

**Cariboo Ski Touring Club
Draft Minutes: April 9, 2013**

In Attendance: Brian Black, Kari Bolton, Marilyn van Leusden, Peter van Leusden, Ron Watteyne. John Redburn, Tony Jaffary, Bruce Self, Chris Elden, Greg Strebel, Jim Capan and Mike Alborn.

Absent with Regrets: Holly Nelson, Sunshine Borsato, Herb Chlebek, Jim Crellin, Kathy Jaffary, Vicki Esplen, Elaine Watteyne and Paul Mednis.

Adopt agenda: M: Chris 2nd: Bruce

Adoption of Minutes of March 12, 2013: M: John 2nd: Peter

Treasurers Report: M: Ron 2nd: Greg
See April 7, 2013 Bank Reconciliations & April 7, 2013 Year-to-date Revenue & Expenses Reports

Correspondence:

1. Email correspondence dated April 1 and 2, 2013 between Brian Black, Daniel Dobson (Cariboo Regional District, Low Mobility Trail Coordinator) and Kate Rottluff (Land and Resource Specialist, Natural Resource Operations, Cariboo Region) regarding Hallis Lake Lodge Improvement: rebuilding and constructing of a roof over the wheelchair access.
2. CCBC email regarding Cross Country BC AGM being held Sunday, May 5, 2013 at 1 pm at the Hills Health Ranch Conference Centre and Club Workshops on May 4th & 5th. The workshops include: “Marketing for Cross Country Skiing”, “Modern Communication Strategies for Ski Clubs”, “Dogs at Your Facility” and Risk Management/Insurance Update. Clubs are encouraged to share information using power point presentations, as well as electronic copies of newsletters, club policies/procedures and strategic plans.
3. A card was received from CSTC club member, Cathy Walsh, thanking the volunteers for taking on the responsibilities of the Club including track setting, organizing of special events, newsletters, pictures and “all the other jobs that have gone into giving me, and so many others, such joy this winter.”

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. Succession planning:

The executive should be thinking about their current jobs and who could succeed them. We need to be thinking about ideas to entice new volunteers to get involved and to spread out the work.

Committee members met and plan a follow-up meeting.

4. Accessibility trail:

Brian, Tony, and Ron have forwarded modifications and a sketch to the CRD that has been approved.

5. CSTC Policy to promote adaptive cross country skiing

Marilyn has included an adaptive cross country skiing policy in our policy file and a copy has been given to Tania for posting at the Lodge.

6. Community Futures Awards Gala, April 6th

CSTC received a grant at the Community Foundation Awards Gala for \$5,000.00. CSTC members attended the Gala.

7. 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.

8. 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.**

9. Northern BC Sport Equipment grant application

A grant request for \$5,000.00 was submitted on March 4, 2013 to ViaSport for ski equipment and two biathlon rifles.

CSTC has been notified that a grant of \$4000 has been approved for ski equipment and rifles.

10. Pending grant applications: BC Biathlon Club Development; BC Lotteries

Peter has applied to BC Biathlon for a grant of \$300 to aid with the costs of the regional race held on Sunday, March 10th in Quesnel.

Peter is submitted an application for a BC Biathlon Club Development grant for \$3000 that was approved for the purchase of rifles.

Action Item: Brian and Marilyn are working on a BC Lotteries grant application the target is to apply by the end of April.

11. Pending order for ski shop inventory

CSTC submitted a Rossignol ski equipment order in March to Rocky Peak using the “necessary list” created by Tania, with the order to be reevaluated and discussed at the April meeting when we have feedback from the ViaSport regarding CSTC’s Northern BC Sport Equipment grant application.

Motion: Marilyn moves that CSTC increase the Rossignol ski equipment order to Rocky Peak using the “best list” submitted by Tania. The increase is to meet the needs of the rental shop and allow growth of the ski school. The increase includes 6 more pairs of skis & bindings and 9 more pairs of boots.

Seconded by Bruce.

Motion carried.

12. 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.

13. WiFi and Webcam for Hallis Lake

Brian has asked Herb and Mike Alborn to work on securing internet access for the office of the Hallis Lake Lodge. Herb has done some testing. Stefans have agreed to share their connection if it is practical. Herb & Brian will consider the possibility of Rocky Peak or Stride & Glide sponsoring some of the costs involved.

14. Fundraising coordinator and Continuance

Sunshine has worked with Olive Walsh on fundraising this year. Sunshine would love for someone to approach her to be the fundraising coordinator as she thinks Olive is perfect but feels like she has asked her to do enough recently! Olive is unfortunately planning to move out of Quesnel.

