

**Cariboo Ski Touring Club
Minutes: February 14, 2012**

In Attendance: Brian Black, Marilyn van Leusden, Peter van Leusden, Christine Kraayvanger, Chris Elden, Ron Watteyne, John Redburn, Elaine Watteyne and Paul Mednis

Absent with Regrets: Holly Nelson, Kathy Jaffary, Tony Jaffary, Bruce Self, Greg Strebel, Jim Crellin and Sunshine Borsato

Adopt agenda: M: Peter 2nd: Ron

Adoption of Minutes of January 17, 2012: M: Chris 2nd: Paul

Treasurers Report: M: John 2nd: Ron

See attached report: CSTC Bank Reconciliation Feb. 12, 2012: Financial Report and Budget Update.

Correspondence:

1. Criminal Checks received from RCMP for Ron Watteyne, Rita Rief and Chris Elden.
2. Recreation Site/Trail Agreement from Desi for Management and Maintenance of Hallis Lake Recreation Trail REC 97281 and Hallis Lake Biathlon Range REC 2752. Desi couldn't remember if he mailed a copy already. Instructions were to disregard if signed and returned previously. If not, please sign & return to him.
3. Letter outlining the Quesnel Community Foundation's 11th Annual Awards Gala...to be held Saturday, March 24th. Request for donations and confirmation of attendance by CSTC.
4. Letter from Quesnel Foundation Grants Committee...requesting an application form be completed by **Friday, Feb 17th @ 5:00 pm** for the snow groomer
5. Large map of Hallis Lake Recreation Trail REC 97281 and Hallis Lake Biathlon Range REC 2752 received from Desi at Ministry of Forests, Lands and Natural Resource Operations.

Old Business:

1. Lodge:
Brian researched liability coverage for CSTC when the Lodge is being used by renters. The conclusion is that we don't have adequate coverage.
Cross Country BC covers liability for ski events.
Archibald Clarke & Defieux state liability coverage for non-ski club events would cost CSTC \$850.00 for two million dollar coverage.
Private renters need to purchase liability coverage. It would be \$150.00 to \$250.00 for individual events.
Motion: Ron moves that Cariboo Ski Touring Club suspend rental of the Hallis Lake Lodge unless CSTC has proof that renters have purchased liability insurance that covers CSTC.
Seconded by Paul. Motion carried.
2. More Instructors:
Ron contacted Bruce Bennett to check if he is available another weekend for CANSI certification course, as Biathlon parents are at an event February 11/12th.
Ron will review potential CANSI instruction for next year.

3. Clarification of Youth Ski School Program with Hilder and Scott at Troll:
Action Item: Ron will approach Hilder and Scott at Troll to arrange a meeting with Brian to discuss the goals of CSTC Youth Ski School Program and the age that we are targeting.
 Not yet done. Forward to March agenda.
4. CSTC Gift Certificates:
 Ron put a note on the website that gift certificates are still available for purchase...lessons, rental equipment or memberships.
5. CSTC Open House/Pancake Breakfast: Sunday, January 8, 2012:
Action Item: Marilyn will calculate the cost per person for the Pancake Breakfast (230 people) and the Executive will discuss at the February meeting the amount we will charge for breakfast next year.
 Not yet done....need cost. Forward to March agenda.
Action Item: Ron will complete the map of the electrical outlets in the kitchen and label the receptacles.
6. Registered Charitable Organization status:
 Christine investigated and states there is no significant advantage to apply for registered charitable organization status as annual filing requirements and other paper work would be necessary.
7. Vests for Checking Ski Passes:
 Ron investigated the cost and supplier for ski host armbands and brought a sample. The cost for TL Designs would be \$13.00 per armband; \$5.00 for materials & \$8.00 for embroidery.
Motion: Ron moves CSTC purchase 6 armbands. Seconded by John. Motion carried.
8. Biathlon Range Trail Issue:
Jim and John barricaded the unofficial trail near the Range and sign it as no entry/ or use.
9. Criminal Record Checks & Driver's Abstracts:
 RCMP states Criminal Record checks are for 3 months. RCMP advises that CSTC request a criminal record check every season, this is an acceptable practice for members working with youth.
Motion: Ron moves that CSTC require all youth instructors and helpers to initiate in October or early November a Criminal Record check with the RCMP. Seconded by Marilyn.
 Motion carried.
10. Certification of Instructors for Youth Ski School:
 Dana Manhard, NCCP Instructor, clarified that along with ICC and CC1 instructors, CANSI and individuals with NCCP training in the past (Level 1 & 2) are qualified to teach in the Youth Ski School Program.
 Marilyn contacted NCCP for a list of instructor trained with Level 1 & 2.
 CSTC received a list of old system coaches from Verna Wagner at CCBC. These coaches qualify for the NCCP Community Coach Equivalency as they have XC Ski Certificaton Level 1: Herb Chlebek, Jim Crellin, Jim Dyer, Sharon Ferguson, Barb Gorseline, Peter van Leusden and Monica Vinje.
 Ron & Elaine Watteyne: Level 1 technical...however not certified as Level 1 requirements are incomplete..
 Old system coaches must use this link to the page on the CCC website where the Equivalency and Challenge forms may be accessed. Equivalency and Challenge forms must be completed by June 30, 2012.
<http://www.cccski.com/Programs/Coaching-Development/Coaching-Policies-and-Procedures.aspx>
Action Item: Marilyn will send email to coaches named above to inform them to apply for equivalency for new NCCP program before deadline of June 30, 2012.

