2024 Caledonia Nordic Ski Club BC Society # S-0005294
Annual General Meeting
CNSC Main Lodge
7:00 pm October 23, 2024; CNSC Main Lodge
Draft Meeting Minutes

Attendees

- **Approximate number of 2023/24 members in good standing: 46**
- **2023/2024 Board of Directors (BOD):**
  - President - Lanita Horning
  - Secretary – Gretchen Prystawik
  - Vice President - Tim Roots
  - Andrew Watkinson
  - Michael Duck
  - Paul Schuetz
  - Jim Burbee
- **CNSC Staff:**
  - CNSC General Manager - John Bowes
  - CNSC Office Manager - Aaron O'Hearn

Quorum: Met (CNSC Bylaws require minimum of 10)

Call to Order: 7:07 pm

Welcome

- Sign in requested; hard copies of reports and agenda provided
- Highlighted Partnership Agreement with Lheidli T'enneh First Nation
- Election tonight, see website for those willing to stand for nomination
- Introductions of staff and current Board

Approval of agenda

- Motion to accept agenda Loraine L; second by Kevin P; approved.

Approval of minutes from 2023 AGM

- Motion to approve minutes Sara Cotter; seconded Robin Ditto; approved.
- Correct spelling of Matt's & Loraine's names; Simon's name added to list of Board attendees.

Presentation of annual financial statements and notice to reader communication Matt Hutcheon, John Bowes

- See statements here
- Note that these were not approved by the Board and signed by Treasurer as per Societies Act. Action for Board to complete.

- Version presented was updated on Monday, October 24 from initial version posted (corrections)
- This is a compilation report, not an audit
- Schedule 1: General statement of operations (everything except for ParaNordics (PN)), includes some items that were not in 2023 schedule
    - Key differences:
        - Grants (Biathlon wall and PN)
        - Interest
        - Program revenues down (weather impact) & wages (decreased from budget) & fuel
        - Contractors (biathlon wall and PN) – used to be grouped with repairs and maintenance in 2023
        - Board approved deficit ~$15k; actually achieved surplus ~$23k
- Schedule 2: Statement of major events, as of July 31, 2024. Some expenses (~$40k) still pending.
    - Expected surplus ~$129k over approved budget
- Statement of operations – combo of Schedule 1 & 2 with inclusion of amortization of expenses (~$254k depreciation of capital assets)
- Statement of changes in net assets (funding sources)
    - Restricted funds previously used to cover small overruns. Intend not to use these in same way in future so have changed the accounting here
    - Event surplus ~$160k – separated so can be tracked
    - Questions
        - What was sold? Non-functional snow mobile.
        - Clarification of "Unrestricted categories" – these are Major Events and Operations
        - Why are amounts for "wages" different on page 6 and page 2? Difference because 2023 statement did not include wages for Programs and Trails included in actuals. In 2024, wages were all accounted for in one place (page 6).
        - What does travel include on page 2? Travel for PN officials.
        - If we put on an event, do we have to pay for officials? It depends on the event. PN officials' and contractors' travel is paid for by the event budget through grants, not membership dues.
- Grants and donations are listed higher than previous year - includes PN
- General questions and comments:
    - Do numbers on pages 6 and 7 add up to totals on page 2? Yes.
    - What is the decision making and allocation process of budgets for regular operations when special events occur (for example, fuel & oil; wages)? A lump sum is transferred from the event to the operations budgets, based on hours and proportion for wages, fuel, and electricity. Consider club resources: staff wages - groomed race trail; club provided electricity.

        - Why is there a separate line for Fuel? This is for rental vehicles during PN. Machine fuel was covered in lump sum transfer for grooming machines.
        - Were office costs, wages, and others not diverted to cover costs during events? Was there an allocation of operational resources onto special events provided on P 7? No, because no employees were specifically assigned to special events/competitions.
        - Is the club subsidizing special events? No, staff are here taking care of members during events.
        - Member wants to see how/if recreation skiing is subsidizing special events in the financial statement. Separation of operational and special events tries to provide this transparency.
            - Event paid for 100% of snow making ($25k), operational funds did not pay for any snow making.
            - Accounting challenge to exactly separate accounting
        - General comment about improvements in transparency of reporting after several years of requesting changes.
        - Where can we see lump sum transfers? From Event to Grooming and Snowmaking (not under Contractors).
    - Pierre Beaudry suggested that membership should know about PN surplus of ~$168k through highlighting in newsletter.
    - What about lost revenue during PN? Rental shop was closed and could not sell trail passes. School programs were canceled. Correct, no school programs were running during PN, but mostly due to lack of snow. Trails were fully accessible after the event, although we were then limited by lack of snow.
    - Comment about short season, clubs in north had shorter or no season. CNSC was very lucky. Sovereign had their longest season ever.
    - Invitation to members to contact GM if more questions.
    - Key message is that membership does not subsidize events.
    - What is the difference between
        - Treasurer = executive responsibility to oversee and accountable under bylaws and Societies Act; and
        - Bookkeeper = data entry and accounting expertise.
- Motion to approve as presented; Aaron Sinclar, Second Jacqui Petterson

