Caledonia Nordic Ski Club Board of Directors
July 7, 2025
Final Meeting Minutes

Attendees:

- President – Lanita Horning
- Vice President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Treasurer – Shane Sienaert
- Andrew Watkinson
- Paul Schuetz
- Graeme Moore

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 July 7, 2025 meeting of the CNSC Board be approved, with addition of motion regarding Kevin Petterson as organizing chair for Olympic Trials.* Moved - Kevin; Seconded – Shane; Approved.

MOTION: *That Kevin Petterson be retroactively appointed as organizing chair with decision making authority on routine business associated with the trials within the approved event budget for the Dec 12-16 2025 Olympic Trials. Major decisions associated with the Olympic Trials, and those that impact CNSC and the members during the Olympic Trials, remain with the General Manager, including members' use of club facilities and any potential trail closures.* Moved - Lanita; Seconded – Graeme; Approved.

2. Review and approval of minutes

MOTION:

That the minutes of the June 2, 2025 meeting of the CNSC Board be approved. Moved - Kevin; Seconded - Shane; Approved.

3. *Budget*

i. Balanced budget presented covering Dec 2025 Olympic Trials, all programs, operations, etc.
ii. Approximately $4,600 surplus in budget to account for unexpected pressures.
iii. Does not account for all grants applied to date therefore may have increase in revenues
iv. Club will not be covering credit card fees for membership and program registration but will be hosting cash days, saving the club funds.
v. Program fee structure may be changing this year (no free registration for coaches' child and potential increase in race travel fees to cover coach travel costs)
vi. Significant and ongoing improvements to accounting over the past several years have made budget preparation, review, and approval more streamlined and transparent. Many thanks to all involved.

MOTION:
That the 2025-26 CNSC budget is approved, as presented, including the December Olympic Trials. Moved - Lanita; Seconded - Gretchen; Approved.

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1. *Paved trails*

i. Grand opening planned for June 20 in conjunction with Olympic Trials announcement did not work out; updated to September announcement, potentially with open house planned for September 20

2. *Reports – Staff & Board*

GM – John

i. Programs: All spring programs successfully wrapped up. Bike and ski sessions had strong participation and positive feedback. Athletes are engaged in summer individual training plans, local camps, and a number of impromptu sessions.
ii. Paved trails - summer camps: Hosting two summer training camps in July. First camp is in collaboration with Bulkley Valley team and second with BiBC, Biathlon Canada, the Biathlon Alberta Training Centre, and Sovereign Lake Nordic. Chance to highlight our world-class infrastructure and help foster interprovincial collaboration and athlete development.
iii. Paved trails update: Work continues on maintaining and improving the trails. Machinery and materials sourced for erosion prevention in culvert areas, including geotextile from local corporate donation. Holding off on most future expenses related to paved trails to determine needs. We will complete line painting and signage; we will hold off on shouldering, sod and blower purchase.
iv. Summer Bike Camps: Nearly at full capacity, with only the final week still having available spots, which have been offered to Lheidli T'enneh First Nation youth. Lindsay Mullen is returning as our Head Coach, supported by a skilled and enthusiastic team.

v. Land Based Learning Programs: Two school groups hosted in June. Sessions were well received with high student engagement at archery, medicinal plant identification, and traditional snare setting stations. Discussions ongoing with Diversified Bus Lines about a potential sponsorship or leasing agreement that would allow us to provide transportation for school groups. This could remove a significant barrier for schools and increase participation across our programs.

vi. Grants and Fundraising: Confirmation on $6,500 from the Northern Winter Sport Development Association (NWSDA) and $8,000 from the Canadian Sport for All Initiative (CSAI) total $14,500 planned for coaching development and purchase additional Eco-Aims laser rifles for our biathlon and school outreach programs. IMAGINE Grant application was shortlisted. CNSC has been selected to participate in the Four Rivers Co-op Fuel Good Day fundraiser this September where 10 cents from every liter of fuel sold on the day will be shared between participating organizations.

