2023 2024 Caledonia Nordic Ski Club Board of Directors
July 3, 2024
Final Meeting Minutes

Attendees:

Executive:

- President - Lanita Horning
- Vice President - Tim Roots

Directors:

- Andrew Watkinson
- Peder Nesset
- Mike Duck
- Paul Schuetz

Staff:

- CNSC General Manager - John Bowes

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

Call to Order: 7:03 pm

Discussion Items:

1. ***Focus agenda***

MOTION: *To skip old business and action items and address only the new business and motions proposed by Tim. Moved – Tim; Seconded - Peder. Approved.*

2. ***Review and approval of minutes***

MOTION: *That the minutes of the June 3, 2024 meeting of the CNSC Board be approved. Moved - Lanita; Seconded - Tim; Approved. Mike and Peder abstained as they did not read minutes.*

3. ***2024/25 Budget***

1. Based on 2500 members, no change in fees.
2. Focus on $50,000 sponsorship - adopt a trail, tax receipts issued, target local businesses.
3. Processing fees (Z4/credit card) very high - return to having members pay this fee? To be discussed.
4. Matt Hutcheon to prepare financial reports instead of KPMG - to be discussed. Would save money.
5. 18% Fee increase for racing programs.
6. Competition budget break even.

7. No work planned for trails this year. $2500 to rent machine for 3 weeks for trail maintenance in the fall. Bridge at Hickory Wing and Up the Creek on hold until money available.
8. Picnic/gravel pit shelter not identified as budget item but is a high priority and some money is allocated to complete. John B. will actively solicit donations and direct any extra money this way.
9. Budget showing $12,000 deficit (approximately). John B. will do his best to get to zero deficit.

MOTION: *To approve the proposed working 2024/25 budget as presented. Moved - Tim, Seconded - Lanita. Approved.*

4. License of Occupation (LOO)

1. Tim, Paul, Lance and Jim met with Ariel at Ministry of Water, Land, and Resource Stewardship (WLRS) on June 26 to discuss rejection of LOO.
2. Rejection based on a variety of reasons including ungulate winter range, old growth trees, wildfire concerns with increased human use, Agricultural Land Reserve (ALR) concerns, lack of public support (43 letters against and 9 supportive) and lack of a management plan (although Ministry requested we not submit one).
3. Application failed to address concerns around trail building, not cutting old growth, and only using a small percentage of the land base. We did not adequately address WHY we wanted the land.
4. Next steps - need to evolve current land management plan to meet modern and changing expectations. Possibly reapply for the small 5 ha parcel - will wait for official letter from Ministry as we may still be successful with this parcel as it did not generate any opposition.
5. Lheidli T'enneh withdrew their letter of support in early January, 2024 but the Board as a whole was not made aware of the withdrawal, or receipt of a letter of opposition later in the winter/spring. Discussion on the need for transparency, open and honest communication within our Board and to our membership.

MOTIONS:
To formally communicate the status of the License of Occupation Application to the membership through the newsletter, including clarification that the Lheidli T'enneh letter of support was withdrawn in early January and that this information was not communicated adequately, which resulted in some wrong information being presented to the membership and community. The Board regrets correct information was not made available in a timely manner. Moved – Tim; Seconded - Lanita. Approved.

To revisit proceeding with a new LOO application after the formal letter from WLRS is received and reviewed. Moved – Tim; Seconded - Lanita. Approved.

A call be put out for a committee to develop a Land Management Plan for the present LOO. Moved – Tim; Not seconded. Not approved.

5. Paved trails

1. The Board will not direct the contractor or the paved trails committee directly on how to reduce the quote for $1.48 million to under $1 million. The expectation is that the committee is aware of club priorities and will manage accordingly.

MOTION:
To support awarding the paved trails work to Terus. The Board maintains the approved budget of $1 million. If further funds become available, they will be brought to the Board for approval. Moved – Tim; Seconded - Mike. Approved.

Reports

General Manager's Report John Bowes		• Balanced draft budget prepared • Programs in progress including biking, Junior Racing, Seniors birding and disc golf • Donations are going to make gravel pit shelter possible • Edge Communications working on comms plans for upcoming season • Met with Lance and Lheidli T'enneh communication rep (partnership, fall meeting, future activities, improved communication) • Summer & fall activity planning • Job posting developed in partnership with Tourism PG (hire by end of July, start at CNSC Sept/Oct depending on workload)
Competitions update: Mike Duck		• Still working on gathering the final financials for the International Competitions hosted this year. Kevin P submitted final report to BC Fairs, Festivals and Events and final report to Marketing Initiatives for para events • Hosting 2 competitions in 2024/2025 season: Biathlon Youth Junior World Championships Trials Jan 4, 5 & 7 and Cross Country BC Cup #2 Feb 15 & 16 • Still working on budgets for competitions • Need new Chief of Stadium for 2024/2025 as that position is vacant
President's Report: Lanita Horning		• No report
Vice President's Report Tim Roots		• Bylaw committee shared preliminary draft, goal to have final draft to Board in time for AGM • Attended budget review meeting • Attended meeting on LOO with WLRS
Treasurer's Report:		No report

