Caledonia Nordic Ski Club Board of Directors
June 1, 2026
Final Meeting Minutes

Attendees:

- President – Kevin Charlston
- Secretary – Gretchen Prystawik
- Jim Burbee
- Paul Schuetz
- Chris Simons
- Jeni Wigelsworth

Staff:

- CNSC General Manager - John Bowes

Quorum: **Met** (Bylaws 5.5: *"The quorum necessary for the transaction of business at a Board meeting shall be 50% of the elected positions and must include two of president, vice president, secretary, or treasurer.")*

Location/Venue: Tech Building

Land Acknowledgement

Call to Order: 6:42 pm

Discussion Items:

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

MOTION: *That the Agenda for the June 1, 2026 meeting of the CNSC Board be approved.* Moved - Jim; Seconded – Paul; Adopted.

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

MOTION: *That the minutes of the May 4, 2026 meeting of the CNSC Board be approved.* Moved - Jim; Seconded – Kevin; Adopted.

3. *Lead at biathlon range*

i. Soil sampling results indicate higher levels of lead in biathlon range, as expected, with highest levels in lanes 1-10 that are more frequently used.

ii. See actions: get estimate to bring range up to draft IBU standards. Estimates on trays under targets ~5x8 inches times 30; solid wall behind targets; keep soil pH neutral or basic or bind with phosphorous (behind target, we have gravel berm with white matt layer); document current management and clean-up procedures; draft containment plan; soil sampling.

4. *Strategic Planning Session*

i. Biggest changes would be to revised goals

1. Increasing emphasis on year-round recreation
2. Growing and promoting CNSC as sustainable year around destination
3. Improving trail network
4. Maintaining programs, expanding coaching and volunteers
5. Maintaining and upgrading facilities and infrastructure as sustainable, year-round venue
6. Communications plan
7. Including climate change and sustainability strategies

ii. Next steps to create updated draft strategic plan, including one item under each goal, and share with membership

5. *Sea Can*

i. Two on order; space is cleared and getting leveled; funding from private donor is in bank; waiting for container delivery

ii. Will be positioned with crane rental

iii. ~ $3,000 in budget from donation for placing, installation, and finishing

6. *Facilities Projects for 2026*

i. See actions: Draft facility maintenance and improvement plan including immediate projects:

1. Higher priorities: construction of equipment storage shelter (sea can shelters); replacement of upper stairs from the upper parking lot; fix water pooling near lodge that floods rental shop and office, including sump pump ; roof on warm shop; alarm upgrade/consolidation; better locking gate at lot #4 and into upper lot behind lodge (similar to gate at dog lot);
2. Lower priorities: insulation of maintenance building; finish gravel pit picnic shelter (gable); replacement of warm shop

3. Not current priorities: stadium improvements including paving and grass (i.e., paving for accessible parking); AC in main lodge.

7. Policy & Governance Committee

i. Draft privacy policy reviewed

MOTION: *That the draft CNSC privacy policy be adopted for sharing with membership later this summer.* Moved - Gretchen; Seconded – Chris; Adopted.

ii. Draft conflict of interest policy reviewed

MOTION: *That the draft CNSC conflict of interest policy be adopted for sharing with membership later this summer.* Moved - Jim; Seconded – Paul; Adopted.

iii. Next meeting review member code of conduct

8. Grand opening Paved Trails

i. 10:30 am, Friday, July 24th

ii. Planning in progress

9. Summer User Donation

i. Waiting on signs with QR codes to be printed; will be installed soon

ii. Notice to be provided to members through newsletter and social media highlighting intent of donation

iii. No interest from Pidherny or Tabor to participate in local bike trail "pass"

10. CCBC AGM Learnings

i. CNSC is third largest club in Canada and second largest in BC (Sovereign largest in BC)

ii. CCBC will be hosting virtual sessions with ~ 2 members invited to participate in each: volunteer recruitment, governance, skill development, capital funding grant opportunities, growing club membership, others.

iii. Kal Tire has committed to 5-year sponsorship and offers membership discount on tires

iv. One club has mandatory volunteer hours as part of membership or option to pay non-volunteer fees for programs. Not something CNCS is interested in pursuing at present but awareness of other models.

