2023 2024 Caledonia Nordic Ski Club Board of Directors
May 6, 2024
Approved Meeting Minutes

Attendees:

Executive:

- President - Lanita Horning
- Secretary – Gretchen Prystawik
- Vice President - Tim Roots

Directors:

- Andrew Watkinson
- Paul Schuetz
- Peder Nesset

Staff:

- CNSC General Manager - John Bowes

Guest:

- Ryley Newman, Brownbridge Insurance

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: Tech Building & Zoom

Call to Order: 6:37 pm

Territorial Acknowledgement

Discussion Items:

1. ***Review of Agenda*** - Due to priorities and small attendance, focused discussion on following two items

2. ***Insurance – presentation by Ryley Newman, Brownridge Insurance***

    a. Ryley prepared quote for CNSC with gap analysis in 2018 but insurance was purchased from Integris
    b. 2024 gap analysis indicates that current coverage does not address issues previously identified. Proposal presented does address those gaps with a $25,000 deductible to manage premium costs
    c. Proposal cost approximately $90,000 per year for liability, replacement of infrastructure, and directors' insurance under key items described below:
        i. Property limits: insured for replacement costs (~5.9M$), which were determined

after an appraisal of club buildings, with consideration of critical rebuild required. (Decision not to ensure Santa's Cabin, a few sheds, and a few outhouses deemed unnecessary to save premium. Previous policy was for ~1.6M$ and this is a major source of increased policy cost.)

ii. Water systems: now insured (were not previously covered).
iii. Business interruption insurance: were not previously covered; allows for continued administrative budget and operations to rebuild.
iv. Equipment: increased limits on some equipment and have removed coverage on equipment that is no longer in our fleet
v. Building contents insurance: were not previously covered
vi. Liability insurance: fill gaps for directors, summer use, and areas not previously covered (such as general mountain biking/trail use).

d. Next steps:
    i. Target renewal before end of May with Ryley working with John B on final details
    ii. Manage renewal period to avoid fire season. (Renew May 2024 for one year term, expiring May 2025. Then renew for 6-month term with expiry winter 25/26, following with one-year terms. Difficulty to renew policies when fires are within 100km of facility/club.)
    iii. Include option for members to donate to summer trail use liability insurance for Zone 4 registration (see action items).

MOTION: ***Approve John GM to proceed with changes to insurance provider to Brownridge Insurance for coverages discussed (including liability, replacement, and directors'), based on his judgement, for approximately $90,000.*** Moved – Tim; Seconded – Andrew; Approved

3. Biathlon Ramp

a. Discussed engineering design and construction options; quotes received; timelines; funding through Sons of Norway and contingency plans for transfer is later than anticipated; discount options for cement; sale of concrete lock blocks to recoup some costs.
b. Next steps:
    a. Andrew to proceed with volunteers (Aaron Sinclair)
    b. Contract finalization with PRD
    c. Contract finalization with Scouten Engineering for quality assurance/oversight

MOTION: ***Proceed with reconstruction of biathlon wall, generally as per drawings developed by Scouten Engineering. Proceed with award of construction contract to PRD, after having considered cost, scope of work, and contractor availability.*** Moved – Paul; Seconded – Andrew; Approved

Adjourned: 8:29 pm

Next meeting: June 3, 2024

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	Completed May 6, 2024
2-12-04-23	Investigate risk management for club and discuss at future meeting. (Insurance due in May.)	Shane	Reviewed coverages, premiums, with GM John and Brownridge Insurance. Appraisal required (anticipate ~$2,000 in April) to secure increased coverage before fire season. Fire assessment to be completed by BC Wildfire Service and City of PG fire fighters.	Completed May 6, 2024
7-12-04-23	Consider volunteer award nominations	Mike	Email Board with award details. Registration and nomination starts end of March, 2024.	Completed
2-01-8-24	Plan open house for members, neighbors, and public to learn more about license of occupation	Jim, Paul, Lanita, Gretchen	After competition season complete at the end of March, 2024. Include engagement opportunity for members to provide input on major developments and initiatives (i.e., paved trails, biathlon range, new picnic structure, development if LOO approved, fire risk mitigation, danger tree falling, programming, etc.)	In progress Lanita and Tim working on date Exploring option to work with PG BRS and other organizations Gretchen to introduce Lanita to PG BRS

Action Identifier	Action	Owner	Comments	Date Completed
4-02-05-2024	Respond to email from Cheryl Wehr regarding general support for park initiative	Tim		In progress
1-08-04-2024	Update Governance Committee Terms of Reference with feedback from April Board meeting	Tim	Target Board approval during June meeting	
2-08-04-2024	Draft conflict of interest policy that could be adopted immediately for all CNSC business and contributors (volunteers & staff & members)	Tim	Create something stand alone for immediate adoption but dovetail later with bylaws, governance, or HR policies	
3-08-04-2024	Explore mechanism to solicit and respond to feedback that ensures action while also protecting staff and volunteers from inappropriate messages.	John, Lanita, Gretchen	Portal on website Dedicated email address Standing agenda item	
4-08-04-2024	Review insurance coverage and ensure adequate policies asap in time for fire season	John	Prioritize for email approval, if motion or financial decisions required.	Completed
5-08-04-2024	Report out on next steps for environment / sustainability committee	Lanita	Include burning/open fires at gravel pit	
6-08-04-2024	Report out to members on status of paved trail project at least monthly, or if significant changes or milestones. Include updates on other significant club activities or events, as per ongoing winter 23/24 practices	John	Several members have reported to Board that increased communications, as per periodic newsletter and email, are appreciated.	

Action Identifier	Action	Owner	Comments	Date Completed
7-08-04-2024	Explore formal or informal thank you to member who donated $25,000 towards purchase of electric snow mobile	Lanita	Public acknowledgement or thank you card signed by Board on behalf of club members	
1-06-05-2024	Add option and or description in donation for Zone 4 registration to specifically highlight summer use liability insurance	John	Approximately $60,000 increase in insurance fees should be highlighted to members in a constructive way.	

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.)	
1-03-04-2024	Approve Dave Snadden, Barry Booth, and Dave Nelson to act as members of the Bylaw Committee. (Moved - Tim; Seconded - Jim; Approved.)	
2-03-04-2024	Appoint Paul Schuetz to Board of Nordic Forest after resignation of Jim Burbee. (Moved - Jim; Seconded - Simone; Approved.)	
1-08-04-2024	Assign governance committee to develop conflict of interest policies and present draft for adoption next meeting. (Moved - Gretchen; Seconded - Peder; Approved.)	
2-08-04-2024	Increase CNSC's office/GM credit card limit to total $7500. Moved – Mike; Seconded – Tim; Approved.	
3-08-04-2024	Motion to support race team family friendly fundraising pub night event by supporting gaming license application for 50/50 draw, April 26. Peder Nesset Programs Director will be named. Moved – Tim; Seconded – Mike; Approved.	

1-06-05-2024	Motion to approve John GM to proceed with changes to insurance provider to Brownridge Insurance for coverages discussed (including liability, replacement, and directors'), based on his judgement, for approximately $90,000. Moved – Tim; Seconded – Andrew; Approved.	
2-06-05-2024	Proceed with reconstruction of biathlon wall, generally as per drawings developed by Scouten Engineering. Proceed with award of construction contract to PRD, after having considered cost, scope of work, and contractor availability. Moved – Paul; Seconded – Andrew; Approved.	