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

Attendees:

Executive:

- President - Lanita Horning
- Treasurer - Shane Sienaert
- Secretary – Gretchen Prystawik

Directors:

- Andrew Watkinson
- Paul Schuetz
- Jim Burbee
- Mike Duck
- Graeme Moore
- Kevin Charlston
- Dave Snadden

Staff:

- CNSC General Manager - John Bowes

Guests

- Peder Nesset

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: 6:36 pm

Territorial Acknowledgement

Discussion Items:

1. ***Review & approval of agenda***

MOTION: *That the Agenda for the November 4, 2024 meeting of the CNSC Board be approved as presented.* Moved - Jim; Seconded – Paul; Approved.

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

MOTION:

That the minutes of the October 7, 2024 meeting of the CNSC Board be approved. Moved - Lanita; Seconded - Jim; Approved.

That the draft minutes of the October 23, CNSC 2024 AGM be posted on the CNSC website. Moved - Mike; Seconded - Jim; Approved.

3. Board commitment of engagement

i. Brief review of Societies Act, Constitution, Bylaws, CCBC and Nordiq Canada Safe Sport policies
ii. Overview of club manual and where to find information
iii. Updated 2023/24 Board Commitment of Engagement available here on the Board folder

4. Board roles and responsibilities

i. GM/staff roles responsibilities
    1. President works with and directs GM (Board members do not direct GM or club staff)
    2. GM: communication spokesperson for CNSC – please coordinate all communications through John; operational management of club driven by strategic priorities; directs staff; takes Board direction through President, not through individual Board members

ii. Assignment of portfolios
    1. Assignment based on experience and interest
    2. Appointment of VP according to 4.d of our bylaws: *"Any casual vacancy occurring in the Board of Directors by death, resignation or otherwise, may be filled up by the remaining Directors."* Rationale for appointing a VP: provides coverage in case president is absent/unavailable; assists president in duties as per bylaws; helps address succession planning; CNSC members are best served by having a VP.

MOTION:
-The Board approves the following assignment of portfolios, including the appointment of Kevin as VP. Moved Gretchen; Seconded Lanita; Approved.

Portfolio	**Board Member**
Facilities	Andrew
Competitions	Mike
Programs	Graeme
Trails	Paul
At Large	Jim
At Large	Dave
Vice President	Kevin

5. ***Board priorities for 2024/25 season:*** *following list is inventory of priorities from this year's Board members. Duplication indicates same priorities for different Board members.*
   i. Member and community building
   ii. Facilities including addressing space, lack of heating, and lack of insulation in storage buildings and shops (hard on employees, volunteers, and equipment)
   iii. Community building
   iv. Working together for the common good of members and club
   v. Keep options for having fun at Otway, not just races
   vi. Membership – give them an amazing season
   vii. Summer single track maintenance (including brushing)
   viii. Expand outside just winter programming and activities
   ix. Rebuild SDP by bringing families together
   x. More Bunnies and skill-development programs
   xi. Expand outside just winter programming and activities
   xii. Build community that works together and appreciates the incredible opportunity we have because of our diversity
   xiii. Focus on recreational skiers and families
   xiv. Facility that attracts and expands but at the benefit of recreational skiers and families
   xv. Experience, value, stewardship that allows all to enjoy the facilities
   xvi. Get well prepared for opening of paved trails – manage the users and the infrastructure!

6. **October 23 Annual General Meeting – wrap up**

Motion: Board motion to approve financial statements presented during October 23, 2024 AGM. Moved – Lanita; Seconded – Mike; Approved.

Action: Shane to sign financials; John to post to website.

Action: John & Gretchen to complete year end reporting to Registrar of Societies Act.

   i. Pierre Beaurdry's suggestion that surplus from ParaNordic's be shared with members in newsletter. Good idea but final accounting not yet available and Board wishes to communicate correct, final number once available.
   ii. General feedback from members: don't read out reports that were published online – instead, give highlights and leave room for questions; nice to hear more positive tone to comments and questions than in previous years; need to try to shorten the AGM – many members don't come because it is too long!; consider video presentation of Director reports to post before AGM (2 minutes each); consider separating financials/reporting and elections from open house where there can be more interaction and engagement.

7. **Christmas tree sale and fundraiser**
   i. Reviewed proposal here to work with athletes to sell natural Christmas trees.
   ii. CNSC will be working with BC Wildfire Service in spring 2025 to implement FireSmart strategies for fuel and wildfire risk reduction around the club's key infrastructure

including buildings, lighting, and snow making potentially resulting in drastic changes to the "look and feel of Otway"

iii. Fuel management and debris removal will likely involve chipping and grinding, including immature conifer trees that could be sold as Christmas trees

iv. Competitive programs are working at various fundraising initiatives to help fund races and learning activities, including an exchange planned with a ski club in Ontario

v. Selling these trees that will otherwise be destroyed will help the club manage wildfire risk, share information and work with members on coming changes to manage for wildfire risk, and support athlete development.