Reports – Staff & Board

GM – John

- Registration continues to progress well for spring and summer Bike Camps, as well as Land-Based Learning programs. Spring Ski Programs have started for May/June.
- Sea can storage & site preparation: new units purchased (most practical option, immediate installation). Clearing has begun on designated space. Coordinated rental of a skid steer (with bucket and brush attachments) will also be used to complete an early-season sweep of the paved trail network and level the ground and prepare the base with road crush for sea can placement. Crane truck will position sea cans and also relocate the new diesel fuel tank (existing fuel tank may be sold).
- Camps & summer use
    - May 22 – June 2: Biathlon BC Camp
    - July 10 – 14: Northern Camp
    - July 17 – 26: Biathlon BC Camp
    - July 23 – August 1: BATC / Sovereign Camp
    - Camping fees to be charged to those staying on site. A shower will be provided and open campfires will not be permitted (propane-only).
- Biathlon equipment: new rental rifle purchased for programming; With new rifles now costing approximately $8,000, CNSC is interested in purchasing used rifles if any opportunities arise within the community.
- Events & competitions: working toward hosting an Officials Training Course in late summer or early fall. The goal is to build local capacity and potentially pair this with a small event.

Jim

- Making progress on a licence to cut with the Ministry of Forests. Most of the permit parameters are agreed upon and the application now has support from the Lheidli T'enneh First Nation, so expect to see a D-Cash – Forestry Licence to Cut issued relatively soon.
- Letters of support for new applications for LOO will be required – can't use old ones

Chris – Competitions

- Teck BC Cup #2 - January 29th to 30th, 2027.
- Summer Biathlon (paved trails) - July 25th to 26th, 2026.
- Biathlon Nationals - March 15th to 21st, 2027.

Kevin – President

- Away next meeting, budget review meeting
- Move meeting to July 13 & Aug 10

Shane – Financials

- Better indicator of financial status will be available next month with any potential surplus for facilities and maintenance
- Overall tracking on or under budget; Main operations revenues at or exceeding budget; Prinoth financing interest expense now separated; Merchandise purchases double the budget; Supplies over budget in specific programs, offset by other gains; BiBC event showing deficit pending receivables; Cycling registrations starting strong.

Jeni – Programs

- Registration is open for bike camps, XC/biathlon programming, land-based learning, and upcoming coaches training.

Meeting adjourned at 9:40 pm
Next Board Meeting: July 13, 2026

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
3-11-04-2024	Work with MOF on required permitting for tree removal (mature and immature).	Jim	Need letter of support provided from Lheidli T'enneh	In progress, letter of support provided from Lheidli T'enneh.
1-05-05-2025	Request all summer users to pay and provide summer use membership options on QR codes	John	Single track or day use passes	In progress
2-05-05-2025	Paved trails grand opening plan and advertisement	John	July 24th	In progress
6-06-10-2025	Install sign in stadium for information on paved trail use	John	Graeme has suggestions – complete	Planning/in progress
2-09-02-2026	Start to plan roller ski race with CCBC and Biathlon BC	John (Logan)	May be race in July 24. Completed for now. Revisit next season	Completed: 5 to 6 camps this summer will include time trial
3-09-02-2026	Recruit for officials training and local officials to run events. Will need to be in person.	John	Newsletter and email, including offering a refresher level 2 officiating certification	In progress. Ideal to run during a camp or event for an official's course.
1-02-03-2026	Matt and Shane to develop a competitions budget template	Shane	Include facilities charge per day of event to build funds for ongoing facility and infrastructure repair and maintenance. Needed for Chris' work with competitions organizing committees.	$1000-1500 per day In progress

1-13-04-2026	Lead management protocols, estimate for range upgrades & management options	John Kevin	Document and share race clean up procedures following IBU standards Prepare draft response to Barry and share with Board Estimates on trays under targets ~5x8 inches times 30; solid wall behind targets; keep soil pH neutral (behind target, we have gravel berm with white matt layer); documenting current management and clean-up procedures; develop containment plan; soil sampling.	In progress
2-13-04-2026	Facility maintenance & improvement plan	John	Revisit with quotes and prioritization	
1-4-04-2026	Respond to Barry B re EMP	Kevin	BCC Board	Completed
3-4-04-2026	Share grant opportunity with Legion president – we are interested in partnering. If you know of anyone, please contact us.	Vonda		
4-4-04-2026	Seek hosting costs from Canmore and Whistler clubs for grant applications.	John	To support ongoing maintenance and costs at CNSC during Biathlon Nations	
5-4-04-2026	Get budget template for competitions.	Shane/ Matt/John	For Chris' work with organizing committees	

1-1-06-2026	Publicize summer use donations in newsletter and on social media	John		
2-1-06-2026	Provide statement of accounts for Biathlon Western 2026 event and 2025 Olympic Winter Trials	John/Matt		
3-1-06-2026	Host meeting with Kevin P to finalize financial reporting for past events and see if gap anticipated for 2027 National event.	Chris & Kevin		

Motion Identifier	Motion as passed
2023-2024	See previous motions in minutes.
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.
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 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.
2-07-07-25	That the 2025-26 CNSC budget is approved, as presented, including the December Olympic Trials. Moved - Lanita; Seconded - Gretchen; Approved.

