

**Cariboo Ski Touring Club**  
**Draft Minutes: March 13, 2012**

**In Attendance:** Brian Black, Marilyn van Leusden, Peter van Leusden, Christine Kraayvanger, Chris Elden, Ron Watteyne, John Redburn, Elaine Watteyne, Bruce Self, Greg Strebel, and Sunshine Borsato

**Absent with Regrets:** Holly Nelson, Jim Crellin, Kathy Jaffary, Tony Jaffary, and Paul Mednis,

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

**Adoption of Minutes of February 14, 2012:** M: Chris 2<sup>nd</sup>: Bruce

**Treasurers Report:** M: Ron 2<sup>nd</sup>: Elaine

See attached report: CSTC Bank Reconciliation March 11, 2012: Financial Report and Budget Update.

**Correspondence:**

1. Letter, dated February 8, 2012, received from Coaching Association of Canada along with a cheque in the amount of \$750.00 from Investors Group's to support CSTC's Introduction to Community Coaching and Community Coaching Workshops held January 13-15, 2012 in Quesnel.
2. Original copy of the Recreation Site/Trail Agreement, dated January 15, 2012, received from Desi for Management and Maintenance of Hallis Lake Recreation Trail REC 97281 and Hallis Lake Biathlon Range REC 2752.
3. Letter, dated February 10, 2012, received from Desi Cheverie, Acting Regional Manager of Ministry of Forest, Lands and Natural Resource Operations outlining Partnership Agreement Plans and Annual Reporting Obligations. Guidelines are provided to prepare a 3-5 year Operating Plan. Also guidelines are provided for preparation of an Annual Report that must be submitted by December 15<sup>th</sup> of each year of the Agreement.
4. Letter, dated March 5, 2012 from Sheri Coles, Grants Committee Chair of the Quesnel Community Foundation, received stating that the Foundation is not able to fund our application request for funding for the purchase of the replacement Pisten Bully.
5. Letter, dated February 24, 2012, from Michelle Hohne, Manager of Sport Participation and Information Systems, BC Sport Agency stating that our application for support for purchasing more equipment for the Youth Ski Program and Rental Shop was declined. CSTC has contacted BC Sports Agency for a telephone meeting to receive feedback.
6. Letter from CCBC was received with a cheque for \$1000.00 in support of the Ski S'kool Program, a BCSP grant. The cheque has been forwarded to Tania.
7. Letter, dated February 14, 2012, was received from Diane Rogers, Recreation Manager and Nancy Lilienweiss, Active Living Coordinator thanking CSTC for our contribution to the fourth annual Quesnel Winter Carnival. The letter includes an invitation to appetizers on Tuesday, February 28, 2012.
8. Letter, dated March 6, 2012, was received from Beverly Murray, AC&D (Quesnel) Insurance Services Ltd. advising CSTC that the quote given for Premises Liability has expired and at this present time CSTC's policy does not cover Premises Liability.

## Old Business:

1. Premises Liability for Lodge:  
Insurance Committee's members are Brian, Sunshine & Marilyn  
Committee met with Bev Murray at AC&D (Quesnel) Insurance Services Ltd. and with Cathy Schaefer at Integris Insurance Services Ltd. to discuss Premises Liability insurance.  
CCBC informed CSTC that we have Premises Liability Insurance coverage for CSTC club events and activities. We do not have coverage for Rentals.  
CSTC renters need to purchase Special Event Liability Coverage that will provide coverage for CSTC.  
The committee is investigating the company that provides insurance to the CRD.  
**Motion:** Bruce moves that Cariboo Ski Touring Club suspend rental of the Hallis Lake Lodge unless CSTC has proof that renters have purchased Special Event Liability insurance and named Cariboo Ski Touring Club, Cross Country Canada (CCC) and Canadian Snowsport Association as "Additional Insured" on the policy. If Renters are consuming alcohol, a liquor permit must be applied for and be a provision of the Special Event Liability Insurance policy.  
Seconded by Sunshine. Motion carried.
2. Clarification of Youth Ski School Program with Hildur and Scott at Troll:  
Ron discussed CSTC Youth Ski Program with Hildur.  
**Action Item:** Ron, Brian and Marilyn will arrange to meet after the end of the season with Hildur and Scott at Troll to discuss the goals of CSTC Youth Ski School Program and the age that we are targeting.
3. 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 the amount we will charge for breakfast next year.  
Costs have not yet been submitted.  
Ron completed the map of the electrical outlets in the kitchen and labelled the receptacles.
4. Vests for Checking Ski Passes:  
6 armbands purchased but not yet received.
5. Certification of Instructors for Youth Ski School:  
Marilyn sent email to coaches with certification under the past National Coaching Certification Program and informed them to apply for equivalency for new NCCP program before deadline of June 30, 2012.
6. Community Foundations 2012 Application:  
CSTC completed and submitted a full proposal for financial support for the replacement snow groomer, Pisten Bully (PB 100).  
The application for funding was declined. See Correspondence item #4.
7. Backcountry Issues:  
Bruce informed 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.
8. Local Sports Development Fund application \$2000:  
Funding for CSTC application was declined. See Correspondence item #5.

