Caledonia Nordic Ski Club Board of Directors
April 7, 2025
Draft Meeting Minutes

Attendees:

- Vice President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Treasurer – Shane Sienaert
- Andrew Watkinson
- Graeme Moore
- Mike Duck

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: 6:41 pm

Discussion Items:

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

MOTION: *That the Agenda for the April 7, 2025 meeting of the CNSC Board be approved with deferral of trail expansion.* Moved - Gretchen; Seconded – Mike; Approved.

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

MOTION:
That the minutes of the March 3, 2025 meeting of the CNSC Board be approved. Moved - Gretchen; Seconded - Kevin; Approved.

3. ***Paved trails***

i. Planning meeting for all interested parties before end of April (See actions)
ii. Insurance on PT covered for all CNSC annual members under CCBC and Nordiq Canada; John to look into loss insurance (damage, vandalism, loss, etc.)
iii. Fee structure suggested for roller skiing (day and season rates) comparing to Whistler and Canmore
iv. Kevin P taking care of signage, painting, mirrors, trail closure markers funded by project funds

v. Blue fencing to be put in place after snow clear
vi. Signs (use, etiquette, etc.) under development
vii. Work on rebuilding single track (Karma, Twister)

Motion: *Board supports adopting draft fee structure presented on a pilot basis with wording added that all users are strongly encouraged to purchase a season's paved trail pass to support the infrastructure and non-profit nature of CNSC.* Moved – Gretchen; Second – Mikie; Approved.

4. Bylaws

i. Proceed with sharing draft bylaws with membership
ii. Post to Governance section of website and share in newsletters
iii. Host feedback on survey tool till June 30 and advise of intent to have ratification vote at AGM

Motion: *Board supports Sharing draft bylaws with members through website and newsletter* Moved – Mike; Second – Shane; Approved.

5. Reports – Staff & Board

GM – John

- Membership at 2068 (approx. 100 less than last year)
- Did not absorb credit card fees so similar revenue as last season
- Unexpected expenses related to machinery; expenses under budget so no concerns
- Preparing for next fall/new trails manager (2 snowmobiles (gas powered & electric), quad, potentially a side-by-side
- Financial & grant to be reviewed before next board meeting
- ~$89,000 from Covid blip in cashable GIC plus $122k from anonymous donor for matching grants for new PistenBully or Prinoth grooming machine (NDIT or Gaming)
- Grant received for EcoAim through Biathlon Canada and for coaching
- School ski programs done, March 14 last school day
- Feedback surveys from coaches have been distributed
- $5,000 grants for teepads for disc golf
- Ski conference attended by GM, paid for by Tourism PG in Soldier Hollow, Heber City, Utah
- Potential danger tree falling on roller ski loop, Junior National, completed before May due to bird nesting, to be completed by BC Wildfire Service

Graeme – Programs

- XC Race
    - Ski National in Canmore – Several CNSC members participated; BC also won

overall National championships

- Biathlon Races
    - Nationals in Quebec – BC won overall National championships
- Asked for feedback from parents and athletes
    - How is the program going; coach development & gaps to address
- Ali Cadell became internationally certified coach by IBU
- Reporting on ski exchange almost done
- Potential for spring/summer programs

Mike – Competitions

- Biathlon world youth junior trails – IBU recommendations, budget summary,
- BC Cup #2 actuals now available for budget with small legacy fund

Andrew – Facilities

- Rock work around front of lodge – outstanding to get plan together (estimated $20 to $25,000) and making the stairs more narrow

Shane – Treasurer

- Draft financials show membership at 97% of last year
- Equipment rentals at 73%, not including March
- Adopt a trail – targeted $50,000 as target, got about $26,000 this year
- Wages on track; ski school on track; no varsity expenses;
- High level available next meeting

Kevin – VP

- Worked with Jim on draft CNSC management plan; met with DWB to complete field components (veg, streams, tree ages, etc.) plus fuel management, invasive species
- Groomer costs discussion with GM, hoping to better predict maintenance and cost into future for planning and budgeting
- Started acting for Lanita

Lanita – President

- Volunteer appreciation BBQ this weekend; music in stadium; caterer for food; expecting ~100
- No snowmaking this year
- Kevin acting as President for next 2-3 months

Paul – Trails

- Paved trails – signage
- Dog trail expansion – more next meeting

Meeting adjourned at 9:12 pm
Next Board Meeting: May 5, 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	Trails survey postponed to next year.	Complete
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim & Gretchen	Waiting on letter of support from Lheidli T'enneh	In progress
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		Complete
3-01-13-2025	Communicate with membership about fat biking pilot project and organize demo day	John	Snow conditions did not allow for pilot	
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		
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John		
2-02-03-2025	Follow up on camping at CNSC parking lots for athletes and families during training camps	Board, next meeting		
1-07-04-2025	Organize meeting for all interested in Paved Trails before end of April	Kevin	Kevin P; Mike; Andrew; Paul; Graeme; Chiefs of races & Officials; and Head Coaches plus President, VP, and GM	

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	

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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.	

Motion Identifier	Motion as passed	Comments
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.	
1-07-04-2025	Board supports adopting draft fee structure presented on a pilot basis with wording added that all users are strongly encouraged to purchase a season's paved trail pass to support the infrastructure and non-profit nature of CNSC. Moved – Gretchen; Second – Mikie; Approved.	
2-07-04-2025	Board supports Sharing draft bylaws with members through website and newsletter. Moved – Mike; Second – Shane; Approved.	