

Cariboo Ski Touring Club
Minutes: September 17, 2013

In Attendance: Brian Black, Marilyn van Leusden, John Redburn, Bruce Self, Greg Strebels, Peter van Leusden, Sunshine Borsato, Ron Watteyne, Chris Elden, Kari Bolton, Amy Reid and Herb Chlebek.

Absent with Regrets: Jim Crellin, Vicki Esplen, Holly Nelson, Kathy Jaffary, Tony Jaffary, Elaine Watteyne and Paul Mednis.

Adopt agenda: M: Ron 2nd: Peter

Adoption of Minutes of May 21, 2013: M: Peter 2nd: Kari

Treasurers Report: M: Greg 2nd: Ron

See August 30, 2013 Bank Reconciliations & August 30, 2013 Year-to-date Revenue & Expenses Reports

Correspondence:

1. Electrical Operating Permit for Cariboo Ski-Touring Club: Hallis Lake Lodge/Trails, 4427 Quesnel Hydraulic Road was received. Permit's expiry date is April 30, 2014.
Action Item: Marilyn will put a copy of the electrical permit in the book in the electrical room.
2. Letter received from Roz Dunsmuir, Permit Officer-Park Use Permits, Permit and Authorization Service Bureau, Ministry of Forests, Land and Natural Resource Operations dated August 22, 2013. 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 CCBC to complete.

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.
Brian attached the 2013/2014 sticker to the 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**
Tania requests a meeting on October 1 to discuss developing a marketing plan for CSTC. The meeting will be held on Tuesday, October 1 at 7 pm at the QCEDC office. Ron, Greg, Herb and Brian can attend.
Action Item: Tania will contact Vicki and Sunshine and remind all by email.

5. 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 discuss with Kari & Amy use of funds.

Action Item: Marilyn will forward to Kari & Amy letter from BC Gaming grant with conditions of the grant.

6. CSTC Ski Swap:

Ron discusses with George Ryan and Mark Forsythe, the possibility of CSTC having a cross country ski swap at Hallis Lake and they were both okay with this idea. Set tentative date as Saturday, November 9, 2013 and backup date October 26th. Equipment to be sold will be dropped off at Hallis Lake Lodge on the Friday before the swap. A modest fee will be charged for selling equipment to cover advertising costs etc. Skill Development Programs: Bunnies, Jackrabbit & Track Attack will be promoted and registrations will be taken, along with Club memberships.

Action Item: Marilyn will contact John & Brenda at Rocky Peak to check on suitability of date for ski swap. Ron will inform George and Mark of the date to avoid conflicts with the downhill swap.

7. Fundraising coordinator and Continuance

Sunshine has worked with Olive Walsh on fundraising this past year.

Action Item: Sunshine will contact Olive to be a fundraising coordinator for CSTC.

8. Procedures for Criminal Record Checks

Marilyn has created a draft policy and procedures for Criminal Record Checks.

Action Item: Marilyn will email draft to directors of Jackrabbit, Biathlon, Adult Ski Lessons, Coaching Coordinator and Ski School Coordinator for suggestions and revisions. A decision will be made at the October meeting.

9. Coaching Courses

Peter has confirmed Introductory Community Coaching course (ICC) for November 1 and 2, 2013. As well as, he confirmed Community Coaching (CC) course for January 3 to 5, 2014. Both courses are required for teaching in the Skill Development Programs (Bunnies, Jackrabbit and Track Attack) and for the Youth Ski School Program.

Peter confirmed Alex Dumond for instructing the IC2 Biathlon on snow. The course will be held at Hallis Lake on January 17 to 19, 2014.

Peter will contact Bruce Bennett for a CANSI Level 1 pre-course & course if there is enough interest...at this time, Peter feels CSTC holding 3 coaching courses this year might be enough. Perhaps CSTC can encourage those interested to attend the course in Prince George.

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

Action Item: Marilyn will email CSTC coaching reimbursement policy to the Executive.

10. Lodge – Tony & Kathy Jaffary

Action Item: Kathy and Tony will create a list of Lodge closing up routines. **Not yet done.**

11. Work Lists from the summer of 2013:

- | | |
|---------------------|---------------------|
| a) Trails and signs | John Redburn |
| b) Lodge | Tony / Kathy/ Tania |
| c) Equipment | Mike Alborn |
| d) Trail lighting | Ron Watteyne |
| e) Biathlon Range | Chris Elden |
| f) Backcountry | Bruce Self |

See: Old Business Item #13 for reports.

12. Certificate of Insurance:

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. CSTC received a revised Certificate of Insurance with Cariboo Ski-Touring Club spelled correctly.

13. Off season projects:

- Wheel Chair access trail : Ron & John See below.
- Trailer septic system improvement: Greg & Brian
Project went well but was a big job. Cost was \$9,500
- 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
All equipment ready except for the Ginzu groomer, it needs work on the controls.
Action Item: Peter will take chainsaws & bushsaw to Rob for maintenance.
- Lodge improvements, safety and other: Tony & Brian
Action Item: John will move a First Aid kit to the Emergency toboggan and a second kit to another suitable spot.
- Biathlon Range: Target platforms need to be raised. Athletes are training at the range at Kurta's since early September.
- Trail Lighting: Ron
Ron will contact Art Leer and Tom Duncan for assistance.
- Lodge wood supply: Greg
Some wood has been moved to the bottom door of the Lodge but still need another load.
The area has been flattened for a woodshed. Need one built.

Trails & Signage Report: John Redburn

Trails:

- Desi Cheverie authorized the removal of 30 danger trees. CSTC is concerned about 2 more. One in the biathlon area and another on the 2.5 km loop.
- The Youth training session organized by Blue Collar did some trail clearing on the limited mobility trail and the upper level of the Marathon loop.

