

**Cariboo Ski Touring Club  
Minutes: May 21, 2013**

**In Attendance:** Brian Black, Marilyn van Leusden, John Redburn, Bruce Self, Greg Strebel,

**Absent with Regrets:** Jim Crellin, Kathy Jaffary, Tony Jaffary, Peter van Leusden, Sunshine Borsato, Ron Watteyne, Kari Bolton, Chris Elden, Vicki Esplen, Elaine Watteyne, Paul Mednis, Holly Nelson, and Herb Chlebek.

**Adopt agenda:** M: John 2<sup>nd</sup>: Bruce

**Adoption of Minutes of April 9, 2013:** M: John 2<sup>nd</sup>: Bruce

**Treasurers Report:** M: Bruce 2<sup>nd</sup>: Greg  
See May 12, 2013 Bank Reconciliations & May 12, 2013 Year-to-date Revenue & Expenses Reports

**Motion:** Brian moves that CSTC proceed with the purchase of the Ginzu groomer, ski equipment, biathlon rifles as funded by the respective grants.  
Seconded by Greg. Motion carried.

**Motion:** Greg moves that the Club President and Treasurer of the CSTC have the authority to apply SAVINGS account funds to the NDIT loan and/or equipment sinking funds in amounts as they see fit.  
Seconded by John. Motion carried.

**Correspondence:**

1. Certificate of Insurance received from All Sport Insurance Marketing Ltd. Biathlon Canada & Caribou Ski Touring Club are insured for "Sanctioned Biathlon Activities" from March 31, 2013 to March 31, 2014. Coverage is general liability, policy #AL 1438 with a limit of liability of \$5,000,000.00, deductible \$500.00. Note misspelling "Caribou" instead of Cariboo Ski Touring Club.  
**Action Item:** Marilyn will request spelling correction of Cariboo Ski-Touring Club.
2. Letter received from Quesnel Community Foundation, dated April 15, 2013, thanking CSTC for our donation of ski lesson packages and racing bib for the 12<sup>th</sup> Annual Awards Gala.
3. A card was received from CSTC club member, Nancy Last, returning her coaching stipend cheque of \$60 to club funds.
4. Criminal Record check received from the RCMP for Michael von Hahn.

**Old Business:**

1. **Northern Health Permit:**  
Northern Health has made a request for payment of Health Permit Operating Fees. Permit costs \$62.50 for Hallis Lake lodge from 1 April 2013 to 31 March 2014.  
**Action Item:** Brian will attach the 2013/2014 sticker to permit that is displayed in the kitchen of the Lodge.

## 2. 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 done, but soon.**

## 3. 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 with suggested names for a vote in the Fall.

## 4. Marketing Plan

**Action Item:** Tania will approach individuals presently involved for a meeting in March to discuss. Tania will contact Ron, Greg, Vicki, Sunshine, Herb and Brian. **Not done.**

## 5. Pending grant applications: BC Gaming Grant

Brian and Marilyn submitted a BC Gaming grant application. August 31, 2013 is the deadline for a response from BC Gaming.

## 6. CSTC Ski Swap. Saturday morning, late October

**Action Item:** Ron will discuss with George Ryan and Mark Forsythe, the possibility of CSTC having a cross country ski swap at Hallis Lake. **Not done.**

## 7. Fundraising coordinator and Continuance

Sunshine has worked with Olive Walsh on fundraising this year. Sunshine could approach Olive to be a fundraising coordinator.

## 8. Procedures for Criminal Record Checks

**Action Item:** Marilyn has created a draft policy and procedures for Criminal Record Checks and will share with directors of Jackrabbit, Biathlon, Adult Ski Lessons, Coaching Coordinator and Ski School Coordinator for suggestions and revisions.

## 9. Coaching Courses

Peter has confirmed dates of the ICC course in November, and CC course in early January.

Peter has contacted John Newmann regarding an IC2 Biathlon on snow.

Peter will contact Bruce Bennett for a CANSI Level 1 pre-course & course.

Peter will apply before the scheduled coaching courses for an Investors Group Grant of \$500 per course.

## 10. Lodge – Tony & Kathy Jaffary

**Action Item:** Kathy and Tony will create a list of Lodge closing up routines. **In progress.**

## 11. Work Lists:

Off season work lists to be compiled by those responsible. Please help each of them by submitting your items so that they may be prioritized and action planned:

- |                     |                     |
|---------------------|---------------------|
| a) Trails and signs | John                |
| b) Lodge            | Tony / Kathy/ Tania |
| c) Equipment        | Mike A.             |

- |                   |       |
|-------------------|-------|
| d) Trail lighting | Ron   |
| e) Biathlon Range | Chris |
| f) Backcountry    | Bruce |

