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

BOARD OF DIRECTORS MEETING

September 22, 2026

7:00pm to 8:30pm

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: Nara Henderson

Directors Present: Steve Lionais, Anjulie Latta, Nara Henderson, Mike Nelson, Raj Brar, Rachid Nayel, Rob Donovan, Jeff Taylor

Staff Present: Joe Woywitka, Cynthia Young

Regrets: Eleri Harris, Brent Nichols

Proceedings

Called to order at: 6:58pm

Approval of Agenda

Moved by: Rob

Seconded by: Anjulia

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. Board Recruitment (30 mins)
4. AGM Prep (20 mins)
5. Strategic Plan (5 mins)
6. In Camera (15 minutes)

A. Approval of Minutes (Max 5 minutes)

08. Directors Agenda/minutes - July 21 2026 **Moved:** Rachid **Seconded:** Steve

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: ED Report - July + August 2026
   - NSMBA Policies may require updating: https://nsmba.ca/about-the-nsmba/
   - Employee Handbook needs updating - potentially free services from insurance provider: https://docs.google.com/document/d/1etqSZ3Nn10T7iPaq2DaUHoyJbxxFVslm/edit#heading=h.3as4poj
     - Cynthia (ED) can lead on draft, potentially consult with Jeff Taylor, board to approve
     - Employment agreements will govern, handbooks are more process and point to policies
   - Website:
     - General agreement to update/rebuild the website, Anjulie Latta and Steve Lionais can help vet the right vendor and approach - caution on jumping away from Wordpress.

B. Trail Committee
   - Trail Manager hired 🙂
   - The Trial Strategy document is currently open for a final round of feedback and commenting until the end of the month. Trail Strategy v3.0
   - DNV has invited us to participate in Phase 1 of its Trail Management Framework, which is a useful opportunity to bring our emerging trail strategy into the conversation before their framework is drafted. Meeting set for Oct 26.
     - Robin Donovan, Mike Nelson, Cynthia, Vince to attend (listen, vs present)

C. Board Ops
   - Will be meeting together in the next 1-2 weeks to discuss amending bylaws; draft will be circulated async to resolve comments/issues prior to next board meeting. Motion to approve to put in front of members at next board meeting.
   - 2 ways we can amend:
     - Start new (use a more updated "style")
     - Amend current bylaws (benefit of using old "style" for members who

have reviewed in the past it's more recognizable) - *decided this is the better approach.*
    - Suggestion from Cynthia for Jeff Taylor to connect with Vince on why prior decisions were made. vince@nsmba.ca

D. Fundraising Committee: Planned Giving Document and Investment Policy out for review with the committee
E. Finance
    - We need to start budget planning for 2026/27

C. Board Recruitment for 2026/27 (Max 30 Mins)

It is time to start the recruitment process so we have enough time for vetting in advance of the AGM in November. See current skill matrix.

A. Committee to run the process
    a. Anjulie Latta Steve Lionais Nara Henderson with consult from Jeff Taylor
B. Agree on a timeline
    a. Process/call for applicants early October
    b. Notice of meeting goes out 1st week November (interview process should be done); must be announced (according to bylaws) a minimum of 21 days prior to the AGM.
    c. AGM is on Nov 26th, so notice must go out no later than Nov 5th.
    d. Newsletter goes out once per week, can announce/explain process in a weekly newsletter and live on website.
    e. We can re-use many of the materials we used last year (same recruiting committee)
    f. Steve Lionais will organize comms plan with Gareth
C. Any other considerations?
    a. Losing all women board members, was a callout
D. Several director's terms are ending, who's planning to re-run?
    a. The following are not planning to run, currently: Anjulie, Steve, Nara, Eleri

D. AGM Prep (20 Mins Max)

AGM is scheduled for November 26, 2026.

A. Recap what we want to achieve at AGM
    a. Engagement: concession/merch stand again, potential 50/50 draw
    Cynthia Young will look into gaming license requirements
    b. Open with a positive speech
    c. Someone needs to take minutes
    d. Table financial statements
    e. Elect Directors
    f. Appoint Auditor

g. Presentation will be expected again, could shorten relative to LY (2026 highlights - what's new)
h. Community feedback/questions: Do not repeat the online anonymous question asking and voting on questions; suggestion to request questions be submitted in advance, along with name - ask for additional questions in the room, cap the time.

B. Are there any modifications to voting procedures to be considered?
   a. See above
C. Set committee/responsibilities to prep & organize
   a. Jobs to be done:
      i. Merch/concession Anjulie Latta Nara Henderson
      ii. Script prep Jeff Taylor
      iii. Livestream meeting setup?
      iv. Online voting?
      v. 50/50 draw?

E. Standing Item: 5 Year Strategic Plan Review (Max 5 Mins)

Plan to start in January 2027

A. The Strategic Plan is up for review next year (2027):
   NSMBA Strategic Action Plan (2026–2027)
   a. Cynthia Young will reach out to the past consultant (Greg) who supported on our current plan, and start the process on vetting consultants.
   b. Cynthia can submit a few options to the board to review
   c. Agreement to pass to the new board post AGM, form a strategic planning committee
B. Reach out to the community via newsletter and to previous consultant for volunteer help. Recruit a board member to help out. Plan to start in Jan 2027.
C. Hypothetical Action Plan to gauge progress on 2022-2027 Strategic Plan.

F. In Camera (Max 15 Minutes)

Adjournment of Meeting at: 8:02PM