

SMNB BOD Meeting
November 23, 2024 @0800
Atlantic Host, Bathurst

In attendance:

- Andre Yoston, President
- Mario Levasseur, Zone 1 Director, Treasurer
- Linda Mann, Zone 2 Director, Secretary
- Rene Benoit, Zone 3 Director
- Zarla Gorton, Zone 4 Director
- Ron Scott, Zone 5 Director
- Andre Melanson, Zone 6 Director
- Tim Bamford, Zone 7 Director
- Kevin Williams, Zone 8 Director, Vice President
- Brad Mann, Past President
- Ralph McBride, Executive Director
- Kyle Good, Trail Manager

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| 1. | Call to Order. President Andre Yoston called the meeting to order at 0755 |
| 2. | Additions to (omissions/deletions) and approval of Meeting Agenda Andre called for a motion to approve the agenda. Mario asked to move Agenda item 8.5 to 3b HR committee. Kevin moved to approve the agenda as amended, Seconded by Andre M, motion carried, Tim voted against. |
| 3. | Approval of Board's last Meeting Minutes -Minutes from BOD meeting from Saturday, September 14, 2024 -Minutes from BOD Teams Meeting from Monday, November 4th, 2024 Motion made by Tim, seconded by Kevin to accept minutes as read. Motion carried |
| 3b. | Tim read a letter from Rudi Fowler regarding complaints against employees and a board member. Ralph and Kyle left the meeting for the board to discuss. |

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| | <p>The Board decided to have no action in regard to the demands of this letter.</p> <p>The Board asked Tim Bamford and Brad Mann to leave the room.</p> <p>A motion was made by Mario to go “in camera”, seconded by Linda. All in favor</p> <p>A motion was made by Andre M and seconded by Kevin to come out of “in camera”</p> <p>A motion was made by Mario, seconded by Andre M to remove Tim Bamford as Zone 7 director. Motion carried.</p> <p>Brad and Tim were asked to come back into the room. Tim was told that he had been relieved of his duties as Zone 7 Director and asked to leave the meeting. An email was sent to all the member Clubs about Tim’s removal from the Board.</p> |
| <p>4.</p> | <p>President’s Report:</p> <ul style="list-style-type: none"> -Andre spoke about his CCSO meetings in Ottawa and attending the Toronto trade show. -He attended the funeral of Leon Bourque and the office sent flowers. -Dennis Burns retired from CCSO <p>Motion to accept the President’s Report was made by Andre M and seconded by Kevin, Motion carried.</p> |
| <p>5.</p> | <p>Executive Director’s Report</p> <p>5.1 Ralph and the staff are working on the Employee’s Handbook and have a draft to show HR and then have approval from the board to implement. It will include the duties and proper procedures that each staff member will follow, as well as other items.</p> <p>5.2 Ralph would like to know if he can attend all committee meetings just so he can be kept in the loop for future changes that may be coming up and to potentially have input on those decisions.</p> <p>5.3 Our leases are coming due for Crown Lands so they are currently in meetings to have those signed. They may go to a 10 year lease, instead of 3 like it currently is, he will update the board as the process moves forward.</p> <p>5.4 TIF funding processes are being simplified. There will be new dates for the funding to be approved by, so the offers going out to the Clubs will start in the fall, and hopefully be completed by Jan 15th. Since this year will be a transition year, the dates will have to be extended. Janice is working on a “Checklist form” for the Clubs to fill out, with all of the requirements they will need for their application for funding, items such as Club financials, cover letters, application forms, quotes etc.</p> |