15. Procedures for Criminal Record Checks

Marilyn contacted CCBC to find out the requirements of coach’s criminal record checks and Jim checked with Biathlon BC and the biathlon coaches in PG regarding criminal record checks.

Action Item: Marilyn 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. A revised policy will be presented as a motion in the next meeting.

16. Coaching Courses

Action Item: Peter will confirm 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.

17. Lodge – Tony & Kathy Jaffary

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

18. Lodge Rentals – Sunshine

Tania will be responsible for Lodge rentals for the months that she is employed, currently December 1 to March 31.

Committee Reports:

Youth Ski School and Rental Program Report

Elementary Ski School

The season is now officially finished for our ski school. NCCS rebooked the cancelled session and came out on Friday April 5. We had some fresh snow the night before, avoided the puddles and had a great time! We ended the season with 729 student days or 756 student days if we count ski camp. We have had good feedback. Schools that attended this year are planning to return next year. The NCCS K/1 teacher said they may try to include it in tuition as that is what happens for the older grades for field trips.

To grow next year we need 3 more very available coaches and possibly 2 -3 more occasionally available coaches. Recruiting coaches is something all of us can work on because most often coaches come through friends and word of mouth.

I have some needs and wants for next season. As reported last month we need more skis and I realize that has been approved. CSTC vests for coaches would be very good. We saw these in PG and coaches were easy to spot and find in a crowd. If we had 10 vests sized for most that would remain at the lodge we could use these for ski school, JR, and other functions like the annual Open House and adult lessons. Approximate cost would be \$50/vest.

We will hold a Youth Program committee meeting to discuss needs and finish a budget before the next meeting.

Ski Rentals

The season for ski rentals went well, steadier rentals and increased flow from last year. The last weekend was Mar16/17. While these days were not busy they are also useful to begin storage waxing skis. Next year we would like to add one more day per week (Friday – daytime) opening.

Size 160 and 170 skis are underused. We could sell four of each size with corresponding boots and poles to reduce inventory and make room for smaller sizes.

Nazko elementary and Baker Elementary would like to have an opportunity to purchase the skis before we advertise.

The first of the cubbyhole backpack storage cabinets is downstairs. It is still fairly rough and needs to be sanded more and painted. Rick Wager will bring each one as it is done and we can work on getting them painted this summer. (Along with the ski racks)

Suzie Wright donated youth snowshoes to CSTC, they are in the equipment room. I have a thank you card and gift for her.

Lori Carifelle is donating the ski pulk to CSTC. I also have a thank you card and gift that I will drop off at her house. We need to store this in a spot around the lodge where it will be more accessible to people than it was in the equipment shed.

I would like to put some cabinets in the Office downstairs. To that end we may be able to get Ron W's kitchen cabinets and use them. This would create better storage in the office.

Tania Gruene

New Business:

1. CCBC AGM: April 15, 2013 at The Hills Health Ranch
Information shared, see Correspondence #2. Is there anyone interested in attending?

2. Reimbursement for CANSI fees
Motion: Peter moves that CSTC reimburse CANSI instructors for the cost of the Annual Insurance fee of \$70, if the instructor has actively coached or instructed 5 or more times this season for CSTC.
Seconded by Bruce. Motion carried.

3. 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

4. Preparation of the BC Gaming Grant application. The submission is to be made by the end of April. A list of required actions has been sent to those that information is required from. The following motions are required in regard to the application.
 - a. **Motion:** Brian moves that CSTC clarify the status of CIBC term deposits, 00167 (\$5000) and 00191(\$1000). These funds are externally restricted as required by the LOC agreements for Hallis Lake and the mountain cabins.
Seconded by John. Motion carried.

 - b. **Motion:** Brian moves that CSTC clarify that the CIBC term deposits, 00116, 00124, 00132 and 00159 (each \$7500) have always been considered investment of funds to purchase a newer snow groomer and will be used on maturity to repay the loan made by Northern Development Initiative Trust for the purchase of the Pisten Bully PB 100 purchased in 2012. These funds are then internally restricted.
Seconded by Bruce. Motion carried.

 - c. **Motion:** Bruce moves that the CSTC proceed to retain Mr. Keith Ryan of Sporting Success Group to assist in attaining a BC Gaming Grant this year, with the possibility of using his services for the next 3 years. His fee will be equal to 10% of the grant value and be payable only in the event of a successful application.
Seconded by Greg. Motion carried.

