WNSC Draft Board Meeting Minutes

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| Date | Wednesday December 21, 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: | Michael, Matt, Gordon |
| Attendance: | Amber, Ken P, Lori, Theresa, Christine + Ken A (guest), Dallal (staff) | |

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| **1.0 MEETING OPENING** | |
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| * 1. **WELCOME** (Christine): Called to order 7:02pm. Only 5 voting Board members present so no Quorum (6 required).   2. **APPROVAL OF AGENDA** (Christine): Accepted as presented by consensus in absence of Quorum - Moved by Ken P; Seconded by Theresa   3. **APPROVAL OF MINUTES** (Christine): Accepted as presented by consensus in absence of Quorum for November 23, 2022 – Moved by Amber; Seconded by Theresa. Christine (Acting Secretary) suggested that a timeline should be agreed upon for the distribution on Minutes (one week from meeting date) with a 48-hour window for feedback before they are posted on the website as “Draft” version for Member’s referenced before they are approved at the next meeting. All present agreed that this was reasonable and a good way to be transparent within a reasonable timeframe. | |

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| **1.4 OLD BUSINESS** |
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| 1.4.1 **LEASE RENEWAL** (Matt): No report / no new information.  1.4.2 **BUSINESS PLAN UPDATE** (Christine): The Business Plan Focus Areas for 2023 Draft document was shared in advance with all Board members (as shown at the Fall General meeting on November 20,2022)*.* Membership had been given the opportunity to provide feedback and input via the Club President but nothing reported to date. Discussion around which item(s) to select as (a) Important – Large Effort and (b) Important – Less Effort. Consensus on editing the document with V2 to be presented at the January 2023 Board meeting for endorsement. *ACTION: Christine to edit the Business Plan Focus Area for 2023 to reflect suggestions and bring to January 2023 Board meeting.*  1.4.3 **ALBERTA WINTER GAMES** (Christine): Still seeking a Sport Chair and Venue Manager. City of GP was asking if they had been identified or if the Club wants someone assigned to these roles externally. Discussion to see if someone could be found within the Club = first preference. Those present agreed to help Michael and put feelers out. *ACTION: Dallal to circulate Position Description for these two roles - DONE*.  1.4.4 **POLICY/BYLAW WRITING UPDATE** (Michael): No report / no new information  1.4.5 **ADVISORY COMMITTEE FOR WAPITI RECREATION** (Lori/Gordon): Recent meeting was December 15th. Lori reported that were was discussion about trail stewardship / trail maintenance verses unofficial trails. Information shared on the Trails Act.  **2.0 COORDINATOR REPORT**     * 1. **MONTHLY REPORT** – From Dallal - Accepted as presented by consensus.      1. **LODGE STAFFING:** Still seeking Lodge Attendants (was included in the December Club E-News) – please send any suitable candidates to Dallal. Discussion on rental hours for Dec 24 and 26th      2. **JACKRABBITS / BUNNYRABBITS / PARENTS:** Starting one week later than normal due to leader availability and school holidays. Will run as long as snow permits into March – no hard end date or number of weeks promised with this program. Registration is good at 70 = current capacity.      3. **ADULT LESSONS:** Conversation about upcoming lessons and rescheduling some bookings after Christmas that were cancelled mid-December due to the cold.      4. **RENTAL ROOM:** Conversation on staffing and hours. |
| **3.0 NEW BUSINESS: OPERATIONS** |

3.**1 RENTAL ROOM RENEWAL:** Discussion on the information item that Michael had circulated in advance (see attached) summarizing thecurrent status of the rental room at Wapiti Nordic. Several key stakeholders in the rental room contributed to the report. A question was posed >>

Question: *Is having a rental room a good financial decision and if not, what are the other reasons to be in the rental equipment business?*

Outcome: There was consensus that yes, the Club should operate a rental equipment room but it should be more strategic and intentional, while operating as a sub “business” unit within general club operations. All agreed that a sub-committee should be struck to work on an approach and plan with possibly Doris, Melissa, Dan, Dallal and Lori sitting on it (need to approach non-Board members and invite them to participate). Unsure if Michael would want to participate in this as President but not expected. Also agreed to keep it as a standing agenda item under Sub-Committee section until the matter is stabilized or resolved. *ACTION: Christine to invite non-Board members referenced to participate in the Rental Room Sub-Committee*

Other comments included:

* *Have to work through the binding conversion as skis and boots are replaced due to wear and tear*
* *If Wapiti Nordic did not offer rentals – who in the community would? It is an expectation / best practice at other significant Nordic venues across the Province*
* *Believe rentals do contribute to building membership allowing beginners to “try before you buy”*
* *Need to have better controls in place and an annual inventory count*
* *Currently there is no over-arching purpose or coordinated effort for replenishment*
* *Need a plan to capture the Club’s holistic needs*
* *Need to fine tune our processes.*
* *School use of rentals generates revenue*
* *Currently many missing links and hands in the pie!*
* *Question on rental revenue for the past five years – does it cover Lodge Attendant wages?*
* *Question on where rental equipment replacement is funded from - bottom line and/or grants?*

*ACTION: Lori as Treasurer to share rental review summary for the past five years with Board*

**4.0 NEW BUSINESS: GOVERNANCE**

4.1 **SECRETARY POSITION** (Christine): Unfortunately, Carrie had to decline the role. Christine will continue to act as Secretary until position is filled either from previous applicants or new candidates.

