2023 2024 Caledonia Nordic Ski Club Board of Directors
February 5, 2024
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 Nesset
- Monica Mattfeld – regrets
- Simon Lamarche
- Michael Duck

Staff:

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

Guests:

- Barry Booth

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: 6:35 pm

Lheidli T'enneh First Nation Territorial Acknowledgement

Discussion Items:

1. ***Review & approval of Agenda***

MOTION: ***That the agenda for the February 5, 2024 meeting of the CNSC Board be approved as presented.*** Moved – Paul; Seconded – Lance; Approved

2. *Review & approval of Minutes*

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

MOTION: ***That the minutes for the January 14, 202 special meeting of the CNSC Board on paved trails be approved with clarification that paving of biathlon range is included in project if modification to firing line is completed in time.*** Moved – Shane; Seconded – Paul S; Approved.

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

4. *Revisiting our Rules of Engagement*

- Email communication may or may not include all Board members, depending on subject. Board members should be empowered to advance projects in between meetings and provide updates periodically.
- While everyone attempts to arrive to meetings promptly to respect other Board members' time, sometimes it is not possible.

5. *Review Terms of reference for bylaw committee*

- Concern that some clauses are out of scope of June 2023 motion (reviewing policies and procedures). Intent is to review what policies should be referenced in the bylaws, not review policies.
- A previous Board passed a motion for Governance Committee TOR tol look at policies and procedures - a motion to implement the committee was made last year.
- Bylaw Committee role is to draft changes to Bylaws, present to Board, Board decides if to go forward to membership for vote
- Bylaw Committee should not duplicate work of Governance Committee
- Changes: two sentences about policies and section "v" were removed since they referenced work that was already inherent to the scope; a sentence was added regarding communication.

MOTION: **Approve revision G of Bylaw Review Committee Terms of Reference with changes as marked.** Moved - Tim; Seconded - Shane; Approved.

6. *Paved trail project*

- Reviewed broad project scope, budget, and timelines;
- Reviewed three options for wording of motion;
- Project budget is $1 million and scope will be managed within;
- Detailed budget including breakdown of costs will be available after proposals received from interested bidders;
- Vote to members under Bylaw 4o not applicable.

MOTION: **That the paved roller ski trail be approved as presented at the special paved trail meeting on January 14th, 2024 (see attached email Jan 11 to Board from Kevin P). Project scope will be as identified on Jan 14, within 1M$ budget of Destination Development Fund grant. The Board supports efforts to secure additional funds for additional related works.** Moved - Paul; Seconded - Mike;

Approved.

7. Reports

- **Director of Facilities Report**
  - Engineer submitted a plan for Biathlon wall reconstruction. Concrete block wall reconstruction & adjustment of firing line elevation. Engineering plan to be used for quotes. Ensure complete in time to include in paved trail surfacing.
  - Main entrance stairs brought up to a safe standard. 4-day effort to construct temporary sets of steps over the sloping concrete steps. Temporary- allows opportunity to arrange funding for a proper replacement. Staining planned for later
  - Implementation of Telus high-speed internet service in place till end of Paranordics. Telus has set up a high-speed (1Gbit) internet circuit for the Para Worlds. May be a good time to consider options going forward (current Starlink may not be adequate for future needs)
  - Garbage facilities are inadequate, need upgrading: dumpster and trash receptacles around the site are in need of upgrading (capacity, not bear proof, unsightly). MOE donated bear proof dumpsters, working on branding
- **General Manager's Report**
  - ~2170 members
  - Few favourable conditions for snow making so far this winter
  - Icy conditions
  - Successful two races back-to-back (avoid for future due to pressure on staff and volunteers)
  - Tried to groom at Bear Lake but not enough snow/rain crust
  - Snowmaking training for volunteers Feb 6 (set up and tear down of equipment, staff run over night)
  - Grand Tour canceled and altered for past few weeks
  - School groups have been coming
  - Events – music night; movie night; Iceman; Feb 19 Family Day & Lheidli T'enneh Day; adventure triathlon; other
  - Website improvements in progress; Nordic Pulse issues – no map showing; social media streamlining
  - Need to work together to grow programs and numbers for sustainability
  - BC Winter Games may wish to come to CNSC (week before ParaNordics)
  - Start Masters skiing next week, conditions permitting
  - Save some time in maintenance schedule to repair a roller tool to pack snow and increase longevity, in low snow years.
- **President's Report**
  - Weather conditions are challenging this year. Very cold, very warm and not much snow. All facets of CNSC are affected.
  - Kevin Pettersen walked us through the work he's done on getting the paved trails project off the ground with a special meeting Jan 14/24.
  - A motion was put forward by Paul Schuetz (trails director), seconded by Mike Duck to re-approve the paved trails project after being initially approved in concept only in 2012.
  - A summer use project is looking like a better idea all the time with winter becoming more unpredictable every year!

- Tim continues to refine the ToR for the bylaw revision committee. If not presented at the Feb 05 board meeting, they will be presented at the following board meeting for approval.
- Lance continues work with the Lheidli T'enneh for a recognition event on Family Day, Feb 19, at Otway to celebrate our partnership.

