

**Cariboo Ski Touring Club**  
**Minutes: May 15, 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, Kathy Jaffary, Tony Jaffary, Sunshine Borsato and Tania Gruene.

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

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

**Adoption of Minutes of March 13, 2012:** M: Chris 2<sup>nd</sup>: Elaine

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

See attached report: CSTC Bank Reconciliation May 9, 2012.

**Correspondence:**

1. Letter, dated March 19, 2012, received from Northern Health stating that Health Permit Operating Fees have been paid in full, amount paid was \$62.50. A decal # 4639 was enclosed that should be attached to CSTC Operating Permit. Permit expires March 2013.  
**Action Item:** Marilyn will try to locate the permit.
2. Letter, dated April 20, 2012, received from Safety Authority issuing permit number #5790 for electrical maintenance, repairs, replacement or minor alterations to existing Electrical installations at Hallis Lake Lodge, 4427 Quesnel Hydraulic Road, Quesnel, BC. Permit expires April 2013.  
**Action Item:** Marilyn will copy the permit for Christine.
3. Letter, dated April 5, 2012 from Lorna Townsend and Shirley Keen, Gala Co-Chairs of the Quesnel Community Foundation, thanking the Cariboo Ski Touring Club for the donation of two ski lessons and rental packages for the 11<sup>th</sup> Annual Awards Gala held on March 24, 2012.
4. Email received May 10, 2012 from Stephanie Rauer, Community Program Administrator, Mountain Equipment Co-op informing CSTC that MEC would like to provide \$10,000.00 contribution towards our project "Cariboo Ski Touring Club Snow Groomer". Out of 147 applications submitted in the Access and Activity category of the MEC Community Contributions Grants, this round, MEC funded a total of 31 organizations for a total of \$228,555.00

**Old Business:**

1. Premises Liability for Lodge:  
CSTC's insurance policy (Aviva Insurance Company of Canada; A C & D Insurance) is due October 23, 2012. This policy does not supply liability insurance for Lodge rentals.

CSTC investigated a rate schedule for special event insurance for rentals. The best rate would cost CSTC a minimum of \$2100 per year. This is not economical for CSTC at this time.

Hence, renters of the Lodge must purchase Special Event Liability insurance and name 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. Renters must purchase this liability coverage from an insurance company and present the policy to CSTC before renting.

This liability insurance is an additional expense to renters, who must pay CSTC a fee to use the Lodge. The Executive of CSTC recognizes rental revenue will decrease.

**Motion:** Peter moves that Lodge rentals must not interfere with CSTC use: rental bookings should not occur during regular opening times, on winter weekend days, Xmas holidays, or when events are scheduled on the Club calendar unless approved by the Executive.

Seconded by Sunshine.

Motion carried.

2. Clarification of Youth Ski School Program with Hildur and Scott at Troll:  
**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 but Holly estimates the cost to be around \$300. Tabled discussion.
4. Vests for Checking Ski Passes:  
6 armbands purchased but not yet received.
5. 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.  
Assess safety requirements of the Lodge, a priority in the Fall of 2012.
6. Drop Box Key:  
Christine investigated the drop box issue and made recommendations.  
Design changes to the drop box were made.
7. 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. The event had low attendance but Greg did make a few more contacts.  
**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.
8. Hand Towel Dispenser: Kathy & Tony  
The dispenser will be reviewed as part of Lodge improvements for 2012-2013 season.
9. 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 continue working on 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
10. **Other Items:**  
Sunshine has contacted CCBC , courses are now scheduled for next season. An ICC course will be held in the Fall of 2012 and a CC course will be held after Christmas. The CC1-L2T will be scheduled for 2013-2014 season.  
  
Peter purchased 3 bottles of wine to express CSTC appreciation for services. These were delivered to Shelly Barlow, and April & Charlene at the QCEDC office.
11. **Backcountry – Bruce**  
Bruce contacted Dave McGlashan, at West Fraser, to inquire if the area below the Curle cabin can be excluded from logging. Bruce will summarize the discussion (Cariboo Modified- 30% removal of wood,

hence some flexibility in avoiding the area) and forward the email to Dave and Al Bennett for their records.

Bruce searched CSTC website for mention of backcountry cabins and found one reference that was not very obvious. Further discussion will occur next season.

#### **12. CCBC Article – Peter**

Peter submitted an article to CCBC for next season's magazine. The article was titled, "Anatomy of the Ski School".

#### **13. Biathlon Grant – Peter**

CSTC received \$1000.00 from Biathlon BC for coaching courses in the Northern region.

Peter is working on submitting an application for \$2,500.00 to Biathlon BC. The grant will focus on increasing biathlon participation at the Club level.

#### **14. Pisten Bully – Brian**

At this time, a deposit of \$11,225 has been put down on the purchase of the new snow groomer. October 1, 2012 is the delivery date. \$100,000.00 still needs to be paid by October 1, 2012.

CSTC has cashed in a matured term deposit of \$10,000.00

CSTC has \$30,000.00 remaining in term deposits that are available.

\$10,000.00 was received as a grant from MEC (Mountain Equipment Co-op).

