifically designed for jackrabbits program. Facilitator has asked if the lodge will be open; will have to play it by ear. It is designed to be delivered ½ online and ½ on snow – so can run without lodge access.  Theresa submitted Pursuit of Excellence Grant for $1000 to cover instructor costs (accommodation & travel for instructors from Edmonton). City of GP has invited a rep from the club to attend the zoom meeting when they make their selections. Dec 2nd @ 12 pm. Theresa & Lori will attend.  Can-C Recertification Course – Dec 12th. Can-C is paying the instructor fees for this day. Instructor suggested the club host the “Level Up” course on the 13th at the Club’s expense. Theresa has 4 people interested in the “Level Up” Course. | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTION** by Theresa & Lori | | | To attend the City of Grande Prairie’s Grant Allocation Meeting via zoom on Dec 2nd @ 12 pm. | | | | | | | | | | | | | | | |  | | | | |
| **MOTION** by Michael | | | That the WNSC pay the $300 instructor fee for the Level Up Course on December 13th | | | | | | | | | | | | | | | | **Seconded by Lori. Passed.** | | | | |
| **Agenda Item: Member at Large** | | | | | | | | **Presented by: -** | | | | | | | | | | | | | | | |
| No report submitted. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Secretary** | | | **Presented by: Jasmin** | | | | | | | | | | | | | | | | | | | | |
| Nothing to report. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Vice President** | | | | | | | | | | | | | | **Presented by: Christine** | | | | | | | | | |
| Christine asked Board members to keep tracking their volunteer hours for 2020 Q4 and send to her as they see fit. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: President** | | |  | | | | | | | | | | | **Presented by: Michael** | | | | | | | | | |
| Informed County of GP that WNSC would not be pursuing to renew leases and provided them more detail as requested. Proceeding with request for funding for more lighting at the range. If grant $ not received, the biathlon travel fees not spent due to COVID restrictions/cancellations can cover these capital costs. | | | | | | | | | | | | | | | | | | | | | | | |
| **Agenda Item: Past President** | | |  | | | | | | | | | | | **Presented by: -** | | | | | | | | | |
| No report submitted. | | | | | | | | | | | | | | | | | | | | | | | |

Meeting adjourned at 8:49 pm.

Next Meeting Dec 16 @ 7 pm via zoom