Report of the General Manager (GM)

- See full report here
- Key goals similar to last year: build community, events, communication
    - Website, social media, newsletters
    - Events: focus because not much snow. Hoping to continue and add more for this upcoming season
- Build facility into year-round venue
    - Paved trails, biking program, disc golf, fat biking pilot project
    - Ski Jumping Canada: build small ramps in gravel pit, equipment to be provided

    - Outdoor indigenous education: year-round school groups
- Increasing program opportunities
    - Outdoor indigenous education
    - Ski Jump Canada
    - In school bike safety, Hub Cycling
    - Spirit North to bring skiing to indigenous communities
- Build out staff roles year round
    - Office Manager shared with TourismPG in summer
    - Grooming position with Snow Farm in New Zealand
    - Coaching staff
    - Programs – trying to develop full time focus on school groups, biking
- Other staffing
    - Track Attach coach
    - Programs
    - Event coordination & CANSKI
    - Website
    - Trails Manager
    - Grooming Team
- Questions and comments:
    - Request for breakdown of demographics – see lots of exciting things, nothing for aging population. See demographics in Vice President's Report here.
        - Received grant for Horizon; hosted June-July birding program; have grant for fall/winter programing – Explore More for skiing and snowshoeing.
        - Finola Smith requested numbers of members over 55.
    - What is happening with maintenance of single-track trails – would like to help and would like to see more effort invested? Noted.

Board reports

President

- See full report here
- Lots of big projects; appreciate all volunteers and staff to make happen. License of Occupation – June learned not successful so withdrew; Paved trails; PN; gravel pit shelter
- 24/25 season – renewed focus on recreational skiing; Grand Tour; Loppet

Vice President

- See full report here
- Bylaw Committee; wanted thorough opportunity for member engagement and feedback; expect general meeting around January February; membership will be invited to have input; please see report when available
- See demographics on the website
    - ~35% >50; median age 46; Club generally getting younger

Facilities

- See full report here
- Special thanks to Bob and Hugh who help with all facilities
- Highlights: Bear-proof garbage cans & dumpster; gravel pit shelter - waiting for permit. Will be timber frame, open shelter as was there previously but stronger. Trusses are ready; biathlon wall – electrical conduit to be done shortly; Internet service – StarLink getting better but needs snow clearing during heavy accumulations. We will need to consider better internet.
- Question and comment:
    - What will be the nature of the burning appliance at the gravel pit shelter? Open fire pit is planned at this point.

Competitions

- See full report here
- Overview of events: Fall biathlon invitational; Grand Tour; Biathlon Cup #2 & Tech XC BC Cup;
- ParaNordics:
    - Very positive feedback
    - ~$4.5M brought into city from PN events
    - Highlights: volunteer physios; catering, hospitality
- Future events:
    - No international planned for this season
    - Just held Biathlon Fall Invitational
    - Upcoming: Biathlon selection trials; Tech BC Cup #2; PG Iceman; Loppet; Grand Tour
- Volunteers and sponsors – thank you!
- Key volunteer vacancies – looking to fill
    - Chief of Competition (cross country, mentorship will be available) and
    - Chief of Stadium (mentorship will be available)
    - Biathlon Course Lead
- Questions and comments:
    - How do we decide how many competitions? Have a cycle of larger then smaller competitions over several years. Generally, every four or five years, we like to host a larger event (international); national events in between also on ~4 to 5 year cycle, with smaller events each year. Appreciate we can't host all events, each year. Gauge on experience, trying not to overload volunteers. Liaise with organizing committees around April – May for coming season.
    - Comment: Remember it's not just CNSC volunteer burn out. Other clubs and venues are also asking for volunteers.
    - Be prepared that in future, some venues/clubs may not be able to host because of winter conditions/climate change. We may be asked to host, even when we are not expecting.
    - Potential for PG to become high performance training center with post-secondary education opportunities within feasible distance of world class training facility.

