2023 2024 Caledonia Nordic Ski Club Board of Directors
December 4, 2023
Final Meeting Minutes

Attendees:

Executive:

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

Directors:

- Andrew Watkinson – regrets
- Jim Burbee
- Paul Schuetz
- Peder Nesset - regrets
- Monica Mattfeld – via Zoom
- Simon Lamarche
- Michael Duck

Staff:

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

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: 6:30 pm

Lheidli T'enneh First Nation Territorial Acknowledgement

Discussion Items:

1. *Review & approval of Agenda*

MOTION: ***That the Agenda and consent agenda for the December 4, 2023 meeting of the CNSC Board be approved as presented.*** Moved – Paul S; Seconded – Shane S; Approved

Consent agenda = reports, reviewed ahead of meeting by Board.

General Managers report

- Membership ~2040, expect another membership drive when snow arrives.
- Paid vs unpaid staff: All staff is paid hourly, except for General Manager. Staff currently preparing for ski season – part time. Full time currently only GM and two head coaches. Lisa and Nicole part time or depending on workload, budgeted for approximately 30 hours per week but expect to fluctuate over winter.
- Website – Old website & updated Nordic Pulse website don't meet club's needs. Exploring alternative provider with more up-to-date software to allow easier updates from staff. Website update is an identified priority for staff and Board.

Director of Facilities report

- Progress has been made on making the Kopar cabins wheelchair accessible. Ramps to be installed week of Dec 4.

Competitions report

- 2024 Para Biathlon World Championships & 2024 Para Nordic World Cup Finals
    - Ongoing engagement with International Ski and Snowboard Federation (FIS), keen to assist with marketing, promotion, venue dressing, other
    - Medals & clothing under production
    - Budget – surplus position with contingencies
    - Live streaming still under negotiation
    - Volunteer registration live https://zone4.ca/register.asp?id=33869
    - Grant applications pending for $265,000 from many sponsors (unsuccessful with PG Community Foundation for $10,000; successful with Pomeroy for $25,000)
- Competitions Committee:
    - $6,500 grants received
    - Several websites and registration sites live for upcoming events
    - Not much interest for March Loppet
- Snowmaking
    - Pumps working and systems upgraded – all ready for appropriate weather conditions
- Paved competition trails - Destination Development Fund
    - Canfor committed to support (drone flight of area to help with planning, use of RoadEng software for detailed design)

President's report

- Learning about paved trail project and definition of major undertaking. Options if Board decides member referendum required
- Learning about land acquisition initiative (License of Occupation). Communication with Cranbrook Hill Greenway Society and Miworth Community Association
- Work with Monica on member engagement

Trails report

- Grooming team & machinery ready; snowmaking ready
- New 2023 Skidoo Skandic 900 in fleet for this season
- 2016 Skandic 900 not functioning. Fort St James' club mechanic looking to see if serviceable with potential future interest in purchase.
- Disc golf baskets pulled and in storage

2. *Update from Competitions Program – Guest Head Coach Ali Cadell*
    - Overview of program (9-18 year olds, future goal of including university program, 46 athletes currently)
    - Job share with Tuppy Hoehn
    - Goal to keep racing program as healthy as possible and to connect XC and biathlon programs. Skills Development Program (SDP) numbers are low so concerned about future recruitment. Also wish for more contact with Board.
    - Role: Organize all programs including coaching, applying for grants, working with sports organizations, etc. Rely on local coaches when travelling, don't have as many as are needed but common problem across clubs in Canada. Write weekly training plans for >14 year olds including nutrition, sleeping, etc.
    - Provide race support. Sometimes budget goes over because accommodation costs increasing
    - Fundraising goal of $20,000 for this year
    - April = rest month but run program spring, summer, fall.
    - Very excited for paved trail project. Increases athlete safety. Roller skiing extends training season.

3. *Approval of minutes*

MOTION: ***That the updated minutes of the November 6, 2023 meeting of the CNSC Board are approved.*** Moved - Jim Burbee; Seconded – Paul. Approved.

4. *Discussion of Safe Sport - Cross Country BC Harassment, Discipline & Complaints Policy*
    - Policy protects coaches and volunteers as well as athletes and participants
    - Will be posted for all to see (see action items)
    - Process underway to ensure efficiency for coaches' criminal records checks

5. *Discussion of Bylaw Committee*
    - Invitation for interested member closes Dec 5
    - Scope of work and role of committee to be determined through terms of reference drafting (Tim – see action items) and Board approval, including process
        - Potential that committee members provide expression of interest and ideas for

bylaw changes
    - Terms of reference clarify scope and role of committee, recommendations to Board
    - Clarify committee process. I.e., compare bylaws of existing clubs or start from ground up.

