

**Cariboo Ski Touring Club
Minutes: November 5, 2013**

In Attendance: Jim Crellin, Peter van Leusden, Brian Black, Marilyn van Leusden, Amy Reid, John Redburn, Greg Strebel, Ron Watteyne, Bruce Self, Tony Jaffary, Mike Alborn, Lee Morgan and Herb Chlebek.

Absent with Regrets: Sunshine Borsato, Vicki Esplen, Paul Mednis, Chris Elden, Holly Nelson, Kathy Jaffary

Adopt agenda: M: Greg 2nd: Bruce

Adoption of Minutes of October 8, 2013: M: Ron 2nd: Mike

Adoption of AGM Minutes of October 30, 2013 M: Tony 2nd: Amy

Treasurers Report: M: Peter 2nd: Mike

See October 31, 2013 Bank Reconciliations & October 31, 2013 Year-to-date Revenue & Expenses Reports

Correspondence:

1. Donation of \$100.00 (Cheque # 386473) received from Cariboo Pulp & Paper Company.
2. Letter dated October 24, 2013 from AC&D (Quesnel) Insurance Services Ltd, with attached renewal policy #CMP S1484480, providing coverage for the scheduled buildings and scheduled equipment only, as requested. April Godsoe requests CSTC review the policy and pay the Invoice #289831 for \$3, 519.00 Expiry Date of policy: October 23, 2014.
3. Email received from Sherry Thompson at Cross Country Canada re-launching the Inside Track Program, a fundraising campaign to generate revenues and also to create engagement with clubs and members around the country. \$5 from every Inside Track membership will be directed back to the donor's local ski club. The balance of program proceeds will go towards providing funding for CCC development programs such as Jackrabbits and Track Attack, as well as the National Ski Team. For more information visit <http://www.cccski.com/Donate/Inside-Track-Rewards.aspx>
4. Email received from Caledonia Nordics of Prince George requesting use of CSTC's Pisten Bully as a backup for the Western Canadian Championships (Cross-Country and Biathlon) in 2014 and Canada Winter Games in 2015.

This issue was discussed and Brian was given some guidance for negotiation.

Old Business:

1. Lodge:

Action Item: Marilyn and Brian will organize old CSTC files in the Office storage area and discuss with Tania what is needed to organize the Office, shelving etc. **Not Yet.**

2. Trail naming, practice hill

It was suggested that we have a "Contest" to name the "New Hill".

Action Item: Greg will send an email to members requesting names for a vote once the area is being utilized for lessons.

3. Marketing Plan

Tania requested a meeting on October 1 to discuss developing a marketing plan for CSTC.

Action Item: Ron will try to set up a meeting with Tania, Vicki, Marilyn, Janet, Sunshine and Herb.

4. Pending grant applications: BC Gaming Grant

Brian and Marilyn submitted a BC Gaming grant application. CSTC received notification on July 17, 2013 that CSTC was awarded \$10,275.00.

Action Item: Marilyn and Brian will review with Kari & Amy use of funds.

5. CSTC Ski Swap:

CSTC Ski Swap will be held on Saturday, November 9, 2013. Ron, Jim and Greg coordinated the event. Sunshine and volunteers represented the Skill Development Program.

6. Procedures for Criminal Record Checks

CSTC Executive members discussed a driving policy drafted by Jim Crellin.

Motion: Greg moved that the policy regarding driving of CSTC be adopted.

Policy states, "As a general rule CSTC coaches and ski instructors should not be driving, organizing or soliciting others to provide transportation for athletes or children. Arrangement of transportation to and from an event or lesson, whether at Hallis Lake or other venues, is the responsibility of the child or athlete's parents or guardian and it is up to them to ensure the selection of an appropriate driver and mode of transport.

It is understood that there may be extenuating circumstances that will require a coach or instructor to transport athletes or children on a one time basis to ensure safety or security due to weather or other unforeseen problems".

Seconded by Mike.

Motion carried

This new policy will be included in the CSTC policy files.

Marilyn clarified that individuals 16, 17 and 18 years of age can have a criminal record check and has 20 sets of forms to distribute.

7. Coaching Courses

Marilyn added to November agenda a review of CANSI level 1 funding policy. See New Business: Item 1

8. Lodge – Tony & Kathy Jaffary

Action Item: Kathy and Tony will create a list of Lodge closing up routines and send around for input **in progress**

9. Off season projects:

- **Action Item:** John will check the First Aid kit in the Emergency toboggan and put a second kit in another suitable spot on the weekend (Nov 11)

- Work parties have been organized by Greg: wood supply; John: trail maintenance; Mike: equipment and Tony/Brian: Lodge. Brian K put up hand rails on stairs off front deck.
- Greg emailed a request for members to help with work parties.

10. Ten Mile Lake Park Use Permit

Parks Use Permits request Proof of Renewed Insurance using the current Province of BC Certificate of Insurance form that was sent along with the letter.

Action Item: Peter will send insurance form to Parks once Greg has sent in CCBC membership forms. **In progress**

11. Complimentary Introductory Ski Passes:

- The use of Introductory Passes for 2013-2014 season were discussed.
- Marilyn added Introductory passes to the 5 Year Plan under Memberships
- Ron created and distributed 5 passes per Executive member. The plan is to keep track of the names of people redeeming the passes and add them to the e-mail list.