CSTC is asking \$37,000.00 for our current pisten bully. We have made it clear to all showing interest that we are open to all offers. There are several potential clubs interested but none have made an offer. We have a letter of intent from Community Futures for a loan application from them.

Cariboo Regional District has endorsed our application to NDI for a loan.

CSTC has submitted an application to NDI for a prime rate loan of \$85,000.00, amortized over 5 years.

#### **15. Youth Ski School Program – Brian, Tania & Marilyn**

Brian reviewed the Youth Ski Project, Financial Summary statement, 17 March 2012.

The Total Project Expenses was \$40,564.66 (not including in kind labour from CSTC volunteers valued at \$4000. Overall Project Funding was \$38,935.18.

The project included over \$2,325.00 of expenses for the air exchange system, which was not originally in the budget, but was necessary for the Lodge with the extra humidity caused by the drying of equipment. This was approved by the executive prior to doing the work.

Extra funds were received from CCBC and the Ministry of Forests (flooring).

Knights of Columbus has promised funds for the Project and CSTC is expecting that donation soon.

Tania reviewed the Youth Ski School Revenue and Expenses Master 2012 (full version). "Total Income to Date" is \$14,232.92. "Total Expenses to Date" is \$10,485.05. Net Income is \$3,747.87.

Tania reviewed the "End of Season-2012 season" report that outlines the net income as of May 14, 2012 and details the Budget costs to prepare for next season: Rossi ski order, Start-up costs, equipment and other items and equipment replacement fund.

**Motion:** Chris moves to adopt the "End of Season-2012 Year 2 recommendations.

Seconded by John. Motion carried.

Tania outlined the Youth Ski School Program projections for season 2 and 3.

Season one was a positive experience. Feedback from schools was supportive and very positive.

The schools that participated were: Ecole Baker elementary, Carson Elementary, Parkland Elementary, Narcosli Elementary and Nazko Elementary.

The total number of students that attended was 145, most of which attended 3 sessions for a total of 411 student days. CSTC planned for 330 student days.

For season 2, The Youth Ski School would like to increase the number of student days to 660.

The future development of the program will most likely be limited by the availability of coaches, so the recruitment of at least 5 new coaches will be a focus in the Fall of 2012.

## New Business:

### 1. CSTC Five Year Plan: May, 2012

<b>Action</b>	<b>Year</b>
<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	<b>Year 1</b>
-Conduct CANSI level 1 course again and encourage certification and re-certification	<b>Year 1</b>
-Hold ICC and CC courses	<b>Year 1</b>
-Start a Track Attack program	<b>Year 2</b>
-Develop an in-house instructor trainer : CANSI Level 3	<b>Year 4</b>
-Hold a Biathlon BC Cup event	<b>Year 1</b>
-Increase rifle inventory	<b>Year 2</b>
<u>2. Trail or facility improvements –</u>	
-Add features to / expand the Adventure Park	<b>Year 1</b>
-Create a playfield behind the timing hut	<b>Year 1</b>
-Create play and instruction areas throughout Hallis Lake venue (posts, targets)	<b>Year 1</b>
-Create a downhill area, forming a loop to Fir Tree Hill	<b>Year 1</b>
-Put lights on bush trails	<b>Year 2</b>
-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	<b>(A)</b>
-A full concession open on Saturday and event days	<b>(A)</b>
-Continue work on changing the FSR to a gazetted road	<b>Year 1</b>
-Accumulate adequate funds so that our new snow cat is paid for by 2015	<b>Year 1-3</b>
-Buy a ginzo groomer	<b>Year 4</b>
-Apply for grants only if very advantageous financially and significant volunteer time is not required.	<b>All Years</b>
-Improve existing ski trails but resist building any new ones	<b>(A)</b>
-Continue to improve signage and maintain to a high standard	<b>(A)</b>
-Develop an infrastructure priority plan for Hallis which will include:	
• Stain siding, biathlon hut	<b>Year 2</b>
• Complete lodge maintenance list including traction paint for inside stairs	<b>Year 1</b>
• Install prevention re snow sliding above outside stairs	<b>Year 1</b>
• Construct a wood shed	<b>Year 2</b>
-Develop a work list for backcountry cabins: Murray chimney	<b>Year 1</b>
-Change lower Yellowhawk trail; start slashing	<b>Year 1</b>
-Approach Forestry, Highways & Wells to build an outhouse at the Yellowhead parking lot	<b>Year 2</b>
-Monitor inside temperature at Cariboo Mt cabin and consider insulation	<b>Year 1</b>
-Install a cell phone booster	<b>Year 1</b>
-Install Wi Fi in the lodge	<b>Year 2</b>
-Redesign the website	<b>(A)</b>
-Install a web cam with thermometer at the venue	<b>Year 2</b>
-Survey and determine plan of action for lights & poles	<b>Year 1</b>
-Improve diffusers of newest track lights	<b>Year 5</b>

-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**

**2. Budget for 2012-2013**

A review of line items was done to assist the Treasurer in preparing her budget.

**Meeting adjourned at: 10:15 pm**

**Next Executive Meeting: September 11, 2012 at 7pm at the QCEDC office.**