- **Vice President's Report**
  - Received email from Cheryl Wehr regarding Riverside Parks Conservation Association, in Board folder. Suggested response is to acknowledge support in concept for the values she is espousing while pointing out the club is some distance from Moores Meadow with little practical connection.
  - Discussed biathlon area firing line issues with Aaron Sinclair of the Biathlon Committee. The following can be read in conjunction with Andrew's report. Present top of concrete blocks is too high to remain within IBU range specifications with typical snow depths created by snowmaking. Installation of paving would make this problem worse and any changes need to be carried out before paving. The biathlon group has developed a plan to remove the existing lock blocks and replace them with a concrete retaining wall. A conceptual plan for the retaining wall was obtained from Burns Lake, who have recently carried out a similar project, and given to Scouten Engineering to provide a finished design. At the time I spoke to Aaron he was unaware of any progress from Scouten. Aaron indicated he believed the work would be carried out as part of the paved trails project, which included a paved shooting ramp and area suitable for a penalty loop in the initial phase of the project. Aaron has previously approached donors to provide funding to carry out this project and believes he has support, but has not followed through since he became aware that money had been allocated from the paved trails project.
  - Discussed harvesting plans for Nordic Forest woodlot with Scott Forrest, who indicated that he would apply for such and proceed to harvest if he thought pricing was suitable
- **Treasurer's Report - none**
- **Secretary's Report**
  - Further attempting to streamline our communication
  - Communication tracker - tracks what comes in, from who, and helps formulate response
  - Correspondence folder - place to store all emails and letters from external to Board. If you receive any correspondence, please email Gretchen so I can include it in summary to Board and put in tracker
  - Promoting collaboration: I think it's really important that Board materials are circulated in an **editable format** (Word, Excel, PowerPoint) until such time as they are finalized (then they can be converted to PDF). I believe this promotes collaboration and makes it easier to be more clear about exactly the changes/suggestions being made.
  - Next time we have guests, provide with introduction and scope of their role, including asking for discretion to not share information
- **Past President's Report**
  - John is leading planning for Family and Lheidli T'enneh Day
- **Director of Competition's Report**
  - Working report including: Budget updates, Milestones/events being planned, Number of participants, Red flags (key issues), Plan for Para Nordics if no snow, Communication plan for members' services around races

- **Director at Large – Jim B's report**
    - Planning to resign from Board of Nordic Forest after Paul is comfortable
    - Nordic Forest will not be harvesting again until the ministry begins processing permit applications, which is highly unlikely to be in time for a 2024 harvest.
- **Director of Trails' Report**
    - Tenure Application – meeting with Cranbrook Hill Greenway Society's AGM on Jan. 31st, 2024; John & Paul; background on rationale for application; Q&A; well received.
    - CHGS did not provide letter of support for LOO because didn't know potential impact to trail; satisfied with application; if approved, would like to be engaged
- **Directors of Programs Report**
    - Met with the coaches to work out the details as to how they want the UNBC ski team to be announced, format, waxing support at other venues not supported by CNSC, etc.
    - Met a meeting up with Matt Woods (UNBC recruiting) and Dennis Stark (Communications) to discuss how to broadcast the news regarding the ski team and to hear if we can create the tuition credit to attract more athletes?
    - Planning to meet with Megan Begley from Nordiq Can to create a news clip for the Can championships and connect with BiCan.
    - Speaking with Nancy Beaumont to figure out team registration.
    - Board support requested and provided to investigate team van; Varsity club run by CNSC so could include transportation of junior team as well; explore liability and exposure of club
    - Sponsorship committee – many different people were working on this, opportunity to centralize and coordinate, Competitions Committee may have a group doing sponsorship already, package all as racing and then portion to various subgroups, please share names with Simon

Meeting Adjourned: 9:40 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
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 at future meeting.
2-12-04-23	Investigate risk management for club and discuss at future meeting	Shane	Review coverages – ensuring CCBC included, premiums, etc. Renewal spring 2024. Think about committee to review.	In progress (expect to review up to 3 quotes at April meeting)
7-12-04-23	Consider volunteer award nominations	Mike	Email Board with award details	In progress
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.	In progress
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	Complete Jan 20, 2024

Action Identifier	Action	Owner	Comments	Date Completed
1-02-05-2024	Post final TOR to Google Drive	Tim/ Gretchen		
2-02-05-2024	Share Linework, LiDAR, contours, tenure boundaries, inaccessible areas, digital file, report by IFS on forest cover with Miworth Community Association. Request not to share widely further. Paul can be contact for questions.	Jim & John	Jim - prepared requested data John - transfer data file and data sharing agreement with requested confidentiality provisions	
3-02-05-2024	Send notice to members on paved trail motion to re-approve	John		Completed Feb 7, 2024
4-02-05-2024	Respond to email from Cheryl Wehr regarding general support for park initiative	Tim		

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.
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)	
1-02-05-24	Share Linework, LiDAR, contours, tenure boundaries, inaccessible areas, digital file, report by IFS on forest cover with Miworth Community Association. Request not to share widely further. Paul can be contact for questions. (Moved - Jim; Seconded - Peder; Approved.)	In response to request from MCA, under principle of transparency. Information is mostly available in public domains.
2-02-05-24	Approve revision G of Bylaw Review Committee Terms of Reference with changes as marked. (Moved - Tim; Seconded - Shane; Approved.)	

3-02-05-24	That the paved roller ski trail be approved as presented at the special paved trail meeting on January 14th, 2024 (see attached email Jan 11 to Board from Kevin P). Project scope will be as identified on Jan 14, within 1M$ budget of Destination Development Fund grant. The Board supports efforts to secure additional funds for additional related works. (Moved - Paul; Seconded - Mike; Approved.)	