12. Grant follow-ups:

- Community Foundation: Ginzu groomer. Photo required once we have snow. Brian checked with Community Foundation and they would prefer the photo of the Ginzu groomer be taken when there is snow
- Biathlon Grant: rifles. Peter has completed.

13. Planning of AGM:

AGM took place 7 pm October 30 at Hallis Lake Lodge followed by a presentation by John Courtney of his TransAlp bike race. 50 members were in attendance.

14. Membership Drive

Vicki has created a newsletter for CSTC that was sent to members, and distributed to spots in the community (Coffee Break etc)

15. Renters liability insurance

Discussed and decided that renters will need to get their own insurance

16. Skill Development Program: Jackrabbit/Track Attack

Action Item: Sunshine will supply information to Herb thru Brian for page revision.

17. Signage

Large information signs for stadium and parking lot are almost complete. Sign repair and upgrades scheduled early Nov. John is getting a quote from the Sign Shop for the replacement of the large stadium map, could be around \$1200.

Action Item: John will check with Desi to see if financial help is available.

18. Social – Holly & Vicki

- **Action Item:** Vicki will discuss with Holly a schedule for social events.

New Business:

1. CANSI level 1 funding policy

Motion: Peter moves that CSTC adopt the following CANSI level 1 funding policy: CSTC will pay the registration fee (\$350) for a few members, (approved by the executive), to take the CANSI level 1 course. Those interested in taking the course should speak to the coaching chair who will consult with CSTC senior coaches. The candidates will be expected to give ski lessons / coach for at least 2 years

Seconded by Greg.

Motion carried.

This new policy will be included in the CSTC policy files.

Action Item: Ron will check with Bruce Bennett from Prince George about running a pre-course to help select suitable members.

2. Work Party: Tuesday, November 12th

Action Item: Greg will e-mail members outlining the work plans for November 12

3. Youth Ski School Coordinator/Rental Shop Manager

3 part time positions are needed to run the ski rental shop and ticket booth. The hours of operation will be 10-4 daily, and Wednesday evening until 9 pm. Marilyn, Brian and Sunshine will interview and hire the staff. Heidi Kilsby, Erin Dale and Jillian Simpson have shown interest in the position.

4. Signing Authority: Post Office & Credit Union

Action Item: Amy to get forms for self and Lee for post office. All Executives to sign at the Credit Union and CIBC (Brandy)

Committee Reports:

1. Skill Development Program: Jackrabbit/Track Attack – Sunshine.

2. Nordics / biathlon – Jim Crellin

- For the 2013-2014 season we have 14 athletes training so far, with possibly some new junior athletes joining as well. Most of the rifle rental fees have been collected.
- The first BC Cup race will be at the Whistler Olympic Park (Callaghan Valley) on December 14-15, 2013. So far the Eldens, Rolls and Kurtas plan to attend.
- We plan to switch to the winter range at Hallis in November as weather permits.

3. Membership – Greg

44 new registrations, 2 children enrolled in the Skill Development Program.

4. Equipment / lighted track – Mike

5. Loppet – to be held on January 25, 2014.

- This event needs a coordinator.

6. Backcountry – Bruce

- Waiting for snow. Cariboo Mt. looks white from the pasture.

7. Signs & Trails – John

Signage

- Jackrabbit program has requested help but the extent is unknown. Signage work plan will require five more days to complete. New direction sign and admin sign completed only directions sign in place. A space has been left for the new practice hill name. A new small highway Hallis Lake sign approved by Desi and ready to go. Trail restriction sign for Venture Rd access will be in place by 12/1/2013. Ron Watteyne provided photos of Canmore's signage....very nice and the direction we should move in, however further details and costing needs to be investigated.
- **Action Item: Sunshine to talk to John about Jack Rabbit signs.**

Trails

- Inspection of trails continues apace. Snowshoe trails will require blowdown removal on both trails as well as brushing on the Bigfoot Trail. Estimated two to three days work by 3 people.
- George Paul and Mark Courtney have quads to help with brush clearing before mowing trails

8. Social – Holly

9. 10 Mile Lake Committee – Peter/Paul

10. 75 K Ski Challenge – Sunshine.

11. Guided Ski Tours– Sunshine.

12. Lodge – Tony & Kathy Jaffary

13. Lodge Rentals – Sunshine

14. Email communications – Greg

15. Newsletter- Vicki

16. Publicity/ Adult Lessons- Ron

17. Youth Ski School and Hallis Lake Rental Shop- Marilyn

Rental Shop

- Adjusting rental rates for 2013-2014 to cover PST on skis and poles and adult boots. Children boots are excluded from PST.
- Need a poster to advertise hours of operation and handouts for Ski Swap.

Youth Program

- Committee meeting was held on Saturday, November 2, 2013 to plan for upcoming season.
- Tania sent out a "Welcome Back School District 28 Teachers" newsletter to individual teachers in November. The email included an information letter, our booking form and information about how the morning looks when you arrive at the ski school.
- Carson has booked 3 dates in January
- Obstacle Course has been cleared behind the Timing Hut. Need to plan more activities for the Adventure Park area, "Four Corners" and Pancake Flats near the biathlon area.
- Voyageur has inquired about 78 students for lessons

18. Coaching- Peter

- 8 Quesnel and 2 Williams Lake coaches attended the ICC course November 1-2 at Hallis..

Meeting adjourned at: 8:29 pm

Next Meeting: December 10, 2013 at 7 pm at QCEDC office

Goodies Schedule:

December: Amy

January: Ron

February: Bruce

March: John

April: Sunshine

May: Chris