MOTION:
-The Board approves the motion to support a fundraiser in collaboration with Racing Team to sell natural Christmas trees if appropriate permits from the Ministry of Forests are in place to allow authorized immature tree cutting. If appropriate permits are not in place, cut trees only on private club property. (Only cut trees that are presold and only cut trees that will be removed anyway as part of wildfire risk reduction and FireSmart activities.) Moved Lanita; Seconded Shane; Approved. (NOTE: This project will not occur in 2024 as permits are not available at this point. Revisit for 2025.)
Action: Gretchen & Jim to work with MOF on required permitting.

8. Bylaw Committee

i. Remains important focus to complete updates required under new Societies Act

MOTION:
-The Board approves Tim Roots to continue as chair of the Bylaw Committee under the previous terms of reference and with current Board members Dave Snadden and Gretchen participating.
Moved - Gretchen; Seconded - Lanita; Approved.

9. Reports – Staff & Board

GM – John

- Online registration open, currently at ~ currently at ~1150; slightly up from last year at same time.
- Expect membership increase after first big snow and when early bird discount deadline nears
- Building prep – tech building and rental shop
- Work to reduce banking fees: switch point of sale software; switch Quickbook and Plooto for payroll and cheques
- Trails have been mowed and are ready for snow
- Programs are running; HUB cycling is done for the year (3/10 completed in PG, Vanderhoof, and Fort St James)
- Kilometer sponsorship: 10/50 goal achieved

Jim – Director at Large

- Potential new area for trail expansion on Terus private property – 6.8 km total
    - Mentioned at AGM
    - Feasibility assessment at this point, will see pink ribbons
    - Potential dog trail ~ 2 km heading east off Sun Dog, current location avoids stream crossing ("Dog Meadow Loop")
    - Potential no dogs trail south of "Dog Meadow Loop" has extensive evidence of wildlife use, also adjacent to private land with horses therefore dogs not appropriate, ~3km
    - Still waiting for Terus to sign cooperation agreement
    - Feasibility will be further investigated by Trails Committee and should have member engagement
- FireSmart/Wildfire risk reduction
    - Identified potential 24 ha of priority areas within larger 37 ha of our combined lands. Priority areas contain infrastructure at risk to fire (flammable buildings, lighting, and snow making)
    - Total treatment area will depend on budget, prescription, and permitting
    - Reminder that no vehicles can drive on paved trails during treatment or other activities

Mike – Competitions

- Organizing committees are formed or near formed and plans going well
- International selection race in January – planning underway, no concerns as athletes are experienced and numbers are smaller
- Next committee meeting Friday Nov 8

Shane – Treasurer

- Signed cheques Friday
- Joanne Ranson from Racing Team fundraising committee contacted for tracking and reporting around gaming license

Gretchen – Secretary

- Membership survey closed Oct 31; 215 respondents; working with John on compilation and summary. Intend to seek feedback from a few contributors who helped design the survey. Aim to have final draft for Board review at Dec meeting to share with members in line with our commitment before Dec 31.
- Working on trails survey – aim to have draft for Board review and approval at Dec meeting. Include questions asked in 2022 survey.

Andrew – Facilities

- Permit has been acquired for shelter at gravel pit! Piles should be finished Nov 5
- Need machine for lifting during construction and looking for scaffolding

Paul – Trails

- Meeting with Trails Committee soon to discuss 5 motions/projects where Board has requested feedback

Meeting adjourned at 9:45 pm

Next Board Meeting: December 2

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
1-09-09-2024	Update nomination forms and send to John for posting on CNSC website	Tim / John	Helps remove barriers to standing for election	Completed
2-09-09-2024	Provide urgent communication items via newsletter (see notes above)	John		Completed
3-09-09-2024	Provide paved trail status update and budget to Board monthly	John to ask project team / Kevin P		Completed Sept 10
4-09-09-2024	Provide close out report and financials on ParaNordics to Board	John to ask Kevin P and Matt		In progress
5-09-09-2024	Share membership survey via newsletter and post notices on website, Facebook, and Instagram	John		Completed
6-09-09-2024	Explore legal review of draft bylaws	Tim	Tim to contact lawyer for more details	
1-10-07-2024	Develop payroll procedure	John		
6-10-07-2024	Investigate insurance requirements for ski jumping with Ski Jumping Canada			
7-10-07-2024	Mix up order of director reports to allow sufficient time to discuss items	Secretary/ Gretchen		
8-10-07-2024	Review motions and recommendations with Trails Committee (new area for dog trails; trails survey; single track re-routing from paved trails; multi-use protocol for paved trails; fat bike pilot project	Paul		
1-11-04-2024	Shane to sign financials; John to post to website.	John		
2-11-04-2024	Complete year end reporting to Registrar of Societies Act.	John & Gretchen		
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim & Gretchen		

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.)	