**12. Review of line items of Year –to-date Revenue & Expenses  
Done.**

### 13. DRAFT CSTC Five Year Plan: 2013-2018

Dated: May 2013

Action	Year
<u>1. Youth Programs: Skill Development, Biathlon, Youth Ski School–</u>	
-Target participation in the Jackrabbit program to how about 80? or more. Introducing youth to the sport is fundamental long term	2013-14
-Conduct CANSI level 1 course again and encourage certification and re-certification	2013-14
-Hold Cross Country BC coaching courses (ICC) and (CC)	2013-14
-Hold a Biathlon NCCP Introduction to Competition Part 2 On-Snow	2013-14
-Start third stage of the SDP, Track Attack	2013-14
-Hold a CANSI level 1 course again and encourage certification and recertification	2013-14
-Develop an in-house instructor trainer: CANSI Level 3	2015-16
-Hold a Biathlon BC Cup event	2014-15
-Increase rifle inventory	2013-14
-Replace some of the existing targets	2013-14
-Purchase vests for coaches for instruction, executive members for special events	2013-14
-Continue to expand and develop the program to meet the Youth Program plan targets	A
-Purchase teaching equipment and office supplies	A
<u>2. Trail or facility improvements –</u>	
-Add features to / expand the Adventure Park	2013-14
-Improve a playfield behind the timing hut	2013-14
-Improve play and instruction areas throughout Hallis Lake venue (posts, targets)	2013-14
-Put lights on bush trails	2013-14
-Fill and level the range target platform to meet current BC Cup biathlon standards	2013-14
-Work towards more fully utilizing the lodge. It should be open and warm on the weekends and a few evenings with a self help concession in the Rental Shop - open Friday	2013-14 A
-A full concession open on Saturday and event days	A
-Apply for grants only if very advantageous financially and significant volunteer time is not required.	A
-Improve existing ski trails but resist building any new ones	2013-14 A
-Continue to improve signage and maintain to a high standard	A
-Develop an infrastructure priority plan for Hallis which will include:	
• Improving safety features: e.g. handrails, traction coating	2013-14
• Stain siding, biathlon hut	2013-14
• Complete lodge maintenance list including traction paint for inside stairs	2013-14
• Improve prevention re snow sliding above outside stairs	2013-14
• Construct a wood shed	2013-14
-Develop a work list for backcountry cabins	A
-Continue progress on the lower Yellowhawk trail	2013-14
-Approach Forestry, Highways & Wells to build an outhouse at the Yellowhawk parking lot	2013-14
-Install Wi Fi in the lodge	2013-14
-Redesign the website	A

- Install a web cam with thermometer at the venue **2013-14**
- Survey and determine plan of action for lights & poles **2013-14**
- Improve diffusers of newest track lights **2014-15**
- Build a wheelchair ramp (Summer 2013), and wheel chair access trail **2013-14**
- Additional snow shoe trail or extension of an existing trail **2014-15**
- Purchase a flat screen TV **2014-15**
- Purchase video projector **2015-16**
- Improve drainage in Equipment shed **2013-14**
- Resolve septic drainage issues, tenant trailer **2013-14**

### 3. Membership and attracting new members –

- Encourage snowshoers to join the club **A**
- Continue to encourage backcountry as a core club activity by encouraging all backcountry skiers in the area to join the CSTC **A**
- Encourage former members to join the Club: purchase Basic Membership of \$25.00 **A**

### 4. Ski events –

- Stage a significant event which attracts out of town skiers once a year (Biathlon BC Cup Race and Loppet) **A**  
**2013-14**
- Consider staging a late season skate race on a very simple basis. No course officials, no meal (concession open), self timed **2013-14**
- Support the CWG efforts at Otway for 2015 **2013-15**
- Need to obtain some administrative/volunteer coordination support for Community Participation Program: Loppet, Open House, Winter Carnival & Elementary Ski Races **2013-14**

### 5. Continuance –

- Continue to operate as a 100% volunteer group. Club members are not paid for their contribution. **A**
- Hire employees as required to run the rental shop and manage the venue day to day **A**
- Appoint a club historian to write a full history of the club. We are in danger of losing a lot of this information unless it is recorded. Cabin log books need to be located and kept for club history (Note that the Prince George club has done a good job of recording their history and is quite valuable.) **2013-14**
- Work closely with Ministry of Tourism and retain support of the City, CRD etc in order to maximize funding for maintenance and improvement of the Hallis Lake venue, as well as, brushing and maintenance of backcountry trails **A**
- Develop a succession plan for all aspects of the club **A**
- Budget to have an operating surplus of \$7,000 to 10,000 (including returns on investments) to fund purchase of a snow groomer and accessories and build a contingency for major repairs **A**
- Increase the responsibilities of the Youth Ski School / Rental Shop Coordinator to become the SDP Programmer and Hallis Lake Venue Manager taking on some of the responsibilities

of the Executive e.g. volunteer coordination, marketing, criminal record checks, insurance, bookkeeping, and rental coordination.

2013-14 A

6. Rental shop-

-Add snowshoes

2013-14

-Expand inventory to match demand

A

**Motion:** Bruce moves that we adopt the CSTC Five Year Plan: 2013-2018.

Seconded by Greg.

Motion carried.

**New Business:**

**1. Winding-Up Clause:**

The winding up resolution passed, as a motion, on April 9, 2013 at the Extraordinary General Meeting. It was determined by the BC registry service to be invalid because it was superseded by a previous resolution:

CSTC was sent a scanned electronic copy of the 2001 winding up clause.

Special Resolution passed 16 October 2001 and filed with the Registrar of Companies, BC.

That the following be added to the constitution as article 3

3. Upon winding up or dissolution of the society, and after payment of all debts and liabilities, the assets remaining shall be given or transferred to the Cariboo Regional District or transferred to another Society of similar purpose

This is unalterable

And that article XIII of the bylaws be removed.

Hence, BC Registry Services will hold our cheque for \$50 and apply the amount to the Annual Report filing fee.

**2. Budget approval**

**Motion:** Bruce moves that we adopt Revenue & Expenses Budget 3013/2014.

Seconded by John.

Motion carried.

**3. Projected capital expenditures to year end**

Discussed previously under Treasurer's report..

**4. Off season projects**

- Wheel Chair access trail : Ron & John
- Trailer septic system improvement: Greg & Brian
- Lodge internet: ABC Communications will supply equipment for wireless internet to be installed by CSTC. We will also install a wireless router. Cost is \$400 per season, December to March.
- Equipment repairs and service: Mike Alborn
- Lodge improvements, safety and other: Tony & Brian
- Lodge wood supply: Greg

**Meeting adjourned at: 8:27 pm**

**Next Executive Meeting: September 10, 2013**