WNSC Draft Board Meeting Minutes

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| Date | Jan 19, 2022 @ 7:30 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 | Gordon |
| Attendance | Michael, Christine, Theresa, Jasmin, Matt, Randy, Amber, Ken, | |

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| **MEETING OPENING** | |
| **Agenda item: Welcome** | **Presented by: Michael** |
| Called to order 7:32 pm | |

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| **Agenda item: Approval of Agenda** | | **Presented by: Michael** | |
| Michael presented the agenda **MOTION** to approve with coordinator report Approved by consensus.  moved to 2.0 ahead of governance | | | |
| **Agenda item: Approval of Minutes** | | **Presented by: Michael** | |
| Michael presented the Dec minutes for approval. | | | |
| **MOTION** by Randy | To approve as presented | | **Seconded by Christine. Passed** |
| **OLD BUSINESS** | | | |
| **Agenda Item: HWY 40 Update Presented By: Michael** | | | |
| New trails open for skiing. Good response from members who have experienced them so far. Invoices have been received for work completed to date. Remaining associated funds will be utilized for continued trail improvement & related work.  **COORDINATOR REPORT**  **Monthly Report**  Written report provided for Board information. Verbal update on key messages.  Recruited 5 volunteers for weekend lodge attendant. Next volunteer orientation Sunday January, 23.  Focusing on developing structure for volunteer program.  Drop-in rentals now available when lodge staffed; pre-booked rentals still advised.  Wapiti email account will hopefully be established by the end of the month.  Decision to strike sub-committee to look at instructor training program.   * Members: Theresa & Jasmin   Need to hire new lodge attendants: Board members to recruit and forward candidates to Dallal to hire & train asap.  **MOTION** by Michael to approve purchase of laptop, printer, and other basic office set-up for lodge use **Seconded by Christine. Passed.** | | | |
| **NEW BUSINESS: GOVERNANCE** | | | |

**Agenda Item: Lease Renewal: Contractor Procurement Presented by: Michael**

**MOTION** by Matt to use existing and future grants to a maximum of 50K for lease renewal expenditures. Key decisions will be brought back to the board as required. **Christine Seconded. Passed.**

**Reserve Fund Study Results Presented by: Lori**

**MOTION** by Jasmin to accept the report as presented. **Seconded by Lori. Passed.**

Board will action recommendations within the report.

Decision to develop reserve fund policy.

**GP Regional Recreation Committee Survey**

Lori & Dallal to complete on behalf of the WNSC.

**Succession Planning Jasmin**

Jasmin & Michael will meet to flesh out board structure and recruitment packages.

**Draft Policy Approvals Jasmin**

Members will forward comments to Jasmin for consolidation. Revised policies will be brought forward for February’s meeting.

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| **NEW BUSINESS - OPERATIONS** | | | |
| **Agenda Item: Parking Lot snow removal** | | | **Presented by Michael** |
| What is our capability internally to manage snow:   * On the trails * In the parking lots   What are our equipment limitations?   * Need to keep up on snow removal in line with equipment capacity * Need to procure a snow removal service provider * Need to use capable volunteers when staff unavailable   **MOTION** to strike ad-hoc sub-committee to establish grooming expectations and procedures. **Seconded by Jasmin. Passed.**   * Members: Michael & Christine & Matt.   **Agenda Item: Calforex Update Presented by: Michael**  WNSC unable to host this year due to:   * Low volunteer response * Growing Omicron cases threatening existing volunteer availability * Local hospital capacity is already exceeded; did not feel it was responsible to create a situation that may place additional burden on the system   **NW Alberta Sport Excellence Awards Nomination Presented by: Lori**  Forward candidates to Lori. Deadline for nominations Jan 31st.  **Spring grooming meeting Presented by Christine**  To be discussed as part of the ad-hoc  **Private Lesson Fees**  **MOTION by Lori to set lesson fees as follows:**  $35 group  $50 semi private  $75 private  **Seconded by Christine. Passed.** | | | |
| **Agenda Item: Additional Funding Opportunities Presented by: Michael**  Money for rental ski replacement received to cover a portion of the inventory request put together by Michael. Michael will secure quotes from equipment providers. | | | |
| **SUB-COMMITTEES** | | | |
| **Agenda Item: Bylaws Presented by: Lori** | | | |
| Nothing to report. | | | |
| **Agenda Item: Trails Volunteer Recruitment Committee Meeting Date Presented by: Michael** | | | |
| TOR will be sent out soon.  **Agenda Item: Special Events Presented by: Christine** | | | |
| Banff Mountain Film Festival Update  Close to signing with JP2 theatre for April. Will being promoting when finalized.  Loppet & Duathlon  Duathlon Feb 26th. Loppet is March 5th. Will begin volunteer recruitment soon.  Women’s introduction to snowshoeing group in Feb led by WNSC instructor; instructor fees covered by Women’s in Sport grant received 2021. | | | |
| **DIRECTOR & COORDINATOR REPORTS** | | | |
| **Agenda Item: Treasurer** | | **Presented by: Lori** | |
| Nothing to report. | | | |
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| **Agenda Item: Trails** | | **Presented by: Matt** | |
| New geocached map for Nordic Centre that includes all ski and snowshoe trails will be printed and posted at trail heads for testing, within budget for signage. | | | |
| **Agenda Item: Facilities** | | **Presented by: Michael** | |
| Nothing to report. | | | |
| **Agenda Item: Biathlon Development Team** | | **Presented by: Randy** | |
| Did not travel to last race due to Omicron risks. Have been informally approached to host Color Run in beginning of May. Board would like more details before making a decision. | | | |
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| **Agenda Item: Jackrabbits** | | **Presented by: Theresa** | |
| Program is up and running. | | | |
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| **Agenda Item: X-Country Ski Development Team Presented by: Amber** | | | |
| Participated in race Jan 5th in Canmore. 10 racers consistently racing. Next race in Red Deer end of January. Rescheduled Ivan for camp Feb 26th. | | | |
| **Agenda Item: Marketing/Communications** | | **Presented by: Christine** | |
| Thanks to Dallal for work on Facebook. | | | |
| **Agenda Item: Programs** | | **Presented by: Theresa** | |
| Nothing to report. | | | |
| **Agenda Item: Member at Large** | | **Presented by: Ken** | |
| Website closing hours will be updated to 9 pm on Tuesdays & Wednesdays on the Website. Dallal will update closing schedule and circulate to board. | | | |
| **Agenda Item: Secretary** | **Presented by: Jasmin** | | |
| Nothing to report. | | | |
| **Agenda Item: Vice President Presented by: Christine** | | | |
| Nothing to report. | | | |
| **Agenda Item: President** | **Presented by: Michael** | | |
| Nothing to report. | | | |
| **Agenda Item: Past President Presented by: -** | | | |
| Not present. | | | |

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

Meeting adjourned at 9:45 pm.

Next Meeting Feb 16 @ 7pm via zoom