

2023 2024 Caledonia Nordic Ski Club Board of Directors

November 6, 2023

Draft Meeting Minutes

Attendees:

Executive:

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

Directors:

- Andrew Watkinson
- Jim Burbee
- Paul Schuetz
- Peder Nettet
- Monica Mattfeld
- Simon Lamarche
- Barry Boehmer
- Michael Duck (via phone)

Staff:

- CNSC General Manager - John Bowes
- Competitions Chair - Kevin Pettersen (via phone)

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

Discussion Items:

1. *Review & approval of Agenda*

MOTION: *That the Agenda for the November 6, 2023 meeting of the CNSC Board be approved as presented.* Moved – Shane Sienaert; Seconded – Jim Burbee; Approved

2. *Approval of minutes*

MOTION: *That the updated minutes of the October 2, 2023 meeting of the CNSC Board were*

discussed. Meeting attendance did not meet quorum therefore no motions were passed. Moved - Jim Burbee; Seconded – Peder Nettet.

3. *Welcome & Discussion/Appointment of Directors*

- Competitions – Barrie (Mike to shadow)
- Facilities – Andrew
- Trails – Paul
- Programs – Peder & Simon
- Communications – Monica

4. *Debrief AGM (see action items)*

- Transparency requested - Posting of Agenda, Minutes & Reports
- Paved trails
 - Written response to members who provided written submissions on paved trails
 - Further discussion planned for December Board meeting

5. *Discussion on rules of engagement*

- Developed 2023 2024 Caledonia Nordic Ski Club Rules of Engagement available [here](#)
- To be reviewed at start of each Board meeting

6. *Discussion of Memorandum of Agreement between CNSC and UNBC*

- Reviewed MOA to create university/CNSC racing team
- Amendments suggested to clarify grad student eligibility requirements, CNSC athlete code of conduct, and minor punctuation.
- Monica to work with Simon on suggested amendments; connect with Kevin, Simon, and UNBC communications and athletics departments on announcements

MOTION: That the MOA between CNSC and UNBC be accepted, with discussed amendments. Moved - Peder; Seconded – Jim. Accepted

7. *Update from General Manager*

- General Operations:
 - Current membership registration at 1085, which is normal for this time of year.
 - 945 returning members; 140 new members
 - Smaller advertising campaign through CKPG than usual
 - Rental Shop staff hired and are ready for the season to begin
 - Lisa Connor hired to focus on development of the new website; hoping to launch this season
 - Hired Nicole Vaillencourt to organize club and community events.
- Grooming/Trails:
 - Team has been doing maintenance to prepare ski trails for winter. Additional work

facilitated by renting excavator with mulching head to clear trails easily, create a new dog trail connector, clean up some areas on the competitions trails to allow for more snowfall, and open up some recreational trails for smoother lines.

- o All groomers are returning along with an additional resource (Sage Bialuski).
- o Two individuals hired as snowmakers, hoping to hire one more person.
- o Additional staffing aims to reduce extended working hours for better balance and employee retention.
- Programs:
 - o Community Gaming Grant provides \$17,000 towards our Skills Development Program (SDP) and Junior Racer programs.
 - o SDP programs (73 registered) – currently low do to low number of interested coaches. Ongoing publicity to recruit new coaches.
 - o Ali Cadell and Tuppy Hoehn are our Head Coach team for competitive programs for both XC and Biathlon programs to reach all athletes. The goal this season is to build a stronger community spirit in the competitions programs.
 - o Junior Racers: 23 (XC program), 21 (biathlon program) = 44 total

8. *Update on Partnership with Lheidli T'enneh*

- Meeting planned for November for potential Indigenous day event.
- Lance and Jim would like to be involved, along with John B.
- Board agreed that nurturing the partnership is important.

9. *Update on competitions from Chief of Competitions Kevin P.*

- See full report on Google Drive (once restored)
- 2024 Para Biathlon World Championships & 2024 Para Nordic World Cup Finals
 - o Courses being re-certified
 - o Ongoing engagement with International Ski and Snowboard Federation (FIS)
 - o Teams invited & provided with manuals, need to RSVP by end of November 24, 2023
 - o Event webpage should be launched soon
 - o Work under way to secure livestream event broadcast, subject to funding
- Grant applications confirmed \$620,000 funding confirmed from many sponsors
- Grant applications pending for \$270,000 from many sponsors
- Sponsorship confirmed for \$100,000 cash and in kind for food; fiber optic connection; medical supplies, repair services, equipment; radios; printing; portable building rentals
- Competitions Committee:
 - o Chief of Competitions has been hired for upcoming races because local and volunteer expertise is not available.
 - o Oct 29/23 - Biathlon Fall invitational (completed)
 - o Jan 20-21, 2024 - Biathlon BC Cup

- o Jan 27-28, 2024 - XC BC Cup
- o Jan 1 - Feb 15, 2024 - Grand Tour (6 weeks)
- o March 3 – 17, 2024 Para Biathlon World Championships & 2024 Para Nordic World Cup Finals
- o Loppet or alternative
- Paved competition trails - Destination Development Fund
 - o Grant secured for \$1 million, \$900K received
 - o Additional funding under investigation for expansion for para sit ski course, recreational courses, and accessible trail)
 - o Initial trail designs submitted to GeoNorth for geotechnical engineering assessment and design
 - o Two site tours provided to approximately 67 CNSC members in September
 - o Positive comments from AGM attendees
 - o Six written responses from members require response
 - o Additional Board discussion scheduled for December meeting

Meeting Adjourned: 9:26 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).

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.)	Amendments suggested to clarify grad student eligibility requirements, CNSC athlete code of conduct, and minor punctuation. Monica to support. Monica to work with Kevin, Simon, and UNBC communications and athletics departments on announcements. Simon to proceed to with UNBC.
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.

Action Identifier	Action	Owner	Comments	Date Completed
1-11-06-23	Coaching information provided to John B to support recruitment of new coaches through publicity	Peder	John to share in upcoming newsletter	
2-11-06-23	Provide suggestions for MOA CNSC UNBC to Simon via email	Monica	Simon to continue work with UNBC as per motion 1-11-06-23.	
3-11-06-23	Work with Kevin, Simon, and UNBC on communication/publicity after MOA is formalized	Monica		
4-11-06-23	Work with Wendy Fiala & Scotia Bank to transfer signing authority for CNSC to new Executive	John		

Action Identifier	Action	Owner	Comments	Date Completed
5-11-06-23	<p>Update agenda template with the following:</p> <ul style="list-style-type: none"> -Add territorial acknowledgement -Add update on partnership agreement with Lheidli T'enneh -Add old and new business -Explore use of consent agenda 	Gretchen		24-11-23
6-11-06-23	Invite expressions of interest from members to serve on bylaw committee	John B	Bylaw committee to be formed following Board motion in June 2023. Interested members will notify Secretary via email. Tim will chair the committee.	15-11-23
7-11-06-23	Acknowledge receipt of written feedback from six members regarding paved trails	John	Inform that Board will be discussing paved trails during December meeting. Information will be provided to all members as available.	

Action Identifier	Action	Owner	Comments	Date Completed
8-11-06-23	Write up rules of engagement document and post to Google Drive	Gretchen		24-11-23