

2023 2024 Caledonia Nordic Ski Club Board of Directors

January 8, 2023

Draft Meeting Minutes

Attendees:

Executive:

- President - Lanita Horning
- Treasurer - Shane Sienaert
- Secretary – Gretchen Prystawik
- Vice President - Tim Roots
- Past President - Lance MacDonald

Directors:

- Andrew Watkinson
- Jim Burbee
- Paul Schuetz
- Peder Nettet
- Monica Mattfeld – regrets
- Simon Lamarche
- Michael Duck

Staff:

- CNSC General Manager - John Bowes
- Competitions Chair - Kevin Pettersen - regrets

Quorum: **Met** (*“The quorum necessary for the transaction of business by the Board of Directors shall be six of the elected positions, of whom two must be members of the Executive Committee. “CNSC By-Laws s.4 (f))*)

Location/Venue: In-person; CNSC Tech Building

Call to Order: 6:37 pm

Lheidli T’enneh First Nation Territorial Acknowledgement

Discussion Items:

1. Review & approval of Agenda

MOTION: *That the agenda for the January 8, 2024 meeting of the CNSC Board be approved as presented.* Moved – Jim B; Seconded – Shane S; Approved

2. Review & approval of Minutes

MOTION: That the minutes for the December 4, 2023 meeting of the CNSC Board be approved as presented. Moved – Paul S; Seconded – Shane S; Approved

3. Reviewed action items from previous meeting (see appendix at end of this document)

4. Signing authority for Kevin P on Para Nordic account

- Discussion regarding efficiency of Kevin P, Para Nordic Committee Chair, having signing authority on the Para Nordic account.
- This will still require one other approved Board member with signing authority to approve cheques.

MOTION: Add Kevin Petterson as signatory on Para Nordic account, with limits identified in Para Nordic budget presented by Matt H on November 30, 2023, until July 31, 2024. Moved – Tim R; Seconded – Jim B; Approved

5. Review of license of occupation

- Club's historic tenures (licenses and leases);
- Rationale for application;
- History of club's woodlot;
- Letters of support from City, Regional District, Lheidli T'enneh, immediate neighbors, public;
- Decision expected beginning of June 2024 from Province of BC;
- Plan an open house for anyone including members for after competition season (see action items)

6. Review Terms of reference for bylaw committee

- Discussion on content of document;
- Discussion on review processes and communication to membership;
- Discussion on membership of committee
- Tim to incorporate Board's suggestions into updated TOR document
- Board can approve updated document over email once completed and shared
- Board will approve final membership of committee at February meeting (see action items).

7. Review facilities projects requiring planning and budget

- Biathlon range: Project to change shooting wall. Engineering plan required and will need quote for entire project. Plan ~5k\$. Aaron Sinclair has arranged the plan, Club will pay.
- Front concrete steps: Steps have shifted and sloped. Estimate ~10K\$ to fix. Options to build scaffold stairs overtop of concrete so stairs are useful this winter. Note, Andrew and Facilities volunteers used wood available and built steps week of January 8.

- Picnic table shelter: New shelter and wood storage solution required at gravel pit. Engineering plan required with proper footings. Estimate ~ 2-3k\$

MOTION: Approve up to \$3,000 for engineering plans for new shelter in gravel pit. Moved - Tim; Seconded - Peder; Approved.

8. Reports

- **General Manager's Report**
 - School ski programs canceled due to lack of snow; SDP delayed to this Saturday but expect delay from anticipated cold weather;
 - Coaches trained last weekend;
 - Competitive programs are racing (upcoming race in Williams Lake cancelled);
 - Groomed at Bear Lake; BC Parks has asked to continue grooming through winter; YRB plowed parking lot and access road (Parks to pay);
 - Snowmaking until too cold (expect stop tomorrow night);
 - Membership ~2200.
- **President's Report**
 - No snow or ski operations due to very low precipitation and mild temperatures.
 - License of Occupation (land acquisition application) at Front Counter BC - waiting for decision later this spring
 - Meeting to be called later this month to discuss the paved trails initiative
 - Work underway by Kevin and the Para Nordic committee towards hosting in March.
 - Tim has put the call out for volunteers for the Bylaw Revision committee, Terms of Reference for this committee.
- **Vice President's Report**
 - Worked on terms of reference for Bylaw Committee
 - Met with Kevin P and Matt H about presenting sponsorship for Para Nordics - no financial implications to club
 - Wish to amend presentation of financials for Para Nordics – worked with Matt, want to talk with Shane also, intent to use for reporting at next AGM

