WNSC Draft Board Meeting Minutes

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| Date | January 20th, 2020 @ 7pm |
| Location | <https://us02web.zoom.us/j/82571600461?pwd=UWhqVFBzWEx2UW54dUpzL2hPUVJ2dz09>  |
| Regrets | Dan, Cori, Grant |
| Attendance | Michael, Lori, Randy, Theresa, Amber, Daniel, Christine, Liz |

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| **MEETING OPENING** |
| **Agenda item: Welcome** | **Presented by: Michael** |
| Michael called the meeting to order on zoom at 7:07 pm.  |

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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 December minutes for approval |
| **MOTION** by Theresa | To approve December board minutes as presented | **Seconded by Randy. Passed.** |
| **OLD BUSINESS: GOVERNANCE** |
| **Agenda Item: COVID Plan Update** |  | **Presented By: Michael** |
| Trails have been busy which has been great for the club – no change to COVID response. Conversation lead to rentals & lessons discussion (see new business). |
| **Agenda Item: Highway 40 Update** |  | **Presented By: Michael** |

Christine has letter 90% complete – waiting for councillor signature & Tracy Allard and will be sent out by the end of the month. Matt sent an email to the group he met with in the fall. When he hears back he’ll provide an update.

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| **Action Item: Signs Update** | **Presented by: Lori** |

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| Committee with Matt, Lori & Doris did an amazing job designing and putting out signs this week. Lots of positive feedback – professional look. Great team effort to get them made & out!

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| **MOTION** by Lori | For $1500 to get Phase 2 of the signs created (parking lot; lodge hours; & safety signs) | **Seconded by Christine. Passed.** |

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| **Action Item: Lodge Attendant Posting** | **Presented by: Lori** |
|  4 new attendants hired & North is back. Doing a great job interacting with users. Really valuable asset for the club especially for new members. Lodge attendant & lesson handbooks created to support the positions and facilitate communication and consistency between staff and the board.Lori cleaned outhouses and realized covering this responsibility was an oversight in the transition of staff in the fall. Recently hired lodge attendants are only expected to do light cleaning. Lori suggested we recruit a paid cleaner to thoroughly clean the outhouses and indoor bathrooms once/week at the same rate as what Sharon used to get. Lori offered to explore interest from known contacts before posting publicly. Board consensus in support of the position, wage and personal approach to recruitment. |
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| **NEW BUSINESS: GOVERNANCE** |
| **Agenda Item: Volunteer Recruitment Subcommittee - Trails** | **Presented by: Michael** |
| Michael would like board’s support to strike a subcommittee to create standard expectations and process for volunteer management to support trail maintenance with Matt & Doris.

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| **MOTION** by Randy | To strike a Trails Volunteer Recruitment Subcommittee | **Seconded by Theresa. Passed.** |

**Agenda Item: Timesheets Presented by Lori** Timesheet data for Crawford has quite a bit of overtime. New timesheet helps better identify how Crawford’s time is spent by tracking specifically:* Lodge
* Trails grooming & maintenance
* Equipment (preventative or repairs)
* Race or event prep

Valuable data to have for future hires in that position, not just for tracking Crawford’s time. Now that we have lodge attendants some of the work seems to overlap. Some employment standard concerns that he’s “working” weekend. Additional concern that he doesn’t have a job description or employment contract. Michael expressed concern that any change, justified or not, to one’s pay is sensitive and there will be change management process around it. He’s supportive of asking for more detail as long as we are clear that it will be utilized. Possibility to incorporate these timesheet changes into the new online payroll system so there is only 1 change for Crawford to manage.**Agenda Item: Logo Presented by Lori**Christine & Lori looking at getting logo created but do not have quotes yet to request a motion for the design fee.**Agenda Item: Director’s Insurance Presented by Lori**An additional $500 investment could add mountain biking coverage for groups. Lori will do more digging and bring back to the board. Christine suggested Lori check with Justin (County) on premium.**Agenda Item: Sport Excellence Award – WNSC Nomination Presented by Christine**Christine stated it would be great to nominate someone from the club and will forward the info to everyone for consideration. Nominations need to be in by Jan 30th. |
| **NEW BUSINESS: OPERATIONS** |
| **Agenda Item: Lesson & Rentals** | **Presented By: Lori** |
| Discussed potential of opening lodge within capacity guidelines as COVID restrictions ease: 15 ppl upstairs & 8 ppl downstairs. Need to ensure we have someone on staff that can manage those crowds as some concern that if the lodge is opened without staff that people will take advantage of that. Benefit of allowing controlled access includes offering waxing table use as well. This could be set up as a free service and would allow people to book their waxing time in between rental times to limit the crowd. Discussed but no decision made. |  |
| **Agenda Item: Day Passes & Offsite Parking** | **Presented by: Christine** |