11. BC Cup Biathlon Race in the 2012-13 season:
Jim put forth CSTC as a possible host for next season.
12. Community Foundations 2012 Letter of Intent:
CSTC will complete a full proposal and submit by Friday, Feb 17th @ 5:00 pm for the snow groomer. Pisten Bully (PB 100) is still available for purchase from Oak Creek, Alberta. The cost is \$105,000.00 plus GST. It has a 150hr warranty.
At present the (PB 100) has 950 hours of use. It has a 13' packer and 9' tiller. It will be serviced before purchase.
Motion: Christine moves that the Cariboo Ski Touring Club move forward on purchasing the 2008 (PB 100) machine from Oak Creek for the total price of \$111,250.00.
Seconded by Chris. Motion carried.
13. Backcountry Issues:
Action Item: Bruce is to inform Brent of the change in booking policy. For individuals to book one of CSTC backcountry cabins, one individual must have an active CSTC club membership and collect a suggested donation of \$10.00 per guest per night. That member will be requested to mail donations to CSTC, Box 4611, Quesnel, BC, V2J 3J8.
Forward to March agenda.
14. Teen Night:
Ron asked Tania to advertise via Facebook and Twitter.
Ron checked if Biathlon athletes can provide the music by contacting Cindy Sherstan.
15. Local Sports Development Fund application \$2000:
Response expected by February 28, 2012.
16. Operating Agreement Renewal – Ministry of Forests, Lands and Natural Resource Operations: Brian
Operating Agreement has been signed and returned to Desi.
17. Elementary Races:
Tania created the poster and Greg copied poster on 11 x 17 paper.
18. Lodge:
Kathy or Tony purchased a wide spade.
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. Forward to March agenda.
19. Publicity:
Action Item: Sunshine will write an article about the ski shop and lessons.
Forward to March agenda.
20. Winter Carnival:
As per yesterday's email a wonderful job was done at the carnival. Last year the CSTC total was 72 (probably 15 or so more was done by Rocky Peak) this year it was 168 – a huge increase! On top of that participants had a much better experience, a result of using our new equipment.

I think that while it is all fresh in our minds that we should share ideas to tune next year's participation in this event. I have some ideas for improvement and would be interested to get your feedback. This is obviously a major initiative for the club and we should improve efficiency wherever we can and also improve the effectiveness of the event.

This year we had all customers visit the desk 3 times; first to sign up, second to record equipment selected third to check in and return equipment. Barb was very busy with all of this and it was very hard for others to help her since there was only one set of sheets. Next year I suggest 2 tables for signing. The process would be that new customers are pointed to the boot area for fitting, they then go and get skis and poles and sign the equipment out. The person looking after the sign out of equipment can then help with the equipment as well. The customer return the equipment at the second table which is located on the opposite side of the ski racks where they sign out.

The boot person needs more help. Boots for anyone under the age of 12 need to be tied for them. The parents didn't help much here.

The city needs not to sand in our area unless it happens to be particularly icy.

It would be much better if we had both trails leaving from the proximity of our venue neither of which would cross any paths. A large packed flat area to take skis on and off would be better. I will deal with the city on this.

I think a CSTC paper banner on each table might help people realize who we were and where the skis came from. The big banner on the tent is great but I am not sure that everyone sees it. With more help we could rotate jobs. Mike and Scott spent a lot of their time on their knees with gloves off putting boots in bindings, they could have used a change.

Last year's comments were helpful. The TV and VCR were not missed. The shoe size charts were very helpful.

Someone selling hot drinks in our proximity would have been great for us and the participants. Barrels were good to transport the poles, an extra one was useful to carry small skis into the lodge. Please comment and add your ideas. I will keep the new game plan for reference in 2013.