6. *Update on Partnership Agreement with Lheidli T'enneh*
    - Meeting with Kevin Brown, public relations director on Dec 4 with Lance Past President and John GM
    - Lheidli is excited about this partnership (only three partnerships – PG airport, Chamber of Commerce, CNSC)
    - Family Day – Feb 19 is potential day to incorporate Lheidli T'enneh into club. Lheidli are interested in being part of existing initiatives - looking for ideas on what the day could include (youth program, drumming, elders at fire pit)
    - Partnership agreements commits to annual review between Council and Board, therefore review needed before next summer
    - Potential to use club as land-based learning facility with School District 57 but budget not available at this time. Grants required.
    - CNSC is exclusively on Lheidli traditional territory. Trapline was in the area. Second largest Lheidli village just across the river from CNSC
    - Can use materials, information, signage from airport at CNSC

7. *Discussion of paved trails project*
    - Discussion around major undertaking, past Board decisions, interests in the project and processes to arrive at current state
    - Scope of referendum – bylaws say major undertaking requires special resolution. Also required when club wants to borrow money.
    - Information necessary, should a referendum be recommended – scope, cost of project, future maintenance requirements, potential increase in member dues, model to fund iteratively
    - Precedent – no resolution on snow making, biathlon range, lighting, lodge construction
    - "Major" may be a relative term; no criteria to define major
    - Special Board meeting planned for January (see action items)

8. *Discussion of land acquisition*
    - Application submitted and under review to FrontCounter BC
    - Expect continued erosion of access on eastern part of CNSC (dog trails on Terasen private property)
    - Public review and comment period needs to be shared with membership (see action items)
    - Questions and concerns from Miworth Community Association to be addressed
    - Meeting to be scheduled with Cranbrook Hill Greenway Society

Meeting Adjourned Jim and Simon: 9:31 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
1-11-06-23	Coaching information provided to John B to support recruitment of new coaches through publicity	Peder	John to share in upcoming newsletter	Completed (newsletter and social media)
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.	Completed. MOA submitted to UNBC, awaiting response.
3-11-06-23	Work with Kevin, Simon, and UNBC on communication/publicity after MOA is formalized	Monica		Completed.
4-11-06-23	Work with Wendy Fiala & Scotia Bank to transfer signing authority for CNSC to new Executive	John		In progress

Action Identifier	Action	Owner	Comments	Date Completed
5-11-06-23	Update agenda template with the following: -Add territorial acknowledgement -Add update on partnership agreement with Lheidli T'enneh -Add old and new business -Explore use of consent agenda	Gretchen		Completed. 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.	Ongoing. 5 volunteers identified to date. Period closes Dec 5.
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.	Completed
8-11-06-23	Write up rules of engagement document and post to Google Drive	Gretchen		24-11-23

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	
2-12-04-23	Investigate risk management for club and discuss at future meeting	Shane	Review coverages, premiums, etc. Renewal spring 2024. Think about committee to review.	
3-12-04-23	Post Cross Country BC Harassment/Safe sport policy with other CNSC policy on website	John	Comprehensive policies will protect athletes, coaches, and volunteers. Good for everyone.	
4-12-04-23	Draft terms of reference for bylaw committee to be shared with Board.	Tim	Clarify scope and role of committee (make recommendations to Board in service of the club; confidentiality, etc.)	
5-12-04-23	Anyone interested in participating in partnership with Lheidli T'enneh, contact Lance	All	Ongoing work required to nurture partnership	

Action Identifier	Action	Owner	Comments	Date Completed
6-12-04-23	Plan and schedule special meeting to discuss paved trails project (after Christmas), including Kevin P, Dave McDougall, and other key collaborators (Kevin Charleston with Canfor for drone and RoadEng)	Lanita	Tentative agenda topics: Risks of proceeding including exceeding budget; Risks of not proceeding and having to return grant; Geo-tech considerations; Design; History of Board decisions/motions; Scope of project and phases (wish list and proceeding incrementally); Other grants that could be accessed in near future (RDIP); Insurance & liability; Maintenance expectations; Communication plan; Financial costs to members	
7-12-04-23	Consider nominating Kevin P for volunteer award (lights, snow making, etc.)	Simon	Email Board with award details	
8-12-04-23	Send out notice from FrontCounterBC to membership when available	John	Public engagement (review & comment) opportunity should be extended to membership	
9-12-04-23	Bring Jabra device	Gretchen	Try to address challenges with online/Zoom participation	

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.