- Limited Mobility Trail & Viewpoint: CSTC has spent \$8,400 and contributed 140 volunteer hours for this project so far. The budget is \$20,000. The north end of the trail is classified as wheelchair accessible while the south end is wheelchair useable. Thanks to Stan Lowe and Shane McCann for their contributions. CSTC plans to build benches to Parks Canada standard. The Open House will be in the Spring of 2014 when benches, outhouse and wheelchair access to the Lodge is completed.

Signage:

- Sign to be placed at Quesnel Hydraulic Rd and Hallis Lake is stalled.
- Need a “Warning Sign” on the Dog loop stating No ATV, No Horses on trail
- The big map sign in the stadium is peeling. Cost for replacing the sign on aluminum is \$1200 to \$1500

Backcountry Report: Bruce

- A 100lb propane tank has been purchased for Cariboo Mt cabin.
 - Wes Gregg, Don Crawford and Dave Halls are active backcountry skiers that we hope will become more involved in CSTC.
 - Firewood for 2013-2014 season. Murray cabin probably needs it supply supplemented. Cariboo Mt and Waverly definitely need wood.
 - Another avalanche course will be arranged if interest is shown.
 - An outhouse is needed at the bottom of the Yellowhawk trail. CRD maintains outhouses at Stanley and Blessing’s Grave, perhaps they would maintain one at Yellowhawk.
- Action Item:** John will approach Desi regarding the Yellowhawk outhouse.

New Business:

1. Goodies Schedule:

| | | |
|-----------------|-----------------|---------------|
| October: ? | November: Greg | December: Amy |
| January: Ron | February: Brian | March: John |
| April: Sunshine | May: Chris | |

2. Quesnel Women’s Fall Challenge request:

- CSTC will loan our tent to QWFC for use on Race day, October 6th. CSTC will make a donation to the QWFC for their silent auction/bucket draw.

Motion: Peter moves that CSTC donate to the Quesnel Women’s Fall Challenge a certificate for three day passes with a free equipment rental for each day pass.

Seconded by Chris.

Motion carried.

3. **Membership Fees/ Online Registration:**

- Discussion followed regarding the need for a Membership Fee increase for the 2013-2014 season and the need to do registration online thru Zone 4, as well as, manually on paper. Registration will be accepted at the Hallis Lake Rental Shop during opening hours, as well as, Rocky Peak Adventure Gear.

An Extraordinary General Meeting (EGM) will be held on October 8, 2013 at 7 pm at the QCEDC office (339 A Reid Street, Quesnel) for all members of the Cariboo Ski Touring Club to discuss and vote.

Action Item: Greg will create a proposed fee increase and send to the Executive for feedback and modification. The recommended fee increase will be sent to the Executive for online voting.

Action Item: Marilyn and Brian will create agenda for notification of CSTC membership and Greg will email to membership.

4. **Complimentary Introductory Ski Passes:**

Action Item: Marilyn will contact Tania to get a list of individuals that redeemed an "Introductory pass" at the Rental Shop.

Introductory Passes for 2013-2014 season will be discussed at the next meeting in October and if implemented added to the 5 Year Plan under Memberships.

5. **Co-ordinating Position for Youth Program**

See New Business: Item #6

6. **Items from Youth Ski School/Rental/shop meeting held September 12, 2013:**

Committee members: Tania, Sunshine, Marilyn & Brian.

- Target 330 students; 990 sessions
- Proposed opening schedule was discussed.
- Sale of surplus equipment was discussed.
- Development of additional staff including Coordinator replacement
- PST charge for school groups: CSTC needs to clearly show cost breakdown: day pass, coaching cost & rental cost so we can charge PST for rental equipment only rather than entire package cost.
- Rental shop forms must be revised to charge PST

Motion: Sunshine moves that the Lodge and Hallis Lake Rental Shop be open 7 days a week from 10:00 am to 4:00 pm with extended evening hours on Wednesdays till 9 pm. This will begin December 21, 2013 and continue to the end of March or the beginning of spring break depending on snow conditions, except for Christmas Day and New Years Day.

Seconded by Greg.

Motion carried.

Motion: Marilyn moves that CSTC proceed with the sale of a few sets of equipment from the Rental Shop, as approved by the Youth Ski School Committee.

Seconded by Greg.

Motion carried.

7. Items for the next season calendar

- Extraordinary General Meeting October 8, 2013
- AGM November 13, 2013
- Jackrabbit starting December 14, 2013
- Biathlon BC Cup #1 Race December 14 & 15, 2013: Callaghan Valley
- Lodge Opening December 21, 2013
- Open House January 12, 2014
- Loppet January 25, 2014
- Biathlon BC Cup #2 Race January 31 to February 2, 2014: Prince George
- Winter Carnival February 2, 2014 (need confirmation)
- Cariboo Marathon February 8, 2014
- Elementary School Races February 15, 2014
- BC Winter Games February 20 to 23, 2014: Mission/Whistler
- Biathlon BC Cup #3 Race March 1 & 2, 2014: Smithers, Bulkley Valley
- Meltdown Party March 15, 2014
- Youth Ski School Camps (need confirmation of dates)

Action Item: Executive: CSTC needs a chairperson for the Loppet.

8. Grant follow-ups:

1. VIA Sport: skis and rifles. Report due by end of September
2. Community Foundation: Ginzu groomer. Photo required.
3. Biathlon Grant: rifles. Peter will complete.

Meeting adjourned at: 8:54 pm

Extraordinary General Meeting (EGM) October 8, 2013 at 7pm at QCEDC office (339 A Reid Street, Quesnel)

Next Executive Meeting: October 8, 2013 at 7:15 pm at QCEDC office.