Submit your volunteer hours please: https://www.cognitoforms.com/NSMBA1/Hours

BOARD OF DIRECTORS MEETING

March 31, 2025

6:30pm to 8:00pm

Our Vision: Trails for all, trails forever.

Our Mission: We are a volunteer-driven non-profit organization dedicated to caring for a sustainable trail network within the community.

Board Members

Meeting Chair: Steve Lionais

Meeting Secretary: Jeff Taylor

Directors Present: Nara, Brent, Mike, Steve, Anjulie, Raj, Jeff, Rachid

Staff Present: Cynthia

Regrets: Eleri, Rob

Proceedings

Called to order at: 6:34 pm

Approval of Agenda

Moved by: Brent

Seconded by: Nara

www.nsmba.ca/board-meeting-minutes

Agenda

Maximum 90 minutes

1. Approval of Minutes (5 mins)
2. Offline Updates (15 mins for any discussion)
3. Membership Campaign Update (20 mins)
4. In Camera (15 minutes)

A. Approval of Minutes (Max 5 minutes)

03. Directors Agenda/minutes - February 17 2026 **Moved:** Mike **Seconded:** Brent

Approved minutes are available by request. The NSMBA publishes a quarterly summary.

www.nsmba.ca/board-meeting-minutes

B. Offline Updates (Max 15 minutes)

Any updates from committees or staff that can be referenced offline should be linked here. If there's anything that needs to be discussed, please flag it under here.

A. Monthly ED Update: February 2026
   a. 2026 Events - tis the season!
      i. Fivers kick off April 16
   b. Director Signup for Community Events
      i. Important to have director presence at events to engage with the community
      ii. Trail Days are another great way to interact with the community
   c. Community Open House - April 28
      i. Venue is booked and objectives are set
      ii. Board input on the format?
   d. AGM date / room booking - considering Nov 25, 2026 (24th and 26th as alternate dates)
B. NSMBA AI Policy
   a. Needs review and commenting by all board members https://docs.google.com/document/d/1qcviB2xBwipqgIkIDlmIiO2E56Cb4rUFfASgy-QifzU/edit?usp=sharing
   b. Vote to adopt

By motion duly made and seconded, the Board unanimously resolved that the AI Policy, substantially in the form presented to the Board, be approved and adopted and that Mike and Jeff be authorized and directed, for and on behalf of the Board, to convert the AI Policy, together with such additions, deletions, or modifications thereto as Mike and Jeff consider necessary, desirable or useful, to final form and to deliver the finalized AI Policy to the NSMBA's Executive Director, execution and delivery as aforesaid to conclusively evidence such approval.

C. Trail Committee
   a. Trail strategy + community engagement: A community open house is currently scheduled for April 28 at the Lynn Valley Community Room. The current plan is to have a short presentation on the Trail Strategy and our goals and objectives for the year followed by Q&A and time stand around and chat afterwards (with n/a beers)

b. FN partnerships / comms: the partnership landscape is shifting and it's worth aligning with staff on a simple comms playbook so we have an association-wide understanding https://www.squamishchief.com/local-news/historical-mission-squamish-creates-land-back-task-force-with-squamish-nation-sets-mandate-through-2028-12023237

Discussion Point: The Board discussed the need for the NSMBA to develop a standard communication playbook that can be used by NSMBA staff and directors in connection with official and non-official communications with third parties. The NSMBA will begin developing a standard communication playbook. The Board also discussed the need for the NSMBA to implement a CRM system. The NSMBA will consider what CRM service offerings are available and evaluate such offerings against the NSMBA's needs and budget constraints.

D. Board Ops

a. Draft terms of reference are attached for review and, if thought fit, approval https://docs.google.com/document/d/1qYwtShzbsPhcXG1sp2oDlB5JBNVZYnEj/edit

By motion duly made and seconded, the Board unanimously resolved that the name of the Board Operations Committee be changed to the "Board Governance Committee" and that the Terms of Reference for the Board Governance Committee, in the form presented to the Board, be approved and adopted.

b. Do you have a proposed process for Director changes for the group to discuss/vote on?

Discussion Point: Jeff provided an offline update regarding the suggested process for director changes, including disclosure to NSMBA members regarding same. The Board Governance Committee was asked to develop a "best practices document" regarding governance matters with the intent that such document be a living document and added to or amended from time to time.

c. Other board process items that need to be investigated
   i. What the tie-break process for electing Directors at AGM
   ii. Lots of historical NSMBA email addresses are still active, even though they're not currently a board member or employee.
   iii. Can/should we look at ways to widen participation in electing board members? EG online voting, not just in attendance at AGM?
   iv. Review of Bylaws to ensure alignment with processes. Identify any gaps/changes to be required.

Discussion Point: Jeff provided an offline update regarding certain AGM and director election processes. The Board Governance Committee will review the

NSMBA's bylaws in connection with the AGM planning process and will report back to the Board regarding its recommended updates to the NSMBA's bylaws (if any).

Discussion Point: NSMBA staff were directed to provide notice to certain individuals that, following a reasonable transition period, they will no longer have access to legacy NSMBA emails. The Board briefly discussed the NSMBA's email and data retention practices.

E. Community Impact & Engagement & Events
    a. Seeking new board member
    b. First Fiver coming up on April 16th
F. Fundraising Committee
    a. Developed a Fundraising CRM to track potential donors/partners
        i. Directors to-do: review fundraising sheet for network contacts
        Fundraising Outreach Tracker.xlsx
    b. Researched prospects for contact and noted in CRM
    c. Ally Dyck may join the committee
G. Finance
    a. Strong cash position & no budget concerns - no additional update at this time.

C. Membership Campaign Update (Max 5 Minutes)

A. Focus is on reaching those outside of our current audience by connecting with them on the trails and in bike shops
B. 64 signs installed throughout the trail network mid March
C. corresponding graphics provided to retail partners as POP and window decals as well as event posters
D. membership giveaway campaign (SRAM product) planned for July/August when membership is traditionally low

Discussion Point: Cynthia and the Board discussed the current membership campaign.

There being no further official business, Steve terminated the meeting at 7:35 pm. Following termination of the meeting, the directors held an *in camera* session.

The next Board meeting is scheduled for April 21, 2026.