

**Cariboo Ski Touring Club
Minutes: October 9, 2012**

In Attendance: Brian Black, Marilyn van Leusden, Peter van Leusden, Christine Kraayvanger, Ron Watteyne, John Redburn, Bruce Self, Kathy Jaffary and Herb Chlebek.

Absent with Regrets: Jim Crellin, Chris Elden, Elaine Watteyne, Sunshine Borsato, Greg Strebel, Paul Mednis, and Holly Nelson

Adopt agenda: M: Ron 2nd: Bruce

Adoption of Minutes of September 11, 2012: M: John 2nd: Bruce

Treasurers Report: M: Peter 2nd: Bruce
See October 8, 2012 Bank Reconciliation Report

Correspondence:

1. Letter dated September 28, 2012, received from Brian Heppner, Cap-it Quesnel offering members of the Cariboo Ski Touring Club a 10% discount on Thule brand products. To take advantage of this, all CSTC members need to do is show Cap-it Quesnel, at time of purchase, their CSTC membership card.
2. Letter dated September 19, 2012, received from Sandra Lewis, Manager of AC&D (Quesnel) Insurance Services Ltd. Informing 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.
3. Letter dated September 26, 2012, received from Janine North, Chief Executive Officer, Northern Development Initiative Trust stating that an amount of \$70,000 was deposited into the Cariboo Ski Touring Club account as of September 25, 2012 which represents a loan disbursement for the Purchase of a Snow Groomer (Pisten Bully 100). The cheque stub, deposit slip, and loan amortization schedule were enclosed for CSTC records.
4. Letter dated September 17, 2012, received from Northern Development Initiative Trust, Janine North, Chief Executive Officer with a signed copy of the accountability agreement between Northern Development Initiative Trust and the Cariboo Ski Touring Club.
5. Letter dated October 1, 2012, received from the Ministry of Public Safety and Solicitor General, Gaming Policy and Enforcement Branch stating that our application # 992973 was reviewed and denied. Six reasons for denial were stated.
6. Email received October 3, 2012 from Shirley Smith informing CSTC that Brent and herself are resigning as coordinators for booking reservations for Backcountry Cabins. Brian thanked Shirley and Brent for the great job that they have done looking after cabin reservations for the club.

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.
2. 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.
Not yet done, waiting for costs, will call Holly.
3. Armbands for Checking Ski Passes:
5 armbands were received as a donation from Joanne Peacock at TL Designs.
Ron will take them to Hallis Lake Lodge: Rental Shop.
4. 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.**
5. 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 24, 2012.
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.
Peter contacted Kevin Sturt and Scott Trueman to explain the Track attack program and ask if they are willing to help as a coordinator. Both declined at this time. Scott offered to help with the Elementary School Races and Winter Carnival.
 - CSTC did all that we could do to get the access road gazette.
Brian met with Bob Simpson and Adam, who were supportive in our request to get the road transferred to Highways. We have been advised by DOH that they will be taking over the road immediately. Brushing and grading will occur this fall. Next off season the road will be covered with crushed gravel.
7. 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.
8. Review of Budget for 2012-2013: Christine
See attached file of Budget 2012-2013.

9. Ski Swap:

Ron contacted George Ryan regarding the date of the Ski Swap, suggesting it not be on the Hallowe'en weekend. 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 send out an email requesting volunteers to run the booth at the ski swap.

10. Letter dated August 4, 2012, received from Karen Prosk, Local Co-ordinator, Special Olympics-Quesnel. The letter requests a quote for access to our rental ski equipment and its distribution.

Marilyn contact Rick Prosk to gather more information: Anticipating 11 athletes, coaches: Mark Forsythe, Dougal Hines. Alternating for 8 to 10 weeks between snowshoeing and cross country skiing. Starting in December thru to end of February. Snowshoeing, Wednesday at 3:30 pm and skiing, Wednesday at 4 pm.

Marilyn also checked with Gillian Recknell, PG. Caledonia Nordics. They charge Junior season pass of \$80.00 for Special Olympics group members.

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.

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

Action Item: Marilyn will inform Rick of the rates passed in the motion.

11. 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. **Not yet done.**

12. Items for the next season calendar

- Work Party (Murray & Hallis Lake) October 14, 2012
- Work Party (Hallis) October 24, 2012
- AGM October 25, 2012
- Jackrabbit starting December 8, 2012
- Adult Ski Lessons TBA January, 2013
- Open House January 6, 2013
- Biathlon BC Cup#1 Race January 18-20, 2013 Whistler
- Loppet January 26, 2013
- Winter Carnival February 2, 2013
- Biathlon BC Cup#2 Race February 8-10, 2013 Kelowna
- Cariboo Marathon February 9, 2013
- Elementary School Races February 16, 2013
- Jackrabbit Meltdown Party February 23, 2012
- Biathlon BC Cup#3 Race February 22-24, 2013 Prince George
- Meltdown Party March 8, 2013 (tentative)

13. Youth Ski Program Power Point Presentation

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

Not yet done.

14. 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.

15. 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.

New Business:

1. Complimentary Ski Passes: Brian

Motion: Ron moves that each Executive member of the Cariboo Ski Touring Club be given 5 complimentary ski passes with free equipment rentals to promote the sport of cross country skiing.

Seconded by Bruce.

Motion carried.

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".