**5.0** **FUNDING / GRANTS**

* 1. **RECENT AWARD** (Gordon): No report / no new information.
  2. **CORPORATE SPONSORSHIP:** As above
  3. **CROWDFUNDING CAMPAIGN:** As above
  4. **DECEMBER+ OFFERINGS:** As above

**6.0 SUB-COMMITTEES**

* 1. **TRAIL ENHANCEMENT SUB COMMITTEE** (Matt): No report – no new information

6.2 **RISK MANAGEMENT & EMERGENCY PREPARDNESS SUB COMMITTEE**: Ken Atamanchuk thanked the Club for welcoming County Firefighters to the Trail Safety Workshop on November 19th – they found it valuable and didn’t realize how extensive our trail network was. He will try and bring a different crew to the next session.

6.4 **SNOW CLEARING & GROOMING SUB COMMITTEE**: Parking lots looking much better and passable after snowfalls. Thanks to all of those involved in remedying this situation.

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| **7.0 DIRECTOR & COORDINATOR REPORTS** | |
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| 7.1 **TREASURER** (Lori): Nothing new to report  7.2 **TRAILS** (Matt): N/A  7.3 **XC Development (Amber):** Two requests brought forward >  7.3.1 **New Years Day Race** > Hosted by race team. Discussion on whether or not to promote this to membership and public in general. Should it be promoted and registration the same way as Club Loppet or host as an informal “show up” event? In future more notice and discussion would be good to enable Dallal to provide admin support. Consensus agreed to permit race team to host it as informal event this year until a framework is in place.  7.3.2 **Spirit North Camp - Feb 25-26, 2023:** Coach Claire submitted a request to the Board (via Amber) to seek permission to work with Spirit North (Indigenous youth initiative founded by Beckie Scott) to host a camp at Wapit Nordic. It would not impact our Jackrabbits program, and they would seek access to the wax room and can operate out of the lower timing tower to keep the lodge available to the public. They are targeting youth from Dawson Creek, Ft St. John, Ft. Vermillion and High Level - I asked if local Indigenous youth would be invited too = TBC. Because quorum was not present, this item was put to an email vote >>  Question:  *Assuming we charge them the not for profit day pass ($4-$5 range) per participant as per our 2022-2023 pricing matrix, are we as a Board comfortable giving Claire permission to host this event at Wapiti Nordic?*  Reply: YES or NO  Outcome: Approved by majority of Board members with responses meeting quorum  **7.4 BIATHLON** **DEVELOPMENT** (Randy): N/A   * 1. **PROGRAMS** (Theresa): One request brought forward >   7.5.1 **Friends and Family Night Ski - Wed, Jan 4th 2023:**Doris submitted a request (via Theresa) to host this social event from 6:00-8:30pm with hot chocolate and pot-luck snacks to follow. Doris is willing to arrange all necessary volunteers and advertise it too (to be coordinated with Dallal). She proposed the following price structure: free to Members / $10 day pass for Adults (reg $13) / $5 day pass for kids (reg $9) / $20 day pass for families (reg $35) and for Rentals $10 adult (reg $18) / $5 youth (reg $11) / $25 family (no family rental price). There was discussion about (a) it would be a great social activity with no downside for Club as all revenue would be additional, (b) great concept but short notice / puts Board in a tough position to make a decision on the spot, (c) great concept but includes discounted day passes that we are trying to move away from, (d) does this set a precedent for other events, programs and activities if we are permitting discounts on rentals and day passes? (e) raised question about receiving these applications with more advance notice / time to circulate it to the Board in advance of the meeting, (f) similar position to pricing on school programs - we are already mid-season and still setting parameters for our pricing so do we accommodate this request now in good faith and hash it out off season to be better prepared for next season?  >> Because quorum was not present, this item was put to an email vote:  Question: *Do you approve of the Friends and Family Night proceeding as presented on the understanding that events such as these will be subject to pricing review for next Winter?*  Reply: YES or NO  Outcome: Approved by majority of Board members with responses meeting quorum   * 1. **MARKETING/COMMUNICATIONS** (Christine): Will be working to set up the back end of Google Work during the holidays to help Dallal out. This will become the “hub” for the Board to share documents, message, etc. Banff Mountain Film Festival ticket sales are so-so ….. please chat them up to friends and family. All details and link to purchase ticket is on the Club website at: [www.wapitinordic.com/filmfest](http://www.wapitinordic.com/filmfest)   2. **DIRECTORS AT LARGE** (Ken P): Ken brought forward a suggestion that had been discussed at the Trail Enhancement sub committee to consider taking out some of the tighter corners on the Valley loop within the Forest trails. He would like to see skiing on this section of trail reversed for a month for skiers to try it out. Consensus felt it best to table this item for further discussion at the January 2023 meeting when quorum present as a decision was not urgent.   3. **SECRETARY**: N/A - Vacant   4. **VICE PRESIDENT** (Christine): Nothing extra to add.   5. **PRESIDENT** (Michael): N/A   6. **PAST PRESIDENT**: N/A - Vacant | |
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| **8.0 IN CAMERA SESSION** |

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**9.0 ADJOURMENT**

Adjourned at @ 8:38pm

**10.0 NEXT MEETING**

Next Board Meeting: Wednesday, January 18, 2023 @ 7:00pm > ZOOM

Items to include:

* Date for 2023 Club Loppet and Duathlon
* Tabled item re: Valley loop change in direction of skiing?
* Add Rental Room to Item 6.0 Sub Committees