9. 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. Forward to May agenda.
  
10. Publicity:  
 Sunshine wrote an article for the Observer about the ski shop and lessons, however, the articles were not published.
  
11. Winter Carnival:  
 Brian had a meeting February 15, 2012 with the City to improve ski layout.
  
12. Wells and Area Trails Society (WATS)  
 Herb has put WATS information on CSTC's website. The info describes the aims and objectives of (WATS) and seeks new members.  
 (WATS) offers to provide a reciprocal link to our club on their website.
  
13. Drop Box Key:  
 Christine investigated the drop box issue and made recommendations.  
**Action Item:** Ron/ Brian will make design changes to the drop box.
  
14. Elementary School Races:  
 Lots of positive feedback received for the races.  
 60 participants for the event.  
 Consider a date change for next year but need to avoid Well's Gourmet Ski, Cariboo Marathon and BC Biathlon race that CSTC is hosting. Perhaps 2<sup>nd</sup> or 4<sup>th</sup> weekend in February, will determine in September when creating CSTC seasonal calendar.
  
15. Signage:  
**New projects:**  
 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.  
 Recommended to have a "Clean up after your dog" sign.
  
16. Meltdown Party:  
 Elaine is planning the Meltdown party for Friday, March 16<sup>th</sup> at 6pm for a potluck dinner.  
 75k ski challenge - have prizes set up including massages, Richbar and Rocky peak. In future a date needs to be set for this event prior to the start of the season. Conflicts with spring break and Easter are always an issue.
  
17. Pisten Bully:2008 model snow groomer serial number WKU4821MA8L011205  
 A deposit was sent today, March 13, 2012, for the down payment on the Pisten Bully.  
 Marketing committee for selling our present Pisten Bully is Brian & Ron. We have a letter of intent for borrowing of funds from Community Futures to borrow up to \$75,000 and will also apply to NDIT for a low interest loan. This application will be submitted in March.  
**Motion:** Bruce moves that CSTC Executive approve the borrowing of funds from Community Futures or another agency, offering similar or better terms, to enable the purchase of the 2008 Pisten Bully.  
 Seconded by Greg. Motion carried.

## New Business:

1. Health Fair: Brian  
Quesnel Health & Community Services Expo will be held on March 31<sup>st</sup>, Saturday, from 9am to 4 pm at the Quesnel Arts and Recreation Centre.  
**Action Item:** Greg will send out an email to members requesting volunteers to help operate a CSTC booth.  
**Action Item:** Elaine will create a list of materials suitable for promotional events. The list will indicate where the item is stored if it is not in the package with the list.
2. Custom Medals: Sunshine & Elaine  
Ultimate Trophies is willing to create a medal with a design specific to our club.  
Prices upon review are quite high, so CSTC needs to look for better pricing.
3. Hand Towel Dispenser: Kathy & Tony  
Tabled till next meeting.
4. New Downhill Area: Ron  
Ron shared his request to develop another downhill area with a flat access trail to the mid section of the slope, for next year. A good area would be between Fir Tree hill and Pancake hill, also to develop a short connector trail between the new extension of the lighted trail to the old lighted trail to bypass Sparky's Hollow.  
Refer request to meeting when CSTC is developing priorities and a budget for 2012-2013 season.
5. March 17, 2012 Event  
**Motion:** Bruce moves that CSTC proceed with the March 17<sup>th</sup> use of the Lodge if Special Event Liability Insurance policy is purchased by Sunshine with a liquor license, if alcohol is being consumed. There will be no charge for this one time occurrence till our insurance and Lodge use policy is developed.  
Seconded by John. Motion carried.
6. Five Year Plan:  
Executive reviewed highlighted sections that were not completely addressed in our 2010-2011 discussion.
  - Starting a Track Attack program remains a focus.
  - CSTC did all that we could do to get the access road gazette.**Action Item:** Ron will write a letter to Bob Simpson, MLA, to request his assistance in getting the road gazette with the concern of School District buses using the road.  
.  
Executive will create a new 5 year plan and prioritize CSTC needs in meetings this spring.
7. Other Items:  
**Action Item:** Sunshine will contact CCBC to organize more instructor courses for next year. CSTC requests ICC, CC and CC1-L2T  
**Action Item:** Peter will purchase 3 bottles of wine to express CSTC appreciation for services: for Shelly Barlow, and April & Charlene at the QCEDC office.