Programs

- See multiple reports general programs here, school ski programs here, skill development programs (SDP) here, Junior Racers here, spring/summer bike programs here,
- Directors not available tonight but Simon wanted to highlight varsity team at UNBC reported here

Trails

- See full report here
- Gratitude to snow making and grooming teams
- Trails Committee update
    - Single track impacts from paved trails: highest impact to Karma, plan to make safe (slow/controlled) crossings – not close trails
    - Plans to replace culverts on Hickory Wing towards Greenway with bridge; permit required; need time and budget
    - Terus gravel pit expansion over time is expected to erode dog trail network; need to plan for expansion and trail re-routing; trying to focus on deciduous-leading stands for better snow coverage; could explore renewed license of occupation application to parcel of Crown land at eastern edge
    - New Kopar cabin at dog trails to allow for better monitoring of lot, assist members, address safety, and sell trail passes.
- Questions
    - What is the anticipated timing of threat to dog trails? Expect over next 5 years.
    - Is there potential for another parking lot at the dog trails? Don't think so. Terrain has a ridge feature, not conducive to parking or development. Don't want further access because of the potential to use trails without passes.
    - What is the preventative and ongoing maintenance plan for the paved trails from windstorms, debris, etc.?
        - Paved trails are closed for the season to allow asphalt to cure/stabilize
        - Lots of work and planning required on this including from ski teams and coaches. Expect will need to screen/sweep for safety before practice. Trails Committee to help with planning, as well as staff and Board. Should have plan in spring before roller skiing commences.
        - Comment that use should be no different than winter skiing with respect to precautions (sweep to ensure safe, no blow down, etc.).
    - Can you share more about the agreement with BC Parks & YRB to set tracks at Bear Lake / Crooked River Provincial Park?
        - Received a grant from Province of BC to maintain trails a bit more actively (~once per week grooming and to build a roller that can stay out there).
        - Agreement is multiyear but depends on ploughing to keep parking away/off highway. Grant only for this year.
        - Could also go to Purden
    - What is the Trails Committee thinking for climate change planning? For example, where extra snow making is required on rec trails or when expanding trail network,

will CNSC look at snow pack data? Acknowledge we are vulnerable to climate change due to low elevation of the club. Trying to target deciduous stands for further trail construction. Invite feedback to Director and Trails Committee.
    - Working on trails survey for membership.

At-Large

- See full report here
- Club has an opportunity to do wildfire mitigation work, financed through BC Wildfire Service (BCWS). Expect to commence next summer. BCWS has asked for input and completed some field visits. Priority zones have been identified around our buildings, which are a significant asset and are insured for ~$7M. Treatment costs are ~$10 to 20K per hectare.
- Expect to treat ~25 ha parcel around our buildings and other key infrastructure (lighting, snow making).
- BCWS will be completing the work, getting all permits, and taking on liability. Club gets to prioritize locations of treatment.
- Expect multiple project phases.

Project reports PN and Paved Trails – Kevin Petterson

- ParaNordic – see report here
- Paved trails – see report here

Open Forum

- No additional questions. Late already and we have had lots of questions and discussion throughout the meeting. If you have additional questions, please ask John Bowes gm@caledeonianordic.com

Report from Nominating Committee – Loraine Lavallee

- Committee: Kerrie Roberts, Loraine Lavallee
- Committee's work: help seek 12 directors for one year term; provide information to potential candidates
- Goals: follow Constitution; recruit interest volunteers who can represent diverse activities of the club; have experience and skills that would benefit the club; tried to find female candidates
- Seven current board members are standing for re-election (Lanita, Tim, Shane, Gretchen, Andrew, Jim, Paul, Mike)
- Summary of nominees including call from the floor (no additional nominations):
    - Nominees for Executive
        - President: Lanita
        - Vice President: Tim
        - Treasurer: Shane
        - Secretary: Gretchen
    - Nominees for Directors at Large:

        - Kevin Charleston; Graeme Moore; Barry Booth; Steve Wagar; Andrew Watkinson; Jim Burbee; Dave Snadden; Paul Schuetz; Mike Duck

Election:

- Summary of rules from bylaws and Societies Act
- Distribution and counting of secret ballots
- Presentation of results:
    - Election of Executives:
        - President: Lanita
        - Vice President: not elected
        - Treasurer: Shane
        - Secretary: Gretchen
- Election of Directors at Large
    - Kevin Charleston
    - Graeme Moore
    - Andrew Watkinson
    - Jim Burbee
    - Dave Snadden
    - Paul Schuetz
    - Mike Duck

Adjourned: 10:19 pm (Motion to adjourn - Aaron Sinclair; seconded – Liam Sinclair)