Kevin – VP

- Environmental Management Plan - Working with other Board members to respond to draft prepared by DWB, which is a good start but currently largely out of scope for CNSC
- Found grant opportunities and shared with John GM

Andrew – Facilities

- Working on front entrance/stairs/retaining wall with expected completion in August
- Two additional bear-proof garbage containers installed

Paul – Trails

- Environmental Management Plan - Working with other Board members to respond to draft prepared by DWB, which is a good start but currently largely out of scope for CNSC

Graeme – Programs

- Season wrap up with athlete evaluations and goal setting for next
- Several meetings with UNBC admin and prospective students/varsity athletes
- Spring team training started May 2 with 27 athletes
- Camps for both biathlon and cross country in Whistler and several other camps and events, including at CNSC
- Looking at fundraising opportunities with YRB and Cougars hockey 50/50 on Feb 3, 2026
- Looking into protection in corners of paved trails

Meeting adjourned at 10:00 pm
Next Board Meeting: August 11, 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 (close to $100,000 minus work on retaining wall and stairs)
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim	Letter of support provided from Lheidli T'enneh	In progress
3-01-13-2025	Communicate with membership about fat biking pilot project and organize demo day	John	Snow conditions did not allow for pilot	Revisit in fall when snow on ground
10-01-13-2025	Draft &/or update voluntary safety training and PPE	John	Posted to folder. Send final comments to John. Then post in shop and on website, share in newsletter	
1-05-05-2025	Request all summer users to pay and provide summer use membership options on Zone 4 and payment kiosks	John	What paved trail pass is available on Zone 4? Share donation options in newsletter	
2-05-05-2025	Paved trails grand opening plan and advertisement	John	Planning for September	
1-02-06-2025	Finalize fire use protocol with SD 57 after checking on insurance liabilities and getting Board approval	John	Include permission forms that families sign for their kids. Insurance checked. Protocols coming in Sept	
2-02-06-2025	Install fire ban signs at fire pit and post in newsletter (no fires and no smoking)	John		
3-02-06-2025	Post loppet into competition schedule so we have future option to host	John	Need to identify lead volunteer/organizer	First weekend in March 7/8, Shane, Graeme, Lanita, Rob

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.

Motion Identifier	Motion as passed	Comments
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	
2-03-06-2024	Approve Nordiq Canada Safe Sport Policy for CNSC as saved in folder. Moved – Gretchen; Seconded – Jim; Approved.	

Motion Identifier	Motion as passed	Comments
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. - That the Trails Committee make recommendations on trails and usage related to fat bike pilot project and report back to Board for November meeting.	

Motion Identifier	Motion as passed	Comments
	- 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.	
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.	

Motion Identifier	Motion as passed	Comments
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.	
1-03-03-2025	Board supports trail expansion work to proceed incrementally with additional field work, trail alignment, engagement, and information for members. Moved – Gretchen; Second – Lanita; Approved.	
2-03-03-2025	Board supports purchasing paved trail maintenance equipment from the remaining funds in the paved trail budget. Moved – Paul; Second – Kevin; 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.	
1-05-05-2025	Fires are only permitted at CNSC in designated areas (gravel pit fire ring and fire ring in stadium) in winter, with permission from Office. No fires are permitted between May 1 and October 31. Moved - Gretchen; Seconded - Andrew; Approved 5 voted yes; 4 voted no.	
1-02-06-2025	Support funding of design, repair, and replacement of retaining wall and stairs up to $25,000. Moved -Gretchen; Seconded – Mike; Approved.	
1-07-07-25	That Kevin Petterson be retroactively appointed as organizing chair with decision making authority on routine usiness associated with the trials within the approved event budget for the Dec 12-16 2025 Olympic Trials. Major ecisions associated with the Olympic Trials, and those that impact CNSC and the members during the Olympic Trials, emain with the General Manager, including members' use of club facilities and any potential trail closures. Moved Lanita; Seconded – Graeme; Approved.	
2-07-07-25	That the 2025-26 CNSC budget is approved, as presented, including the December Olympic Trials. Moved - Lanita; Seconded - Gretchen; Approved.	