Caledonia Nordic Ski Club Board of Directors
January 13, 2025
Final Meeting Minutes

Attendees:

Executive:

- President - Lanita Horning
- Vice President – Kevin Charlston
- Treasurer - Shane Sienaert
- Secretary – Gretchen Prystawik

Directors:

- Paul Schuetz
- Jim Burbee
- Graeme Moore
- Dave Snadden

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: 6:38 pm

Discussion Items:

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

MOTION: *That the Agenda for the January 13, 2025 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 December 2, 2024 meeting of the CNSC Board be approved. Moved - Jim; Seconded - Kevin; Approved.

3. ***Fundraising***

i. Gaming:

1. Second gaming account set up for athlete-driven fundraising (50/50 draw); have five total accounts that allow for appropriate & transparent accounting (regular account; project account; para account; grant gaming account; and second

gaming account for athlete-driven fundraising)
2. Taken a while to figure out but on track now
3. Banking fees (fairly low @~3$/month) are covered by CNSC

ii. Fundraising goals:
1. Competitive athlete teams have an assigned goal of $20,000 for fundraising, set by GM, to help close gap between registration fees collected for programs and costs to provide the program (coaching, supplies, travel, training)
2. Programs cost ~$50,000 more than registration fees and grants but provide significant benefits to members, communities, and youth so Board believes this is currently a reasonable allocation of club funds
3. In the last two years, club has received grants towards programs but less than asked for (2023/24 received ~$17,000 and 24/25 received $7,500)
4. In future, may need to explore increasing program fees to cover costs or increasing membership fees and allocating those funds to cover programs. Note Zone 4 has donation opportunities to various club initiatives including programs, single track summer, etc.

iii. Coordination of solicitation of sponsorship
1. Coordination by John GM to avoid multiple requests to same sponsors

iv. See actions to follow up with Robin and Joanne on gaming account and fundraising goal targets.

4. Fat biking pilot project

i. Trails Committee provided options with intention to keep pilot small, in a loop, for minimal interference with skiers and snowshoers, and minimal investment in grooming (use snowshoe trails)

ii. Objective is member service enhancement, not revenue generation, recognizing established and groomed trails are available at Tabor, Pidherny, and Forests For The World (all free)

iii. Insurance will cover fat biking and day passes or annual passes are required

iv. Parking restricted to dog parking lot

v. Signage to be established and communication required to members

vi. See action items to follow up with Trails Committee, communicate to membership, and organize demo day with local

Motion: *Designate snowshoe trails (Rover, Spot, as shown on map route 3, 4, 5) to be developed for a fat biking pilot, to be initiated with a demo day in winter of 2025 in collaboration with local bike shop to test fat bikes. Grooming, signage and maintenance to be conducted as required to allow for ideal and safe biking, skiing, and snowshoeing. Information regarding the fat biking pilot project must be communicated to the membership prior to commencement.* Moved – Paul; Second – Graeme; Approved.

5. *Bylaw Committee*

i. No committee work since November 28
ii. Tim has two outstanding actions to post current table of proposed bylaws and a summary of changes and rationale to support member engagement
iii. See actions for follow up

6. Potential trail expansion on Terus property and within future License of Occupation proposal

i. CNSC has amongst lowest area for trails per annual member (reviewed statistics from clubs across BC to look at areas managed, number of members, etc.)
    1. Volunteer efforts required to secure additional area for future trails development however that development must not proceed immediately.
    2. Any expansion of CNSC lands ensures future options and ensures compatible uses compared to alternative and unknown neighbors (i.e., noisy, industrial neighbors may decrease enjoyment of CNSC trails)
ii. Terus parcel:
    1. Funds available this summer to dedicate to trail expansion
    2. Proposed ~km of trails on Terus private land have been approved and supported in principle by Terus executive
    3. Nature of trails would be similar to Raven's Col connector to Sawmill Loop with less elevation gain
    4. Potential development no sooner than August 2025
    5. Member engagement required. See actions to develop poster and material for web.
iii. Crown land parcel on the north side of CN tracks ("Escarpments")
    1. Potential for ~10 km of trails along Escarpments
    2. Significant challenges with crossings of Otway Road and CN tracks will require engagement with Ministry of Transportation, CN, and potentially City of PG in addition to Ministry of Water, Land, and Resource Stewardship
    3. Currently in city plan zoned for park
    4. To be discussed with Board in more detail with further scoping from Jim, Gretchen, and Kevin
iv. Lheidli T'enneh response to tree cutting and trail expansion
    1. License to allow incidental tree cutting for maintenance and trail expansion is currently with MOF and requires referral to Lheidli T'enneh. Meeting to discuss plans with Lheidli was positive
    2. Lheidli has no concerns with potential to expand trails to east (Terus parcel above) or in Escarpments
    3. Lheidli has concerns related to moose habitat and travel corridors with area

within CNSC's current License of Occupation (LOO) and within the area that was under last year's application for LOO

