WNSC Draft Board Meeting Minutes

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| Date | Wednesday October 26, 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, Gordon |
| Attendance: | Michael, Randy, Lori, Dallal, Amber, Theresa, Christine, Ken A, Lori | |

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| **1.0 MEETING OPENING** | |
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| * 1. **WELCOME** (Michael): Called to order 7:00pm with Quorum.   2. **APPROVAL OF AGENDA** (Michael): As presented - Moved by Randy; Seconded by Christine   3. **APPROVAL OF MINUTES** (Michael): For Sept 28, 2022 as presented – Moved by Dallal; Seconded by Ken | |

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| **1.4 OLD BUSINESS** |
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| 1.4.1 **HIGHWAY 40 UPDATE** (Michael on behalf of Matt): Continuing work along service road, some snow fencing up temporarily for this season.  1.4.2 **COUNTY BRIDGE REPLACEMENT** (Michael): Steel is complete, backfilling, paving will happen this weekend, installing guard rails and road should be open Nov 3rd. From our perspective – west approach is OK, on east side will need a little adjustment to align with our trails.  1.4.3 **LEASE RENEWAL** (Michael): Michael to follow up with Matt.  1.4.4 **BUSINESS PLAN UPDATE** (Michael/Christine): Last call for comment = Nov 7th; Christine to send out a color coded first draft to help prioritize before General meeting.  1.4.5 **ALBERTA WINTER GAMES** (Michael): Michael has planted some seeds to come up with a list; has spoken to Crawford and will check with Randy on suppliers etc.  **2.0 COORDINATOR REPORT**     * 1. **MONTHLY REPORT** - accepted as presented by Dallal + Meet at the Mall event – went well.   2.1.1 **CONFLICT OF INTEREST WITH EXTERNAL GROUP BOOKINGS**: Possible conflict of interest with an application from a private fitness operator to lead ski activities on our trails. Discussed pros and cons for the Club relative to programs and services that we already offer. What direction is the Club heading in? Discussion on how the Club is evolving and we are still establishing parameters under umbrella of Business Plan. Put the proposal to a vote and was declined due to concerns about conflict of interest. Club was planning a “Learn the Trails” program this season anyway. Dallal to respond to applicant and advise.  2.1.2 **CROWDFUNDING LAB**: Working with Province of Alberta to do 3 x mandatory training sessions and bring forward ideas and they would help us identify which could work best for us. Plus some fund matching from Government. Gordon has registered us. Michael or Christine can attend training as back up if needed. Michael motioned to do it – approved.  **2.1.3 OTHER**: (Michael) Follow up to reach out to Nordiq Alberta – what are requirements for skill development programs? Bunnies = Intro to Community Coaching; Jackrabbits = 1 person with Community Coaching; Track Attack = 1 with Learn to Train; OK w 1 coach certified and supervising others with less certifications. We are comfortable that we have sufficiently qualified persons in place. Do we still want to go ahead with hosting a training session in January? Theresa will continue to look at dates this season for now … we want to build successful leaders. |
| **3.0 NEW BUSINESS: OPERATIONS** |

3.1 **BUDGET REVIEW** (Lori): Discussed charging consistently across the board for all programs for day passes, rentals etc as a Club as a whole and how this might impact programs such as Chicks on Sticks and others. Important that we are keeping pace with inflation. Discussed changing description from “Profit” to “Net Impact” on financial statement. Also, the fact we should be Net $30,000+ each year to tip into our Reserve fund = why it is important to ensure revenues are on par for all programs not just working on a cost recovery basis. Discussion on lease renewal and lease improvement expenses proposed – recommendations will come to the Board and they are treated separately from the general operating budget. Reviewed matrix pricing and 6% change would create incremental change so maybe hold off until next year before changing these. Clarified that BBQ and firepit rental are both $50. Family Try It day – doesn’t need to be on matrix as a more spontaneous demo activity. Motion to approve Matrix pricing as presented = By Lori; seconded by Christine

3.2 **MEMBERSHIP LAUNCH** (Michael): Initial start has gone well to date. Michael suggested we include more gender options to acknowledge diversity in the population. Dallal is able to change it on Zone 4 immediately. Early bird discount in effect to November 30th.

**4.0 NEW BUSINESS: OPERATIONS**

4.1 **FALL GENERAL MEETING PLANNING** (Michael): Michael to share draft agenda + Board Secretary nominations - need to post 20 days in advance. Include trail familiarization sessions and some form of volunteer recognition – Dallal to share a master list and we provide feedback on missing names. Christine to help Dallal with food prep.

* 1. **RECRUITMENT OF BOARD SECRETARY** (Christine): There are four people interested and have been advised that nomination will happen at the Fall GM and have invited them to attend.