Shane Sienaert		
Secretary's Report: Gretchen Prystawik		● No new activity in Communication Tracker spreadsheet ● Reminder to summarize your correspondence and communications with members ● Participating on Bylaw Committee – making decent progress although I expect it will be a lot of work to get to finish line before AGM completing bylaws AND providing decision support material to members (what was changed, why, and what implications can be expected)
Past President: Lance MacDonald		No report
Director of Facilities: Andrew Watkinson		● Biathlon wall is built. A few items outstanding to clean up/complete. ● Engineering drawings received for gravel pit shelter, changes proposed and under consideration. Progress to date, beyond planning, is the site has been laid out and placement of screw pile foundations has been defined. The area is fenced off. Further fencing will be put up to preserve the space so as to keep the excavation and crushing operations for the paved trails from taking over the space
Director of Trails: Paul Schuetz		● Summary of meeting with WLRS on LOO ● Bridge on top of Up the Creek proposed but funds required ● Trails Committee proposal for short cut/avoidance section on fingers to avoid "hang nail" – requires future Board discussion
Directors of Programs: Peder Nesset & Simon Lamarche		● No report ● Meet to organize UNBC Nordic ski club ● Trying to raise funds – Board support for Aaron to approach his clients ● Ball rolling for tuition credit re: Biathlon trials ● Racing team sponsorship from natural resources groups – see motion ● Waiting on coaches for a date for a strategic plan.
Director at Large: Jim Burbee		● No report

Adjourned: 9:25 pm

Next meeting: August 19, 2024 then September 9, 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	In progress
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 – Waiting for decision
4-02-05-2024	Respond to email from Cheryl Wehr regarding general support for park initiative	Tim		Considered complete June 3, 2024
1-08-04-2024	Update Governance Committee Terms of Reference previously approved by Board October 2021.	Tim	Target Board approval during June meeting	Completed June 3
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	Shared to June folder, to be discussed in July

Action Identifier	Action	Owner	Comments	Date Completed
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	In progress
5-08-04-2024	Report out on next steps for environment / sustainability committee. Address climate change and examine operations (snow conditions & length of season, IBU looks for clubs to have committees like this, reduce carbon footprint)	Lanita	Include burning/open fires at gravel pit. Reviewed Sovereign policy as baseline. Helps with business continuity plan, may help with international events Add to values/mission/vision	Completed June 3
7-08-04-2024	Explore formal or informal thank you to member who donated $25,000 towards purchase of electric snow mobile Bring thank you cards for Board to Vanda and Aaron Explore recognition requested by Aaron	Lanita & John	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 costs of summer use	John	Sensitive to messaging to ensure no increase to assumption of liability and duty of care	
1-03-06-2024	Explore recognition for John Huybers with Gillian	Gretchen		Completed, for discussion July meeting
2-03-06-2024	Ask Matt for budget/status update on paved trail project for July meeting	John		

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3-03-06-2024	Share draft HR policies including conflict of interest to Board folder	John	For review	Completed, see June folder
4-03-06-2024	Think about fall meeting with Lheidli T'enneh	Lance		
5-03-06-2024	Solicit membership for nominating committee for board elections during October AGM	John	Call to members – process and request for bio.	Completed
1-03-07-2024	Communicate the status of the License of Occupation Application to the membership through the newsletter	John		Completed

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.	
1-03-06-2024	Approve Governance Committee TOR as updated. Moved – Tim; Seconded – Lance; Approved	
2-03-06-2024	Approve Nordiq Canada Safe Sport Policy for CNSC as saved in folder. Moved – Gretchen; Seconded – Jim; Approved.	
3-03-06-2024	Approve volunteers to pursue sponsorship opportunities, ensuring no conflict with existing sponsors and takes a club-wide/program wide approach. Moved - Simon; Second – Shane; Approved	
1-03-07-2024	Approve the proposed working 2024/25 budget as presented on July 3, 2024. Moved - Tim, Seconded - Lanita. Approved.	
2-03-07-2024	Formally communicate the status of the License of Occupation Application to the membership through the newsletter, including clarification that the Lheidli T'enneh letter of support was withdrawn in early January and that this information was not communicated adequately, which resulted in some wrong information being presented to the membership and community. The Board regrets correct information was not made available in a timely manner. Moved – Tim; Seconded - Lanita. Approved.	
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4-03-07-2024	A call be put out for a committee to develop a Land Management Plan for the present LOO. Moved – Tim; Not seconded. Not approved.	

5-03-07-2024	To support awarding the paved trails work to Terus. The Board maintains the approved budget of $1 million. If further funds become available, they will be brought to the Board for approval. Moved – Tim; Seconded - Mike. Approved.	