Caledonia Nordic Ski Club Board of Directors
February 3, 2025
Final Meeting Minutes

Attendees:

- President - Lanita Horning
- Vice President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Paul Schuetz
- Jim Burbee
- Graeme Moore
- Dave Snadden
- Mike Duck
- Andrew Watkinson

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

Land Acknowledgement

Call to Order: 6:38 pm

Discussion Items:

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

MOTION: *That the Agenda for the February 3, 2025 meeting of the CNSC Board be approved as presented.* Moved - Paul; Seconded – Kevin; Approved.

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

MOTION:
That the minutes of the January 13, 2024 meeting of the CNSC Board be approved. Moved - Lanita; Seconded - Kevin; Approved.

3. ***Olympic Trials***

i. Cross country event, similar to 2023, set for Dec 11 to 15,
ii. Concern around snow coverage and appropriate conditions for snow making with review of 100 year climate record for Prince George provided by member
iii. This is first year we have not made snow (too warm earlier in the season and now we

don't need it)

iv. Mike to work with Sovereign to be our partner and act as alternate site, check in with volunteer committee and develop operations committee

Motion: *Support further work to host Nordiq Olympic Trials Dec 2025 with back up partner Sovereign.* Moved – Jim; Second – Paul; Approved.

4. National Team Training Camp on paved trails

i. Biathlon BC looking to host May 31 to June 7
ii. Further work required, including evaluation of options to allow camping in parking lot and Trails Committee to prioritize paved trail use protocol

5. ParaNordic events nominated for PRESTIGE Awards

i. National Sport Tourism Congress Awards in Calgary, March 19-20
ii. Kevin Petterson to attend on behalf of CNSC
iii. John to explore travel funding from Tourism PG

Motion: *Support Kevin P to represent CNSC at PRESTIGE Awards with travel mileage, meals, and accommodation for one person covered from ParaNordic accounts.* Moved – Paul; Second – Mike; Approved.

6. Outdoor Education at CNSC

i. CNSC has been working with School District 57 since 2022/23 through the Indigenous Education Superintendent
ii. This is initiative helps to grow CNSC into a year-round recreation facility as per the club's published strategic priorities
iii. So far, work has been cost neutral through donations with plans to keep cost neutral or provide club with some revenue (donations have covered program development; will require funds to pay for instructors and materials)
iv. Plan to have component of Indigenous education that can be completed at the club on trails with interpretation materials that don't require a teacher (online materials) and for SD57 to provide a teacher and to build CNSC staff to offer education for year-round employment to support recruitment and retention
v. Programming and lessons adapted from Yukon's WILD program for K-grade 8, running during school year (Sept to June)
vi. Potential to link to UNBC Outdoor Rec and Tourism Program
vii. Lheidli T'enneh have provided a letter of support

Motion: *Support General Manager to pursue and set up outdoor, land-based learning in partnership with Lheidli T'enneh.* Moved – Graeme; Second – Jim; Approved.

7. Membership survey

i. Reviewed process and response; low response rate and therefore survey results not valid to indicate broad membership support for all the listed recommendations
ii. See separate document for detailed notes and rationales for decisions (2024 Final Board Membership Survey Recommendations – Actions Analysis)
iii. New actions identified:
    1. Volunteering: develop volunteer statement; list opportunities on website; investigate volunteer support framework
    2. Organize fat bike trial day as pilot
    3. Consider providing guided tours and beginner-friendly wax workshops (need callout for volunteers)
    4. Consider marketing materials/pamphlets to list club opportunities and events
    5. Explore trail expansion with potential to include additional dog trails – launch engagement ASAP with feedback opportunity
    6. Explore hosting an open house

8. Reports – Staff & Board

GM – John

- Membership at 2054 (102 below last year)
- Feb events: Iceman; BC Cup; BC Family Day and Lheidli T'enneh Day
- Injury to ski patroller reported to proper insurance bodies and flowers sent to hospital; snowmobile in shop for repairs; private donor has funded complete replacement cost of snowmobile
- Snowmobile use at club: working with other clubs, ski patrol, CCBC and PG Fire Department to ensure proper training and protocols are in place
- Equipment updates: repair required to PB07 with replacement part required from US
- Food Service: delays and absences from plan due to illness. Expect to be at Club in February, including as volunteers
- Crooked River groomed before cold snap, thanks for support from Celtic Reforestation and YRB
- Planning underway for spring and summer bike camps and roller ski camps (interest in camping during training camps)
- Ski patrol donated skis and supplies for SDP through their work with Operation Red Nose. Thank you ski patrol!

Graeme – Programs

- SDP
    - Cancelled 24 hours in advance due to cold, no complaints
    - 125 kids; 30 parents
    - Working on communication around safe ski locations

    - Working on building ski playgrounds
    - Planning torchlight ski
- XC Race
    - BC Cup at Otway in Feb
    - Recent event in Kimberly
- Biathlon Race
    - Recent event in Whistler
- Parents/volunteers
    - Great parent team support
- General:
    - Ski exchange kids from Ottawa/Hull arriving week of Feb 10
    - 50:50 draw raised ~$17,000
    - Team raffle raised ~$4,000
    - Pro D day camp had 5 kids
    - 15 instructors working with ski school
    - Senior and Explore more programs under way
- School programs
    - 15 schools; 45 coaches; 860 students

Mike – Competitions

- Sport PG grant pending for Biathlon BC Cup
- Reporting to be completed for Biathlon BC Cup

Andrew – Facilities

- Lots of fencing in the stadium for Iceman this weekend
- Permitting complete for gravel pit shelter, which is now open for use
- Alarm will need overhaul in future (~$5,000 to 10,000) to integrate and upgrade current system from ~1980s

Paul – Trails

- Trails Committee meeting Feb 18 looking at some change in membership
- Greenway Society AGM last week; current president looking to step down (CNSC is member)

Meeting adjourned at 10:00 pm
Next Board Meeting: March 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
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
1-01-13-2025	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	Complete

			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		Feb 18 meeting
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		Completed
5-01-13-2025	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		Complete
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) 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	John & Peter		
8-01-13-2025	Follow up with Mike about competitions budget and expense approval going through normal processes (GM)	Lanita		Complete
9-01-13-2025	Arrange card/flowers/gesture to show support for injured ski patrol volunteer	John		Complete

10-01-13-2025	Draft &/or update voluntary safety training and PPE	John		
1-02-03-2025	Follow up with Sovereign, volunteers, and operations for hosting Dec 25 Olympic Trials	Mike		
2-02-03-2025	Follow up on camping at CNSC parking lots for athletes and families during training camps	Board, next meeting		

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

Motion Identifier	Motion as passed	Comments
		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	

Motion Identifier	Motion as passed	Comments
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 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 intersections with paved trail network. Report back to Board by February 2025.	

Motion Identifier	Motion as passed	Comments
	- 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 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.	
1-02-03-2025	Support further work to host Nordiq Olympic Trials Dec 2025 with back up partner Sovereign. Moved – Jim; Second – Paul; Approved.	

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2-02-03-2025	Support Kevin P to represent CNSC at PRESTIGE Awards with travel mileage, meals, and accommodation for one person covered from ParaNordic accounts. Moved – Paul; Second – Mike; Approved.	
3-02-03-2025	Support General Manager to pursue and set up outdoor, land-based learning in partnership with Lheidli T'enneh. Moved – Graeme; Second – Jim; Approved.	