5. CSTC Five Year Plan dated May 15, 2012 :

April 9, 2013 Review of Action Items to date.

✓ indicates item is done. Not done as scheduled in 2012-13.

Action	Year
<u>1. Jackrabbits or young skiers –</u>	
-Target participation in the Jackrabbit program to 50 or more. Introducing youth to the sport is fundamental long term	Year 1 ✓
-Conduct CANSI level 1 course again and encourage certification and re-certification	Year 1
-Hold ICC and CC courses	Year 1 ✓
-Start a Track Attack program	Year 2
-Develop an in-house instructor trainer : CANSI Level 3	Year 4
-Hold a Biathlon BC Cup event	Year 1
-Increase rifle inventory	Year 2
<u>2. Trail or facility improvements –</u>	
-Add features to / expand the Adventure Park	Year 1 ✓
-Create a playfield behind the timing hut	Year 1 ✓
-Create play and instruction areas throughout Hallis Lake venue (posts, targets)	Year 1 ✓
-Create a downhill area, forming a loop to Fir Tree Hill	Year 1 ✓
-Put lights on bush trails	Year 2
-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	(A) ✓
-A full concession open on Saturday and event days	(A) ✓
-Continue work on changing the FSR to a gazetted road	Year 1 ✓
-Accumulate adequate funds so that our new snow cat is paid for by 2015	Year 1-3 ✓
-Buy a ginzo groomer	Year 4 ✓
-Apply for grants only if very advantageous financially and significant volunteer time is not required.	All Years ✓
-Improve existing ski trails but resist building any new ones	(A) ✓
-Continue to improve signage and maintain to a high standard	(A) ✓
-Develop an infrastructure priority plan for Hallis which will include:	
• Stain siding, biathlon hut	Year 2
• Complete lodge maintenance list including traction paint for inside stairs	Year 1 ✓
• Install prevention re snow sliding above outside stairs	Year 1 ✓
• Construct a wood shed	Year 2

- Develop a work list for backcountry cabins: Murray chimney **Year 1** ✓
- Change lower Yellowhawk trail; start slashing **Year 1** ✓
- Approach Forestry, Highways & Wells to build an outhouse at the Yellowhead parking lot **Year 2**
- Monitor inside temperature at Cariboo Mt cabin and consider insulation **Year 1** ✓
- Install a cell phone booster **Year 1** ✓
- Install Wi Fi in the lodge **Year 2**
- Redesign the website **(A)**
- Install a web cam with thermometer at the venue **Year 2**
- Survey and determine plan of action for lights & poles **Year 1**
- Improve diffusers of newest track lights **Year 5**
- Build a wheelchair ramp (Summer 2013) **Year 2**

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 **(A) ✓**
(Biathlon BC Cup Race and Loppet ✓) **Year 1**
- Consider staging a late season skate race on a very simple basis. No course officials, no meal (concession open), self timed **Year 1**
- Support the CWG efforts at Otway for 2015 **Years 1-3**

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.) **Year 1**
- 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) ✓

6. Rental shop

-Add a two pairs of snowshoes Year 1 ✓

-Expand inventory to match demand (A) ✓

7. Youth Program

-Continue to expand and develop the program to meet the Youth Program plan targets (A) ✓

-Purchase teaching equipment and office supplies Year 1 & A ✓

6. DRAFT CSTC Five Year Plan: 2013-2018
Dated: April 9, 2013

Action	Year
	A = All Years
<u>1. Jackrabbits or young skiers –</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 ICC and CC courses	2013-14
-Start a Track Attack program	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 A
-Replace some of the existing targets	?
-Purchase vests for coaches for instruction, executive members for special events	?
<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
-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:	
• 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 Yellowhead 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**

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 School / rental coordinator to become Venue Manager **2014-15**

6. Rental shop

- Add snowshoes **2013-14**
- Expand inventory to match demand **A**

7. Youth Program

- Continue to expand and develop the program to meet the Youth Program plan targets **A**
- Purchase teaching equipment and office supplies **A**

7. Review of line items of Year –to-date Revenue & Expenses
Not yet done.

8. Begin budget preparation for 2013-14
Kari handed out a Draft Budget 2013-2014 for members to review.

Meeting adjourned at: 9:08 pm

Next Executive Meeting: May 7, 2013 at QCEDC office at 7:00 pm

Goodies Schedule:

May: Brian Black