4. Discussions are ongoing to address Lheidli's concerns in all areas that CNSC manages through the Partnership Agreement. This will provide clarity and transparency on our mutual interests in a more robust commitment
5. See actions

7. Catering

i. B&E Eats have provided catering twice at CNSC to positive reviews, with last opportunity on January 12 during WinterFest, hold valid business license, will provide club with a percentage of gross sales
ii. Plan to provide chili, soup, buns, sandwiches, baked goodies, and hot drinks every Sunday for the rest of the season
iii. Goal is to enhance community and member services, not to generate additional revenues

8. Trail maintenance, tree and limb removal and debris

i. Overhanging branches, trees, and debris can make ski trail surface unpredictable, icy, and full of debris and can increase inherent risks and consequences of skiing
ii. Continue to highlight known hazards in grooming report so members can ski according to conditions
iii. Purchase and distribute rakes to areas that commonly have a lot of debris (especially cones) – for example Sawmill Loop, Iceman Connector, Lynx, and others
iv. Consider signage in problem areas
v. See actions for Trails Manager

9. Prince George Backcountry Recreation Society Annual General Meeting

i. Kevin is CNSC rep and attended Dec 16 AGM along with 12 other non-motorized recreation-oriented organizations
ii. Highlighted CNSC membership, trails conditions, and planned FireSmart activities
iii. Tricky scenario with Grizzly Cabin rebuild and over-runs, including motion passed to provide up to $60,000 of PG BRS revenues to cover contractor overruns

10. Balanced Competitions budget

i. Submitted and reviewed, revenue neutral and reasonable
ii. Approval required as it was not available and not approved during other budget activities in spring/summer 2024
iii. All competitions-related expenses get approved through standard procedures at GM level.

MOTION:

-The Board approves Competitions budget as presented at January 13, 2025 Board meeting.
Moved - Mike; Seconded - Jim; Approved.

11. Membership Survey

i. Working on analysis of recommendations against ongoing club initiatives and resources for streamlined Board discussion (i.e., recommendations for punch cards – CNSC has punch cards so no additional decisions required)
ii. Response rate was very low, only 215 members and volunteer/staff efforts are currently above 420 hours
iii. Caution about validity of convenience sample and other concerns addressed in report
iv. Future surveys should be short

12. Reports – Staff & Board

GM – John

- Incident and two associated injuries for skier and volunteer including hospitalization
    - Board wishes all speedy and full recovery (See actions - card to be arranged)
    - Insurance investigations underway
    - Addressing recording of inspections (damage to snowmobile and want to ensure no malfunctions)
    - Volunteer policy needs to include mandatory safety training and personal protective equipment (see actions)
- Membership to date 2032, slightly down from last year (2095)
- Kudos to Lisa for communications and the Office staff for a great, warm, welcoming vibe
- Youth Ski Free success (70 chocolate bars; 150 hot dogs; 120 rentals); thanks to all the volunteers
- Winterfest: free trail passes; half price rentals; classic ski lessons and guided snowshoe tours; try biathlon; hot dogs and hot chocolate; discover ski jumping; food vendor
- Coming events: Family Day & Lheidli T'enneh Day; wine tour; Brewski; others
- Crooked River/Bear Lake
    - Collaboration with Celtic Reforestation to prepare trails, more details to come
- Outdoor education
    - Potential ~$13k budget for program implementation
    - Website live with information https://caledonianordic.com/programs/outdoor-education-programs-k-grade-8/

Graeme – Programs

- 20 CANSKI sessions so far, kudos to Nicole on coordination
- Seniors' Explore More
    - 4 ski and snowshoe sessions, inclusive of all skill levels
    - Kudos to Lanita and Judy Addie

    - 49 participants in ski; 29 in snowshoe; 33 members; 33 newcomers
- SDP
    - Kudos to Lindsay and Graeme
    - Total participants 115 across 5 programs (Bunnytots, Bunnies, two Jackrabbits, Rec Development)
    - Positive feedback on improved organization, communication, and overall experience
    - Working with Grooming Team to explore play features
    - Ali, Tuppy, and Cole supported first day, skill assessment, and SDP coach development session
- XC Race
    - Two races away with great results and participation from CNSC athletes
    - Athletes volunteering with SDP
- Biathlon Race
    - Local IBU event provided opportunities for, great results and participation from CNSC athletes
    - Former CNSC athletes racing in FISU Games and IBU Circuit nationally and internationally
    - Biathletes racing at XC events, great experience and good for team alignment
- Parents/volunteers
    - Kudos to Robin as race team manager & for supporting Skinouk ski exchange (Quebec skiers coming in February)
    - Thanks to those who supported Wax Protocol at biathlon IBU event
    - Thanks to all who volunteer to support Programs!

