

3. Letter dated Oct. 31, 2012 from AC & D Insurance for our renewal policy with coverage on the building, contents and equipment. The renewal premium of \$3416.00 has been paid in full. However there is an outstanding balance of \$168.00 owing on the policy.
4. Package from Cross Country BC dated Oct. 23, 2012. Devon Kershaw Dryland Award. The objective of this award is to promote pre-ski season dryland club activities.

Old Business:

1. Clarification of Youth Ski School Program with Hildur and Scott at Troll:
Ron will set up the meeting date before November 8, 2012 with Hildur and Scott at Troll to discuss the goals of CSTC Youth Ski School Program and the age that we are targeting.
Action Item: Brian, Ron and Tania will attend for CSTC.
Brian had a phone meeting with Hildur that he documented and shared with Marilyn, Sunshine and Tania. Hildur is supportive of our program, but concerned about the viability of her program. Our focus will continue to be lower grades which will help prepare them for the downhill. Tania will speak with Scott so that they can strategize to make their marketing complementary.
Action Completed
2. CSTC Open House/Pancake Breakfast: Sunday, January 8, 2012:
Holly will submit the receipts from the Open House to Brian. The total receipts for the pancake breakfast was \$283.28 which included the huge coffee urn and water urn for the hot chocolate. The cost per person for the Pancake Breakfast was \$1.23 for the 230 people that attended.
Action: The Executive will discuss the amount we will charge for breakfast next meeting.
3. 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.
4. Health Fair: Brian:
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. Elaine will prepare this for the Ski Swap, November 2, 2012.
Promo binder and info boards are made and will be stored in the office.
Action Complete
5. Health Operating Permit:
Marilyn got a new copy of the Health Operating permit, attached the decal # 4639 that is valid till March 2013. Kathy will display the permit in the kitchen of the Lodge.
Brian visited Public Health on October 15, 2012 and confirmed that CSTC's needs the Health Permit for serving of food in the lodge by us or by a contractor etc. Brian filled out a form to change the Primary Contact to Sunshine.
New permit has Sunshine's name on it.
6. Ski Swap:
Date set is November 2, 2012.
We would like to set up a booth at the ski swap on Fri. Nov. 2nd from 3PM to 9PM.

Action Item: Greg will send out an email requesting volunteers to run the booth at the ski swap. Approximately 40 members signed up. We need 3 people to operate the booth for at least the first 2 hours to take in new memberships and answer questions about ski equipment.

Action Completed.

7. Special Olympics Group:

Marilyn spoke to Karen Prosk and sent an email to Rick Prosk informing Special Olympics of the motion passed at CSTC Meeting held on October 9, 2012.

Motion: Bruce moved that the Special Olympics athletes pay a user fee of \$2.00 per athlete per trip for snowshoeing. The fee be deposited in the Drop Box and each athlete wear a day use pass.

Complete.

Athletes pay a user fee of \$3.00 per athlete per trip for cross country skiing. The fee can be paid at the Rental Shop and each athlete wear a day use pass. Athletes can rent skis from the Rental Shop for \$7.00 per athlete for up to 2 hours of use per session.

Peter seconded.

Motion carried

8. Work list for the lodge

Action Item: Brian, Kathy and Sunshine will develop and document a list of safety procedures for the Lodge and then discuss who will be responsible...what duties CSTC employee will be required to do.

Action Complete

9. Youth Ski Program Power Point Presentation:

Action Item: Marilyn and Sunshine (with possibly Tania) will update Sunshine's Rotary presentation. Power Point presentation could possibly use Peter's CCBC article and pictures from Ski School 2012.

Not yet done.

10. New Ski Passes:

New ski passes will have Emergency Contact Info on the back of the ski pass and a statement to "Ski at Your own Risk". Need to follow-up with any other requirements of CSTC Insurance policies. Ron investigated but the cost of the passes is prohibitive.

Action Item: Ron will put Emergency Info and "Ski at Your Own Risk" on Trail Maps.

Action Item: John will create signs, "Ski at Your Own Risk" for Rental Shop, notice board in parking lot and near Day Use Drop Box.

11. Lodge Rentals:

Sunshine invoiced Richard at the Quesnel Recreation Centre for fees for rental of Lodge for Pilates last year.

Action Item: CSTC Treasurer should receive checks for three rentals (\$600) from the Quesnel Recreation Centre and track to see if it is paid or not.

Received

12. Complimentary Ski Passes: Brian

Action Item: Ron will get complimentary ski passes made to promote the sport of cross country skiing. Passes will include a free 2 hour or less rental.

Action Item: Tania attach complimentary pass to rental form...collecting address, phone number and email address of user. A list be created of complimentary ski pass users and

compare this list to season membership list, this year & next. See if “try” materializes into “buy”.

13. Draft Financial Policy: Christine

Executive members voted by email and the motion to accept the Draft Financial Policy for Ski School/Rental Shop was carried. Draft minutes of online meeting dated October 21, 2012 was sent to the Executive and Directors of the Cariboo Ski Touring Club.