Motion Identifier	Motion as passed
1-11-08-2025	That the CNSC Board approve a budget of $4,500 from budget surplus to prepare technical plans, drawings, cost estimates, and application materials for the Accessible Outdoor Recreation and Safety Hub project for submission to the Co-Op Community Spaces Grant program in 2026. Moved - Kevin; Seconded - Andrew; Approved
1-08-09-2025	To allow Gretchen/Secretary to send final draft bylaws to members before end of day, October 1, along with proposed special resolution to accept final draft bylaws after 75% acceptance at AGM with request to 2025/26 elected Board of Directors to strike a Governance Committee to create policies including but not limited to privacy; conflict of interest; financial; member code of conduct; member engagement and communication; strategic planning; electronic voting. Moved - Gretchen; Seconded – Paul; Approved.
1-06-10-2025	Move to put special resolution to membership at AGM regarding financing options for new groomer and leveraging of ParaNordic legacy account, NDIT, and private donations to purchase Prinoth Husky. Replenish legacy account over time and through available sources. Moved - Mike; Seconded – Andrew; Approved.
1-03-11-2025	That the Governance Committee be struck and a draft terms of reference be approved next meeting. Moved - Gretchen; Seconded – Jim; Adopted.
2-03-11-2025	Approve reimbursement of SDP registration fee at the end of the season, for one child, if parent completes entire season of volunteer coaching. Moved – Vonda; Second – Logan; Adopted.
3-03-11-2025	Do not use additive in snow making. Moved – Gretchen; Second – Vonda; Adopted.
1-01-12-2025	Support Gillian Recknell and Patrick Turner as new Trails Committee members. Motion Dave; Seconded – Jim; Adopted
2-01-12-2025	Unanimous Board support for appointment of Vonda as Vice President under Bylaws 4.2.1. Appointments of Trails Director - Paul; Competitions – Chris; Facilities – Colburn; Programs – Jeni. Moved – Dave; Seconded – Paul; Adopted.
3-01-12-2025	Submit an Expression of Interest Package to host the 2028 International Biathlon Union Para-Biathlon Event. Moved – Jim; Seconded – Vonda; Adopted.
1-05-01-2026	Adopt Terms of Reference for Policy and Governance Committee. Moved – Vonda; Seconded – Paul; Adopted.
1-09-02-2026	That CNSC start charging mandatory fees for non-members for summer use, including hiking, biking, running, and disc golf. Signage will be installed with similar day pass QR codes as are up now for winter/ski use for online purchase. No additional staffing will be required. Moved - Gretchen; Seconded – Jim; Adopted.
2-09-02-2026	That CNSC proceed with a Licence of Occupation application for a total of approximately 12 hectares Crown land in two adjacent properties: ~ 5 hectare property DL 6881 on the eastern boundary of the Terus land holdings, currently under a land use agreement with CNSC; and ~7 hectare parcel of land on the western boundary of the CNSC Licence of Occupation, currently within a MOTT gravel reserve area. Moved – Jim; Seconded – Gretchen; Adopted.

Motion Identifier	Motion as passed
1-13-04-2026	That the two new Terus dog trails be called Moon Dog (currently constructed) and Wild Dog (to be completed fall 2026) from member suggestions and Trails Committee input. Moved - Vonda; Seconded – Chris; Adopted.
2-13-04-2026	CNSC Board supports hosting the 2027 Biathlon Nations with exploration of incorporating a hosting fee that will support ongoing operations at CNSC above and beyond registration and trail use fees. Moved - Vonda; Seconded – Dave; Adopted.
1-4-04-2026	That Board approves purchase two 20 foot sea can containers for storage of new snowmobiles and other equipment and supplies. Although financing is from an anonymous donor for approximately $10,000, CNSC will use funds set aside for the purchase of the new Pinoth groomer, which will be replaced when Nordic Canada releases designate funds. Moved – Vonda; Seconded – Jim; Adopted
1-1-06-2026	That the draft CNSC privacy policy be adopted for sharing with membership later this summer. Moved - Gretchen; Seconded – Chris; Adopted
2-1-06-2026	That the draft CNSC conflict of interest policy be adopted for sharing with membership later this summer. Moved - Jim; Seconded – Paul; Adopted.