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| | <p>5.5 We have a very healthy grooming fleet so it is being looked at to perhaps shift some of the groomer funding over to infrastructure funding to help Clubs with bridges etc in the future. This is a discussion that will continue.</p> <p>5.6 Business Plan / Economic Impact Study. The Board was handed out a rough draft of what is available so far. The Directors were asked to tell their Clubs that the survey was being sent out and to make sure they participated. The business plan and survey could be completed as early as mid February but could be June/July.</p> <p>Motion to accept the ED report was made by Rene, seconded by Mario, motion carried.</p> |
| <p>6.</p> | <p>Treasurer’s Report</p> <p>The Board reviewed the Account Receivables, Profit and Loss report, Restricted Cash Summaries and the updated 2024-2025 Groomer Funding Update. They also talked about the Complete Asset List, which is the first one done in many years. It included most items, right down to the items that have been donated to SMNB and not purchased with our money.</p> <p>Motion to accept the Treasurer’s Report was made by Andre M and seconded by Ron, motion carried.</p> |
| <p>7.</p> | <p>Trail Manager Files</p> <p>7.1 STIF update: all monies have been spent with the exception of a few dollars. Fundy Highlands had grants for brushing and tree trimming, Historic Highlands did a lot of sign work, including many new sign structures and the Christmas Mountains had signs done (moose like to rub against the signs and knock them and the posts down). There was supposed to be a bridge repaired but it was done by the logging contractor, so the money was spent installing new stovepipes, stoves, batteries and lights at each shelter. The remaining money will be spent insulating the shelter on Cupid.</p> <p>7.2 Will apply for funding for the 4th and final Signature trail, which will be in the Moose Valley region, extending as far west as Les Chalets Restigouche area and as far south as Club du Nord. There may be a few extra loops added to the system, including one going towards Amqui Quebec. Kyle was up in that area last week and GPSed a few places to prepare for this. It will need to have a name chosen for it and the Board liked the idea of including an Indigenous component to the name.</p> <p>Kyle will be doing preseason inspections of the Fundy Highlands this week, followed by one in the Historic Highlands. The Christmas Mountains was already done and ready for the season.</p> <p>7.3 Groomer Demo Being held in Mount Carleton Provincial park Jan 31-Feb 1st. All the manufacturers invited will be attending and the Park will like to have a big event for it including food, a fire and live music.</p> |

7.4 Trail Amendments:

- Trail 19 by where it crosses highway 180 will have a small change
- Trail by Teague Lake was approved,
- Trail 132 is closed but may have a re route to reopen.

7.5 Consultations:

-A few re routes and shared trails for the season but no major interruptions or closures. The process is much smoother now with all parties involved working together.

7.6 Christmas Mountains

Meeting held on Oct 30th with a very positive outlook. The new manager of the park is very on board for helping to improve grooming operations, with more flexibility for start and finish times for the operators etc.

- There will be a grooming priority list, with the main trails opening first and then secondary trails being opened within a few days of a major snowfall.
- There will be signs installed at all entrances to the park to welcome visitors and let them know they are entering the park.
- Both Bully 100 groomers are away at the dealership being serviced, only one will return and the other will be replaced by a new groomer
- There will be a groomer floated to Serpentine Lodge to begin the season of grooming since there is usually snow earlier there than at the Park.

7.7 Trail Counter Deployment Update

-A trail counter has been placed in each zone. Also, most major entrances to all of the Signature Trails have a counter installed. This data captures the traffic numbers in and out of these areas and it helps to fund these projects and plan for changes.

7.8 Club 44- Green River Temporary Bridge Pilot Project

-a bridge made of cables and large logs, that attaches to each bank on large screw piles. It will be installed over the ice and hooked on one end to the screw piles and removed each spring before the ice flows/melts. The Environment agency for the province is excited about the project and wants to see how well it will work as it has potential to be used in other areas around the province.

7.9 Media Rides

-4 planned rides, Parks Canada at Mt. Carleton Provincial Park, Snowmobiler TV from Wilson's and Snowride.TV from the Acadian Peninsula and Campbellton, and Chicks and Machines in the Edmundston and Lac Baker areas.

-These rides come at very little cost to SMNB but provide us with a lot of media coverage.

7.10 Trail Checks Winter 2025.

-The schedule is not set in stone yet but if a Director feels that a specific area needs to be done, please reach out to the TM

7.11 Accident Reports/Legal Trail Files

-Nothing to report, no active legal files for trails. The Accident reporting system we have in place is working.

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| | <p>Motion made to accept the TM Report was made by Kevin and seconded by Mario, motion carried.</p> |
| <p>8.</p> | <p>Permanent Committee Reports</p> <p>8.1 By Laws and Policy Committee - Several By Laws and Policy changes have been submitted to the Committee, they will have them ready for the Board to view at the February meeting. Motion to accept the Bylaws committee report was made by Ron and seconded by Rene, motion passed</p> <p>8.2 Fundraising Committee - There have been a few new sponsors join us, as well as a few upgraded sponsors. There have also been a few downgraded sponsors but the amount brought in is almost the same as previous years, only being down by a few thousand dollars. Motion to accept the Fundraising Committee Report was made by Andre M and Rene, motion passed</p> <p>8.3 Trail Committee: -Motion was made by Andre M and seconded by Mario to appoint Rene to be the new Chair of the Trail Committee, motion carried, Rene accepted the appointment -Motion was made by Mario and seconded by Andre M to appoint Ron as Co-Chair of the Trails committee, motion passed and Ron accepted the new role.</p> <p>The Committee had a meeting on October 21st at 0830 via Teams. In attendance were Kyle Good, Rene Benoit, Marc Hannan, Tim Bamford and Ralph McBride.</p> <p>-Several local issues were discussed and they worked on a new sign asking people to slow down as they were approaching residential areas or areas where there was danger of the trail access being denied due to speed and noise. -They also discussed Groomer funding and how we could revamp the list and make it easier for Clubs to accept the funding without as much hardship on them. This will be discussed at further meetings.</p> <p>-A motion was made by Rene and seconded by Andre M to move forward on a sign that will ask our users to slow down as they approach residential or fragile areas. Motion passed.</p> <p>-Kyle and Rene will decide on the final version of the sign and it will be sent to Codioc for the Clubs to order if they need them. Motion was made by Andre M and seconded by Ron to accept the Trail Committee report. Motion passed.</p> <p>8.4 Nominating Committee- Nothing to report 8.5 HR - Moved to 3B 8.6 Awards Committee – Nothing to report</p> |

