

## WRNSC Board Meeting Minutes Dec. 9th 2020

**Present:** Oliver Conway-White, Colin Rhodes, Heidi Langenberg, Bill Henry, Greg Harling, Laura Seaman, Ken Campbell

**Chair:** Oliver Conway-White

Called to order by Oliver at 8.02pm

### **1. Review and approve the minutes from the previous meeting.**

Motion to approve by Ken, 2nd by Colin none opposed, carried

### **2. Review and approve the agenda for this meeting.**

Motion to approve by Oliver, 2nd by Colin, none opposed, carried

### **3. Follow up on action items from prior meeting.**

- **Oliver re injury report template/link to XCSO Safesport** - Oliver hopes to complete soon – will talk with Rigel.

- **Heidi to check with Jess re Covid screening questionnaires** - Heidi has consulted with Jess and is using an electronic screening report process. She would like to be able to check this quickly using her phone. Colin noted that those who have not completed screening really should be sent back home rather than being allowed to attend a session. Oliver did note that a verbal response could be used on occasion but the formal screening should be adhered to.

- **Laura, Heidi and Ken to reconcile discrepancies in rental spreadsheets.** Complete. They are still unsure as to how this happened. Greg has ok'd with Zone 4. Background documentation has been recorded. Colin suggested that a meeting be held to improve the process regarding rentals. This led to a discussion regarding rental equipment requirements.

Oliver noted that he was unsure of the timeline but would send out a message to board and program coordinators. Feedback could be obtained re process and requirements.

Ken suggested that since the youth schedule isn't yet firmed up it would be best to set up a meeting after that is known.

Regarding rental equipment Ken noted that the order should really be prepared before the first of February. This will allow the club to determine details and inventory requirements.

The detailed process could be outlined after that.

There was some discussion as to an appropriate timeline for such a meeting.

The goal would be to determine equipment needs for each program and quality (race versus recreational).

**Action:** Ken to report on information he has.

Laura and Eva to provide historical information. That may be helpful to future pricing.

- **Oliver to sign Waterloo Sports agreement for the club** – Complete.

### **4. Finance.**

Heidi provided an income statement detailing actuals to Dec. 3<sup>rd</sup>.

She noted that rental refunds and buff purchases are not in yet.

Colin advised that he would like to purchase new helmets for the groomers. This is a health safety issue due to Covid. The board agreed that this is a required purchase.

Ken noted that coach training expense will drop this year. Also XCSO has subsidized fees for Bunnyrabbits, Jackrabbits and Track Attack in order to help clubs faced with new restrictions and challenges due to covid this season.

## **5. Program updates.**

**Adult** – Greg reported that evening adult sessions are full although there are still a few openings in new Wednesday noon hour sessions. There are now four instructors. Membership currently stands at a record of 244 and growing. Colin suggested that the UW team might be able to furnish additional instructors. Will provide Greg with a contact.

### **Youth-**

Ken reported. This mostly concerns Covid-19 issues.

It would not be possible to run evening and Sunday programs as they were due to large numbers. The Jackrabbit program would have a group of 60 members at one time. At this time response has been negative to both holding earlier or later sessions. Will have to go back to instructors because it will be necessary to juggle times and days for sessions. There was also discussion as to maximum group sizes. Although the club will adhere to Nordiq Canada guidelines it will basically be up to ruling by the local board of health. At this time we don't know when classes will be held.

Discussion proceeded regarding refunds for those who would not be able to attend revised days or times due to these measures. We already do have a policy which allows partial program refunds for such issues as lack of snow. A policy regarding refunds due to covid would involve program fees excluding membership or equipment rental. Application for refund would have to be before Christmas but after the program schedule is known. Resolved that 100% of the program fee would be refunded should these conditions apply. Motion by Colin, 2<sup>nd</sup> by Bill, none opposed.

## **6. Rockway items.**

### **Lighting -**

Ken reported the following re the lighting project at Rockway.

“The shipment of lights has been received, and I verified that the lights worked before starting to install them at Rockway. The lights are being installed in general accordance with the attached drawing.

As of this afternoon, 9 of 12 50w floodlights have been installed, together with 4 of 10 30w streetlights.

Lights have been installed on Jackrabbit Lane, Double Dip, Spruce Run and Maple Hook.

Lights have not yet been installed on Otter Slide and Porcupine Pass/The Grind.

I am aiming to complete the installation work this week.

I found preliminary results to be very encouraging.

Once the installation work is complete, I will make an estimate of how many lights would be needed to light our trails, assuming two assumptions:

- a. Option A – only install lights on trees, and
- b. Option B – use both trees and pole supports.

This information will form part of an evaluation of the lighting project.”

Colin reported:

Signs and trail markers are up.

Snowmobile will be in for service this weekend.

Has received an updated 3 year agreement from Kitchener for the use of Rockway.

Ken also noted that there are currently some snow boarder's pipes on Woo Hoo. These should be moved elsewhere.

Next meeting. Friday Jan. 15th 8pm via teleconference.

Motion to adjourn Oliver at 8.55pm, 2<sup>nd</sup> by Oliver, 2<sup>nd</sup> by Ken, meeting adjourned.