Committee Suggestions:

The biathlon carpets may solve the sand issue, provide runways or have them under the benches, as you mentioned the equipment sees a lot of use in one day so anything we do to minimize that the better. And yes, two or maybe even three tables would be good, not sure on the process but I would think once they do the initial sign in have them corralled or funnelled so they can only go one way. Obviously it would all be easier, as you said, with more volunteers. Also transporting the gear, because I helped you, some sort of cloth stretcher, ideally multiple, so you can just lay a bunch in and close or wrap it up a bit and carry or transport that way. Victor

One skier told me that it was really nice to have a walking path next to the tracks so that parents could walk alongside their children as they made their way around the track.

The new equipment is fantastic but I found a lot of skiers struggled to adjust the straps on the poles; fortunately it wasn't cold, so I found this relatively easy, but this would be a challenge if one is trying to undo straps in cold weather.

A sign that says "please carry your skis across the parking lot" may be helpful.

*The flat terrain made this a great environment for beginner skiers :)Scott

I was wondering if there was a way to quantify the benefits of these efforts in the future. Did you hand out actual Day Passes or did you give a coupon that could be put into the payment box? If the latter technique was used, does the user write his name on the coupon, or is there another record of the name of the recipient?

If we are not doing this, we could plan this for next year. Having the name and contact information would be valuable. And what about a discount coupon for a rental, collecting the same info? Greg

Good suggestions, Brian. As for me, I didn't find putting boots in bindings the whole time a problem. I'll just remember to bring extra gloves next time. It was fun and great to see so many trying out this great sport. Mike

Action Item: Brian has a meeting February 15, 2012 with the City to improve ski layout.

New Business:

1. Approval of Decorating Policy:

Decorating Policy

This policy is intended to prevent damage to the lodge and its fixtures.

1. Nails, tacks, other types of tape, screws, or staples must not be used to fasten decorations to the walls, doors, curtains, glass or any other part of the facility.
2. Painters tape (green) is the only acceptable fastening material to be used on walls, ceiling, lighting and windows.
3. Emergency exits and service doors must not be blocked with any decorations, equipment, or chairs.
4. Candles are prohibited; no open flame inside the lodge or on the outer decks except for contained in the fireplace or barbeques. Fires can only be established outside the lodge in the fire pit provided.
5. Pictures may be removed for decorating purposes provided they are stored or secured safely and returned to their original position. **EXCEPTIONS:** the wooden skis above the fireplace, the skates and snow shoes on the wall and the bulletin boards are not to be removed. Pictures removed from the wall will be stored in the provided storage box to prevent wear and damage from handling.
6. The Cariboo Ski Touring Club will not provide a ladder for decorating purposes.

Motion: Peter moves to accept the Decorating Policy as outlined above.

Seconded by Ron. Motion carried.

2. Wells and Area Trails Society (WATS)

Request by Dave Jorgenson, Director of Wells and Area Trails Society to put a link on CSTC website that describes the aims and objectives of (WATS) and seeks memberships.

(WATS) offers to provide a reciprocal link to our club on their website.

Action Item: Ron will discuss with herb how to put WATS information on website.

3. Drop Box Key:

Christine will investigate the drop box issue and make recommendations.

Committee Reports

1. Jackrabbit – Sunshine.

- Rabbits - meltdown party next Saturday, February 25th - races and treasure hunt.

2. Elementary School Races – Sunshine

- Elem School Races - some registrations have come in and will put packages together Thursday night and event is Saturday, Feb 18th - many of you will be there.

3. Nordics / biathlon – Jim/Peter

- All signage and barricades have been erected at the biathlon range as agreed to at the January meeting. In addition a “No Dogs Please” sign was erected at the top of the range trails where it intersects the south loop to discourage people from bringing dogs down into the range area. The range will be in use at various times outside of the normal Saturday training hours during February as athletes train for BC Winter Games and other events.
- Biathlon BC has been notified that we wish to bid on a BC Cup race for 2013 and it is likely that we will be selected for the February race.
- Two more rifles will be purchased by parents this spring and we should budget for one additional club 7-3 in 2012-13 if finances permit. Cost will be \$1920 plus taxes and shipping.
- Rob and Jim coached a team of 5 athletes at BC Cup #2 at Telemark on February 11-12. The temperatures on both days for the Sprint hovered just above zero and the snow was a bit mushy especially on Saturday. It was a large race with 83 participants and 21 in the Juvenile category alone.
- Saturday was a tough race, with lots of participants, soft snow, and butterflies ☺. Team performance was not stellar except for Alistair Grapes who shot well in his first race ever. Sunday the athletes performed very well with Tristan Langan coming second in a the big field in the Juvenile Category, and Madison Roll coming in second in Jr Girls. Konrad Teetzen finished in the middle of a very competitive group on Sunday in Jr Boys and Kyra Teetzen came in 5th in Jr Girls.
- The final major competition for the season will be BC Cup #3 at Whistler Olympic Park on March 2-4, 2012. In addition there will be a zone race at Vanderhoof on February 19 which some athletes are planning to attend and the BCWG on Feb 24-27 at Silver Star.