## Committee Reports

### **1. Jackrabbit – Sunshine.**

- Windup: We did the usual relay games and treasure hunt with great success - reports from parents that having kids of different ages and skills teaming together was very appreciated so will try a games day earlier in season next year.
- Fantastic coach participation but will lose couple next year like Eldens and Victor so still need to encourage new coaches for next year and should consider if we have new ski school coaches, JR is good training ground for them.
- Still looking for a new coordinator next year - have asked all coaches and specifically asked a few people but no takers yet

### **2. Nordics / biathlon – Jim/Peter**

- Training has continued on a regular basis, Tuesday evenings, and Saturday at noon. Participation at practise has been excellent.
- This year the club has attended all of the BC Cup events at Burns Lake, Kelowna, and Whistler. Two athletes from Quesnel qualified and participated in the BCWG. Here Madison Roll won a bronze medal. On the other hand Konrad was caught in a very unpleasant age dispute. He was allowed to race as a Junior Boy, but the results show him as DSQ. In his final race, he raced as a senior and placed 4<sup>th</sup>.
- The team also participated in a regional race in Vanderhoof.
- At the recent BC Biathlon Championships, at Whistler, the team won 6 medals. Kyra Teetzen gold and silver. Ryan Elden won a silver and bronze. Anni Kurta in her first BC Cup event won a silver medal, and Tristan Langan won a bronze.
- Coaching transition is on-going. Parents and 5 athletes participated in a fun event in PG this past weekend, without any of the present coaches there.
- Plans are underway on when, and how to wrap up a very successful season.

### **3. Membership – Greg**

- 400 members... about the same as last year. Day fee revenue has increased. CSTC can determine the approximate number of day passes purchased by dividing the money value listed on the Revenue sheet.

### **4. Equipment / lighted track – Brian**

#### **Equipment:**

#### **Pisten Bully:**

- Changeable weather through the last month caused the tracksetters to change the implements several times again this month. This is a time consuming procedure and generally takes two people an hour.
- The PB ran reliably through the season but we have accumulated a list of deficiencies that need to be corrected prior to selling the machine. The significant items are:
  - Repair the glow plug circuit
  - Trim fan diameter
  - Install reinforced wheel on the right front
  - Repair control lever, re-commission reverse alarms
  - Cosmetic repairs eg door latches, door panels
  - Refasten deck plates
  - Annual service

#### **Twin Tracks:**

- One of the twin tracks, Muskwa, experienced a regulator failure. Fortunately we had a spare and It has been replaced.
- The Alpine 1 being kept at 10 Mile and is being maintained by the Fire Hall. Tracksetting is being done occasionally at that venue.
- Our snow grooming implements, roller and packer bar are in good shape.

#### **Lighted Track:**

- The system has operated reliably.

## 5. Loppet – Elaine

No Report

## 6. Backcountry – Bruce

- Lots of snow in the mountains. Lots of Avy hazard also.
- The slightly problematic Moncton Hut Coleman stove tank is being replaced and I will rebuild the existing one, which will leave us with a complete spare Coleman. Plowed access to the Moncton trail head stops at about 3104 km.
- The Cariboo mountain cabin is in good shape and the 1300 (Swift River) road remains plowed to the bottom of the M rd. The M rd. is the access to the cabin and it is a 4 km. ski to the cabin. This is a great time to visit it as the access is as good as it is likely to be for some time.
- West Fraser has plans to log the timbered area immediately below the cabin site next winter. I will contact them and see if they can be persuaded to leave a scenic buffer near the cabin.
- The LOC for this cabin is in the bowels of Lands bureaucracy but is apparently proceeding.
- No reports of any problems from the other cabins.
- As per the news letter, Arnold Kilsby and I will lead another guided intro backcountry tour on Saturday Mar 17 to Coulter creek, outside of Wells.

**Action Item:** Brian will contact Al Bennett, at West Fraser, to inquire if the area below the cabin can be excluded from logging.

**Action Item:** Bruce will search CSTC website for mention of backcountry cabins.

## 7. Signs & Snowshoe Trails – John

### Snowshoe Trail:

- The trails are still getting a fair amount of traffic. Although the WWST does not seem to get as much traffic. A possible small route change on the Rock Summit portion of the Return Trail has been identified due to low snow levels creating icy conditions on a steep slope, Forecasted completion later this month.
- Signage:**
- No changes or substantial works to report.
- Sign Plan:**
- A sign plan is in the works and I hope to have a rough draft, inventory and work plan for April.

## 8. Social – Holly

No report.