Some concern has been expressed by members over vehicles without parking passes displayed. Sharon ran out of parking passes so some members may not have a pass to show. We’re seeing phenomenal traction with people voluntarily paying for their day passes and don’t feel it’s helpful to issue warnings/reminders on peoples windshields. Best response to those concerned may be to help change the perspective by saying we’re seeing phenomenal traction with day passes and believe people are by and large honest. Those who don’t pay may not know to do so; an ambassador out there occasionally to educate wouldn’t hurt.

Also discussed concerns raised that patrons have been parking along roadways, creating hazards and accessibility issues for those who live down those roads. WNSC does not have any signage indicating there is a trailhead or access point anywhere along 704. Decision to respond to the resident who complained on WNSC encouraging them to contact bylaw in the future as WNSC has to authority off our lease. WNSC will post on social media that there is no access to WNSC from this area and encourage patrons to please use official WNSC parking lots.

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| **SUB-COMMITTEES** |
| **Agenda Item: COVID Recommendation Presented by: Michael**Nothing to report**Agenda Item: Bylaws Presented by: Michael**Nothing to report.**Agenda Item: Program Fees Presented by: Lori**Nothing to report.**Agenda Item: WNSC Fundraising Presented by Randy**Nothing to report. |
|  | **DIRECTOR & COORDINATOR REPORTS** |
| **Agenda Item: Treasurer Presented by: Lori** |
| Reiterated higher numbers for memberships. $244K in cash flow No concerns from financial standpoint. Have almost brought in double our budgeted amount in memberships. Over 300 new members than last year. Excited to launch online payroll. |
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| **Agenda Item: Trails Presented by Matt** |
| Nothing to report. |
| **Agenda Item: Facilities Presented by Michael** |
| Nothing to report. |
| **Agenda Item: Biathlon Presented by Michael** |
| Biathlon going well. Started doing some night shooting. $ spent. Biathlon Alberta still has a schedule of races but looking at virtual alternatives in the event they can’t happen in person. |
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| **Agenda Item: Jackrabbits Presented by Lori** |
| Has observed lots of parents out with their kids – great engagement.  |
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| **Agenda Item: Race Team Parent Representative Presented by Amber** |
| Going well, happy with trails. Ran friendly races with the club last week. Changed Saturday time to avoid congestion at the lodge with other lessons & programs. Tentative attendance at races in Feb but will play it by ear. |
| **Agenda Item: Marketing/Communications Presented by Christine** |
| Thinking of asking for testimonials from lesson attendants and new members. Quotes can help with grant applications too. Put a save the date out for Loppet on Facebook / website.Boost making tracks program.Put out a call for volunteer hours in 2020. Volunteer hour spreadsheet is on the website.Film festival still selling tickets nicely. WNSC has 18th highest sales worldwide. Will do another push in Feb with the new programs are released |
| **Agenda Item: Programs Presented by Theresa** |
| March 6th tentative date for loppet conflicts with AB cup for race team; loppet date bumped to March 13th to allow race team to help out as volunteers. March 13 a potential conflict with biathlon race but shouldn’t cause issues.  |
| **Agenda Item: Member at Large Presented by Liz** |
| Nothing to report. |
| **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** |
| Business plan has been updated. Michael will forward to Lori to align the financials. |
| **Agenda Item: Past President -** |
| No report submitted. |

Meeting adjourned at 8:42 pm.

Next Meeting February 17 @ 7 pm via zoom