4. Membership – Greg

- Not much to report. A couple new forms submitted last week, bringing us to 387 members.

5. Equipment / lighted track – Brian

Equipment:

Pisten Bully:

- The wheel suspected of having a crack has been removed and one of the reinforced wheels has been installed on the driver’s side. The other reinforced wheel will be installed when time permits.
- The glow plug circuit has failed. We are currently relying on the block heater for starting. Hopefully this will be adequate until we have a chance to do a repair.
- We still have some fan belt slippage at times. We may opt to trim the fan diameter when time permits.

Twin Tracks:

- The Alpines are in good shape and have been used for the early season.
- The Alpine 1 being kept at 10 Mile and is being maintained by the Fire Hall. Tracksetting is being done when reasonable at that venue
- Our snow grooming implements, roller and packer bar are in good shape.

Track Lighting:

- The system has operated reliably.

6. Loppet – Elaine

- Friday night before the Loppet, the conditions were amazing. Then Saturday happened. Blizzard conditions, bad roads, but everyone pulled together to make this a very successful day. The caterers ended up in the ditch, then finally making it to the parking lot, where folks jumped in to help carry the food to the lodge.
- Thanks to Jim Crellin who took over the organizing of the safety procedures, set up the radio base station, took care of procuring radios and organizing the first aid people.
- Thanks to the track setters who spent so many hours getting the trails in such great shape.
- Thanks to the many volunteers who made this event happen:

Loppet Volunteers Jan. 2012

Mike	Alborn	Brent	Hodgson
Brian	Black	Lisa	Johnston
Evi	Black	Lyle	Knocke
John	Brisco	Taddea	Kunkle
Herb	Chlebek	Theodora	Kunkle
Bonnie	Chlebek	Lisa	McGargar
Mark	Courtney	Al	Schutz
Jim	Crellin	Shirley	Smith
Alison	Crellin	Nicole	Strand
Chris	Elden	Greg	Strebel
Vicky	Esplen	Wanda	Teetzen
Denise	Guthro	Marilyn	van Leusden
Giselle	Hamelin	Marj	Watt
Chris	Hamelin	Carol	Ways
Patti	Lalande	Ron	Watteyne
Cindy	Paul		

- We had a very successful event with 85 registrants, 78 who completed the Loppet.
- We received \$2522.50 with entry fees and donations, minus costs = profit of \$780.25
- Costs: ribbons, medals, photocopies, ink, draw prizes, food ,etc.: \$410.25
- Gas for PB \$100.00
- Luncheon \$1232.00
- Left over odds and ends of medals were given to Sunshine for the Elementary School Races.
- So next year medals will have to be ordered.
- We will need a committee of interested members to help organize this event.

7. Backcountry – Bruce

- Nothing much to report re backcountry except that the 1300 (Swift river) road and 1600 road is plowed about 3km. PAST the M rd (access rd to the Cariboo Mtn cabin)

8. Signs & Snowshoe Trails – John

Snowshoe Trail:

- The trails are in good shape and are being well used judging by the well packed trail.
- The Feb 8th evening snowshoe trip to the Viewpoint was well attended with 19 members & one dog. Very ugly maps have been put up at junctions and strategic locations.

Signage:

- As stated above maps were installed along the snowshoe trails. “Trail closed” signs were erected on the old trail adjacent to the biathlon range. Small repairs to the ski shop sign were also undertaken.

New projects:

- In March the current project is to develop a sign plan. The plan will have three parts – standards (size, colours etc), inventory and a 2012-13 plan for upgrades – a budgeting tool.

9. Social – Holly

10 Mile Lake Committee – Peter/Paul

- Paul has been setting tracks when the conditions have been suitable. The set track around the edge of the lake has proved somewhat popular with local residents. From my observation, ice fisherman heavily outnumber skiers at Ten Mile Lake.

10. 75 K Ski Challenge – Sunshine.

- 75k ski challenge - have prizes set up including massages, Richbar and Rocky peak - just need date of club meltdown in March to determine end date. Elaine will follow up with Holly to set a date for the meltdown.

