Caledonia Nordic Ski Club Board of Directors
September 14, 2026
Final Meeting Minutes

Attendees:

- President – Kevin Charlston
- Vice President – Vonda Hofferd
- Secretary – Gretchen Prystawik
- Jim Burbee
- Dave Snadden
- Paul Schueltz

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: 6:40 pm

Discussion Items:

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

MOTION: *That the Agenda for the September 14, 2026 meeting of the CNSC Board be approved.*
Moved - Vonda; Seconded – Dave; Adopted.

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

MOTION: *That the minutes of the August 10, 2026 meeting of the CNSC Board be approved.*
Moved - Vonda; Seconded – Kevin; Adopted.

3. ***Facilities Maintenance and Improvement Plan***

i. Cold shop insulation foam starting October 5th planned with moving stuff out. Apex Insultation coming Wednesday October 11. Expect install October 7 to 14.

MOTION: *Board supports proceeding with spray foam insulation of cold shop using a private donation targeted to this specific project.* Moved – Vonda; Seconded -Dave; Adopted.

ii. Warm shop roof replacement: Project not proceeding this year due to lack of operational funds, no grant opportunities, will be receiving

MOTION: *Board supports scheduling warm shop roof replacement in 2027, if surplus or other*

funds are available. Moved – Kevin; Seconded - Shane; Adopted.

iii. Water issue in stadium: Feasibility investigations September (pump options, hoses, and tanks above ground). Short term options for this season to be explored.

iv. Security System: Still waiting for quotes from Telus and Trident (local). Monitoring available for extra cost. Under current system, most alerts are received for communication failures (internet interruption).

v. Lead management: UNBC Engineering three students interested in using this as capstone project. Ben Crimp, Engineer from Scouten Engineering also engaging.

MOTION: *Board supports working with three supervised UNBC Engineering Program students on their capstone project to develop a lead management plan. Kevin to act as liaison with UNBC and CNSC.* Moved – Gretchen; Second - Vonda; Adopted.

4. *Staffing update*

i. Key positions returning

ii. Funding received for Track Attack coach – Beth returning

iii. Still need SDP Coordinator – advertising pending

5. *AGM preparation*

i. Please have director reports to GM by October 1

ii. Nomination Committee working on recruitment of new Board candidates

iii. Potential issues/questions:

1. Lead management
2. Policies
3. Construction of new trails (Wild Dog is done this fall) - Wild Dog is a 3.4 km loop that skis ~3.6km as there is a 200+ m access trail connecting Wild Dog to Moon Dog.

Reports – Staff & Board

GM – John

- Membership fees
  - Individuals just under 300$
  - All fees increased except SDP
- Nordic Adventure Program, should have started this week. Only one registrant so program will not be delivered this fall.
- Refundables program gave us ~$3000, unknown amount from Coop gas
- Phishing scam – addressed right away (password changes), no known negative impacts
- Criterium Race – Successful, ~18 participants, hoping for more participation next year. 40 minutes race total.
- Paved trail camps, now complete. Great participation and use, expect growing each year.

Kevin – see report

- Coworker in enviro and waste management, planning to revisit biathlon range for lead and report back

- Lead and water with lead contamination can be disposed of locally
- Strategic plan – defer until additional policies complete and 26/27 board has been elected. Work completed on strategic objectives.

Shane – Treasurer

- Final draft financial report 25/26: surplus from less spending than anticipated (hours and projects) plus revenues collected from event hosting (3 large races); $138,901
- Plan to allocate into reserves: for snowmobile anticipated in 2027; priority projects discussed today (warm shop roof, water management, security, lead)

MOTION: *Allocate surplus funds from 2025/2026 financial year to replenish funds previously drawn down to cover deficits, with any remainder allocated to Competitions Funds, Programs, Trails & Grooming, and Facilities as per GM discretion. Board can now approve spending on projects as needed from these funds (not part of the approved operational budget).* Moved - Shane; Seconded - Vonda; Adopted.

Paul – Trails

- Significant chunk of lower dog trails (Dog On It and Under Dog) no longer useable due to gravel pit development on Terus private land; new junction and route to connect Upper Dog On It to Top Dog. May be able to do some more repair and connection on Under Dog to connect to Top Dog.
- Wild Dog construction is now completed, just some mulching required
- Reviewed TOR for Trails Committee, to be sent to them for feedback

Meeting adjourned at 9:12 pm
Next Board Meetings: October 19, November 2, 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
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.	Complete
1-13-04-2026	Lead management protocols	John	Document and share race clean up procedures following IBU standards (PPE, disposal, etc.)	In progress
1-13-04-2026	Lead management - estimate for range upgrades & management options	John & Kevin	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/Kevin / Colburn	Revisit with quotes and prioritization. Identify project lead, scope budget, critical steps; make separate list for equipment purchases (snow mobile, quad, etc.)	In progress
1-1-06-2026	Publicize summer use donations in newsletter and on social media	John		Complete
1-13-07-2026	Scholarship selection/financial policy	Gretchen (Policy & Gov Commit)	Review scholarship selection process and add to Shane's existing draft finance policy.	In progress

2-13-07-2026	Scholarship information	John	Change website regarding scholarship selection. Include reference letters and communicate to SD 57.	In progress

1-10-08-2026	UNBC Engineering Program to help advise on lead containment	Kevin	Connect with professor	Completed
2-10-08-2026	Nominations for next board	John	Share nomination package with committee, post info about nominating, form, send to nomination to GM or Nomination Committee	
3-10-08-2026	Rick Hansen access grant application	John		
4-10-08-2026	General reminders/notes to members	John	Single track trail maintenance – thanks to volunteers Remind members to donate empties at Return It Centre Reminder about Coop gas member number	

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.

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

Motion Identifier	Motion as passed
	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.
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.
1-13-07-2026	Accept proposed budget as presented. Moved - Vonda; Seconded – Paul; Adopted.
2-13-07-2026	Board approves release of draft member code of conduct to membership. Moved – Kevin; Seconded – Paul; Adopted.
1-10-08-2026	Support development of lead containment and/or remediation plan including engineered drawings to support grant applications and seeking other funding with up to $5,000. Moved - Vonda; seconded - Gretchen; Adopted.
2-10-08-2026	Board approves release of draft member code of conduct to membership. Moved – Gretchen; Seconded – Jeni; Adopted.
3-10-08-2026	Board approves Sara Cotter as chair of nominating committee with support from Robin Draper and Patrick Abra. Moved – Vonda; Seconded – Jeni; Adopted.
1-14-09-2026	Board supports proceeding with spray foam insulation of cold shop using a private donation targeted to this specific project. Moved – Vonda; Seconded -Dave; Adopted.
2-14-09-2026	Board supports scheduling warm shop roof replacement in 2027, if surplus or other funds are available. Moved – Kevin; Seconded - Shane; Adopted.
3-14-09-2026	Board supports working with three supervised UNBC Engineering Program students on their capstone project to develop a lead management plan. Kevin to act as liaison with UNBC and CNSC. Moved – Gretchen; Second - Vonda; Adopted.
4-14-09-2026	Allocate surplus funds from 2025/2026 financial year to replenish funds previously drawn down to cover deficits, with any remainder allocated to Competitions Funds, Programs, Trails & Grooming, and Facilities as per GM discretion. Board can now approve spending on projects as needed

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	from these funds (not part of the approved operational budget). Moved - Shane; Seconded - Vonda; Adopted.