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| 9. | Old(Current) Business |
| | <p>9.1 New Trailer Update for trade shows etc. Fully wrapped with our Corporate Partner’s logos on it(great chance for extra advertising). L& M Trailers upped their sponsorship for this year, which reduced the price of the trailer and Off the Wall Graphics, who wrapped the trailer with the logos, also upped their sponsorship, further reducing the final price of the trailer. We have also applied for a government grant towards the cost of the trailer, the final cost to us will be known shortly once we receive word on the grant application being accepted or not.</p> <p>9.2 New Email accts for Directors. Right now, the ***@snowmobilenb.com addresses only allow for the directors to receive email and not send out emails under that address. If each Director were to have a proper email address, it would be costly(Approx \$150 each per year). We discussed having a Gmail account set up but there were security concerns about those. The matter will have to be looked at further before we decide which way to go.</p> <p>9.3 President’s Ride 2025 In Edmundston, with 2 routes, Lac Baker and Moose Valley. If conditions are favorable, there is potential to add Grand Falls to the list but we won’t know until just before the event starts.</p> <ul style="list-style-type: none"> -Attendance is limited to Club President(or alternate) plus 1 guest, -The staff is working on how to color coordinate the guides with the riders in their group so that there is no mix up on which group you’re in and where you’re going. If you have a purple card, your guides will have purple. |
| 10. | New Business |
| | <p>10.1 Tourism Weekend Family Day weekend Feb. This weekend’s special pass(4 days) will be opened up to NB Residents. SNB says there is no issue on removing the restriction when people are buying the pass online. The membership at the fall Zone Meetings were asked if they were in favor of this change and it was well received.</p> <p>Motion was made by Andre M and Seconded by Mario to open up the Tourism Weekend passes to residents of NB. Motion passed.</p> <ul style="list-style-type: none"> -This info will be communicated to the Clubs and our members of this change. <p>10.2 Toronto Snowmobile Show Good show, lots of interest. People sought out our booth to ask questions and had serious questions about long trips, safe places to park, riding between areas, loop trails etc.</p> <p>10.3 Future shows 2025 Possibility of going to a snow in Augusta, Maine next October, just before the Toronto show. More discussion to come on this, it would open a big new market for us.</p> |

10.4 Fall Sign Training/Zone Meetings. Nothing major to report, doesn't seem to be any major outstanding issues.

10.5 Marketing and Communications Coordinator report

-Is training new Administrative Assistant

-Attended Social East in Halifax for training

-Meeting with Tourism, Heritage and Culture to work with them and their website in a way that compliments what we are doing and so we can work together to maximise what is being done.

-Lots of Facebook posting, and can track who reads the posts and shares/likes etc. Different days of the week will have themed posts ie. Sunday is sign related; Wednesdays are for contests etc.

-Working with Corporate Partners for their logos and banners for our website

-working to get everything ready for the President's Ride

-Lisa needs better software to do her job more effectively, the money will come out of the budget, under office supplies.

10.6 Office Hours-Christmas Holidays

Office will be closed for the week of Christmas. The week of New Years, the office will be closed Dec 31st and January 1st.

10.7 Club 41 Kedgwick ASK

-the President of Kedgwick, Pierre Paul Lauzier would like to have the permits bought by non residents to be all placed under Club #99, and have those monies be paid out by grooming hours only. The reason being that these people come to our province to snowmobile in various areas of the province and don't have ties to individual Clubs, so the money from their passes should be divided by grooming hours only. This could potentially help smaller Clubs like his to recoup more in payouts since they are in such a high traffic area. The board decided to table this ASK for now. We will ask Janice to crunch the numbers to see how it would impact individual Clubs around the province before making further decisions.

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| 11. | Zone Reports -See Enclosures |
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| 12. | Motion was made by Mario and seconded by Kevin to go "in camera" Motion was passed Motion was made by Mario and seconded by Kevin to come "out of Camera" Motion was passed |
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| | Meeting was adjourned by Rene at 1400 |