11. Guided Ski Tours– Sunshine.

- Guided Ski Tours - going very well and seems very popular especially with snowshoe tours too

12. Lodge – Tony & Kathy Jaffary

<p>Action Items</p> <ul style="list-style-type: none"> - Organize office and storage area. - Acquire stove - incorporate range hood and microwave unit. - Motion to approve Decorating Policy 	<p>In Progress</p> <ul style="list-style-type: none"> - Repair CD player - Storage box for pictures
<p>Completed this Period</p> <ul style="list-style-type: none"> - Rental Agreement Binder - Floor plan and electrical schematic - Shovel purchased - Decorating policy 	<p>Long Term Projects</p> <ul style="list-style-type: none"> - Roof for wheelchair ramp - Apply a skid proof substance to the inside stairs. Suggested walnut shell paint or pieces of rental shop flooring - Shelving for both the office storage area and the cleaning supply closet. - Roof repair - Fill holes and paint main area of lodge Clean windows in spring

- It was noted that the oven had been repaired by Sally.

13. **Lodge Rentals – Sunshine**

- Lodge rental - currently Monday night pilates and Biggest Loser again in March - have a wedding booked in. July.

14. **Newsletter- Greg**

- Nothing special to report on the newsletter/email side.

15. **Publicity/ Adult Lessons- Ron**

Ski Lessons

- 43 lessons taught to date
- 7 more this Wed night
- Thanks to the track setters for grooming sometimes on short notice

Publicity

- Elementary School Races posters are out (thanks to Sunshine)
- Spoke with Dale Taylor at the Rush and sent an email to Percy at the Observer
- Teen Night Posters are out at both high schools and Youth Center also on radio and hopefully Observer
- \$10.00 per non-member for skis, pass and lessons if needed
- Music and refreshments available

16. **Youth Ski Program- Sunshine, Lisa, Brian, Marilyn**

- The project is 100% complete. All planned work is finished (benches have arrived but storage boxes not yet), all equipment has been received and the NCCP courses scheduled for January were done.

Funding

- The Knights of Columbus have committed to donate in May.
- The CCBC payment of \$1750 as a BCSPP grant to aid in the “S’Kool” program is pending. The Investors Group contribution of \$750 towards our instructor training is expected soon.
- Recreation Sites and Trails BC have purchased flooring for the downstairs area on our behalf. \$1750 + HST = \$1960

Recent activities

- The ski shop operated as planned during the month on Saturday, Sunday and Wednesday evening. This part of the business is operating on a close to breakeven basis.
- An ICC clinic held on Jan 13 was successful with 4 club members attending as well as two from out of town. The CC 1 clinic scheduled for Jan 14, 15 was very well attended with a total of 12 participants, 9 from our club.
- We have 4 schools participating in the Youth Program. Carson has completed their 3 sessions, Baker has completed 2 and will have their third this week. Parkland and Narcosli (with Nazko joining for one session) will follow with completion of the program on March 7th. The response so far has been very positive.
- We are currently scheduled to conduct 474 student sessions vs. our plan of 330 student sessions.
- Policy development for the school program and form work is complete
- Final submission of invoices and the final report to Community Futures are complete.

17. Youth Ski School and Hallis Lake Rental Shop- Tania Gruene: Ski School Coordinator

- The youth ski school officially started this month. We have ten school session days in February and two in March.
- Carson sent 38 children, Kindergarten and Grade 1. Baker is sending 45 children, plus 1 person who is home schooled and Parkland will be sending between 40-45 kids. Narcosli has booked 3 sessions, with Nazko joining them for one of the sessions. On the day with both Nazko and Narcosli we will have 24 kids, the other 2 days Narcosli will send 13 kids.
- Coach availability has been challenging. To that end we will need to make a focused effort on recruiting at the end of this season with a plan for targeting likely candidates who will be available during the week for us in the winter. I have some ideas but would like to meet at the end of the season, brainstorm and plan for next year.
- Income is down in ski rentals through this reporting period. The cold snap deterred people, we were closed one Wednesday due to cold and on the snowy Loppet day the only renters were a few Loppet entries. On the other hand, over the last week we have had 3 families come in whose kids were in the ski school sessions and brought the rest of their family out to try it.

Financial

- See attached report: Hallis Lake Ski School and Rental Income Statement Jan 15, 2012-Feb 8, 2012.
- See attached report: Carson Revenue-Expenses

Meeting adjourned at: 9:10 pm

Next Executive Meeting: March 13, 2012 at QCEDC office at 7:00 pm

March: Ron April: Bruce May: Sunshine