4.3 **ADVISORY COMMITTEE FOR WAPITI RECREATION and TRAIL MANAGEMENT PLAN** (Lori): First meeting on Oct 14th was mostly about the process / issue scoping / sharing information. Should not impact operations within our rec lease boundary but good that we are being included and aware of what is happening around us.

4.4 **POLICY WRITING CONTRACT STATUS** (Michael): Have a signed contract now and policy work has started with additional input on bylaws

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

* 1. **OCTOBER / NOVEMBER UPDATE** (Gordon via email):
* Pursuit of Excellence Funding (City of GP) - funding available for Coaches, Officials, Athletes, workshops etc. Please let me know if we have any submissions.
* Pembina Community Investment - Ask being made for Corporate Donation.
* 2010 Artic Winter Games Legacy Fund - $5,000 available for youth sports tournament hosting. Do we have any use for this in 2023?
* Corporate Memberships - Over the last month, I have been working on compiling a corporate sponsorship package. I was hoping to get some input on the first draft this evening and receive further clarity on how we wish to structure sponsorship levels and amounts. However, I will wait until our next meeting opportunity to keep the agenda clear for budget discussions.

**6.0 SUB-COMMITTEES**

6.1 **BYLAWS** (Lori): Michael and Christine to review and send to Volunteer Service Bureau to finesse

* 1. **TRAIL ENHANCEMENT SUB COMMITTEE** (Michael): Update on recent activities includes:
* Alternative entry at north parking lot to allow for pulks
* At north parking lot, clear branches to improve parking access
* Working with County of Grande Prairie on north parking lot snow removal
* Formalizing an alternative entry mid way at biathlon parking lot
* Some small tree removal and dirt moving to improve classic skiing access
* Trails from biathlon to bridge – some heaving has occurred and created bumps / smooth over = all covered under current trail maintenance allowances in our recreation lease.
* Need to ensure most work is completed in the Spring/Summer going forward so not scrambling in the Fall

6.3 **RISK MANAGEMENT & EMERGENCY PREPARDNESS SUB COMMITTEE** (Michael): On back side of parking pass going to add some key skier responsibilities as a “memory jog” about what they need to be aware of going out on the trails.

6.4 **SNOW CLEARING & GROOMING SUB COMMITTEE** (Michael): Michael will be reaching out to volunteers & will schedule training sessions in coming months.

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| **7.0 DIRECTOR & COORDINATOR REPORTS** | |
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| 7.1 **TREASURER** (Lori): See 3.1  7.2 **TRAILS** (Matt): N/A  7.3 **FACILITIES** (Michael): Nothing to report  7.4 **BIATHLON** (Randy): Continuing to practice, some new members, starting to gear up for Artic Winter Games (Jan 29th) including a camp. Possibly sending a snowshoe biathlon team! Randy and Davis close to completing their biathlon certification.   * 1. **JACKRABBITS** (Theresa): See Michael’s update in 2.1.3   7.6 **RACE TEAM** (Amber): Doing dryland training; raffle fundraiser; first race is Dec 9/10 in Canmore. Ski ties available until they run out – will be at the Ski Swap and General Meeting   * 1. **MARKETING/COMMUNICATIONS** (Christine): Banff Mountain Film Festival tickets on sale Nov 1st and will be on sale in person at the ski swap + General Meeting. Very close to solving the Google Workspace issue using an IT person from the County (side gig) – this will improve Board communications and give Dallal an official Club access. Will send out an e-blast reminder for Fall General Meeting with link to agenda.   2. **PROGRAMS** (Theresa): See 3.1 Budget Review for conversation on Chicks on Sticks + program pricing / rentals / day passes   3. **FUNDRAISING** (Gordon): See 5.1   7.10 **MEMBER AT LARGE** (Ken P): Are we concerned if traffic is being transferred from the lodge to the north parking lot if the entrance and parking access are approved?   * 1. **SECRETARY**: N/A – Vacant   2. **VICE PRESIDENT** (Christine): Will work with Dallal to arrange food for Volunteer Appreciation gathering after Fall General Meeting on Nov 20th.   3. **PRESIDENT** (Michael): Nothing extra to add   4. **PAST PRESIDENT**: N/A - Vacant | |
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| **8.0 IN CAMERA SESSION** |

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**9.0 ADJOURMENT**

Motion to adjourn by Randy @ 9.29pm

**10.0 NEXT MEETING**

Fall General Meeting: Sunday, November 20th @ 1:00pm > Steve Cooper Lodge

Next Board Meeting: Wednesday, November 23rd @ 7:00pm > ZOOM