2. Draft Financial Policy: Christine

See attached Draft Financial Policy.

Motion: Christine moves acceptance of Draft Financial policy for Ski School/ Rental Shop.

Seconded by Brian

Action Item: Executive members vote by email, respond to Secretary.

3. 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

4. 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.

5. Website Update

Information for update be forwarded to Herb.

6. 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.

7. Work Party status:

Ron and Brian will organize a small cat or excavator to complete the ground work for the new teaching hill and play areas.

Jim Kurta, Jim Gorsline and Brian Black have volunteered to do the trail brushing this year.

Work will start this week.

Committee Reports:

1. Jackrabbit – Sunshine.

- Attached is the 2012-13 jackrabbit schedule - 10 sessions, elementary race dates etc
- I am desperately short of coaches - right now I am two coaches short of even running the program. Vic and I cannot coach as we each have a kid in the program.
- Coaching clinics in November and January - some coaches from Williams Lake will be attending.

2. Nordics / biathlon – Jim/Peter/Chris

- It looks like we have 13-14 athletes this season, depending on Kieron
- Meeting Tuesday, October 9, 2012 night to decide on practices, coaching format, ammo etc.
- Practice next Saturday weather permitting, race in PG on Sunday
- Just to give you an update on the monies spent from our two grants.

Received:

Club Development Grant: \$1000.00

Biathlon Participation Grant \$2500.00

Registration for CI-1 \$ 600.00 6@\$100.00

Total: \$4100.00

Expenses to date:

Biathlon Camp reimbursements

6@ \$65.00 \$390.00

Alan Ball \$1445.20

Course Materials and Shipping \$1409.00

Costs to Date \$3244.20

Projects still to cover:

1. Jack Rabbit – Biathlon Transition. Afternoon event
2. Biathlon open house: Afternoon event
3. Ammunition subsidy

- May be able to get Biathlon BC to cover some of the course materials costs:

3. Membership – Greg

- Start-up kits should be here by September 14, 2012.
- **Action Item:** Greg will follow-up with locating CSTC's.

4. Equipment / lighted track – Brian

Equipment:

Pisten Bully:

- Expecting Clearwater group to pick up the old Pisten Bully this Monday, October 15 and complete payment for the purchase of the machine.

Track Lighting:

- Art Leer and Ron intend to repair lines down on lit track.

5. Loppet – Elaine

- Loppet date set for Saturday, January 26th, 2013
- Elaine is looking for someone with a Level 1 Officials certification to act as Chief of Race on race day. Do we have a list of members who hold this certification? Perhaps check with Sunshine & CCBC list.
- **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.

6. Backcountry – Bruce

- Work party set for Murray Cabin to collect firewood, this Sunday, October 14, 2012. Contact Bruce Self.
- **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.

7. Signs & Snowshoe Trails – John

Signage

- "Use at Your Own Risk" signs will be made.
- Gerry's Choice: 3.5K sign will be replaced with 2.5K sign

8. Social – Holly

- No report.

9. 10 Mile Lake Committee – Peter/Paul

- Insurance from CCBC needs to be submitted for Park permit

10. 75 K Ski Challenge – Sunshine.

- Challenge will be organized.

11. Guided Ski Tours– Sunshine.

- Guided ski tours are all booked and I will send a schedule to Greg Strebel and Brian for tracksetting and weekly updates.
Action Item: Sunshine will send a copy of the schedule to Marilyn for the records & Herb for the website

12. Lodge – Tony & Kathy Jaffary

- No report.

13. Lodge Rentals – Sunshine

- Veronica's running group October 21st and possibly another rental on the Saturday night (October 20th)
- Halloween party on the 27th
- Currently pilates classes until Dec 14th

14. Newsletter- Greg

- No report.

15. Publicity/ Adult Lessons- Ron Ski Lessons

- **Publicity**
Chris Harris Presentation
Dec. 8th
Correlieu School Chuck Moberly Theatre
Time: 7:00 to 9:00
Cost: \$10.00
Tickets: Rocky Peak Adventure Gear

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.

Spoke to Annie Gallant about ski club article in the Lifestyle section of the paper and she was interested. Spoke to Tania and she has some input for the article.

- **Instruction:**
Ron has not set up a meeting for the instructors yet and will do this in late October or early November.

16. Youth Ski Program and Rental Shop- Brian, Marilyn Funding

- No report.

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

School Booking

- Tania has begun to make contact with schools and teachers to remind them about our program and send them the booking package and calendar period that we will be running the ski school program.
- To this end the following has already been done:
Emails with an Introduction page, booking package and contact information has been sent to the 58 contacts we have on our list for the elementary schools.
A hard copy package for each school has been brought to the school board to go out with their bag mail. This was brought to the SD 2 weeks ago but has been delayed because of a new policy that states it has to be reviewed and approved by the superintendent before being distributed.
There is a means of piggy backing on their email and I will send the intro email to them to ask for it to be sent out so that it reaches people who are not on our list.

Coaches

- We now have 6 new people on our list who would like to be Volunteer Coaches and take the ICC and CC1. I sent out an email through Greg to membership in September. We could use a few more new coaches on our list.

Meeting adjourned at: 8:50 pm

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

Goodies Schedule:

November: Jim Crellin

January: Greg Strebel

April: John Redburn

December: Chris Elden

February: Christine Kraayvanger

May: Brian Black

March: Sunshine Borsato