- **Treasurer's Report**
 - Equipment expenses approximately 300% over budget for repair and maintenance
 - Purchased new mower
 - Repaired ATV/quad
 - Expect incoming revenue from sales of old equipment to balance budget
- **Secretary's Report**
 - Mailbox summary
 - Seven volunteers from club membership for bylaw committee
 - Inconsistent use of email addresses and distributions lists – trying to promote consistency by providing contact list
 - Positive response for posting Board meeting minutes to club website
- **Director of Competition's Report**
 - Grand Tour delayed to Jan 15, contingent on snow conditions
 - BC Cup Biathlon Jan 20th weekend
 - BC Cup end of January
 - Teams are optimistic about weather and snow for Para Nordics
 - Rumours that Quesnel BC Games could relocate to CNSC – unconfirmed and no one has approached club. Please direct inquires to General Manager
- **Director of Trails' Report**
 - Worked on report for Board that details forestry development, subdivisions, and gravel quarrying in Miworth and areas near application for license of occupation
 - Heavy historic use of the area is visible in air photos with significant alternations to forest cover over time
- **Communication Director's Report**
 - Aiming to meet soon with Board members to discuss communication, website, and other matters

Meeting Adjourned: 10:03 pm

Action & Motion Tracker

The following tracks actions and motions that are outside of routine Board business (i.e., not including motions to accept minutes).

Action Identifier	Action	Owner	Comments	Date Completed
4-11-06-23	Work with Wendy Fiala & Scotia Bank to transfer signing authority for CNSC to new Executive	John		Completed
1-12-04-23	Work with accountant (Matt) on financials reporting to highlight risks and high-level information for Board review	Shane	Clarify risks and why, for example, cycling program shows \$30,000 liability	In progress, plan to discuss during Feb meeting.
2-12-04-23	Investigate risk management for club and discuss at future meeting	Shane	Review coverages, premiums, etc. Renewal spring 2024. Think about committee to review.	In progress
3-12-04-23	Post Cross Country BC Harassment/Safe sport policy with other CNSC policy on website	John	Comprehensive policies will protect athletes, coaches, and volunteers. Good for everyone.	Completed
4-12-04-23	Draft terms of reference for bylaw committee to be shared with Board.	Tim	Clarify scope and role of committee (make recommendations to Board in service of the club; confidentiality, etc.)	Completed January 2, 2024.
5-12-04-23	Anyone interested in participating in partnership with Lheidli T'enneh, contact Lance	All	Ongoing work required to nurture partnership	Consider complete Meeting this Thurs, Jan 11

Action Identifier	Action	Owner	Comments	Date Completed
6-12-04-23	Plan and schedule special meeting to discuss paved trails project (after Christmas), including Kevin P, Dave McDougall, and other key collaborators (Kevin Charleston with Canfor for drone and RoadEng)	Lanita	Tentative agenda topics: Risks of proceeding including exceeding budget; Risks of not proceeding and having to return grant; Geo-tech considerations; Design; History of Board decisions/motions; Scope of project and phases (wish list and proceeding incrementally); Other grants that could be accessed in near future (RDIP); Insurance & liability; Maintenance expectations; Communication plan; Financial costs to members	Complete. Scheduled January 14, 2024, 1 pm, Tech Building
7-12-04-23	Consider nominating Kevin P for volunteer award (lights, snow making, etc.)	Simon	Email Board with award details	
8-12-04-23	Send out notice from FrontCounterBC to membership when available	John	Public engagement (review & comment) opportunity should be extended to membership	Complete. December 13, 2023
9-12-04-23	Bring Jabra device	Gretchen	Try to address challenges with online/Zoom participation	Complete.
1-01-8-24	Save final approved December board meeting minutes in January folder	Gretchen	From now on, final board minutes will appear in the folder in which they were approved, in PDF. (For example, January minutes, once approved, will be saved as PDF in the February meeting folder.)	Complete Jan 20, 2024
2-01-8-24	Plan open house for members, neighbors, and public to learn more about license of occupation	Jim, Lanita, Gretchen	After competition season complete at the end of March, 2024.	
3-01-8-24	Revise draft Terms of Reference for bylaw committee with Board suggestions	Tim	Board can email approval of TOR. Members of the committee will be selected and approved by Board during February meeting	

Motion Identifier	Motion as passed	Comments
1-11-06-23	That the MOA between CNSC and UNBC be accepted, with discussed amendments. (Moved - Peder; Seconded – Jim. Accepted.)	<p>Amendments suggested to clarify grad student eligibility requirements, CNSC athlete code of conduct, and minor punctuation. Monica to support.</p> <p>Monica to work with Kevin, Simon, and UNBC communications and athletics departments on announcements.</p> <p>Simon to proceed to with UNBC.</p>
2-11-06-23	That membership be called to participate in a bylaw committee with a mandate to bring recommendations on bylaw additions and changes to Board. (Moved Tim; Seconded – Peder. Accepted.)	Motion by previous Board in June 2023 moved to create a bylaw committee. This motion advances the work.
3-12-08-24	Add Kevin Petterson as signatory on paranordic account, with limits identified in paranordic budget presented by Matt H on November 30, 2023, until July 31, 2024. (Moved Tim; Seconded Jim; Accepted)	
4-12-08-24	Approve up to \$3,000 for engineering plans for new shelter at gravel pit. (Moved Tim; Seconded Peder; Accepted)	