WNSC Draft Board Meeting Minutes

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| Date | Wednesday August 17, 2022 @ 7:00 pm |
| Location | [zoom](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F84037737752%3Fpwd%3DWEhYbGRFMk5USzJWWTI3d0FBZzVsdz09&data=04%7C01%7CJasmin.Greavett%40gov.ab.ca%7C87dfe96fc23e49ce20c208d8e7ca04ad%7C2bb51c06af9b42c58bf53c3b7b10850b%7C0%7C0%7C637514202134216276%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GX7cLbn3Y1p7y4mnsYlvxQ6zidj56UReofcksuS3jSk%3D&reserved=0) |
| Regrets: | Matt, Theresa, Randy, Ken, Gordon |
| Attendance: | Michael, Lori, Dallal, Amber, Christine | |

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| **MEETING OPENING** | |
| **Agenda item: Welcome** | **Presented by: Michael** |
| Called to order 7:05pm; insufficient attendance for quorum. | |

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| **Agenda item: Approval of Agenda** | | **Presented by: Michael** | |
| - Michael presented the agenda **MOTION** to approve as presented Approved by consensus. | | | |
| **Agenda item: Approval of Minutes** | | **Presented by: Michael** | |
| **-MOTION to accept as June 20th 2022 Minutes as presented Information** by Amber |  | | **Seconded by Christine** |
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| **Agenda Item: 1.4 Old Business Presented By: Michael** | | | |
| * 1.4.1.1 HIGHWAY 40 UPDATE: Alberta Transport is continuing to work on the bank / pushed material onto our trails / Doris coordinating volunteers to take care of this. Matt will contact the contractor when he is back to see if they will fence the new boundary; if not, we could use some of the money received for the land to cover the fence expense. * 1.4.1.2 COUNTY BRIDGE REPLACEMENT – working on bridge culvert so no access Sept 7th through October 31st (to be confirmed0. Contractor will take care of signage on the ground. We will advise members right away via website / social media / e-newsletter plus how to get to the lodge via the detour as 704 will be closed completely. Lori asked if DGLW participants could cross the road at biathlon – yes if road closed anyway with a volunteer just in case. * 1.4.1.3 LEASE RENEWAL – working with a new contact at Church of Christ, meetings have been re-scheduled. Michael working to get new dates lined up with Stacey (Public Lands). Hopefully something figured out by end of September and aiming for a standard 25 year lease renewal.   **COORDINATOR REPORT**  **Agenda Item: 2.0 Monthly Report Presented By: Dallal**   * 2.1 See attached (report dated July 27, 2022 = no meeting that month)   Approved as presented by consensus (no quorum) | | | |
| **NEW BUSINESS: OPERATIONS** | | | |

**Agenda Item: 3.1 Russ Bowen Picnic Shelter Presented by: Dallal**

* Project complete *> family seeking permission from Board to build a half wall on the east side of shelter?* Discussion on cost = ? Family to provide a quote to the Board. Worth considering if it improves structural integrity of the building, same with benches.

**Agenda Item: 3.2 Celtic Contract Presented by: Dallal**

* We have been charging $5.00 / student (within the $3-$8 range in Fee Matrix) – they are seeking a base rate per class. Discussion around OK with moving to a flat fee but we are not responsible for student no shows and should charge a flat fee based on original class size at start of the season. Dallal to connect with Celtics to share WNSC preference to renew contract with Celtics based on $5/student per class size x number of visits per year. Discussion that the $200 annual storage fee remains the same for 2022/2023.

**Agenda Item: 3.3 Summer Program Budgets Presented by: Dallal**

* All WNSC programs should be cost recovery as a minimum or revenue generating. Important to make sure that costs associated with this are being coded properly to that program. Dallal asked about the preferred process for new programs – Michael shared how he manages the Biathlon program and importance of reducing expenses if enrollment for the program falls short. Volunteer appreciation was not anticipated in original program budgets. We need to do some work on overall volunteer appreciation and acknowledgement (framework?) across the club = Fall 2022 project if it aligns with Business Plan priorities. Board needs to decide on a process for time sensitive smaller financial decisions. Dallal to check with Lori as Treasurer if unsure. Lori made a motion to approve the 3 x program budgets as presented by Dallal. Michael seconded. All in favour – PASSED. Other Fall running sessions coming – Dallal to share dates.