Mike – Competitions

- Biathlon World Junior Trial successful and well attended to positive feedback (at least 95 athletes attended); Forecast to be on budget, no legacy funds and no costs to CNSC
- XC BC Cup #2 February
    - Expect similar to past attendance (280-300 athletes)
    - Will be racing in sprint course and Race Maze areas, all other trails available
- Grand Tour
    - Starts Jan 13th; $15,000 in sponsorship from 13 sponsors, plus media
- PG Iceman Feb 9

Meeting adjourned at 9:56 pm
Next Board Meeting: February 3, 2025

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
4-09-09-2024	Provide close out report and financials on ParaNordics to Board	John to ask Kevin P and Matt		In progress
6-09-09-2024	Explore legal review of draft bylaws	Lanita		Complete
1-10-07-2024	Develop payroll procedure	John		Complete
6-10-07-2024	Investigate insurance requirements for ski jumping with Ski Jumping Canada			Complete
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	Prioritize multi-use protocol for paved trails	In progress
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim & Gretchen		In progress
1-12-02-2024	Investigate tax receipts for adopt a trail sponsorship from City of PG	John	Not available for single track (only for ski trails through Nordiq Canada and Sons of Norway)	Complete
2-12-02-2024	Clarify limbing project and pink ribbons on mature trees in next newsletter	John	No plans and no budget for limbing	Complete
1-01-13-2025	Follow up with Joanne and Robin on establishment of gaming account and on clarification of how athlete fundraising targets are set.	John & Lanita	Competitive athlete teams have assigned goal of $20,000 for fundraising, set by GM, to help close gap between registration fees collected for programs and costs to provide the program (coaching, supplies, travel, training) Programs cost ~$50,000 additional to registration fees and grants but provide significant benefits to members, communities, and youth so Board believes this is	

			currently a reasonable allocation of club funds In last two years, club has received grants towards programs but less than asked for (2023/24 received ~$17,000 and 24/25 received $7,500) In future, may need to explore increasing program fees to cover costs or increasing membership fees and allocating those funds to cover programs. Note Zone 4 has donation opportunities to various club initiatives including programs, single track summer, etc.	
2-01-13-2025	Follow up with Trails Committee to thank them for their work on the pilot project and to communicate Board motion	Paul		
3-01-13-2025	Communicate with membership about fat biking pilot project and organize demo day	John		
4-01-13-2025	Send links to both member survey reports to membership in newsletter Advertise food service in next newsletter Advertise debris removal and raking in next newsletter	John		
5-01-13-2025	Follow up with Tim on Bylaw Committee	Lanita	Finalize bylaws for Board review and next steps	
6-01-13-2025	Develop engagement poster (paper and digital) for Terus trail expansion Further scope potential for trails on north side of CN tracks (Escarpments)	Gretchen, Kevin, Jim		
7-01-13-2025	Purchase rakes and distribute to commonly debris-heavy locations to allow members to help with debris and cone removal (as at Pidherny pink Karma takes)	John & Peter		

	Assess individual trees on flat, recreational trails to assess and carry out limbing, individual tree removal, or trail realignment, with operations in snow free conditions			
8-01-13-2025	Follow up with Mike about competitions budget and expense approval going through normal processes (GM)	Lanita		
9-01-13-2025	Arrange card/flowers/gesture to show support for injured ski patrol volunteer	John		
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John		

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	

Motion Identifier	Motion as passed	Comments
	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.	
1-01-13-2025	Designate snowshoe trails (Rover, Spot, as shown on map route 3, 4, 5) to be developed for a fat biking pilot, to be initiated with a demo day in winter of 2025 in collaboration with local bike shop to test fat bikes. Grooming, signage and maintenance to be conducted as required to allow for ideal and safe biking, skiing, and snowshoeing. Information regarding the fat	

Motion Identifier	Motion as passed	Comments
	biking pilot project must be communicated to the membership prior to commencement. Moved Paul; Seconded – Graeme; Approved.	
2-01-13-2025	The Board approves Competitions budget as presented at January 13, 2025 Board meeting. Moved - Mike; Seconded - Jim; Approved.	