Action Completed

14. AGM October 25, 2012: Planning

Action Item: Executive members send committee reports to Marilyn by Sunday, October 21st. Report on last year’s accomplishments and upcoming year’s goals.

Presenter

Action Item: Ron will ask Karchy Peters and his crew to give a presentation on their trip to Mt. Baker & Mt Rainier.

Action Item: Ron will do the advertising and Greg will send out an email to members

Action Completed

15. Membership Drive:

Action Item: Ron will arrange an article with Annie Gallant at Quesnel Observer: Lifestyles section. Also create a poster for Rocky Peak & the Rec Centre.

Action Item: Greg will send out an email to 2012 members.

16. Cabin Reservations:

Shirley & Brent have resigned as booking agents for backcountry cabins.

Action Item: Bruce will analyze past reservation calendars for data on who is using the cabins.

Action Item: Greg will send out an email asking for another volunteer to book reservations.

Action Item: Bruce will investigate with Greg a better booking system and the possibility of using Zone 4 and our CSTC membership database with CCBC.

Action Completed

17. Work Party status: Hand rail done. Snow dams installed on roof. Skid proof paint done on stairs.

18. CCBC Membership Kits:

Start-up kits should be here by September 14, 2012.

Action Item: Greg will follow-up with locating CSTC’s

Sunshine has the kits. Action complete

19. Loppet:

Action Item: Sunshine will inquire if any keen jackrabbit parents are available that may want to be on the Loppet committee? Fundraising (for all events for the club), or organizing medals.

20. Backcountry:

Action Item: Bruce will work on the chimney and roof line at Murray cabin.

Moncton might need more wood.

Action Item: Greg will send out an email requesting volunteers for Murray’s work party.

Greg will send an email that chimney is at his place.

Action Complete

21. Ten Mile Lake Park Permit

Insurance from CCBC needs to be submitted for Park permit. **Brian** emailed the insurance document.

Complete

22. Guided Tour Schedule:

Action Item: **Sunshine** will send a copy of the schedule to Marilyn for the records & Herb for the website

Action Completed

23. Chris Harris Show and insurance coverage:

Need to get City of Quesnel named as an additional insurer in the policy with CCBC. We need to have 5 million dollar insurance policy.

Action Item: **Marilyn** and **Brian** will look for list of additional insured with CCBC

Action Complete

24. CSTC Insurance Policy

Action Item: **Brian** is proceeding with getting insurance coverage for CSTC following up on a letter dated September 19, 2012, that CSTC received from Sandra Lewis, Manager of AC&D (Quesnel) Insurance Services Ltd. The letter informs CSTC that our Commercial Policy No. CMP S1484480 is due for renewal on October 23, 2012. The present insuring company has advised that the renewal premium will be \$3047.00 with no liability coverage on the policy at this time.

Complete

New Business:

1. Additional items to add to the 5 year plan.

Gradually increase the job responsibilities of the Youth Program / Rental Shop Coordinator to become the Hallis Lake Venue Manager to take on some of the responsibilities of the executive. eg. insurance, rental coordination, bookkeeping.

We currently have a defined job description for the Rental shop coordinator.

Brian moved that we incorporated this plan into our 5 year plan. 2nd: Greg

Target year 4

2. 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.

3. Accessibility trail: The CRD has applied for money for trail building. \$20,000 is currently available to CSTC, the CRD is committed to help raise the remainder of the funds required. Approximately \$30,000 is

required. Daniel Dobson needs a sketch of our building modifications for the ramp and roof for wheelchair access ramp. We need to do this in the next few months.

4. Sunshine will buy a flipchart for instructor's clinics and courses.

5. Lodge Maintenance:

1. Establish a lodge maintenance schedule for items that need to be done on a weekly basis: fireplace and wood stove ash removal, firewood stocking, bathroom and outhouse cleaning, and garbage removal. The idea is to have club user groups (Jack Rabbits, Biathlon) help with these tasks.
Suggestion to have Sunshine to talk to Jackrabbit parents at the beginning of the season to do some of the tasks. We can also post a roster of routine jobs to be done near the entrance and/or ask specific members to do duties on a routine basis.
2. Organize a preseason work party to clean the interior of the lodge and outhouses.
3. Storage box for pictures or some sort of racking is still required.
4. We need to review and consider modifying the rental policy procedures and ensure if they are being followed.

6. Publicity: Ron has Chris Harris Posters done and ready to distribute. Executive members will take any that they can put up. Chuck Mobley Theatre is booked for Sat. Dec. 8th at 7 PM.

Meeting adjourned at: 9 PM

Next Executive Meeting: December 11, 2012 at QCEDC office at 7:00 pm

Goodies Schedule:

December: Chris Elden

January: Greg Strebel

April: John Redburn

February: Christine Kraayvanger

May: Brian Black

March: Sunshine Borsato