**NEW BUSINESS: GOVERNANCE**

**Agenda Item: 4.1 Policy Contract Recommendation Presented by: Michael**

* Michael to follow up on resource for Policy development

**Agenda Item: 4.2 Recruitment of Board Secretary Presented by: Michael**

* Michael to meet with Dallal to find candidates; Christine to work on volunteer Position Description for this role using basic info in Bylaws (as part of ongoing work to document responsibilities for all roles).

**FUNDING / GRANTS**

**Agenda Item: Upcoming Grants – August & September Presented by: Gordon (via email)**

* Michael to meet with Gordon and Matt to discuss + Matt has some ideas; County Capital grant is open Aug 1 – Sept 15th with 50% matching requirement for projects $99,999 or less.
* Amber asked about 2024 Alberta Winter Games – do we apply for grants? Or do they pay for the upgrades? We may need a new timing clock / think of other things….

**SUB-COMMITTEES**

**Agenda Item: 6.1 Bylaws Presented by: Lori**

* Nothing to report – will resume in the Fall

**Agenda Item: 6.2 Trail Enhancement Sub Committee Presented by: Michael for Matt**

* Matt had requested that committee participants prioritize items and report back to him – outcome pending

**Agenda Item: 6.3 Risk Management/ Emergency Preparedness Presented by: Michael**

* No meeting in July; likely to meet in September

**Agenda Item: 6.4 Snow Clearing Presented by: Michael**

* Michael has spoken with Groomer and is open to new approaches. Working on a list of potential volunteers to help with this. More information to follow

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| **DIRECTOR & COORDINATOR REPORTS** | |
| **Agenda Item: Updates** | **Presented by: All** |
| 7.1 Treasurer (Lori) – No financial info / Bookkeeper out of town. Year end closes Sept 30th. Closed Session employee item should be included in next budget preparation. Lori will contact individual program leaders to prepare their budgets. Audit has been sent out to the Executive and some recommendations were made re: electronic information to support financial data. Financial docs were in good order overall and new auditing reporting form was helpful. Thanks to Amber and Dan for volunteering their time to perform the audit.  + Mountain Biking Update: New tent was fantastic, athletes did really well on technical terrain, wrap up is Sat 20th at Nitehawk.  7.2 Trails – Doris is getting volunteer folks lined up to do some seasonal maintenance and trimming. Groomer and Michael also helping with deadfall on single track as well as main trails.  7.3 Facilities (Michael) – Some items still on the list  7.4 Biathlon (Michael) – Meeting once per week for strength / striding / shooting practice. Call out for coaches for AWG is out. Viking Cultural Association has agreed to help fund new optical equipment – cheque is on the way. Have some money from City too.  7.5 Jackrabbits – N/A  7.6 Race Team Parent Representative (Amber) – Some biking and roller ski over the summer. Starting Aug 23rd for full dryland training program at Muskoseepi Park. Have 3 more NCCP coaches helping. Seeking more athletes with some aging out / moving on to other activities. Could Dallal send out a communication to participants from Jackrabbits last year? Plus publicize in the newsletter via referral to Claire. Dallal to connect with Amber to talk about this more and how to direct people. Any coaches 7 hours or more require a licence through Nordiq Alberta + they have a townhall meeting Wed Sept 7th.  7.7 Marketing / Communications – End of summer e-news coming out Aug 22nd. Have put out a call for content with deadline of Friday, Aug 19th.  7.8 Programs – In contact with Nordiq Alberta – would we want to host a 2-day course? Should we try to get more Jackrabbit leaders out of this? Michael and Dallal to chat more on this.  7.9 Fundraising – N/A  7.10 Member at Large – N/A  7.11 Secretary – N/A as position vacant  7.12 Vice President – Request from Northwestern Polytechnic to rent lodge for one day August 31st. We have made allowances for this group before. Forwarded to Dallal to coordinate if available at rates on matrix.  7.13 President – See items previously covered in this meeting  7.14 Past President – N/A | |
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| **IN CAMERA** |

Into IN CAMERA @ Out of IN CAMERA @

**Motion to adjourn by. Approved by Consensus.**

Meeting adjourned at 8.37 p.m. Moved by Amber

Next Board Meeting September 21st (or 28th – TBD) @ 6pm (TBD) – in person at Lodge + refreshments