Motion Identifier	Motion as passed	Comments
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	
1-12-08-2024	That the application to the Province be withdrawn for the License of Occupation 705707. Moved -Lanita; Seconded – Mike; Approved.	
2-12-08-2024	Trails Committee develop proposal for how to approach dog trail realignment reflecting planned Terus gravel expansion in next 10 years. Provide plan to Board. Aim	

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	to share plan at AGM. Moved – Tim; Seconded – Shane; Approved.	
3-12-08-2024	Approve strategy for SDP coach development to reimburse volunteer coaches' registration fee for their child if full season is volunteered. Moved – Shane; Seconded – Paul; Approved.	
4-12-08-2024	Provide support for pilot project to explore fat biking on single track in winter24/25 season. Moved – Tim; Seconded – Lanita. Approved.	
1-09-09-2024	Retroactively approve Kevin Petterson as project manager for the paved trail project with corresponding contract for $15,000 from PacifiCan grant portion of paved trails budget. Moved - Jim; Seconded - Tim; Approved. Retroactively approve Chris Simons as site manager for the paved trail project with corresponding contract for $20,000 from total paved trails budget. Moved - Jim; Seconded - Andrew; Approved. Approve the use of the PacifiCan funds to complete the paved trails project described in the Terus construction contract to a total budget of $1,234,650 (original DDF $1 million + PacifiCan grant of $234,650). Moved - Tim; Seconded - Paul; Approved.	
2-09-09-2024	Direct allocation of up to $15,000 of ParaNordic surplus (legacy funds) to allow for completion of the picnic shelter. Moved Lanita; Seconded Tim & Andrew; Approved. Remaining ParaNordic legacy funds/surplus will be held until such time as Board makes decisions on projects. Moved - Gretchen; Seconded - Tim; Jim Abstains; Approved.	
3-09-09-2024	That the final draft of 2023/24 CNSC Membership Survey (including tonight's revisions) be shared with CNSC membership via newsletter, with notices of survey posted on website, Facebook, and Instagram. That the survey be open for such a period as to achieve at least a 25% membership response rate or until October 31, 2024. That the Board commits to sharing a "what we heard" document summarizing member survey feedback as soon as practical, ideally before December 31, 2024. Moved – Gretchen; Seconded – Lanita; Approved.	
4-09-09-2024	That the Trails Committee be tasked with the following: - Advise on the multi-use plan and guidelines for paved trails (John has draft) including signage, maintenance, and other items as recommended, including single track rerouting planned to avoid	

Motion Identifier	Motion as passed	Comments
	intersections with paved trail network. Report back to Board by February 2025. - That the Trails Committee make recommendations on trails and usage related to fat bike pilot project and report back to Board for November meeting. - That the Trails Committee advise on draft trails survey. - Moved – Paul; Second – Tim; Approved.	
1-07-10-2024	The Board directs Matt Hutcheon (bookkeeper) and John Bowes (GM) to move CNSC payroll to QBO as soon as is necessary to ensure timely payroll payments. Moved – Gretchen; Seconded – Lanita; Approved.	
2-10-07-2024	Approve the land agreement between CNSC and Terus with General Manager as signing authority for CNSC. Moved - Jim; Seconded – Shane; Approved.	
3-10-07-2024	Board supports work with City of Prince George to complete prescription for FireSmart to identify risks to infrastructure and potential future mitigations. Moved – Gretchen; Seconded – Paul; Approved.	
1-11-04-2024	The Board approves the following assignment of portfolios, including the appointment of Kevin as VP. Moved Gretchen; Seconded Lanita; Approved.	
2-11-04-2024	Board motion to approval financial statements presented during October 23, 2024 AGM. Moved – Lanita; Seconded – Mike; Approved.	
3-11-04-2024	Board approves the motion to support a fundraiser in collaboration with Racing Team to sell natural Christmas trees if appropriate permits from the Ministry of Forests are in place to allow authorized immature tree cutting. If appropriate permits are not in place, cut trees only on private club property. (Only cut trees that are presold and only cut trees that will be removed anyway as part of wildfire risk reduction and FireSmart activities.) Moved Lanita; Seconded Shane; Approved.	(NOTE: This project will not occur in 2024 as permits are not available at this point. Revisit for 2025.)
4-11-04-2024	-The Board approves Tim Roots to continue as chair of the Bylaw Committee under the previous terms of reference and with current Board members Dave Snadden and Gretchen participating. Moved - Gretchen; Seconded - Lanita; Approved.	