## 9. 10 Mile Lake Committee – Peter/Paul

- The 5 year winter use permit has finally been finalized with BC Parks, and the permit branch.
- Track setting in the park and on the lake has continued when conditions were favourable. Looking forward to ski skating all over the lake, during the frosty mornings

## 10. 75 K Ski Challenge – Sunshine.

- Wrapping up this week with prizes given out at meltdown from Richbar, Cariboo Therapeutic Massage, and Rocky Peak. Need for sponsors to be recognized on website.
- Photo Contest - same as above.

## 11. Guided Ski Tours– Sunshine.

- Guided ski tours - another very successful outing last week – 9 (13) skiers which is becoming a regular number of skiers - awesome! One left this Wed and then may as well wrap it up for season totaling 13 guided tours DEC 2011-Mar 2012.

## 12. Lodge – Tony & Kathy Jaffary

<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>- Organize office and storage area.</li> <li>- Acquire hand towel dispenser</li> </ul>	<p><b>In Progress</b></p> <ul style="list-style-type: none"> <li>- Storage box for pictures</li> </ul>
<p><b>Completed this Period</b></p> <ul style="list-style-type: none"> <li>- Stove repaired</li> <li>- CD player donated</li> </ul>	<p><b>Long Term Projects</b></p> <ul style="list-style-type: none"> <li>- Roof for wheelchair ramp</li> <li>- Apply a skid proof substance to the inside stairs. Suggested walnut shell paint or pieces of rental shop flooring</li> <li>- Shelving for both the office storage area and the cleaning supply closet.</li> <li>- Roof repair</li> <li>- Fill holes and paint main area of lodge</li> <li>- Clean windows in spring</li> <li>- Repair railing spindle – outside deck</li> </ul>

## 13. Lodge Rentals – Sunshine

- Discussed insurance. The Quesnel Recreation Centre has another pilates class potentially running after Spring Break to May. The City Of Quesnel has added CSTC as an ``Additional Insured`` and we need to also add Cross Country Canada (CCC) and Canadian Snowsport Association to the policy.
- Rental rates will need to be reviewed with insurance rates.
- CSTC Has turned down three rental requests and the summer wedding is canceled.
- Need to keep snow clear on back exit - want to add to Tania's job description and consider two peaked roofs for front and back to reduce snow on steps/exit ways.

## 14. Newsletter- Greg

- No report.

## 15. Publicity/ Adult Lessons- Ron Ski Lessons

- To date we have taught 73 adult ski lessons.
- Fees to date \$1270.00

### Publicity

- Put 2 ads in Observer advertising ski rental shop and ski lessons
- Sent out flyer for Meltdown Friday Mar. 16

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

- The project is 100% complete.

### **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, to date \$1000 has been received. The Investors Group contribution of \$750 towards our instructor training has been received.
- Recreation Sites and Trails BC have purchased flooring for the downstairs area on our behalf, \$1750 + HST = \$1960; installation will be done in the spring.

### **Recent and Current 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. It is currently planned to close the shop after Saturday Mar 17<sup>th</sup>.
- We had 4 schools participating in the Youth Program. Carson, Baker and Parkland have each completed 3 sessions. Unfortunately Narcosli and Nazko had to cancel their third session due to the teachers work disruption. The response from the students and teachers has been excellent.
- Our plan was to conduct 330 student sessions; we were almost 50% over plan.
- Final reports to Community Futures and CCBC are currently being prepared.
- A postmortem session with instructors is scheduled for Mar 14. There will also be a similar session with Tania and the Project Group.

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

- The ski school sessions are finished. The last session was March 2nd with Parkland School. Nazko / Narcosli missed their third session due to the strike. In total we had 5 schools- Carson, Baker, Parkland, Nazko and Narcosli with each school booking 3 sessions. A total of 145 students attended adding up to 411 ‘student days’. We have had very positive feedback from teachers and parents and anticipate an increase in bookings for next year. Our priority will be recruiting coaches so that we can book more sessions.
- To wrap up the season I will put together a newsletter (with articles contributed by others as well I hope) to send out to the schools and as Brian suggested to membership as well, this will provide the schools with some information for next year. In September the schools will all be emailed a booking package so that they have all the information they need when planning their 2013 field trips. Feedback from teachers has told us that they want some information at the end of this season and then the packages right away in September as they start planning / budgeting for the field trips immediately.
- The rental shop hours are coming to an end. I think that the weekend of the 17<sup>th</sup> /18<sup>th</sup> will be the last days we stay open.

### **Financial**

- See attached report: Rev & Exp Master Full version Season 2012 Total
- See attached report: Bank Reconciliation Feb 2012
- See attached report: Metrics

**Meeting adjourned at: 9:15 pm**

**Next Executive Meeting: April 3, 2012 at QCEDC office at 7:00 pm**

**Goodies:**

April: Bruce

May: Sunshine